ARTICLE III – TOURNAMENT CHECKLISTS

COURT EQUIPMENT CHECKLIST

- Standards with padding
- Good net
- Referee stands with padding
- 2 antennae per court
- Chairs for team benches
- Game balls (1 per court & spares)
- Scoring table and 3 chairs per court
- Towels
- Floor tape or floor paint if court lines are not complete
- Measuring device for checking net height and court dimensions
- Air pump and needle for inflating balls
- Trash cans and extra trash bags

NET HEIGHT

Men (Boys 16and up)	7' 11 5/8"
Women (Girls 13 and up)	7' 4 1/4"
Boys 14 and under	7' 4 1/4"
Girls & Boys 12 and under	7' 0"
Girls 10 and under	6' 6"

COURT DIMENSIONS

Playing area 18 m x 9 m (59' x 29'6").
The surrounding free zone should be a minimum of 2m (6'6").

Serving Line for 12 and under competition can be set at 7m (23") from the axis of the center line. However, the regular serving line is used at Qualifying events and at Junior National Championships for all age groups.

BALLS

Indoor: <u>4.3-4.6 lb./sq. in</u>, 25 1/2" to 27" in circumference, 9-10 ounces.
Outdoor: <u>2.5-3.2 lb./sq. in</u>, 25 1/2" to 26 1/2" in circumference, 9-10 ounces.

MEDICAL EQUIPMENT

- First aid kit and blood clean up and disposal kit (see appendix)
- Ice and bags or instant ice packs
- Copies of current Incident Report and Medical Claim Form.

SCORING TABLE CHECKLIST

- Flip score or electronic score board
- Pens and pencils
- Line Up Sheets
- Score sheets for regular sets
- Deciding set score sheets for playoff matches and tie-breaking sets
- Libero tracking sheets
- Pool play and playoff schedules with team names
- Whistle for officials that did not bring their own
- Red & Yellow cards (construction paper cards are sufficient)
- Table and 3 chairs for each court

TIPS FOR SCORING TABLE

- Fill out the Event and site information and court numbers on score sheets before copying them. This will alleviate confusion when posting scores from multiple courts.
- Use a 3-ring binder for each court, and insert all papers (schedules, score sheets, line-up sheets, libero tracking sheets, and pens/pencils) into it in advance.

TOURNAMENT DIRECTOR CHECKLIST

- Official team rosters have coach's signature at check-in
- Paper Membership Forms for new members adding the day of the tournament
- Playing schedules
- Event and facility rules
- Pens and pencils for registration and posting scores
- Wall charts for pool play and playoffs.
- Tournament reporting form
- Misc. items: towels, stapler, paper clips, tape, scissors
- Awards (Junior events require at minimum individual 1st place awards)
- It is helpful to have a tournament manual CD, laptop, and printer available, in case you need to change pool or playoff formats, or you run out of score sheets.

ARTICLE IV – TOURNAMENT PERSONNEL

A) Tournament Director

1) **For Junior Events, the tournament director must be a USAV member and background screened.** Tournament director should not serve as a referee or scorekeeper during tournaments so they are available to run the tournament and settle disputes. **For adult events,** the tournament director should not be on the floor playing or officiating, but the duty may rotate between members.
2) Establish a budget. Send tournament sanction application to Iowa Region office to get tournament on the schedule.
3) For junior tournaments, monitor your tournament entries on the online tournament registration system. You will obtain your username and password from the online tournament registration system.
4) Establish contact with participating teams. Collect official rosters. Send tournament schedule and tournament information to participating teams and to the Iowa Region office.
5) **Day of Tournament Responsibilities:**
   a) Check in teams. Collect updated rosters and verify that all teams arrive on time.
   b) Meet with coaches/team reps to establish site rules (low overhangs, etc.) or changes in the schedule.
   c) Mediate disputes, protests, etc., throughout the tournament.
   d) Declare forfeits for late arrivals, no shows, or disqualifications.
   e) Reschedule play in the event of unforeseen circumstances. Try to reschedule for delays caused by bad weather or unexpected traveling delays.
   f) Post match results promptly.
   g) Determine pool results and placement for playoffs using tie-breaking procedures established by the Iowa Region.
6) After the tournament, submit **any rosters, new membership forms and payments, and any incident reports** to the Iowa Region. <u>You DO NOT need to submit sanction fees for teams that entered the tournament using the online registration system</u>. If your own club teams or other club teams were in your tournament and did NOT enter online, **also submit a sanction fee** of $10 per team for those teams. Tournament results should be entered online.

B) Court Managers. In tournaments with multiple courts, the tournament director can assign a court manager to help keep the tournament on schedule. Responsibilities:

1) Take complete score sheets to tournament desk.
2) Check that all equipment (balls, pens, pencils, whistles, cards, etc.) remain at the court.
3) Ensure that the court remains clean and dry.
4) Make sure officiating team is present and ready to begin. Keep teams on schedule—there should be 10 minutes (or 6 if stated in advance) between each match, including warm-ups.
5) Notify tournament director of any accidents or blood on the court.

C) Other Personnel

1) Committees or individuals can be assigned to assist with:
   a) Awards
   b) Concessions
   c) Supervision and clean up
2) Registration Desk personnel to check in teams and individual memberships the day of the tourney
3) People to supervise team camps, spectator areas, and restrooms.

ARTICLE V – TRANSPORTATION & FOOD

A) Include a map and travel directions with the tournament schedule.

B) Include information about food (nearby dining establishment, availability of concessions on-site, and regulations on allowing coolers or crock pots into the facility) with tournament schedule.

C) If special areas of the facility are reserved for team camps, mark those areas, and inform teams of these regulations in advance.

D) Concession stands can be set up as an additional source of tournament income. Remember that tournament participants are there to play volleyball, and the food available should reflect the needs of the customers. Hot dogs and nachos alone do not provide adequate nutrition for participating athletes. Offer healthy choices, such as sub sandwiches, or fruits and vegetables.

ARTICLE VI – AWARDS

A) Adult Tournaments. The Tournament Director at an adult tournament may distribute awards or prizes at their discretion.

B) Junior Tournaments. Individual first place awards are mandatory. Award cost cannot exceed $10 due to collegiate and high school eligibility rules. No cash awards may be given. Team awards are optional.

1) Determine how many divisions you will have, and the kind of awards to be distributed. Sometimes you may find local sponsors that will donate awards.
2) Distribute awards to winning teams at the tournament. If the awards are being personalized, they should be completed and sent to the winning teams within 6 weeks of the tournament date.
3) Plan on giving 12 individual awards per team.

C) College athletes competing in any USAV sanctioned tournament should check with their respective Athletic Director before accepting any kind of award.

D) Amateur Status. Any player (adult or junior) wishing to maintain their amateur status may not receive a cash prize award.