

## ARTICLE X – DAY OF TOURNAMENT GUIDELINES

- A) **Emergency situation the morning of the tournament.** (ie: teams drop out very late the night before or don't show). The tournament director will revise the pools to make an equitable distribution of teams and notify the remaining teams at the earliest possible time. Remember that you cannot force a team to start earlier than their first originally scheduled time.
- B) **Coaches meeting.** The tournament director may hold a meeting 15 minutes prior to starting play with coaches and captains, or have a printed sheet with site directions and other necessary information. Inform teams that arrive later of all pertinent information. Procedures for a Coaches Meeting:
- 1) Review check-in procedures. Verify and update rosters.
  - 2) Give information regarding rules of the host facility: food, playing restrictions, off-limit areas of the facility, parking, team camps, etc.
  - 3) Review special tournament rules: delays, breaks, playing ahead, etc.
  - 4) Review playoff format.
  - 5) Remind team captains and coaches to check the playing schedule before leaving the site during the tournament, and at the end of the day during a 2-day tournament.
- C) **Verifying & Updating Rosters.**
- 1) The Official roster (printed from the online Webpoint system) reflects all necessary information about players and coaches: current membership, accepted waived status, referee & scorekeeping certifications, team contact information, and uniform numbers.
  - 2) The team reps should sign the roster indicating all updates and player information.
    - a) Check mark by the name of all players that are present that day
    - b) Verify uniform numbers as indicated on the roster, or correct the roster.
    - c) Sign roster and indicate a contact phone number for that team.
  - 3) **Adding players to a roster.** Any team may add new players to their roster by purchasing a single event or full (adult or junior) membership. Ideally, new players should sign up and pay online prior to the event, and should bring a print out of their membership confirmation page to the event. If new members registered online but did not pay, they should turn in their payment at the tournament with a copy of the first page of their membership confirmation.
    - a) Players who register last minute on site must fill out a paper membership form, sign the waiver and code of conduct, and pay for their membership before being eligible to play. The form and payment must be given to the tournament director, and should be sent to the Iowa Region office as soon as possible.
    - b) Adding adult staff members to junior team rosters. Staff may be added to junior team rosters at any time during the year. All required forms and fees must be received by the Iowa Region before coaches and staff are eligible. **Because adults on junior team rosters must have a background screen to be eligible to coach,** coaches and staff may not be added to a roster at the last minute unless they have a current Iowa Region background screen.
- D) **Forfeits during the tournament.**
- 1) If a team unintentionally forfeits during a tournament (ie: illness, injury), all sets won or lost by that team are to be counted. Teams must have 6 players on the court to play legally.
  - 2) Intentional forfeits (ie: leaving early) will be subject to the same sanctions as for failure to show at a tournament. Sets won or lost under such circumstances may be removed from the day's standings at the Tournament Director's and/or Protest Committee's discretion.
- E) **Disciplinary Action.**
- 1) **Tournament Directors are not expected to take disciplinary action that might disrupt the event (i.e. eliminating teams for uniform violations).** Allow teams to play making sure they are aware of their violation of Iowa Region rules. Notify the Region Office by the next working day of any violations so appropriate action may be taken.
  - 2) **Tournament Directors should** report any unsportsmanlike conduct, forfeiting sets, leaving early without officiating, etc., to the Region Office.
- F) **Protest Committee.**
- 1) **Any protest should be acted upon immediately, not at the end of the set.**
  - 2) Consult the current USA Volleyball Domestic Competition Regulations (rulebook) 5.1.2.1 – 5.1.2.3 for proper procedures to follow.
  - 3) The Protest Committee should be composed of the following members:

- a) Tournament director.
- b) Highest ranking USAV referee present, not involved in the protest.

## **ARTICLE XI – KEEPING THE TOURNAMENT ON SCHEDULE**

- A) Starting on time.** Late starts are the biggest problem with ending the tournament at a decent hour. The first match should start between 8:00 A.M. and 8:30 A.M. unless team reps and/or coaches are notified differently at the time their team is accepted into the tournament (any change must have prior approval from the Iowa Region).
- B) Staying on Time.** Excessive time allowed between sets and matches is the second biggest obstacle to ending a tournament at a decent hour.
- 1) Start the time clock between matches **IMMEDIATELY** after the last point of the previous match. If stated at the Captains Meeting, tournament directors can penalize officiating teams for taking more time than allowed for warm-ups. The penalty most often used is to dock the officiating team 3 points at the beginning of their next match.
  - 2) Three (3) minutes should be allowed between sets, during which the first referee should not leave the stand.
  - 3) If there are any anticipated interruptions that might affect the schedule, discuss them at the Coaches Meeting.
- C) Warm up and Time Between Sets and Matches.**
- 1) The first match of the day should begin after the captain's meeting.
  - 2) The warm-up period for all matches in a tournament will be a 10 minute split warm-up. There will be 2 minutes of joint passing on different sides of the court. During this time the captain's meeting will be held. Immediately after the captain's meeting the serving team will get the whole court for 4 minutes, followed by 4 minutes for the receiving team. Teams may pass, hit or serve in their 4 minute time period.
  - 3) The first match of the day for each team should always be a ten (10) minute warm up. If declared in advance, all following matches may use a six (6) minute warm up. The six minute warm up consists of 3 minutes on the entire court for the serving team (including serving time), followed by 3 minutes on the entire court for the receiving team.
  - 4) In the event of the threat of inclement weather during an event, the tournament director may change all warm up periods to a six (6) minute time period.
  - 5) Warm-up and time between sets and matches shown previously are **MAXIMUM TIMES**. These times should end with the teams on the end line in proper uniform.

## **ARTICLE XII – REGIONAL REGULATIONS**

The Iowa Region adheres to the rules and regulations of the current USA Volleyball Domestic Competition Regulations. In addition, the following regional guidelines apply.

- A) Uniform Code.** USA Volleyball rules require teams to have similar and clean uniforms of the same color.
- 1) For nationally sanctioned USAV competition, uniforms must be identical with the exception of sleeve length and the libero player. Long sleeved and short sleeved T-shirts are considered to be identical. Tanks and sleeveless tops are **NOT** considered the same as a T-shirt, so if one player wears a tank or sleeveless shirt, everyone must be wearing that same style.
  - 2) The Iowa Region requires that uniform shirts match, have clearly visible numbers, and that the shorts are all the same color.
  - 3) Uniform numbers should be from 1-99 (Zero is not a legal number). Numbers should be **CENTERED** on front and back, and should be 6" in front and 8" on the back. Numbers may, at a minimum, be 4" in front and 6" in back (in Iowa Region play only).
  - 4) Libero jerseys must contrast in color with that of the predominant colors of the jerseys of the other team members. The libero uniform may have a different design, but it must be numbered like the rest of the team members. Combination of libero jerseys and regular jerseys should be a light color and a dark color. Combinations such as purple/black, dark green/black, navy/black, or navy/maroon are **NOT** distinct enough to be legal.
- B) Player Eligibility.** In an effort to increase the quality of play within the Iowa Region and to prohibit clubs and players from abusing their playing privileges; these rules are to be followed when playing in a tournament. There are no excuses and no exceptions.
- 1) Adults:

- a) Teams in the same club, playing at the same level, may move players among teams for all tournaments EXCEPT Adult Regionals. For example, a club with three BB teams may have their BB level players on any team until Regionals.
  - b) A club may move an unlimited number of players up to a higher level to fill out rosters for a tournament.
  - c) A club may move a maximum of two (2) players down one level of play in order to field a team of seven (7) players for a tournament. Clubs may not move players down for Adult Regionals.
  - d) Adult Regionals: For seeding purposes, rosters for Adult Regionals may not be changed later than the Wednesday before the event. All new members must be FULL members. Single event memberships are not accepted for Adult Regionals, Zonals, or Nationals.
- 2) Juniors:
- a) AGE Teams: A junior player may participate at a higher age level, but cannot move down to play on an age level team lower than the player's age.
  - b) GRADE Teams: Teams designated as a Grade team may have anyone in a certain grade on that team, regardless of whether their birth date falls within the USAV age requirements for the corresponding age. (Ex: 13u vs. 7<sup>th</sup> grade—for the 7<sup>th</sup> grade team, any player who is in 7<sup>th</sup> grade could be on the team, regardless of when their birthday is).
  - c) Waivers: For Grade teams, players who do not meet the corresponding USAV age requirement will need to be waived (unlimited number of waived players, as long as they meet the grade requirement). Age teams will not have any waived players. Teams will NOT have to turn in a waiver form at tournaments, as their Waived status is indicated with a "W" on the Official Roster.
  - d) Waivers for boys on a girl's team: A boy may play on a girl's junior team up to the 14u/8<sup>th</sup> grade division. Boys must meet the grade requirement, and there may be no more than two (2) boys waived to a girl's team.
- C) Tournament Fines.** Not following tournament guidelines and reporting procedures could result in a \$50.00 fine being imposed and loss of hosting future tournaments. If allowed to host future tournaments the Region may deem it necessary to assess a consultation fee of \$20.00 per court. Unpaid fines will prohibit you from hosting or playing in future tournaments.

### **ARTICLE XIII – MOVEMENT OF ADULT TEAMS**

- A) Movement of Adult teams.** The procedures for determining the movement of adult teams from one level (up or down) to another will be determined by utilizing a point system. As points are awarded to teams for tournament play certain teams may be identified as possible candidates for movement to another level of play. They will be evaluated by the Iowa Region.
- B)** When a team has been evaluated and determined for movement to a higher or lower level, the team will be allowed to play in its next currently registered tournament. After that tournament, the team is required to play at the new level.

### **ARTICLE XIV – TOURNAMENT INSURANCE**

- A) Sanctioning a Tournament.** The Iowa Region acts as a part of USA Volleyball. Tournament hosts, the Iowa Region, and USA Volleyball are all exposed to liability when a tournament is held. Official sanctioning of an event by the Iowa Region extends the USA Volleyball's Liability and Secondary Sport Accident insurance to its members while participating, practicing and traveling to the event. Official sanctioning of the event protects tournament directors and host sites if liability suits occur.
- B) Incidents.** In the event that an incident occurs that gives rise to "bodily injury" or "property damage" to either a spectator or participant, the tournament director is responsible to:
  - 1) Obtain and record the required information on an "Incident Report" form (found in Forms). The completed form should be mailed or faxed to the address listed on the form, and a copy should be sent to the Iowa Region.
    - a) Notify the insurer **immediately** by fax or phone of the following: serious injuries or fatalities, property damage in excess of \$10,000, or the receipt of any document/notice of third party liability such as lawsuit or summons.
    - b) All other incidents or claims should be reported within 48 hours.

- 2) If the incident involves injury to a participant, the “USA Volleyball Medical Claim” form (found in Part II of the Tournament Manual) should be provided to the participant. The injured party sends the completed form to the address listed on the form, and sends a copy to the Iowa Region.
- 3) Notify the Regional Commissioner of any injury or damage on the next working day after the event.
- 4) Fraudulent claims. Completing the Incident Report will enable USA Volleyball to curtail or prevent fraudulent claims from being paid unnecessarily by matching it to each claim for damages submitted.  
**Please report all incidents - serious or not.**

#### **ARTICLE XV – GUIDELINES FOR DIFFICULT SITUATIONS**

- A) Verbally abusive Coach during a match-** Coaches have the right to question misapplication of rules, but not judgment calls made by officials. If a coach gets verbally abusive they can be warned or sanctioned with a card. If a coach is expelled for a set or disqualified from a match the tournament director should make sure the coach leaves the bench for 1 set for an expulsion and leaves the gym for the rest of the match for a disqualification. A junior team must have another background checked coach or background checked adult on the bench to continue play in the Iowa Region.
- B) Verbally abusive Coach after a match-** The Tournament Director should warn the coach and remove the coach from the facility if necessary. This would include coaches that are harassing the officials from the previous match after the match is finished. A junior team must have another background checked coach or background checked adult on the bench to continue play in the Iowa Region.
- C) Verbally abusive Parent-** During a match the referee may warn the coach of the team with the abusive parent to take care of the parent situation. If the situation continues the team with the abusive parent may be given a yellow card which is issued to the coach. If the situation is not resolved the official should get the tournament director to remove the parent from the gym. Further inappropriate behavior by the parent in further matches should result in removal from the facility for the remainder of the event. Any parent or spectator that is expelled from the event should be reported to the Iowa Region.