



**IREVA TOURNAMENT DIRECTOR GUIDE
[aka TD Guide]**

**Hosting an IREVA Tournament-v10
2011-2012**

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SIGNIFICANT CHANGES FOR 2011/12:

1. **Tournament Directors (TDs) who are hosting junior events must have a current background clearance via USAV.**
2. **TDs must be cleared as attending a Mandatory Annual Administrative Meeting in order to be approved to host an event. See IREVA website – Latest News for details.**
3. **Approved Traditional tournaments that are changed to Non-Traditional require a minimum \$25 entry refund to teams.**
4. **New Host &/or Location Request form- Our new Tournament/Events Request Page is empty so all hosts and locations will need to be requested even though not “new” this season; Please submit to request Host and/or Locations to be added to the Tournament/Events Request Page.**
5. **New Tournament Request Form process on-line**
6. **Court fee and performance bond checks must be dated the 1st of the Month in which the tournament will take place.**
7. **TDs are responsible for confirming equipment and safety of the site prior to requesting an event.**
8. **If a team cancels at least two weeks in advance of the event, their entry fee should be refunded.**
9. **TDs to notify Team Reps if planning to deposit entry fees earlier than two weeks prior to the event.**
10. **TDs should only allow 1 team per net playing up a level [B in BB, Junior in B, etc.] to be accepted until 3 weeks prior to the event.**
11. **TDs cannot accept teams who have already been accepted to another event the same day.**
12. **TDs must cc: the Tournament/Insurance Coordinator (TC) on all schedule communications to teams & officials. Include the time the facility will open doors for players/participants to enter the building.**
13. **TDs are highly recommended to provide a first aid kit at all tournament sites.**
14. **Full USAV registrations may NOT be accepted by the TD. Only One event registrations can be accepted with the appropriate paperwork and fee collected.**
15. **TDs are responsible to handle site behavior issues for players, coaches, and spectators/parents.**
16. **All officials’ names and addresses on the IREVA Official Fee & Expense form must be removed or blackened out before submitting to the appropriate Results Coordinator.**
17. **Approval Statuses (see Appendix 6)**

I. Overview

- a. **The purpose of the TD Guide is to provide a summary of IREVA policies, procedures and resources, as well as, practical suggestions on how to run a successful indoor tournament. Most resources are referenced rather than repeated here, in the interest of keeping the size of this document down and in facilitating updates. When in doubt, check the USAV and / or IREVA websites for the most current information. It is our goal to update this document annually.**

NEW TOURNAMENT DIRECTORS: In addition to this guide, it is highly recommended that you work closely with an experienced TD in a mentoring relationship. There is a lot that goes into a successful tournament so be sure to do your homework by reading this material (at least twice!) and consider contacting Jen Distin, Ben Rosenthal, John Muollo, Dawn Sculley or other experienced TDs.

IREVA is the local regional affiliate of USA Volleyball. IREVA sanctions tournaments to provide USAV insurance coverage and to coordinate and maximize competition opportunities for its members and TDs. The owners of the facilities in which the tournament is held usually require this insurance coverage.

The most successful tournaments are planned well in advance, with the tournament posted on the region web site and application sent to the IREVA TC several months in advance of the proposed date. The TC will review the application for a tournament to be sure it meets IREVA requirements and to see how its proposed schedule meshes with other tournaments scheduled for that time.

b. **IMPORTANT REFERENCES AND RESOURCES:**

- i. USAV rulebook – see USAV website; or obtain a copy from IREVA at a R2/SK clinic and; note “tournament guidelines” in the middle section
- ii. USAV Insurance Handbook– see IREVA website > Forms & Documents > Insurance Forms
- iii. USAV floor tape memo– see IREVA website > Forms & Documents > Tournament Resources
- iv. IREVA website: Contact Info; Tournaments/Events; Forms & Documents, etc.

c. **Competition Seasons**

i. **Friendship Tournaments:**

1. Sanctioned from Sep 1st – Dec 31st (pre-season) and after Regionals thru Oct 31st (post-season);
2. Not having officials is standard; but officials-are optional at TD request and if available;
3. All rules, policies and procedures are to be followed;
 - a. Exceptions:
 - i. uniforms not required [but recommended],
 - ii. official scorekeeping is not required [but recommended],
4. Result grids and overall standings are still required;
5. Webpoint rosters are required.

ii. **Traditional Tournaments**

1. sanctioned from Jan 1st thru Regional Championships and, if requested by the TD, after Regional Championships thru Oct 31st
2. assigned officials are required;
 - a. if insufficient officials are available, tournaments will be player-officiated and approved as **Non-Traditional** on the website, with all other rules and policies being followed as in Traditional tournaments;
 - i. Approved Traditional tournaments that are changed to Non-Traditional require a minimum of \$25 entry fee refunded to teams.
3. Results will count in standings (if prior to Regionals);
4. All rules, policies and procedures are to be followed;
5. Webpoint Rosters are required.

- iii. **OTHER EVENTS** – in addition to “traditional tournaments” in the regular competition season, a variety of “other events” may also be sanctioned, such as developmental tournaments, power leagues, senior tournaments, etc. Rules and policies for such events; will be made available at the time of the event’s approval by the TC.

II. Initial Approval

- **Any TD that does not attend one of the mandatory annual administrative meetings will not be approved for the necessary sanction number to move forward in the process until such time that arrangements are made to acquire the meeting materials and sign off as to it being received, reviewed, understood, and accepted.**
- **You must be a current USAV member representing an IREVA-registered club to host a tournament.**
- **Adults hosting Junior Events must have a current background clearance via USAV.**

1. Effective 2011-2012 all TDs will need to request their:

- Host information to be added to the new Tournament/Event Registration page to be able to submit a request.
- Locations to be added to the website.

*All Host and Location information will carry forward to future seasons.

Please see the Forms & Documents page to complete the New Host & Location Request form and email it to the TC (tournament@ireva.org).

2. TD must confirm, BEFORE the event is requested for sanctioning and again before the event is held, that all equipment and other such expected needs are indicated in/going to be met via the facility contract (i.e. court lines, nets, standards, antennae, ref stands, visible scoreboards, tables, chairs, lighting, heat, staff to open/close, etc.) or that they will be met through other resources with detailed explanations of how and by whom in the contract.

- Also review the IREVA Facilities with Mandated Requirements for Sanctioning document on the Forms & Documents page for additional items that may be needed for specific facilities.

If an event takes place that does not provide the appropriate equipment and safety precautions, the TDs performance bond will be forfeited and could prevent the team &/or club from hosting future events.

3. Review the Tournament/Events page on the IREVA website for events already posted. All events pending and approved will be listed here.

- If you are considering a non-standard format, be sure to discuss that with the TC in advance.
- If the date is available and your level/gender does not overlap with another tournament within 50 miles of your location you may submit your request online via the Tournament/Events Request Form link found on the Tournament/Events page.
- If your tournament does overlap with a similar level/gender within 50 miles of your location, please contact the TC (tournament@ireva.org) prior to submitting your request online.

4. Once you submit your request online, print a copy of the request and sign it. **You no longer need to complete a separate Tournament Request Form.** Your online registration, once submitted online, will allow you to print your registration form for mailing to the TC along with the completed USAV Certificate of Insurance Request (located on the Forms & Documents page), court fees and performance bond (if applicable)

Please note:

- Tournament date(s) will be reserved for ten days to allow for your paperwork to arrive. If your application is not complete or does not arrive within ten days your date(s) will be released.
- Court fee is \$25 per court, checks payable to IREVA
Note: As an incentive, the sanctioning fees are waived if this is the first tournament your club has ever run or if this is the first time the facility has been used to host an IREVA tournament.
- Performance Bond is a deposit to ensure adherence to policies and that all paperwork is submitted in a timely matter. The first bond of the season is \$50, checks payable to IREVA. If bond is forfeited during the season, then a new bond will be required for future events and will increase \$50 after each forfeiture. TDs will be notified, in advance, if they have forfeited their bond. If all tournament paperwork is submitted correctly and on time, as well as all policies and procedures followed at the event, the performance bond checks will be destroyed (or returned upon request) after your last tournament.

Court Fees and Performance Bond must be separate checks.

- ***NEW*** - Checks must be dated the 1st of the month in which your tournament/event will be held.
Example: Tournaments in April must be dated April 1st.

5. Read the USAV Insurance Handbook before signing a rental agreement, and carefully inspect the site and equipment from a safety perspective. The TD is just as responsible for the safety of the site as the head official and/or the facility owner. When you apply for insurance and a sanction, you are committing that an event can be held safely. In doubt, ask for assistance from the TC. The TC may in turn ask the Referee Director for assistance in inspecting a site.

- There is a list of facilities which have additional requirements that must be met in order for the TC to sanction an event. Please see the Forms & Documents section of the website, IREVA Facilities with Mandated Requirements for Sanctioning document, for the details. If the event is sanctioned for one of the sites listed, the TD accepts the terms of additional arrangements that must be met. Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.
6. Prepare a budget for the event. Sample 5-team, 1-court Tournament Budget:
- | | | |
|---------------------------|-----------|---------|
| • Entry Fees | 5 x \$150 | = \$750 |
| • Officials Cost | \$325 | - \$325 |
| • Gym Fee | \$300 | - \$300 |
| • Sanction Fee | \$ 25 | - \$ 25 |
| • New balls, prizes, etc. | \$100 | - \$100 |
| • Total Profit | | = \$0 |

See appendix for details about Officials costs. The budget should assume the maximum amount, i.e., \$325 per court for normal one-day events, although almost all events cost less. Gym fees vary considerably. Prizes should be de-emphasized in order to hold down entry fees.

III. Final Approval

- a. The IREVA TC will review your final application for a tournament to be sure it meets IREVA requirements and to see how its proposed schedule meshes with other tournaments scheduled for that time. If everything is in order [application, insurance, fees, bond], you will be sent notification of final approval along with a sanction number. If a response to a tournament request is not received from the IREVA TC within two weeks after the tournament application was sent, contact her/him again.
- b. TDs who are requesting to host junior events must have a current background clearance via USAV prior to an event being approved. Background screening must be applied for through Webpoint. Once you have been given a sanction number, you are then permitted to solicit teams and collect entry fees and Webpoint rosters for your tournament. The sanction number should be referenced on all communication to the TC regarding the tournament.
- c. All IREVA-sanctioned junior tournaments use AES (www.advancedeventsystems.com) for entries and results. Junior events must be entered into AES once approval has been received from the TC. To request tournament director access in AES, complete the IREVA - AES Tournament Director Access Request Form located on the IREVA website, Forms & Documents > Tournament Resources.
- d. AES is available for optional use by TDs for adult tournaments.

AES rosters are not official verifications of current memberships. Separate instructions on use of AES are available for TDs from the TC. Please contact the TC prior to creating your own account on AES!

Note: The tournament sanction applies only to the tournament described in your application. Any changes, including but not limited to date; number of courts; location; or gender/age/level, must be approved by the TC with a new sanction number, in writing, prior to the event. Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.

IV. Accepting Team Applications

- a. It is strongly suggested that you accept team applications only upon receipt of a check and acceptable Webpoint roster AFTER your event has been approved.
 - i. If teams are accepted verbally or by email, allow at least 5 days for receipt of their entry fee.
 - ii. Teams are responsible for the entry fees even if they don't show up for the tournament.
 1. IREVA will not be involved in collecting from teams that don't show up.
 2. Don't be left short - collect your checks in advance.
 3. If a team cancels or withdraws
 - a. at least two weeks in advance of the event, their entry fee should be refunded (assuming a replacement team is found) unless you have otherwise notified teams differently.
 - b. less than two weeks in advance of an event, and a replacement team cannot be obtained, the entry fee can be retained by the TD.
 - c. causes the event to be canceled, TDs may retain the withdrawing team's entry fee.

Please notify Team Reps if you plan to deposit their entry fees earlier than 2 weeks prior to the event.

- iii. For junior tournaments, only accept checks and Webpoint rosters from teams registering for the event through AES.
 - 1. For juniors, do not accept a team without a coach who is IMPACT certified. If such a team is accepted and participates in the event, it will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.
- iv. All players and teams must be registered with the USAV and should be on the Webpoint roster, have a USAV membership card to prove their current status, or complete a one event-one day membership registration.

If you allow non-registered players to play you are jeopardizing your insurance and will end up personally liable for any accidents. If any player or coach is unregistered, the insurance for the event is void. Also, the TDs performance bond will be forfeited and could prevent the team &/or club from hosting future events. **See additional details under “At the Tournament”.**

- v. Contact the Registrar or the TC for any questions or issues of a non-routine nature (e.g., out-of-Region players and teams, foreign players and teams, etc.) prior to the event. Some Regions are still not using Webpoint, but acceptable forms of proof of membership are still required. There are special USAV forms for foreign teams and players, which will be provided by the Registrar.
- vi. All teams should be accepted on a first-come, first-served basis, including out-of-region teams, and given timely notification of their status.
- vii. For adult tournaments, teams playing down a level (BB applying to play in B) should be put on a waiting list immediately and only accepted as a last resort. TDs should only allow 1 team per net playing up a level [B in BB, Junior in B, etc.] to be accepted until 3 weeks prior to the event. Teams may not want to participate if the level of the tournament isn't as listed, so it would be a good idea to communicate to the teams who have been accepted for your tournament prior to the event.
 - 1. If you are unsure of the level of a team or if they are an out of region team, ask the Team Rep to mail a Webpoint roster or contact the Registrar or the TC.
- viii. TDs hosting events which overlap with another event of the same level cannot accept teams who have already been accepted into another event. Teams are not allowed to drop from one tournament to participate in another unless the TDs are in agreement and a replacement team is found. Teams that are found to have registered for multiple events on the same day could prevent the team &/or club from participating in future events.
- ix. For junior tournaments, junior teams are not allowed to play down an age division in a tournament of their gender unless approved by the Junior Director. 14U boys can play in girls' same age and above tournaments. Discuss any other JUNIOR-related questions or issues with the Junior Director.
- b. After January 31st, all teams must provide a certified scorekeeper (SK) and a certified 2nd referee (R2). If the team does not have these, the TD can impose a fee of \$25 for one or \$50 for both. The TD then must supply a certified R2 and / or SK for the matches that team is scheduled to work.

Note: Certified SKs and certified R2s are indicated on the Webpoint roster and membership card, or otherwise made available to TDs. If Webpoint is not up-to-date, any problems with non-certified work team officials will be handled with the review of results.

V. Before the Tournament

- a. Read the Guideline for Conducting Indoor Tournaments/Leagues in the current USAV Rules.
- b. All USAV rules for the current season, with IREVA modifications, are to be followed. For IREVA-specific rule modifications, see IREVA website > Forms & Documents > Tournament Resources. TDs must obtain advance approval from the TC for other rule modifications and provide adequate notice to participants.
- c. It is suggested to set up committees and delegate tasks, especially if you are the TD and playing in the tourney. (IREVA allows TDs to play as an exception to USAV guidelines.) TDs that attempt to do everything on their own typically run poor tournaments.
- d. Setup a playing schedule. See SCHEDULES appendix & pg. 200-201 of USAV Rule Book.
 - i. Teams must be guaranteed a minimum of eight 21 point games unless the event is sanctioned as having a non-standard format and the teams are notified of that fact in advance.
 - ii. Consider teams' travel times when preparing the schedule. Teams that are in close proximity should play and/or work first.
 - iii. It is an IREVA policy that all tournaments should have playoffs. There is no “75% rule” for one-pool tournaments, an exception to USAV guidelines. If you are running a tournament

with 5 teams or less, you must schedule a playoff unless time constraints or other such limitations have been documented and approved for the sanctioning of the event and teams were aware before applying for acceptance to the event. If there are time constraints at the facility, add them to the schedule so that teams know in advance.

- e. Multiple pool tournaments should be seeded to achieve balanced competition, mixing Regions, mixing geographically from within the Region, mixing teams from the same club, and differing play schedules for teams from the same club. Alternative formats, such as strong pool / weak pool, should be cleared with the TC and made known to the participating teams in advance. IREVA continues to have a goal of developing gold and silver divisions within adult B and BB competition levels. This is particularly important for BB due to the lack of A-level tournaments.
 - f. All teams applying for your tournament **must be** notified of their acceptance status in a timely manner. At least one week before the tournament, notify the accepted Team Reps of:
 - i. their start times,
 - ii. the time the facility will open for players/participants to enter
 - iii. directions with parking instructions,
 - iv. facility rules, and
 - v. an on-site emergency contact #.
 - vi. Also, ask the Team Reps to confirm receipt of their start times and to provide their contact information (cell phone if possible).
 - 1. Follow up with anyone you do not hear from.
- *Note potential penalty to TD for late distribution of the schedule.*
- g. Provide the full schedule to the assigned Head Official, in advance, so that start times for officials can be determined.
 - h. Cc: the TC on all schedule notifications to teams.
 - i. Make copies of the:
 - i. schedules,
 - ii. official forms for pool play results [a sample grid is on the IREVA website > Forms & Documents > Tournament Resources],
 - iii. medical and incident report forms,
 - iv. rosters,
 - v. score sheets,
 - vi. lineups, and libero tracking sheets.
 - j. Prepare notebooks for each table. The scorekeeping forms can be obtained from the USAV WEBSITE or IREVA website > Forms & Documents > Tournament Resources or from the TC.
 - k. Be sure to make extra copies of everything to have in reserve:
 - i. 3 Sets Lineup Sheet (Preferably Cut)
 - ii. Scoresheet for 2 sets*
 - iii. Non Deciding Set Scoresheet*
 - iv. Deciding Set Scoresheet*
 - v. Libero Tracking Sheet
 - vi. Membership application forms for One Event memberships **ONLY**
 - vii. USAV Scorekeeping Tips and Reminders
 - viii. One Page Scorekeeping Summary Non-deciding Set
 - ix. One Page Scorekeeping Summary Deciding Set
 - x. Schedule

For a full list of forms that need to be printed, see Appendix 3 IREVA TD Checklist

*It is recommended that TDs complete the header information on score sheets prior to the event. (i.e. Name of Competition, City, State, Hall, Date.)

- l. Confirm facility arrangements such as location and access to restrooms, locker rooms, trash cans, removal of basketball backboards, water, trashcans, mops, dust mops, etc.
 - m. Confirm arrangements for first aid, ice, emergency services, and/or trainer(s). It is highly recommended that TDs provide a first aid kit and ice at all tournament sites.
 - n. Obtain appropriate awards for your tournament.
 - i. Juniors:
 - 1. Two or more pools (at the same level): 1st and 2nd place team and individual awards.
 - 2. One pool: 1st and 2nd place team awards and 1st place individual awards.
- Note:** For juniors it is recommended that individual awards also be given to up to two non-playing coaches of 1st place teams.

Note: prize value guidelines were eliminated in favor of tournament cost reduction for members.

- ii. **Common awards that have been given in the past:**
 - 1. Adults 1st and 2nd place – Gift Cards, Cash, T-shirts
 - 2. Juniors 1st and 2nd place – Trophies for teams; medals for players/coaches
- o. Review the IREVA Facilities with Mandated Requirements for Sanctioning document on the Forms & Documents page for items that may be needed for specific facilities.
- p. Confirm the availability of the following required equipment:
 - i. Like new, USAV-approved volleyballs (minimum of 1 per court, plus spare) – see Appendix 5; Teams should not warm up with game balls.
 - ii. Nets & antennas
 - iii. Approved referee stands with padding
 - iv. Padding for the net supports
 - v. Tables, chairs, flip-scores (in acceptable condition)
 - vi. Pens, pencils (preferably mechanical over those that need to be sharpened), masking tape, notebooks, whistles (due to health / hygiene concerns, it may be preferable to buy whistles to have to sell to players who are not prepared). It is recommended to have 3 pens and 3 pencils per court. This allows extras for work team as well as coaches/captains completing line ups.
 - vii. Rulebooks (one required at tournament desk, also recommend one per scorer's table)
 - viii. Poster board for results or printed results grid
 - ix. Recommended floor tape for court lines, if needed. (Some tapes remove the varnish from gym floors and are not recommended. See IREVA website.)
- q. Be sure to notify the TC and obtain approval for any changes in format, schedule, etc.! Unapproved event changes, and / or lack of timely notice to the TC and designated Head Official, will result in forfeiture of the bond and could prevent team &/or club from hosting future events. This includes changes in dates, locations, number of pools, gender, and level of play or age groups. Timely notice means 11:59 PM the Monday before a tournament.
- r. See Pre-Tournament checklist in Appendix 3. Also see IREVA website>Forms & Documents>Tournament Resources. Print that page and use it to facilitate preparations.

VI. At the Tournament

- a. Review the TD Pre-Tournament checklist in Appendix 3 or on IREVA website> Forms & Documents>Tournament Resources.
- b. Arrive early to set up the nets and arrange the courts, including scorers' tables and team benches.
- c. Verify rest rooms and other facilities are available as planned.
- d. Set up a visible "tournament desk", where the TD or designated assistants ~~can be found~~, master schedules, results, etc. can be found.
- e. Coordinate the following with the Head Official [HO]:
 - i. Event schedule, officiating schedule, warm-up times, event-specific rules, if any, and playoff schedule and rules
 - ii. Ground rules (i.e. one step in on service where proper clearance is not available, must be taped!)
 - iii. Facility and equipment safety (particular attention should be paid to ref stands and nets / partitions between courts)
 - iv. Protest committee (named by the Head Official to decide the validity of any protest against a referee's decisions as filed by teams during competition; generally chaired by the HO unless involved in the protest).
 - v. The HO is responsible for handling any issues related to rules interpretations or on-the-court rules violations, including uniforms.
 - vi. Verification of net height and ball pressure
 - vii. Verification of certified SKs and R2s on Webpoint rosters.
 - viii. Indicate an Assistant TD or Site Director (must be present and a member of IREVA) if the TD is playing or coaching in the tournament or will be absent at any time.
- f. Post a playing schedule and a work schedule. Clearly indicate:
 - i. How playoffs will be determined. Refer to USAV guidelines for recommendations.
 - ii. How playoff work teams will be determined.
 - iii. How tiebreakers will be handled.
- g. **A complete Webpoint roster must be turned in before teams play their first match.** (See the complete policy on the IREVA website.)

Note that the roster submitted with the tournament entry may be significantly different than the roster submitted at the time of the tournament unless the team rep specifically confirms there are no changes.

Effective 2011/2012, TDs may no longer accept full membership applications; only one event applications may be accepted.

- h. Rosters must be printed from Webpoint and clearly indicate team name, team number, player names, **uniform numbers**, and registration numbers. A copy of the Webpoint membership “card” is acceptable, and should be attached to the roster. (Ideally, rosters are submitted in advance with the entry form, so that membership of unfamiliar teams / players can be confirmed before the event.)
 - i. In order for a team to be registered via the Registrar, a person who attended a mandatory annual administrative meeting must have submitted their registration, signed the club / team registration form as the Team Rep, and provided a Webpoint roster. Therefore, a team cannot participate in a tournament using all one event registrations.
 - 1. The roster should be annotated with any additions via on-site registrations and cross-outs for those not present.
 - ii. Juniors [under 18] are not allowed to play on an adult team without prior approval. TDs should be alert to juniors on a roster. See IREVA JUNIORS AND ADULTS PARTICIPATION POLICY on the IREVA website Forms & Documents page for more info.
 - 1. TDs should verify ages of all one event membership applications and membership cards prior to accepting Webpoint rosters. This will help reduce the risk of a JUNIOR playing on an adult team.
 - iii. Members who applied as “undecided” in the member registration system must be assigned to a club and team by their Club Director or Team Rep, through the Registrar, to finalize their membership in a club. A player cannot be on a roster or participate in a tournament with an “undecided” club affiliation.
 - 1. If a Club Director or Team Rep submits a roster with handwritten players with an “undecided” club affiliation on their attached membership cards, a notation must be made next to each player’s name on the roster indicating “undecided”. Additionally, a note should be sent to the Assistant Registrar (along with any one event registrations) indicating the player name and what club they played for.
 - iv. Any players not currently registered with USAV must complete a one event registration form to participate
 - 1. Note that coaches for junior teams cannot register on-site with a one event membership because of the requirement for background checks.
 - 2. One event [\$10] registrations must be used to register individual players who are not on the Webpoint roster.
 - a. Full memberships are no longer accepted at events.
 - i. If members have mailed their paperwork or registered online and it has not been processed by the Registrar by the time of the event, they are required to complete a one event membership to participate. Checks, rather than cash, are highly preferred in order to facilitate tracking of membership payments.
 - v. All teams are required to provide qualified people (scorer, score flipper, libero tracker, second referee and linespeople) to work their scheduled work matches. If any team skips its written work assignment(s), notify the TC with the facts salient to this incident. Certified SKs and R2s are required after 12/31 (see Accepting Team Applications IV-b for additional details).
 - vi. TDs are responsible to handle site behavior issues for players, coaches, and spectators/parents. Referees only have control over participants during a match. They do not have the authority nor is it their responsibility to handle behavior issues before or after a match, or over any non-participating spectators during a match. The TD or Site Coordinator must be responsible for these situations.
 - vii. Verification of membership, background checks and officials qualifications can be done via spot checks of rosters and membership cards by the TD or HO, or by IREVA after-the-fact.
 - viii. Post match scores at the tournament desk or other visible location as soon as they are available.
 - ix. Pay referees as determined by HO. (See **Officials Cost** appendix.) The HO will provide a completed IREVA Official Fee & Expense Form.
 - x. Hand out awards/prizes.
 - xi. Take down the net systems and clean up the facilities.

VII. After the Tournament – SEE ALSO APPENDIX 4 CHECKLISTS

- a. **Adults:** submit results, scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar], and referee expense forms to the Adult Tournament Results Coordinator [Chris Trombley]. **Please note, all officials’ names and addresses on the IREVA Official Fee & Expense form must be removed or blackened out before submitting to the appropriate Results Coordinator.** All results, rosters, copies of membership applications and expense forms are to be received within **ten business days** of the tournament. Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.
- b. **Juniors:** enter all match scores and results into AES; submit scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar] rosters and referee expense forms - to the Junior Tournament Results Coordinator [Ray Earl]. **Please note, all officials’ names and addresses on the IREVA Official Fee & Expense form must be removed or blackened out before submitting to the appropriate Results Coordinator.** All results, rosters, copies of membership applications and expense forms are to be received within **ten business days** of the tournament. Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.
- c. Send all one event registration forms and checks, payable to IREVA (**DO NOT SEND CASH**), for all fees to the Assistant Registrar [Susanna Ashline]. All such registration forms and checks are to be received within **ten business days** of the tournament. Failure to do so will result in the forfeiture of the TDs performance bond and could prevent team &/or club from hosting future events.
- d. Submit any Incident/Accident report forms **ASAP** to the TC [Jen Distin]; also keep copies for yourself.
- e. Send a request for a sanction fee refund, bond refund, or referee subsidy, if applicable, to the appropriate Tournament Results Coordinator.
- f. Please email any questions, concerns, unusual situations, comments or suggestions regarding your event to the Tournament/Insurance Coordinator and the respective Tournaments Results Coordinator. This includes, but is not limited to, facilities, players, officials, etc.

Yes, failure to submit this information timely will result in forfeiture of your \$50 performance bond. TDs that forfeit their bond could prevent the team &/or club from hosting future events. If the TD is allowed to host another event in the same season, their bond amount increases by \$50 after each forfeiture.

APPENDIX 1 - Suggested Schedules

GENERAL:

1. unless otherwise specified, all sets are 25 points, no cap;
2. Minimum 8 sets of 25 points, including pool play and playoffs;
3. Allow 10 minutes for a team’s first warm-ups, 5 minutes thereafter

4-team Round Robin Schedule (3 25 point sets) (Use the USAV Official Score Sheet (One Set) for game 3.

Court 1	Work Team	Scheduled Time
1 vs 2	3	9:00am
3 vs 4	1	10.15am
2 vs 3	4	11:30am
1 vs 4	2	12:45pm
1 vs 3	4	2:00pm
2 vs 4	3	3:15pm
Final	***	4:30pm

*** loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

5-team Round Robin Schedule (two 25-point sets)

Court 1	Work Team	Scheduled Time
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1 vs 2	4	9:00am
3 vs 4	1	9:50am
1 vs 5	3	10:40am
2 vs 4	5	11:30am
3 vs 5	2	12:20pm
1 vs 4	3	1:10pm
2 vs 5	4	2:00pm
1 vs 3	2	2:50pm
4 vs 5	1	3:40pm
2 vs 3	5	4:30pm
Final	***	5:20pm

*** loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

8-team Schedule (two 25-point sets)

Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
1 vs 2	3	9:00am	1 vs 2	3
3 vs 4	1	10.15am	3 vs 4	1
2 vs 3	4	11:30am	2 vs 3	4
1 vs 4	2	12:45pm	1 vs 4	2
1 vs 3	4	2:00pm	1 vs 3	4
2 vs 4	3	3:15pm	2 vs 4	3
1 st place pool A vs 2 nd place pool B	**	4:30pm	1 st place pool A vs 2 nd place pool B	**
Winner of semi-final matches	##	5:45pm		

** loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

loser of last semi-final match to finish

10-team Schedule (two 25-point sets)

Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
1 vs 2	4	9:00am	1 vs 2	4
3 vs 4	1	9:50am	3 vs 4	1
1 vs 5	3	10:40am	1 vs 5	3
2 vs 4	5	11:30am	2 vs 4	5
3 vs 5	2	12:20pm	3 vs 5	2
1 vs 4	3	1:10pm	1 vs 4	3
2 vs 5	4	2:00pm	2 vs 5	4
1 vs 3	2	2:50pm	1 vs 3	2
4 vs 5	1	3:40pm	4 vs 5	1
2 vs 3	5	4:30pm	2 vs 3	5
1 st place pool A vs 2 nd place pool B	**	5:45pm	1 st place pool A vs 2 nd place pool B	**
Winner of semi-final matches	##	7:00pm		

** Loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

Loser of last semi-final match to finish

Note: Other schedules are available upon request. Contact the TC (e.g. 6-team tournament schedule, 7-team tournament schedule etc). Schedule templates can be found in the USAV rule book pages 200-201.

APPENDIX 2 - Officials Cost

IREVA Website > Forms & Documents > Tournament Resources > 2011/2012 IREVA Officials Compensation Policy

APPENDIX 3 – IREVA TD Checklist

IREVA Website > Forms & Documents > Tournament Resources > IREVA TD Checklist

APPENDIX 4A– IREVA Juniors Post-Tournament Transmittal Form

IREVA Website > Forms & Documents > Tournament Resources > IREVA Juniors Post-Tournament Form

APPENDIX 4B – IREVA Adults Post-Tournament Transmittal Form

IREVA Website > Forms & Documents > Tournament Resources > IREVA Adults Post-Tournament Form

APPENDIX 5 – Approved Volleyballs

The technical standards for balls are in the rulebook. See page 13. There is an approval process through USAV for balls, involving a fee, in the USAV Official Guidebook, page 169. The list of USAV-approved balls is on page 170, with a variety of products from Mikasa, Molten, and Wilson.

USAV has a marketing agreement with MOLTEN to have their products as the official ball.

For adult nationals in 2011, the official balls were:

- Men's and women's open - Soft Touch IV5XC-3
- women's club divisions / men's and women's masters & seniors - Super Touch IV58L-3
- men club divisions - Pro Touch V58L

IREVA has a lot of teams going to adult nationals, so we have also entered into a marketing agreement with MOLTEN, and will use MOLTENs for IREVA Regional Championship Tournaments. For consistency, we recommend use of the Molten Pro Touch for men and Super Touch for women and Junior tournaments. However, an IREVA-sanctioned tournament can legally use any USAV-approved ball.

APPENDIX 6 – Approval Status Definitions

IREVA Website > Forms & Documents > Tournament Resources > IREVA Tournament/Event Approval Status Definitions