



## IREVA TD CHECKLIST

### FOR TD USE

IREVA Tournament Directors' Guide
Binder / Notepad / Notebook for organizing "stuff"
Envelope(s) - for registration fees and forms, scoresheets, results forms, etc.
USAV Member Registration Forms (Only Accept One-Event registrations.)
USAV Incident Reports
USAV Medical Claim Forms
Results Sheet (grid)/Poster Board (to record pool play scores)
Tape - for hanging schedules, results, etc.
Contact Info for Officials and Team Reps
Check Book
IREVA Official Fee & Expense Form (Head Official will provide; this is a spare)
Referee's Feedback Form (Coming Soon)
Whistles (due to health / hygiene concerns, consider buying whistles to sell)
<b>Extras of Everything!</b>

### FOR COURTSIDE

Binders (1 per Court)
Schedule / results grid / playoffs scheme (1 per Court, extra for Team Reps)
Tournament Details (1 per Court) include Name of Competition, Date, City, Hall (location, i.e. "GYM") to help the scorers complete the scoresheets correctly.
USAV Official Score Sheet (Two Set)
USAV Official Score Sheet (One Set Non-Deciding Set) - Example: 3 games to 21, 3rd game does not determine match winner, only for pool play results, etc.
USAV Official Score Sheet (Deciding Set) Example: Best 2 of 3, 3rd game to 15
Recommendation – Pre-fill tournament details on scoresheets that is known prior to the event. Use PDF fillable forms or print clear labels.
USAV Line-up Sheet ( <b>Preferably Cut</b> )
USAV Libero Control Sheet
USAV Scorekeeping Tips and Reminders (1 for each table)
USAV One Page Scorekeeping Summary Deciding Set (1 for each table)
USAV One-Page Scorekeeping Summary Non-Deciding Set (1 for each table)
Pens (have extra - minimum 4 per table)
Pencils w/sharpener & erasers (have extra - minimum 4 per table - <b>mechanical preferred</b> )
Rulers (1 per table)
Rule Book (1 per court) Please contact Mike McNeil or Ben Rosenthal for additional copies.
IREVA Rule Modifications - Examples: Ghost Player Policy; Junior girls libero serving (Rules section on the Forms & Documents page of the website.)
Hand Towel (1 per court)
2 Approved Volleyballs per court