

2004 GULF COAST REGION - USAV Junior Tournament Handbook

GUIDELINES FOR CONDUCTING SANCTIONED TOURNAMENTS

To assure maximum efficiency and consistency throughout the Gulf Coast Region in conducting sanctioned competition, as well as fair and equitable treatment of teams and players, the following principles and guidelines have been established. These guidelines shall be considered the minimum standard, should not be changed, and should be an integral part of the sanction agreement. If optimum development of players, coaches, and officials is to occur, then every attempt to conform to these guidelines is recommended.

It is recognized that some clubs do not have the resources available to meet these minimum standards continually. In these cases, the Gulf Coast Regional Commissioner has the option to make exceptions to provide a quality program.

It is also noted that the National Championships Division has the authority to adopt standards different than these guidelines for use in USA Volleyball Championship events. Any tournament sponsor wishing to deviate from these guidelines **MUST RECEIVE WRITTEN PERMISSION IN ADVANCE** from the Commissioner. Furthermore, said release must be included in the written materials released to participating teams prior to the tournament. Failure to conform to these standards may lead to penalties by the Gulf Coast Regional Commissioner assessed against the local host organization in accordance with regional and national policy.

A. APPLICATION & PREPARATION

1. All tournament directors shall submit the following to the Gulf Coast Regional Commissioner before the tournament:
 - a. Application for Sanction of Event form to conduct an open tournament.
 - b. Sanction Fee of \$75.00 One Day Event, \$ 90.00 Two Day Composite Event & \$ 150.00 Two Day Event
 - c. A request for any waivers to these guidelines.
 - d. Tournament Team Participation form (fax to the regional office by 5:00 p.m. the Thursday prior to the tournament).
2. All tournament directors shall obtain the following prior to conducting sanctioned competition:
 - a. Confirmation of sanction from the Gulf Coast Regional Commissioner.
 - b. Official tournament accountability forms listed below (make copies from "originals" in this handbook):
 - Tournament Results Report form.
 - Tournament Financial Report form.
 - Team Roster for Day of Tournament form.
 - Playoff Score Sheets.

Pool Play Brackets complete with scores
Incident Report form (for any injuries)
Medical Claim form (for any injuries)

- c. Official Tournament Entry forms and entry fees from teams wishing to participate.
 - d. USA Volleyball score sheets and lineup sheets (make copies from “originals” in this handbook). Or, if you prefer, these may be ordered from Volleyball Informational Products (VIP 1-800-275-8782).
 - e. Appropriate equipment to conduct competition consistent with the rules of the game.
 - f. Team seeding faxed from the regional office by 10:00 a.m. the Friday prior to the tournament.
3. During the tournament, there should be a non-playing tournament director/manager with the sole responsibility of keeping the tournament on schedule and properly recorded or a court manager for each court. **Note:** Only with approval of the commissioner shall this person serve in the capacity of a paid referee.
4. After the tournament, all tournament directors will send the following information to the regional office no later than Monday via US Mail. Failure to do so will result in Sanctions (see Directors Handbook for sanctions)
- a. Tournament Results form.
 - b. Tournament Financial Report form.
 - c. Tournament Team Fees (\$5.00 per team).
 - d. Team rosters for all teams participating in tournament.
 - f. Pool Play Brackets (with scores) and final Pool Play Brackets (with scores).
 - g. Incident Report form and Medical Claim form if there were any injuries.

B. FEES & AWARDS

1. **Sanction Fees:** Tournament directors are required to remit the proper sanctioning fees of \$75.00 One Day Event, \$ 90.00 Two Day Composite Event & \$ 150.00 Two Day Event the regional office.
2. **Entry Fees/Awards:** With the recognition that each tournament site is unique to expense requirements, a standard entry fee of \$150.00 per team has been established. The awards for the winning teams should equal or exceed the entry fee. Additional tournament expenditure considerations should be:
 - a. Pay for referees. R1
 - b. Food items, souvenirs, etc., to help defray expenses.
 - c. Awards given to winning teams.

C. PROCUREMENT & ASSIGNMENT OF REFEREES

1. All referees assigned to sanctioned Gulf Coast Region competition shall be duly certified Adult USA Volleyball Referees.
2. Non-player Adult certified referees may be used in all sanctioned competition.
3. All Adult certified referees are required to wear the officially approved USA

Volleyball uniform. Blue shorts or pants and a white collared polo shirt.

4. All match assignments shall be made by the designated chief referee. The tournament director is authorized to act in this capacity if specifically approved by the Gulf Coast Region Officials Chair.

5. All matches will use a USA Volleyball Certified R1 Official.

6. The chief referee will be paid a flat rate of \$70.00 per day, per tournament. Plus accommodations if necessary.

7. All R1 Officials will be paid \$18.00 per match for 2 out of 3 matches and \$15.00 per match when two games are played. See payment schedule in handbook.

8. It is the responsibility of the tournament director to pay the officials and the chief referee at the completion of the tournament, unless prior arrangements have been made with officials. Failure to promptly pay will result in sanctions and/or loss of tournament privileges or fines.

D. DUTIES OF COURT MANAGERS

1. The court manager is responsible for getting matches and officials on and off the court.

2. The officials for each match include a first referee, second referee, scorekeeper, libero tracker, and two line judges. R2, libero tracker, scorekeeper, and line judges are supplied by the duty team as stated on tournament schedule. R1 will be a USA Volleyball certified official.

3. The first referee should contact the court manager whenever any type of equipment problems occur and should not resume play until such problems have been resolved.

4. The court manager needs to be familiar with the duties of the scorekeeper (one person) Libero tracker (one person) and the line judges (two people) in order to supervise their work.

5. The court manager is responsible for assuring that the scorekeeper and two line judges are on duty at their scheduled times. If a timekeeper or line judge is absent, the court manager may have to assume such duties.

6. The court manager needs to check equipment such as nets, cables, stands, volleyballs, line tapes, etc., to be sure they are in good condition at all times. There will be an equipment supervisor on duty to make repairs on any of the equipment. The court manager needs to report any repairs to this person.

7. The court manager will change the team names on the scoreboard at the completion of each match. He will be responsible for the game ball between matches and replacing game ball if referee requests change. Teams furnish their own warm-up volleyballs.

8. If deemed four line judges may be used in important matches such as championship finals.

E. ASSIGNMENT OF SUPPORT OFFICIALS

1. The primary responsibility for the assignment of support officials shall lie with the

tournament director.

2. All participating teams shall be expected to furnish required support officials as requested. Required officials are the second referee, the scorekeeper, Libero tracker, Flipper and two line judges. Only USA Volleyball certified score keepers should perform this function. An Adult must perform the R2 duties for all 12, 13 & 14 & under teams.

3. A working schedule, including playoff games, should be posted prior to the first match of the day so that teams will be properly informed as to respective responsibilities. In addition, teams assigned to work the first scheduled matches should be notified at least three days in advance of the tournament. Those teams failing to meet this obligation will be subject to regional discipline.

F. TYPES OF TOURNAMENTS

1. Double Elimination: Because of the obviously limited play potential for the weaker teams, this type of tournament is discouraged for play below the Regional Championship level.

2. Round Robin/Pool Play: this is more universally accepted because all teams are guaranteed a reasonable number of games. It is also more practical for the assignment of support officials. A multi-court round robin in the same division/class will require a championship playoff. A single-court round robin does not require a playoff.

G. METHOD OF PLAY

1. When round robin competition is scheduled, a maximum of five teams should be accepted per available court.

2. When round robin qualifies teams for a championship playoff, no more than 50% of the teams entered and playing a pool shall advance to the playoff bracket.

3. The championship bracket is not to exceed eight teams.

4. When two four-team brackets are scheduled, a championship and consolation pool may be formed from a first-round robin competition. Subsequent competition utilizing the top two and bottom two teams will determine first, second, and third places from the champions' pool and fourth place by winning the consolation pool. If using this method, matches of two 25-point games are recommended.

5. In round robin play the following will prevail;

a. If five teams are entered and a championship playoff is scheduled, matches may consist of either two 25-point games. A best of three or three-game matches are not encouraged in this instance due to time constraints

b. If five teams are entered and a championship playoff is not scheduled, matches may consist of two 25-point games, or best of three 25-point games with 15 point games in deciding game.

c. If four teams are entered, matches may consist of any format as long as it meets a reasonable time frame and is fair to all team entries proportionate to their entry fee and travel time.

d. Where there is only one pool and a total round robin is scheduled, additional match or matches are not recommended. If a championship playoff is scheduled,

the following criteria shall be met;

- (1) Projected time schedule will permit such additional scheduling.
 - (2) Playoff shall be restricted to the first- and second-place teams only.
 - (3) The second-place team shall win at least 75 percent of its games in round robin competition.
6. Finals should be scheduled to begin no later than 6 p.m. (earlier, if possible).

H. SCHEDULING PARAMETERS

1. Scheduling matches for a tournament must be realistic. The following time allowances are time-tested and are to be used for scheduling all regional tournaments. And any other time allowances are misleading and are not authorized for use. These time allowances provide for aten-minute warm-up between matches (4-4-2 format).

Two 25-point games per match -40 minutes

Two out of Three 25 -point games deciding game 15 points - 53 minutes

2. At least five minutes extra time shall be allotted for the first match for each team except in those facilities that provide an adequate warm-up area not in conflict with the provided playing areas.
3. Teams are to be ready to play at the announced time/when their match is sequentially ready to be played, regardless of the time scheduled. The time schedule is only a guideline. Exception: The first match of the day for each team shall be governed by the announced/scheduled starting time only.

I. DETERMINATION OF PLAYOFF POSITION(S) IF TIED

1. Teams qualifying for the playoffs, but tied for position only, shall not compete in a playoff game to determine position, rather, position assignment shall be determined by the below listed priority system based on point spread to the extent possible.

First Priority: Results of the match between the tied teams, first on the match won-lost record and second on the point spread. If still tied, then;

Second Priority: Comparison of the point spread based on the total round robin competition. If still tied, then;

Third Priority: Flip of a coin.

Point spread shall be determined by subtracting the total points lost from the total points won. The highest plus or the lowest minus remainder shall be considered the superior team for tie breaking purposes.

2. If there are more teams tied for the playoffs than there are positions, the tied teams must compete for the position(s) in direct competition. Teams shall not be eliminated from assignment to championship competition on a point or any other non-competition system.

3. If two or more teams are tied for a single playoff position, the minimum number of one 25-point rally game shall be played.

For example:

- a. Two teams tie for last position: One 25-point game.

- b. Three teams tie for last position: Superior team adjudged by the point spread shall be the bye team and play the winner of the match between the two remaining teams. Two 25-point games total. Teams will swap side at 13 points.
- c. Four teams tie for last position: Following judgment by the point spread system, team 1 vs. 4, and 2 vs. 3, and winners playoff. Three 25-point games total.
- 4. If three teams tie for two playoff positions, the team with the greater point spread shall be awarded first place and the other two teams shall play one 25-point game for the remaining playoff position. The same priorities as listed in H-2 shall prevail, except that if a tie shall exist after the second priority, the flip of a coin shall determine the bye team and all teams must play for position as follows:
 - a. Team Blue wins over Team White and gains one playoff berth.
 - b. Team Red plays the loser, in this case Team White, for the Second playoff berth. Two 25-point games total.

J. FORM SCHEDULE, SANCTION REQUESTS, ENTRY DEADLINES AND TEAM ELIGIBILITY

- 1. Sanction request is to be submitted at least three weeks in advance of the requested playing date. Request will be subject to denial if this time line is not met.
- 2. Deadline for entries to be received should be at least one weeks in advance of the tournament date. In this manner, teams, as well as appropriate regional officials, can better plan their involvement.
- 3. Tournament directors are to employ the regional ranking system for the placement of teams into tournaments. Specific written permission from the commissioner is required for deviation from this policy.
- 4. The Gulf Coast Regional Commissioner, the tournament chair, the referee, and scorekeeper chairs are to receive all announcements and other pertinent literature relevant to the tournament.
- 5. The Gulf Coast Regional Commissioner shall reserve the final privilege of seeding in all tournaments as deemed necessary. This can be done at any time prior to the start of the first matches of the tournament.
- 6. A full reporting of the tournament shall be mailed to the Regional office Monday following the tournament. Send the following:
 - a. Tournament Results form.
 - b. Tournament Financial Report form.
 - c. Tournament Team Fees (\$5.00 per Team).
 - d. Pool Play Score Sheets.
 - e. Playoff Score Sheets.
 - f. Pool Play Brackets.
 - g. Incident Report form and Medical Claim Form if there were any injuries.

K. GENERAL INFORMATION

- 1. All competition sanctioned by the region shall be governed by the officially adopted rules of USA Volleyball.

2. Teams shall adhere to the uniform rule and will not be allowed to participate “officially” if any player does not conform to this rule. This is also applicable to sanctioned mixed-six competition.
3. Directions/maps to the playing site and Captain/Coach meeting times are to be in the hands of all competing teams and listed regional officials at least by the Wednesday preceding the tournament and preferably one week in advance of the tournament.
Note: If possible, give list of the teams entered in each division. Teams will receive pool play assignments at the captain/coach meeting.
4. Official USAV score sheets and lineup sheets are to be used for all sanctioned competition. Tournament directors using other brands will be subject to regional discipline.
5. Only USAV approved volleyballs will be used in sanctioned competition. Tournament directors using other brands will be subject to regional discipline.
6. Courts with walls close to the baseline shall be marked with a regulation serving area. There is no such thing as a “one foot in” serving rule.
7. A 15-minute forfeit time from the scheduled starting time will prevail for the first match for each team. After that, forfeit time will be based on the announced starting time consistent with the progress of the tournament. A strong reminder; the printed schedule is only a guideline.
8. Where awards are presented, the following guidelines are recommended:
 - a. Less than 11 teams - individual first place only.
 - b. 12 or more teams - individual first and optional and encouraged second place.Tournament committee should be prepared to give a maximum of 12 awards.
9. All teams and players shall be registered with the Gulf Coast Region prior to participation in any sanctioned competition and should be checked prior to the first match in tournament competition.