

INTRODUCTION TO TOURNAMENT DIRECTOR'S HANDBOOK

The Carolina Region is always looking for safe, well-maintained gyms in which camps, tournaments, and clinics can be conducted for its members. These sites may be a public or private school, a YMCA, a Park & Recreation Center, a college, or other location.

The purpose of obtaining these sites is to benefit the members of the Carolina Region in some manner and to further the purpose for which the Region has been organized, namely, the promotion of the sport of volleyball in North Carolina.

The Tournament Director assumes responsibility for the conduct of the tournament, enforcement of the rules of the facility, posting and reporting results, the purchase of awards, and the cost of conducting the tournament. The Region, through USA Volleyball (USAV), provides liability insurance coverage for REGISTERED participants, REGISTERED hosts, and the facility. The Region determines the tournament format, collects tournament entry fees, seeds teams in pools, and retains a sanction fee for each entered team.

This handbook covers the conduct of the most popular of all sanctioned events, the tournament, and is part of the sanction contract. These guidelines help the tournament director organize the tournament and spell out the Tournament Director's responsibilities.

The members of the Carolina Region (through its Board of Directors) and USA Volleyball (through the Regional Commissioner and the printed GUIDE) establish these tournament guidelines. The Tournament Director may make application for a waiver of specific rules and/or regulations by completing the designated portion of the Tournament Sanction Request Form. Complete details of the requested waiver are to be written on the form prior to issuance of a sanction to conduct the tournament. In no event is the Tournament Director to deviate from these guidelines without the expressed permission from the Board of Director President, the Regional Commissioner, or the Adult Advisory Board. All participants in a tournament have the right to examine the sanction document to verify compliance.

This Tournament Director's Handbook supersedes all previously published Tournament Director's Handbooks in the Carolina Region. In the event there is a conflict between this handbook and a USAV publication, this handbook is to be followed and the discrepancies forwarded to the Region Office.

TOURNAMENT SANCTION PROCESS

Tournament scheduling will begin in conjunction with the Carolina Region Board of Directors' summer Retreat. All requests for tournament dates and divisions (put "any" if willing to host any division on that date) should be made to the Region Office beginning September 1st. All requests received prior to October 1st will receive first priority (organizations running longstanding tournaments will always receive top priority regardless of date received IF received at least 8 weeks before their tournament weekend). All sanction request forms should be received by the Region Office at least eight weeks prior to the scheduled tournament date. In the case of conflicting sanction requests, the Tournament Directors involved will be contacted and a compromise will be negotiated if possible. All sanction requests received after October 1st will be processed on a first-come, first-serve basis to fill available dates and divisions. If a tournament fills well in advance, a second tournament of the same classification may be sanctioned if a request is received.

TOURNAMENT SANCTION REQUEST FORMS:

Tournament Sanction Request Forms may be obtained by contacting the Region Office or downloading a copy from the Tournament Director section of our website. A copy of this form is also included in the back of this manual. This form must be completed and mailed/faxed back to the Region Office at least eight weeks prior to the tournament date providing complete details regarding facilities, location, format (including multi-site playoffs) and classification of teams. Approved formats are detailed later in this handbook. Upon receipt of this form, you will be contacted by the Region Office for evaluation of each facility (if necessary) as discussed later in this section. Tournament Directors anticipating any deviation from Tournament Guidelines must also file a request for waiver with the **REGION OFFICE**.

SANCTION AGREEMENT:

If a Sanction Request is received at least eight weeks in advance of the tournament date and a sanction is later granted for that tournament, then the Region will guarantee to the Tournament Director:

- (1) that all efforts will be made to use the Tournament Director's facilities to their maximum;
- (2) that by the day after the tournament's entry deadline (ten days before the tournament), the Carolina Region will guarantee the number of courts (minimum, may add more with late entries) to be used for the tournament, and;
- (3) that the Tournament Director will receive payment for at least four (4) teams per guaranteed court (on average for the entire tournament including Saturday-Sunday tournaments).

No guarantees will be given for sanction requests submitted within eight weeks of the tournament. The above policy may be amended upon mutual agreement by the Carolina Region and the independent Tournament Director.

SANCTION FEES:

The Carolina Region Office will receive all tournament entry fees from teams. Once all tournament reporting requirements have been met as outlined in the POST TOURNAMENT DUTIES, the Carolina Region Office will mail the Tournament Director their share of the entry fees LESS the Region expenses below:

If on schedule by December 1:

1. \$15.00 per team administrative fee
2. \$5.00 per team for officiating clinics and ratings
3. \$15.00 tournament sanction fee
4. \$1.00 administrative fee for each team over ten teams

If on schedule after December 1, but eight weeks in advance of tournament:

1. \$20 per team administrative fee
2. \$5.00 per team for officiating clinics and ratings
3. \$15.00 tournament sanction fee
4. \$1.00 administrative fee for each team over ten teams.

If tournament approved 2 to 8 weeks before tournament date:

1. \$25 per team administrative fee
- 2-4 same as above.

No tournaments will be sanctioned less than two weeks before date unless requested by Region.

A \$100.00 sanction penalty will also be deducted if the tournament reporting requirements are not met.

Due to unforeseen tournament entry withdrawals, the balance of the entry fees forwarded could be adjusted as follows: If a team withdraws from the tournament prior to the day of the tournament and the Carolina Region replaces that team, the Tournament Director will receive the entry for the replacement team only. If a team withdraws after the Region Office sends the established pools to the Tournament Director, then the Tournament Director and the Carolina Region will split the team entry fee (less sanction fees). If a team does not show the day of the tournament, then the Tournament Director is awarded the team entry fee (less sanction fees).

FACILITY EVALUATION PROCESS:

To ensure a safe and adequate environment for competition, the Carolina Region will attempt to evaluate every playing site that may be utilized for all tournaments. A list of all sites must be submitted to the Region Office at least eight weeks prior to the tournament for evaluation. The condition of equipment, court clearances, and court obstructions will be evaluated to set ground rules during the visit.

You will be notified immediately if a site is considered unsuitable. If the size of a tournament is reduced due to unsuitable sites, then some divisions may be awarded to another city. See the enclosed Tournament Evaluation Form to review the issues that will be addressed during the evaluation (this form is for your information only. Do not fill out and return as the evaluation must be performed by a Carolina Region Board member).

Before the tournament, it is the Tournament Director's responsibility to examine the facility (including floors/tape damage, equipment, hallways, parking lots, etc.) for damage in existence BEFORE a sanctioned volleyball event. Any prior damage should be brought to the facility owner/director's attention and documented in writing to protect the tournament director and the Region from damages claims that were not associated with the sanctioned volleyball event.

NOTIFICATION OF ACCEPTANCE (REJECTION):

The Tournament Director will be notified of a rejection of the Tournament Sanction Request by mail, email, or phone as soon as possible. However, Tournament Sanctions cannot be approved or rejected until the Region gets some idea of the number of teams registering for the current season. All efforts will be made to notify Tournament Directors of their status by mid-December. If accepted, the tournament will be included on the tournament schedule and a Tournament Sanction Agreement will be mailed to the Tournament Director for review to complete the Sanctioning process. A Tournament Sanction Packet which will include the following will be posted to web site or mailed from the office at the following timelines (tournament entry deadline is 10 days before tournament date):

1. Current Tournament Schedule (posted on website)
2. Entered teams and their current playing classification (posted to Points System at deadline)
3. List of teams and/or players who are ineligible to play due to regional sanctions placed upon them (mailed/emailed one week before tournament)
4. Carolina Region team rosters (emailed one week before tournament)

All teams may check their status in a particular tournament and get directions from our web site. Please be sure the directions to your facilities on our web site are current and correct. Contact the Region Office if you do want to mail/email to the teams in your tournament.

The following forms are included with this Handbook for your convenience.

1. Official Tournament Entry Form (teams will have their own copies)
2. Facility Evaluation Form (for review only – do not fill out or return)
3. Score sheets and Lineup Sheet (suitable for copying – please use current season forms.)
4. Blank team roster (suitable for copying if needed-pre-printed rosters provided week of event)
5. Insurance Forms (have copies available at each site)
6. Referee's Rating Sheets (have available at each site)
7. Tournament Results Report Form
8. Regional Policy Violation Form
9. Various Playing Format Guidelines
10. Carolina Region Board of Directors List

EXCEPTIONS:

Once a Tournament Sanction Request Form has been approved and the tournament is placed on the schedule, no exceptions to format, number of teams per court, or awards offered may be made without the approval of the Carolina Region. Tournament Sanction Approval Forms should reflect whatever is happening in the tournament. Changes can be made before the tournament as long as the Carolina Region is advised and approves. In the interest of competition, the Carolina Region is authorized to waive the sanction and tournament entry deadlines.

WAIVERS:

Waivers or exceptions to normal Carolina Region Guidelines may be requested by the Tournament Director at the time of the Tournament Sanction Approval Form or at any point thereafter. Requests for waivers must be made to the Tournament Coordination Committee.

Some examples of waivers include, but are not limited to, the following:

1. Deadline for requesting tournament sanctions eight weeks in advance
2. Amount of entry fees due to special circumstances or expenses
3. Any variation to standard pool playing format
4. Double/single elimination playing format
5. Multi-site playoff format
6. Starting at another time other than 9:00 am
7. Non-wood/non-abrasive playing surfaces
8. Non-standard referee stands, (e.g. chairs, ladders, tables)

TOURNAMENT ENTRY CLARIFICATION

A sanction issued to conduct a tournament is strictly for the division(s) for which it is issued and covers the conditions outlined in the application and the sanction. Generally, only one tournament of any one division (ex: "Silver, Women") will be sanctioned for any one weekend in the Region. If more than one sanctioned tournament is scheduled at different sites for any one weekend, each tournament will be of a different division. Rarely will two tournaments be scheduled of the same division (could be done if only one court is available at each of two sites), and only if the first tournament scheduled fills.

ENTRY FEES:

The Carolina Region limits tournament entry fees to \$90.00 excluding the Asheville Hi-Neighbor and Quest for Excellence tournaments, which set their own entry fee and receives all entries directly. The Regional Championship Entry fee is set each year by the Adult Division. The 2009 Adult Regional Championship entry fee will be \$125.

ACCEPTING TEAM ENTRIES:

All tournament entries should be received by the Carolina Region Office at least ten days prior to the tournament scheduled date (except Asheville Hi Neighbor). Entries will be accepted based on date/time received within the guidelines for order of acceptance detailed below. If a team is closed out of the previous tournament, the team will be guaranteed a spot in the next possible tournament on the schedule if its next entry is valid and meets the next entry deadline. If there is an opening, teams may be allowed to enter after the entry deadline with a \$25.00 surcharge. If several entries are received on the same day and cause the team quota established for the tournament to be exceeded, entries will be accepted by random choice. Rejected tournament entry fees will be applied to the next tournament the team enters. **No entries will be accepted without properly completed Carolina Region entry form and fee.**

ORDER OF ACCEPTANCE (valid and on time):

1. Carolina Region teams bumped from previous tournament in same division
2. Carolina Region teams entered within the division
3. Out-of-Region teams within the division
4. Junior and adult out-of-division teams, as received

LATE ENTRIES ORDER OF ACCEPTANCE (as received with \$25.00 surcharge):

1. Carolina Region teams within the division
2. Out-of-region teams within the division
3. Adult and junior out-of-division teams, first-come basis

REFUNDS:

The Carolina Region Office must be notified immediately of any teams withdrawing from the tournament. Teams that have been accepted into a tournament shall receive a full refund if they withdraw by the tournament entry deadline (ten days before the tournament). The entry fee will not be refunded for withdrawals within ten days of the tournament playing date, for whatever reason, as the Region is committed to paying that entry fee to the Tournament at that time. All teams may petition to Board of Directors in writing for refunds for extenuating circumstances if they choose. Tournament entries rejected because of lack of space, will have fees applied to the next tournament that team enters by the deadline. Failure to notify either the Tournament Director or Carolina Region of a withdrawal may result in a \$50 or higher sanction for the offending team.

STATUS OF ENTRY:

The Tournament Director is no longer responsible for notifying team representatives of their acceptance into the tournament. Teams may check the Carolina Region Points System after each tournament entry deadline for their status and after each tournament for the results. Our Points System page (<http://points.crvb.org/>) will now track all entries into tournament and pools will be posted the week of the tournament on the Points System.

TOURNAMENT INCLEMENT WEATHER POLICY:

This policy outlines the rights and responsibilities for the Region, individuals, teams, and Tournament Directors involved with sanctioned tournaments when weather conditions become a concern. **All of the above listed entities must realize that they bear a monetary risk of hosting and/or entering tournaments during the winter months.**

In the event of inclement weather, each individual and team must make the decision whether or not to attend a tournament. This decision may be made regardless of the decisions of other local teams. Should inclement weather cause a team to decide not to attend a tournament, the team captain or other team representative must notify the Tournament Director and the Region Office immediately. Failure to notify may cause the team to be sanctioned in accordance with the tournament entry/withdrawal policy. If a team has decided to attend but is concerned of the status of the tournament, a team representative should see the Region's points system page with that specific tournament's information first, as we will always keep that up to date. If tournaments are canceled we will also update our phone answering machine so a Rep can call the Region Office after 5:00 pm for the latest information. However, generally speaking, the Region will make every effort to hold a tournament. The Region will almost NEVER cancel a tournament based on "predicted" weather. For bad weather that strikes one to two days before the tournament, the **tournament WILL BE HELD** unless teams are otherwise notified (cancelled tournament information will be on web page and answering machine [after 5 pm please] and an attempt will be made to notify all teams. Please check these sources before contacting the Region Office. If you must contact the Office, please have only the club/team rep contact the office so duplicate inquiries from the same club/team can be avoided). For inclement weather the day of the tournament, it is unlikely that a tournament director could contact all teams beforehand, so the tournament will be held for all teams that are able to make it (unless severe weather conditions restrict tournament director from facilities).

The Tournament Director is responsible to provide a safe playing environment. If local conditions warrant canceling the tournament or changing a playing site, the Tournament Director must consult with the Region Office immediately. The Region reserves the right to cancel a tournament after consultation with the Tournament Director. The President, Board Rep of the affected division (adult or junior), or Region Staff (in that order) will be charged with deciding whether to cancel a tournament on behalf of the Region. Once a decision has been made, the Tournament Director should also call each team representative notifying of the cancellation or site change. The Tournament Director may also enlist a team representative to help call other teams from the same area.

If at all possible, the Region Office will record a message on the Region answering machine about the tournament cancellation or site change and update the Web page as quickly as possible after consultation with the Tournament Director (of course, power outages, bad traveling conditions, or current staff travel plans may affect staff's opportunities to update the answering machine and/or website). If a team does not attend a tournament due to inclement weather but notifies either the Tournament Director or Region Office, the Region Board of Directors will automatically decide if the team's entry fee will be allocated to another tournament or if the fee will be forfeited based on each team's unique situation. If the team does not notify the Tournament Director or Region Office of their withdrawal from the tournament, then they must submit a written petition to the Board to try to recover their entry fee. If a tournament is canceled by the Region, each team's entry fee will be allocated to the next tournament the team wishes to enter. Teams still must submit a tournament entry by the appropriate deadline for the tournament they wish to use their credit. If a tournament is canceled, the Tournament Director may request reimbursement from the Region for any documented expenses not to exceed 75% of the amount they would have received. Realizing that the director may have already received an advance from the Region, a reimbursement to the Region may be necessary from the director.

TOURNAMENT ADMINISTRATION

SITE MANAGER:

Tournaments are required to have a non-playing Site Manager whose sole responsibility it is to keep the tournament on schedule and accurately recorded for each facility. All Tournament Directors and/or Site Managers must be Carolina Region members (insurance requirement).

COURT MANAGER:

A playing or non-playing Court Manager is recommended for each court whose sole responsibility is to keep the court on schedule.

FACILITY ADMISSIONS:

It is against Carolina Region policy to charge admission to Carolina Region sanctioned tournaments. Waivers for extenuating circumstances may be requested on the Sanction Agreement but require prior approval before an admission fee can be charged.

AWARDS:

The Tournament Director is required to supply awards for the winning participants in their tournament. The cash value of the awards must be at a minimum 10% of the total entry fees collected. **Individual awards must be given to the 1st place winners.** An award for the second place team is required for multi-court tournaments and it is recommended that these be individual awards also. Examples of possible awards: t-shirts, shorts, sweatshirts, plaques, trophies, bags, etc. Cash or money awards are not allowed for sanctioned indoor events without the prior consent of the Carolina Region.

EQUIPMENT/SUPPLIES CHECKLIST:

1. Awards – individual for 1st place (recommended individual for 2nd place also)
2. One Tournament Director's table
3. Master pool play and playoff poster including officiating assignments
4. Marking pens to be used to record results on pool play and playoff posters
5. Current USAV rule book and current Carolina Region handbook for the Tournament Director's table
6. Several trashcans strategically located
7. Suitable bins for recyclable trash
8. Posters indicating location of eating area
9. First aid kit (including ice)
10. Miscellaneous-Masking tape, measuring tape for checking net height, tape and staples, paper clips, and boxes to keep completed score sheets and team rosters in order
11. Forms: Tournament Evaluation, Referee's Rating Sheet, and Insurance forms

PER COURT SUPPLIES

12. Two standards, net, two antennas, one referee's stand
13. Padding for the standards, ref stand, exposed cable, and other hard surfaces
14. One Scorekeeper's table and two chairs
15. One new or nearly new USAV approved game ball (see web site for approved balls)
16. Officiating supplies:
 - a. USAV score sheets and lineup sheets (be sure to include third game Score sheets if applicable) – **Use 2009 score sheets & Lineups provided in this handbook**
 - b. Black (or blue) ballpoint pens AND Pencils (score sheet uses pencil now)
 - c. Visible scoreboard
 - d. Coin for coin toss
 - e. Small pool play schedule taped to each scorekeeping table showing match numbers, teams playing and officiating assignments

EQUIPMENT & SUPPLIES:

The Carolina Region has purchased for the use by its members the following equipment:

1. Two (2) pairs of net antennae
2. Four (4) flip score boards

The Tournament Director should submit to the Carolina Region Office all equipment and supply requests in writing at least two weeks before the tournament. The Tournament Director will be responsible for pick-up/delivery and all stolen or damaged equipment.

FLOOR TAPE – Some facilities are having problems with temporary floor tape that is put down for tournaments. USA Volleyball recommends Tournament Directors use Shurtape floor tape #724 which has a quick release adhesive designed to minimize, if not eliminate, damage to floors. You can place orders for this tape by calling Harrison Brothers, Inc at 877-863-6150. If you use any other type of tape, you will be subject to a \$5000 deductible on any claims made for damage caused by other types of tape. Please see the Floor Tape memo in back of this handbook for more options and information.

RECYCLABLE RECEPTACLES:

Tournament Directors need to be aware of, and prepared for, the tremendous volume of trash that will accumulate during a day of play. Everything from drink cans, bottles, and newspapers to discarded ankle tape will be left strewn about the gyms. Providing receptacles for this trash will greatly aid in your clean-up efforts. We urge the Tournament Directors to install well-marked "Glass" and "Aluminum Cans" bins (at the very least) in each gym. Local recycling centers should be contacted for suitable bins. If given the opportunity, people are very willing to place their recyclable trash in the appropriate bins.

ROSTER CHECK:

Once a tournament has been filled, the Carolina Region Office will supply the Tournament Director with valid rosters to verify that all teams accepted into the tournament have been properly registered. These rosters should be distributed at the Captain's Meeting, verified and signed by the Captain or Coach, and displayed at the Tournament Director's Table or Scorer's Table during the tournament. It is the responsibility of the Tournament Director (as well as site managers and court managers) to insure that only eligible players compete. Only those players listed on the rosters received from the office are eligible to play (exceptions are the Club Movement, Unaffiliated Player List and the late player pickup options described next section). When there is no official roster form available for a team, court managers should verify eligibility by checking USAV membership cards (they can print from their online account this season) and photo IDs. In the event of any further problems involving team rosters or any other eligibility questions, the Executive Director may be reached on his cell phone. A message can be left, if no one answers. Messages will be returned as quickly as possible if staff is available that day.

CLUB MOVEMENT, UNAFFILIATED PLAYER LIST AND BORROWING PLAYERS:

Again for 2009, ALL Adult teams will be considered as part of the SAME CLUB for Player Movement privileges! So, all adult teams will be able to use the Club Player Movement Form to borrow up to two players per tournament. The borrowed players MUST be written on their roster and a Club Player Movement Form must be turned in with the roster (both of these will be mailed to Region Office with your post-tournament mailing). Also in the Adult Division ONLY, the Carolina Region will allow those players not affiliated with a registered team to register with the Region and be added to an Unaffiliated Player contact list (name, gender, phone, email, level) which the Region will publish on its website for use by the Adult Teams. If any adult teams are in need of a player(s) for a specific Regular season tournament (since rosters frozen two weeks before Regionals the unaffiliated list applies only to regular season tournaments), then they can contact players on the list to pick them up for the tournament. Teams and Individuals taking advantage of the Unaffiliated Player list are restricted by the following policies: (1) Teams picking up unaffiliated players must have at least FOUR of their registered players at the tournament; (2) Teams using the list may pick up a maximum of THREE players for a tournament; (3) Individuals on the list may only play as an unaffiliated player in THREE events. After the third event played by the unaffiliated player, they will get to choose to be put on the roster of any of the teams they played with before (pending team rep approval). At that time, that player is governed by the normal Player Movement policy. An individual on the list may be added to a team permanently at any time up to the two weeks before Regional Championships when rosters are frozen; (4) All teams utilizing the Unaffiliated list must write the Player(s) names to their roster at the tournament and make a note that they are from the UNAFFILIATED LIST. This roster must be turned into the Tournament Director at the tournament who will forward to the Region at the end of the event. Failure to follow these procedures will cause a team to be ineligible to use the unaffiliated list in future events.

Another policy for adults this season allows a team that arrives at a competition with only FIVE players to borrow a player from any other team in the tournament to give them six players to start/play the tournament (all results count). If the team's sixth player arrives any time during the tournament then the borrowed player must go back to the team with which they are registered. The borrowed player must be written on the new roster as "BORROWED" due to five players and reported to the Region with the post-tournament reports. A team may only use this option ONCE during the season (subsequent instances of only having five players at the start of the tournament would be handled under normal policy of dropping from the tournament if six players not present by the 2nd game of the 1st match).

SEEDING AND ARRANGING POOLS:

Once a tournament has been filled, the Carolina Region will then determine how teams will be divided between pools and the seeding of teams within those pools. The Points Standings will be used to aid in making pools. Generally, the seeded teams in pools will be placed in the following pool placements: (1) 4-team pool – seeded 1 through 4 (**NOTE: new 4-team pool format this season!**); (2) 5-team pool – 2nd and 4th positions; (3) 6-team pool – 3rd and 6th positions; and (4) 7-team pool – all seeded 1 through 7. The Carolina Region will decide whether teams receive special consideration in seeding and pool positions to accommodate driving time. The Tournament Director/Site Manager is required to abide by the pool seeding.

CAPTAINS' MEETING:

The Tournament Director must conduct a Captains' Meeting thirty (**NEW**) minutes prior to the start of play. Team Representatives from every team should be present. A Captains' Meeting Checklist is provided with this manual. During the meeting:

1. All teams should update and sign rosters prior to the first match of the day. Players listed on the roster who are not in attendance should be crossed out. New players (that are authorized by Region Office) not listed on the roster should be added, their USAV numbers listed, and their membership verification checked. Uniform numbers for each player listed must be provided by each team representative. **Tournament Directors are responsible for verifying the accuracy of rosters.**
2. Discuss penalties for late arriving teams (**new for 2009 – see next section**)
3. Lunch break (if applicable) should be established.
3. Rules particular to the host facility such as food, drink, etc. should be discussed.
4. Recognize available Referee Raters.
5. Sanction waivers granted should be discussed.
6. Ground rules should be reviewed.
7. Inform all Team Reps that intentional forfeits except by injury may be treated as a Code of Conduct violation by the Region and offending teams may be subject to sanction.
8. Semi-finals and finals officiating duties should be established. Announce that teams leaving without fulfilling their officiating duties will be fined and may face further sanctions.
9. Pool play format, playoff format, and refereeing assignments should be discussed.
10. Designate a protest committee which shall consist of the Tournament Director and two other persons, preferably Regional officers or officials.

STARTING ON TIME:

All tournaments will begin play at 9:00 am with the Captains' Meeting taking place at 8:30 am (**NEW**). Playing teams will be allowed ten minutes of warm-up for their first match of the day and five minutes warm-up thereafter. The ten-minute warm-up for the first match should begin at 8:50 am, so play may begin at 9:00 am. Tournaments will conclude at a reasonable hour when excessive delays between matches and/or games are eliminated. **NEW FOR 2009** – All teams scheduled to play or officiate the first match of the day must be on site and complete (i.e. six team members present to play or six team members present to officiate) by 9 am. Those teams that are still incomplete at 9 am may be penalized one point per minute late up to a maximum penalty of 25 points.

TOURNAMENT VENDOR POLICY:

Vendors are strictly prohibited from displaying and/or selling their merchandise at sanctioned tournaments without the expressed consent of the Carolina Region. All vendors (including junior booster clubs, facility owners, etc.) must purchase a Vendor's license in order to sell food or merchandise at Region sanctioned events. The Tournament Sanction Agreement will have an area for the Tournament Director to fill out indicating what will be sold at the tournament (food, drinks, t-shirts, etc.). Vending licenses will be \$5 per court (maximum of \$20) per tournament or a season license may be purchased for \$100 (The regular season license excludes the Regional Championships, which must be negotiated separately with the Region). Season vendor license holders would still have to contact and negotiate with individual Tournament Directors for the right to set up at any sanctioned tournament. The Region should always be notified when vendors are selling at tournaments (even if it's an approved vendor).

COURT USAGE:

Tournament Directors are prohibited from allowing outside groups to use courts/space (even if not in use by the tournament) in the same gym space as a sanctioned tournament without the expressed written consent of the Carolina Region. Two or more separate gyms at the same campus/facility would not be governed by this policy.

REPORTING ACCIDENTS:

Each Tournament Director should have two types of report forms, a USAV Incident Report form and a Medical Claim form. Copies are included. It is important that any injuries or accidents that occur during a sanctioned event or during travel to or from a sanctioned event be documented on the Incident Report form. The insurance company uses the data collected from forms submitted from across the country to document what types of injuries and accidents are occurring at tournaments and to set insurance rates for USA Volleyball. Please fill out the Incident Report form completely and accurately giving as much detail to the explanation of the incident as possible (i.e. "sprained ankle" doesn't tell much about how the incident occurred). The Incident Report form should be filled out by the Tournament Director, Club Director, Coach, or an attending USA Volleyball representative (Carolina Region Board member or staff). The original form should immediately be sent directly to the address on the form and a copy should be sent to the Carolina Region Office. The Medical Claim form should be given to all injured participants to take home with them for their use should they need to submit a claim (Note: There should be a corresponding Incident Report Form any time a Medical claim form is given out so the Insurance companies can match them up if a claim occurs).

ALCOHOL POLICY/PARTICIPANT/SPECTATOR BEHAVIOR POLICY:

The sale and/or consumption of alcoholic beverages is prohibited at all Carolina Region events unless specifically permitted by the facility and a Tournament Sanction exception is granted. Most facilities used by the Region do not permit the consumption of alcoholic beverages on site. An individual in violation of this rule is considered in violation of the Code of Conduct and is subject to a fine and/or suspension. Tournament Directors have the right to immediately remove an individual(s) from the tournament for violating this policy and the incident should be reported in detail on the Region Violation Form.

Similarly, the Carolina Region has implemented a Participant/Spectator Behavior Policy to be in effect at all sanctioned events. The full policy is included at the back of this Handbook. Please be sure to review the policy completely and be prepared to enforce it. All incidents should be reported to the Region Office within 48 hours of the event on the included Report form (please distribute additional report forms to any witnesses also). Tournament Directors have the responsibility to provide a safe and fun environment for all participants, so please help us keep our events enjoyable for all.

INTENTIONAL FORFEITS:

A few teams in the past that qualify for playoffs early in Pool Play have voluntarily forfeited their last match of pool play to “rest up” for the playoffs. By forfeiting pool play matches, these teams are taking a playing opportunity away from another team that has paid their entry fee in the expectation of playing volleyball. An important objective for the Region in sponsoring volleyball competition is for teams to have fun and enjoy the sport of volleyball. Intentional forfeits in pool play cause at least one team to lose a playing opportunity and thus reduces their enjoyment of the event. For that reason, the Carolina Region Board of Directors has decided that intentional forfeits in pool play other than due to injury (in which case they probably should not be playing in playoffs as they did not have a valid sub) may be treated as a Code of Conduct Violation. Specifically, this is “conduct which is inappropriate as determined by comparison to normally accepted behavior”. If this situation arises in your tournament, inform the Captain again (should inform at Captain’s meeting also) that the Carolina Region may treat intentional forfeits as a Code of Conduct violation with penalties ranging from \$50 fines to suspension of memberships. If the team still elects to forfeit even if they later make the playoffs, let them play. After the tournament, please fill out a Region Violation Form completely with all the details and send to the Region Office. The Region will handle it from there. Hopefully this situation will not arise and everyone will enjoy the sport for the right reasons.

OFFICIATING ASSIGNMENT AND TOURNAMENT FORMAT CLARIFICATIONS

A working schedule, including playoff games, should be posted prior to the first match so that teams will be properly informed as to their respective responsibilities. In addition, teams assigned to work or play the first scheduled matches should be notified at least three days prior to the tournament (this is handled on our points system automatically). Teams finishing in third place in pool play competition will be responsible for officiating the first level of playoff competition. The losing team(s) of the playoff matches will share responsibility for officiating the next level of competition. Factors that should be considered in deciding which team officiates would include distance to travel and which semifinal match is completed first. The Tournament Director will have final authority in this area and should establish this in the Captain's Meeting. Any teams not fulfilling these assignments will be subject to Regional sanction.

EMERGENCY SITUATIONS:

Before the day of the tournament, when a team drops out of the tournament, the Region Office will 1) replace the team dropping out with a team from the waiting list or 2) change to another tournament format if pools or seeding cannot be redrawn or 3) play three-out-of five game matches in the pool which is short one team (if that pool contains less than four teams).

The day of the tournament, when a team does not have a representative at the Captains' Meeting and has not contacted the Tournament Director, pools should be adjusted to meet approved formats in respect to number of teams per pool, playing format, and seeding. If the team arrives before the start of play for the second match, pools and formats will be readjusted to accommodate the late team (**see page 10 – Starting on Time for new penalty point option for late arriving teams**). Once the second match begins, no further adjustments will be made. Teams delayed past the start of the second match will not be permitted to play. Entry fees for teams in these circumstances will not be refunded. Teams delayed by extenuating circumstances may appeal the forfeiture of fees in writing to the Adult Advisory Board care of the Region Office.

In the event a team withdraws from a tournament once it has begun, all games won by the team are to be counted. All remaining games will be forfeited 25-0.

APPROVED PLAYING FORMATS:

Four-team pools will play three-games to 25 in pool play. Five-, six-, and seven-team pools will play two-games to 25 in pool play. In the event teams withdraw from the tournament on the day of the tournament and cause a pool to have three (3) teams, tournament directors should rearrange pools in the following manner (in order of priority as well):

1. If there are TWO or more pools in that division and one of the pools has 5 teams, then move the 5th team into the pool.
2. If there are TWO or more pools in that division and the other pools have 3 or 4 teams in them, then combine the two pools into one 6- or 7-team pool (on two courts).
3. Play a 3-team pool. Pool play should be 3-out-of-5 games to 25 (5th game to 15) with a break scheduled between each match. The main priority is for the teams to get plenty of playing opportunities and for their enjoyment. An alternate playing arrangement can be made at the Captain's Meeting if all teams in the pool agree to it.

OFFICIATING POOL PLAY AND PLAYOFFS:

All teams scheduled to officiate must be ready to do so. **Once officials have completed their certification, only those individuals listed as certified on the roster should be refereeing or keeping score for their adult team!** Teams discovered in violation of not using certified referees, second referees, or scorekeepers at sanctioned adult events will be placed on probation for the first offense, be fined \$50 for a second offense, and not permitted to participate in sanctioned events after the third offense. Tournament Directors/Managers should be active throughout the day of the tournament to ensure that officiating and rating teams are ready to carry out their responsibilities. Teams which leave after pool play has been completed without fulfilling their officiating assignments shall be reported to the Region Office by submitting a Regional Policy Violation Form. These teams will be subject to a \$50.00 fine if during a regular season tournament or a \$100 fine if during the Regional Championships. A second occurrence during the season will result in review of their eligibility by the Adult Advisory Board in addition to the fine.

DETERMINATION OF PLAYOFF TEAMS:

In three-, four-, five-, and six-team pools, the top two teams with the best **Games won-loss record** will advance to the playoffs. The top SIX teams by **Games won-loss record** will advance out of a seven-team pool. Teams shall not be eliminated from playoff competition on the basis of games/points won and lost. If there are more teams tied for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition. Tournament Directors should seed teams as follows:

1. If two teams are tied in pool play for first place, they shall not compete in a playoff game to determine position; rather, position assignment shall be determined by the following priority system based on point differential to the extent possible.
 - 1ST PRIORITY/HEAD TO HEAD: Results of the games between the tied teams. First on the set won-lost record and second on the point differential between the two teams (total points won minus total points lost in the games between the two tied teams). If the teams are still tied then go to 2nd Priority;
 - 2ND PRIORITY/TOTAL POOL PLAY: Comparison of the point differential based on the total round robin competition. Point differential 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. If the teams are still tied, then go to 3rd Priority;
 - 3RD PRIORITY: Flip of a coin.

2. If two or more teams are tied for the last playoff position, the minimum number of one 25-point rally games (no cap, switch at 13) shall be played. For example:
 - a. Two teams tie for second place in one pool: one 25-point game.
 - b. If **Three** teams tie for second place in one pool - superior team which is judged by Head-to-Head or Total-Pool-Play methods described above shall be the bye team and officiate the first game and play the winner of the game between the two remaining teams: two 25-point games total.
 - c. If **Four** teams tie for second place in one pool: Following judgment by Head-to-Head or Total-Pool-Play method described above, team 1 vs. team 4, and team 2 vs. team 3, and winners playoff: three 25-point games total.
3. If three teams tie for the two playoff positions, the team with the superior record as determined by Head-to-Head or Total-Pool-Play methods described above shall be awarded first place and the other two teams will play one 25-point game for the remaining playoff position. If no team has a superior record, the flip of the coin shall determine the officiating team and all teams must play for position as follows: Team 2 vs. team 3. The winner is awarded one playoff berth. The loser plays team 1 to determine the remaining playoff berth: Two 25-point games total.
4. If four teams are tied for first place in a pool, two 25-point games will be played. Teams will be seeded according to Head-to-Head and Total-Pool-Play methods with Seed 1 playing Seed 4 and Seed 2 playing Seed 3. The winners are tied for first place in the pool and advance to the playoffs as described above.

After pool positions have been established for playoffs, the Tournament Director will seed the teams as follows:

1. All first place pool teams will be seeded higher than any second place team regardless of pool play records.
2. The first place pool teams will be seeded first by their pool winning percentage - number of wins divided by number of games and second by total pool play point differential. The Tournament Director should rearrange where possible the second place seeds so teams from the same pool will not meet until the championship match.

OFFICIATING THE PLAYOFFS:

1. Games played to decide which team will go the playoffs shall be officiated by the team finishing first in the pool. In the case of three-way ties, the team awarded the bye on the basis outlined above will officiate the first playoff game; the loser of the first playoff game will officiate the second playoff game.
2. First round playoff matches will be officiated by the third place finisher in the pool(s). In 3-pool divisions, the two teams with byes will referee the quarter-final matches for the teams they will not meet in the semi-finals.
3. If a second round is necessary to obtain a finalist, a first round loser shall officiate the second round considering time and distance factors (discuss at Captain's meeting or before playoffs).
4. The finals shall be officiated by the losers of the semifinals. Factors that should be considered in deciding which team officiates should include distance to travel and which semifinal match is completed first. The criteria to be used should be announced at the Captains' Meeting. The decision of the Tournament Director on which team is assigned to work the Championship match is Final.

APPROVED PLAYOFF FORMATS:

1. For 6 and 8 team playoffs, all playoff matches through the semi-finals will be either 2 out of 3 games to 25, or if time is a factor, one game to 25 (rally, switch at 13, no cap). **Every match in a specific round of the playoffs must be played with the same format** (i.e. one semi- can not play one game to 25 and the other semi- 2-out-of-3). The Finals will be 2-out-of-3 games to 25 (3rd game to 15). This should be outlined at Captain's Meeting.
2. For 2, 3, and 4 team playoffs, all playoff matches will be 2-out-of-3 games to 25 (3rd game to 15). Semi-finals may be 1 game to 25 (rally, switch at 13, no cap) if time is a factor. **All semi-final matches must be played with the same format** (i.e. one semi- can not play one game to 25 and the other 2-out-of-3). The Finals must be 2-out-of-3 games to 25 (3rd game to 15).
3. Tournament Directors should discuss the Playoff format at the Captain's Meeting and again before the Playoffs begin. If time will be a factor, the Tournament Director should notify the Captain's at the morning meeting at what time pool play must be finished in order to have full match quarter-finals and/or semi-finals. All Finals must be 2-out-of-3 games to 25 unless both Captains agree before the Finals to alter the format.

POST TOURNAMENT DUTIES

TOURNAMENT RESULTS:

The Tournament Director should email the scanned results form (office@CarolinaRegionVB.org) or fax (336.766.3501) the Result Form(s) of the tournament to the Carolina Region Office within twenty-four hours after the tournament has been completed. Complete results are needed – pool play results with game records for each team and playoff results with scores!

The following Tournament Forms and Reports must be sent to the Carolina Region Office within two weeks after completion of the tournament (post-tournament checks are not sent until items below are received by the Carolina Region). When sending in your items, keep all LIKE items together (i.e all rosters paper-clipped together, all scoresheets together, etc. Do not group by pool!):

1. SCORE SHEETS: All pool play and playoff scoresheets should be included (we do not need lineup sheets or libero tracking forms).
2. TOURNAMENT RESULTS: All reports, to include standing of teams in pool play and final standings of playoffs and all team rosters are to be submitted to the Carolina Region Office.
3. POINTS SYSTEM: All tournament results which would enable the Region to tally points earned and to maintain current points standings for each division (i.e. show tie-breaking procedures, etc. for first-third place finishes in pool play) shall be forwarded to the Carolina Region Office. **Please include the results (scores) of each match during the tournament (pool play and playoffs) on the Tournament Result Form. All results of matches between teams will be needed in order to calculate the Points Standings.**

Failure to comply with the reporting schedule as outlined above shall result in a \$100.00 sanction penalty.

REGIONAL POLICY VIOLATION FORM:

Should a team violate the policies of the Carolina Region, then the Regional Policy Violation Form should be submitted to the Region Office within 24 hours of the tournament. Examples of typical Region violations in regard to tournament play are: use of ineligible player during tournament (not on roster, not registered with the Region; no club movement form submitted); failure to show on day of tournament and did not call to withdraw beforehand; failure to fulfill officiating duties; inappropriate behavior as outlined in Code of Conduct; intentional forfeits. In addition, any violation of the Participant/Spectator Behavior Policy should be reported on the applicable form to the Region Office within 48 hours.

RATING SHEETS:

Rating sheets shall be the responsibility of the Rater on site. Rating sheets not collected on the day of the tournament by the Rater should be forwarded directly to the Regional Referee's Chair immediately following the tournament.

FORMS/MATERIALS:

All the forms and materials you should need for hosting a successful volleyball event follow in the pages to come. We have created a section of our web site devoted just for Tournament Directors. If you lose any of these forms, you can download replacement forms at this section. You will need to download Adobe Acrobat Reader (free download from adobe.com) to view and print these documents. We hope you will find this section useful. Please let the Region Office know if there are forms you would like added to the section. The Tournament Director Section can be found at: www.CarolinaRegionVB.org/TrnDir/

MAILING LIST

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ADULT POOL PLAYING/OFFICIATING SCHEDULES

<u>FOUR TEAM POOL</u>	
(New for 2009)	
<u>Play</u>	<u>Ref</u>
1-3	2
2-4	1
1-4	3
2-3	1
3-4	2
1-2	4

<u>FIVE TEAM POOL</u>	
<u>Play</u>	<u>Ref</u>
1-2	3
3-4	5
1-5	4
2-3	1
4-5	2
1-3	4
2-5	3
1-4	2
3-5	1
2-4	5

<u>SIX TEAM POOL</u>			
<u>Ct 1</u>		<u>Ct 2</u>	
<u>Play</u>	<u>Ref</u>	<u>Play</u>	<u>Ref</u>
1-2	3	4-5	6
5-6	4	2-3	1
1-3	2	4-6	5
1-4	3	2-5	6
(30 min Lunch Break)			
3-5	4	2-6	1
3-4	5	1-6	2
2-4	6	1-5	3
3-6	1		

<u>SEVEN TEAM POOL</u>			
<u>Ct 1</u>		<u>Ct 2</u>	
<u>Play</u>	<u>Ref</u>	<u>Play</u>	<u>Ref</u>
1-6	4	3-7	5
4-7	1	2-5	3
1-3	7	5-6	2
2-4	3	1-7	6
3-5	4	2-6	7
1-4	5	6-7	2
4-5	1	2-3	6

4-team pools: Teams will play 3 rally games to 25. Playoff matches should be 2-out-of-3 game matches (time permitting). For the third game during pool play, teams will do a coin toss and switch sides at 13 (to be consistent with a three game match format). Each unique round of the playoffs must play by the same format (i.e. both semi-finals must play same format).

5-, 6- and 7-team pools: Teams will play 2 rally games to 25. Playoff matches should be 2-out-of-3 game matches (time permitting). Each unique round of the playoffs must play by the same format (i.e. both semi-finals must play same format).

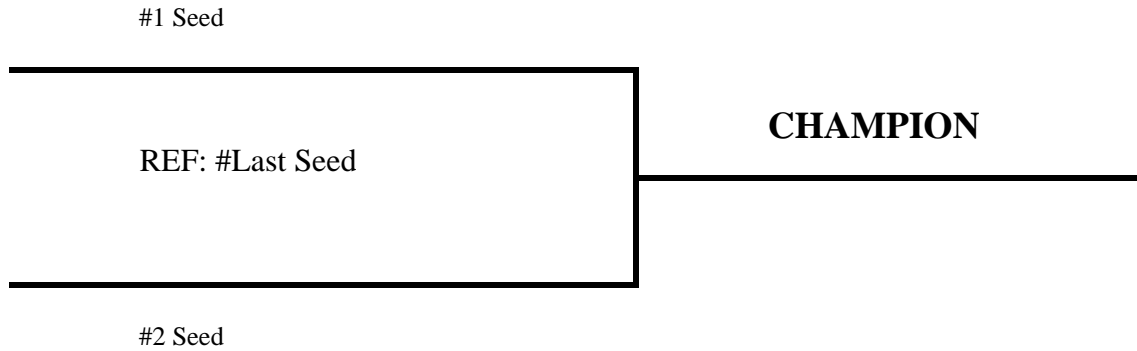
6-team pools: A lunch break of 30 minutes to 1 hour is recommended half-way through pool play. This break should be discussed in the Captains' Meeting at the beginning of the day so all teams can plan accordingly. Teams will play 2 rally games to 25. Top TWO teams advance to playoffs.

7-team pools: The top SIX finishing teams by match record will advance to the playoffs.

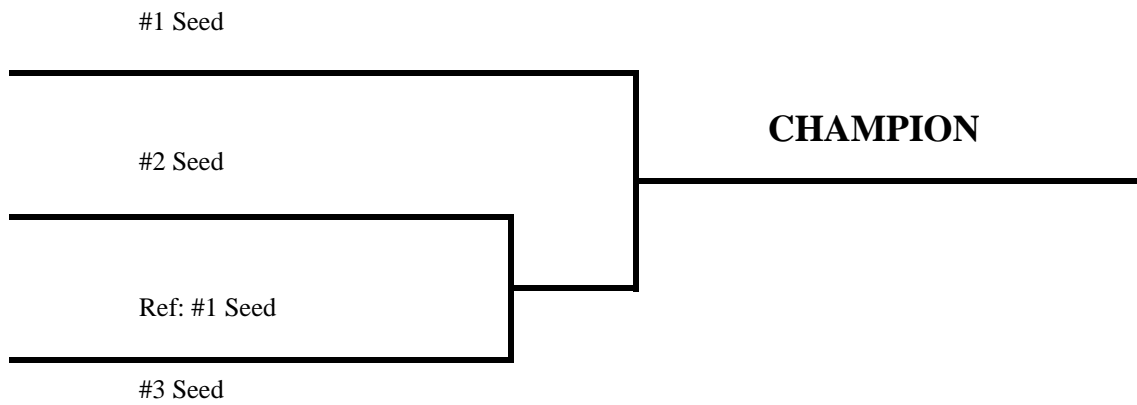
Exceptions to the above schedules and pool formats must be requested to and sanctioned in writing by the Carolina Region before the event.

PLAYOFF SCHEDULES

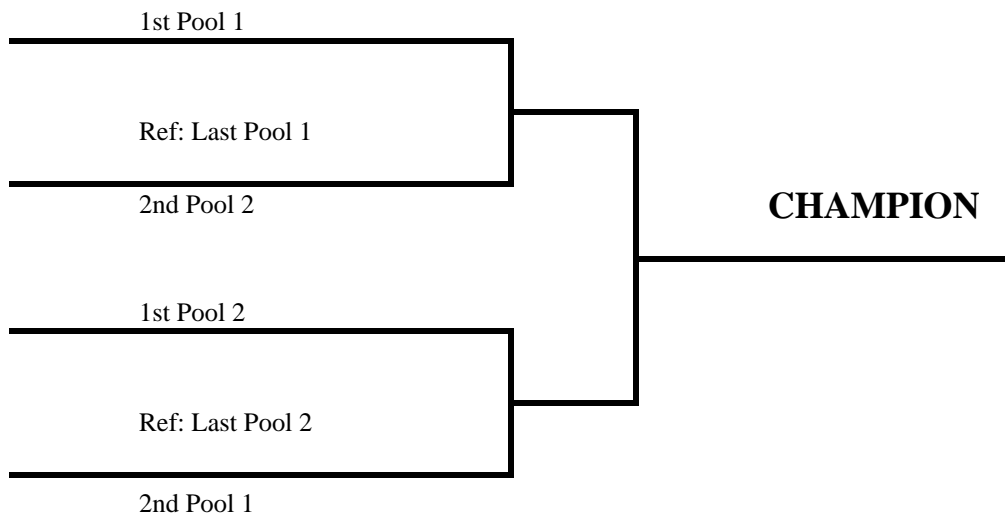
2-Team Playoff (One 4-, 5-, or 6-Team pool)



3-Team Playoff (Reference only, generally not used)

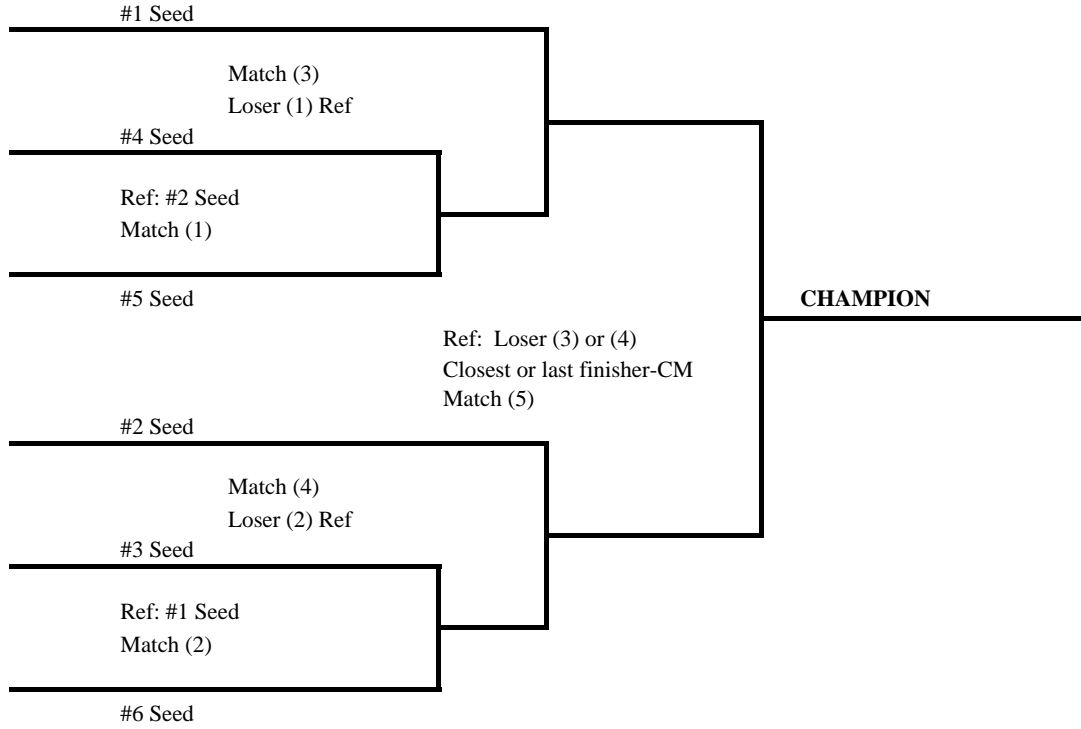


4-Team Playoff (Two 4-, 5-, or 6-Team pools)



PLAYOFF SCHEDULES

6-Team Playoff (Three 4-, 5-, or 6-Team pools; or One 7-team pool)



8-Team Playoff (Four 4-, 5-, or 6-Team pools)

