



Tournament Guidebook

Delta Region of USA Volleyball

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A 3D geometric graphic consisting of several overlapping rectangular blocks in dark blue, red, and light gray, creating a sense of depth and perspective. The blocks are arranged in a way that suggests a modern, architectural design.

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DELTA REGION TOURNAMENT DIRECTOR GUIDEBOOK

To assure maximum efficiency and consistency throughout USA Volleyball in the conduct of sanctioned competition, as well as fair and equitable treatment of teams and players, principles and guidelines have been established by USA Volleyball. These Guidelines should be considered as the national minimum standard and should be an integral part of the sanction agreement with USA Volleyball and/or the Delta Regional Volleyball Association.

It is recognized that not all organizations and facilities have the minimum resources available to meet these minimum standards continually. In these cases, reasonable alternatives should be provided.

The rules offer many options to allow for a wide range of use. It is the responsibility of the Tournament Director to specify in writing which options or modifications to the rules will be enforced. Players must be notified of all Tournament Regulations prior to the start of play and preferably before the acceptance of any entries.

HOST AN EVENT

The Delta Region encourages all member clubs to host sanctioned USAV tournaments. The size and classification of the events depends on the facilities and number of courts available, as well as type of event you would like to put on. The Tournament Director assumes the responsibility for conduct of the event, enforcement of the rules of the facility, posting and reporting results, awards and the cost of the tournament. The region, through USA Volleyball, provides sanctioning approval, liability, and accident coverage for participants, host and facilities, providing the proper paperwork has been filled out and submitted appropriately.

Hosting a tournament can be beneficial to your club program in many ways. As well as offering the opportunity to compete without the expenses associated with traveling, it is a great way to expose your parents to the structure of club volleyball, provide community awareness and establish your club within the region. However, to accomplish this, you must run a successful event by carefully planning the entire tournament. The guidelines and policies outlined in this guidebook will help you organize your event and understand your responsibilities, as well as restrictions. These guidelines were developed through the Delta Region are not to be deviated from unless approved by the Commissioner.

APPLY ONLINE FOR SANCTION

Tournament Directors should apply for and receive sanction from the Delta Region office. Application for a sanctioned tournament must be applied for online through the Delta Region website. Different dates, age divisions and/or locations require a separate online application. Appropriate sanction fee (\$25.00 per court, maximum of \$150 per event) must be paid online with a credit card during the application process. All approved sanctioned events will be notified by the Delta Region office.

Tournament request received prior to the Delta Region annual Board of Director meeting will be considered a priority. Clubs in good standing will be given first priority on dates corresponding to the previous season's schedule. Only one age division tournament will be sanctioned within a one (1) hour radius; unless the originally scheduled event is full.

Additional tournament dates may be added to the Delta Region calendar throughout the season with the approval of the Delta Region Commissioner.

TOURNAMENT INFORMATION

Tournament information and entry forms should be made available through a link placed on the region website.

The entry form must include:

- ☐ Cover letter with appropriate information and official entry blank (w/entry deadline)
- ☐ Tournament format (one or two day)
- ☐ Divisions offered and format of playoff
- ☐ Time of Captains meeting (if applicable) and first pool play match
- ☐ List of awards to be given
- ☐ Indicate if R1 officials will be provided

For Junior Tournaments, all flyers should include the statement "If your age division does not fill, would your team be willing to move up?" As a reminder: Boys born on or after September 1 of the current season are allowed to participate in Girl's 13u Division competitions in the Delta Region (except the Region Qualifier).

Tournament information must also state firmly and clearly that a rostered adult must be court-side during each team's officiating duties and **that rosters will be collected by head official for each match.**

Only USAV registered teams and players may participate in Delta Region sanctioned events. Tournament Directors must require written entry forms and printed online team rosters (when applicable), accompanied by the appropriate fee. Telephone entries should not be accepted. Tournament Directors should insist that teams from the Delta Region (and any other team whose Region uses the online registration system) submit on-line rosters with their tournament entries.

A minimum of three (3) weeks before the tournament date start accepting entries. The ONLY criteria used in deciding which entries are accepted are: timeliness of the entry, regional affiliation, or registered level of play. All Region Teams should be accepted on a first-come, first-served basis.

One (1) week prior to the event:

- a. Verify that all players and teams are registered members of the USAV;
- b. Verify each team has both a qualified referee and scorekeeper;
- c. Verify the team's current playing level. Contact the Delta Region office for verification of teams that do not use the online roster.
- d. No one will be permitted to play unless registered.

The tournament host will ensure that each participating team is contacted prior to play.

Teams failing to show for a tournament without notifying the Tournament Director shall be reported in writing to the Region Commissioner and will forfeit entry fee.

Immediately following the tournament, the Tournament Director will submit any report of violations, incidents or injuries to the Region Business Office.

Not later than 2 weeks days after the tournament, the Tournament Director will submit complete tournament results including final standings (not just the top three) to the Region Office (or a link placed on the region website with the information).

GENERAL INFORMATION

All tournament regulations must be within the guidelines of USA Volleyball and the Delta Region. Common sense may dictate that adaptations to the rules may enhance the playing experience in certain situations. Any adaptations to the rules and tournament guidelines must be presented in writing to the Delta Region office for approval. Adaptations must be for the improvement of the game and for the participants involved. Principles of fairness and increased participation should guide decisions to adapt playing rules.

The Delta Region Board of Directors reserve the right to, at Delta Region's sole and complete discretion:

- Refuse to grant a tournament sanction to any person, individual, business or organization ("Applicant") when it is determined by Delta Region, following review of a complete tournament sanction request application, that the application fails to meet Delta's tournament sanctioning criteria;
- Refuse to grant a tournament sanction to an Applicant when it is determined, following review of an application, that the Applicant failed to provide all required information, or failed to provide truthful information;
- Refuse to grant a tournament sanction to any Applicant where the event is determined to not be in the best interests of Delta Region and its members.
- Only one tournament (based on age/gender divisions) will be sanctioned on the same date within a one (1) hour radius (unless the originally scheduled event is full).
- Teams shall be guaranteed a reasonable number of eight (8) sets for a one day event and ten (10) sets for a two-day event (the Delta Region Bid Qualifier may be the only exception).
- The host of an event must be a registered member in good standing who has passed a USA Volleyball approved background screening and is SafeSport certified.
- Host must complete a Rental Agreement Checklist (included in this book). The tournament director should complete a facility walk-through to look for any hazards or problems that need to be addressed prior to the event.

The following list will assist you with hosting a Tournament:

- Pick a date and secure the facilities.
- Make sure you have or have applied for a Certificate of Insurance for each facility.
- Determine the length and format of your event. Keep in mind that teams shall be guaranteed a reasonable number of eight (8) sets for a one-day event and ten (10) sets for a two day event (the Delta Region Bid Qualifier may be the only exception).
- Decide how many teams you can properly accommodate and what age groups will be participating.
- Apply online to sanction your event. Only sanctioned events carry USAV insurance for their members and facilities. Only USAV sanctioned events will be included on the Delta Region Calendar.
- Hotel info sheet - you may want to contract with area hotels for a block of rooms to be held for your participants or you may simply want to list area hotels and their phone numbers. **The Delta Region does not allow a "STAY & PLAY" policy for Delta Region events.**

INSURANCE INFORMATION

USA Volleyball administers a medical and liability insurance program customized specifically for the sport of volleyball. It is designed to respond specifically to the inherent hazards of the sport. Offered as part of the sanctioning program, it is one of the most cost effective policies available.

EFFECTIVE DATES: September 1, 2018 – September 1, 2019

CARRIERS: Arch Insurance Company (American Specialty) - General Liability Federal Insurance Company (Chubb) – Sport Accident

GENERAL LIABILITY COVERAGE SUMMARY

The General Liability policy is intended to protect against claims of liability related to bodily injury and property damage losses. The General Liability policy includes spectator and participant liability as well as sexual abuse and harassment coverage. The policy includes coverage for the liability associated with pre-event setup, the event itself and post-event tear down at USAV sanctioned events. Registration with USA Volleyball and membership requirements are a condition of the liability policy and a common practice among sports federations.

NAMED INSURED:

USA Volleyball (“USAV”), United States Volleyball, Inc., United States Volleyball Association, USA Volleyball Foundation

USAV Regional Volleyball Associations (“RVA”) while acting on behalf of USAV.

USAV registered clubs, but only with respects to activities sanctioned or approved by USAV or its RVA.

USAV registered coaches, trainers, athletes and officials, while acting in their capacity as such, but only with respect to activities sanctioned or approved by USAV or the RVA. Registered officials are those who have successfully completed the USAV officials’ certification program.

USAV registered officials for non-USAV sanctioned volleyball competitions who have paid the appropriate premium and whose names are recorded and on file with USAV.

Event organizers/promoters/event managers while acting in their capacity of such, but only with respects to events sanctioned and approved by USAV or the RVA.

***No coverage will apply for RVAs and RVA clubs for events conducted in which all participants are not registered with USAV, except for non-sanctioned fundraising activities, and sanctioned events with foreign players who are registered with USAV and/or the RVA for that event or events.**

Registered means: Having a current validly completed and executed individual membership form with USA Volleyball (“USAV”) and/or the Regional Volleyball Association (“RVA”).

“Sanctioned or Approved” Event: An event USA Volleyball and a Regional Volleyball Association has approved or sanctioned as a USA Volleyball event. Events shall include, but may not be limited to, team competition, practices, sports clinics, or fundraisers conducted or attended as a part of a sanctioned event.

THIS IS ONLY A SUMMARY OF THE GENERAL TERMS AND CONDITIONS OF THE INSURANCE CONTRACT BETWEEN NATIONAL AND USA VOLLEYBALL. IT IS NOT THE INTENT OF THIS SUMMARY TO LIST ALL THE DETAILS RELATING TO THE INSURANCE CONTRACT. ACTUAL COVERAGES ARE DETAILED IN THE INSURANCE POLICY AND SUCH COVERAGE IS SUBJECT TO ALL THE TERMS, PROVISIONS, CONDITIONS AND EXCLUSIONS CONTAINED THEREIN. RELIANCE SHOULD NOT BE MADE ON THIS GENERAL SUMMARY. CONSULT THE ACTUAL POLICY FOR A COMPLETE DESCRIPTION OF COVERAGE.

SAFESPORT POLICY

The Delta Region is committed to creating a safe and positive environment for all participants. All Tournament Staff working the event must be members of USA Volleyball, have a current background screening on file and have taken the current SafeSport training.

As part of this commitment, the Delta Region's Athlete Protection Policy strictly prohibits:

- ☐ Bullying ☐ Harassment ☐ Hazing ☐ Emotional misconduct ☐ Physical misconduct
- ☐ Sexual Misconduct, including child physical and sexual abuse

While the Delta Region has a formal reporting policy, Tournament Directors/Court Managers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. Tournament Directors/Court Managers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

MINOR PARTICIPATING ON ADULT TEAM

A minor (under age 18 at time of registration) player that participates in adult volleyball competition which could include but is not limited to matches, tournaments, practices, clinics and other USAV sanctioned activities must present to the Delta Region office a "Release of Liability" signed by the minor's parent prior to participation.

DELTA REGION RULE EXCEPTIONS FOR JUNIOR EVENTS:

• AGE WAIVER POLICY

The Delta Region has the ability to grant age waivers to allow athletes who missed the birthday cut-off date of September 1, to play with their classmates. Age Waivers are only granted to allow players to play with their classmates and not granted for developmental purposes. Age Waivers are only valid within the Delta Region and are not allowed in the Delta Region Bid Qualifier, National Qualifiers, or any USAV National Events. Younger players who participate in an older division do not need a written age waiver.

• 12 AND UNDER COMPETITION

A lighter ball called a Volley Lite is used for all 12 and under competitions. Players can use "step-in" (service line is 6'6" into the court) serving for regional domestic tournaments. Note: This step-in rule is used by domestic club programs in the Delta Region. Other Regions may not allow the step-in rule; it is the decision of each region. Net height is lowered to (7').

Age divisions 10s, 11s, 12s, 13s & 14s are allowed to have a second toss per each service attempt. The tossed or released ball must land without being touched by the server before a new service authorization can be granted. Second service must happen within 5 seconds.

• BOYS PLAYING IN DELTA REGION GIRL'S EVENTS

Male athletes are eligible to play in domestic Junior Girl's competition within the Delta Region in the girls 13-12-11-10-9-8 Divisions: Note: This age definition is used by domestic club programs in the Delta Region. Boys or coed teams may participate in the Delta Region Championships but will not be allowed to

participate in the Delta Region Bid Qualifier. Other Regions may not accept these waivers; it is the decision of each region.

MINIMUM FACILITY REQUIREMENTS

For regionally sanctioned competition, the Delta Region must approve all playing court surfaces. It is recommended the surface of the playing court be a light color or that other contrasting colors be used for the playing court and free zone. Court lines are 5 cm (2") wide and are required to contrast with the color of the floor. The service zone shall have a minimum depth of 2 m (6'6 3/4"). If this zone is less than 2 m (6'6 3/4"), a line shall be marked on the court to provide the minimum depth. After the service, the line is ignored and becomes part of the court.

Inclusion of a penalty area is recommended. A penalty area, sized approximately 1 x 1 m (39" x 39") and equipped with two chairs, is located in the control area, outside the prolongation of the end line.

If the net posts are secured by barrels or other supporting apparatus, there must be some means of clearly identifying the barrels or supporting apparatus. All other dangerous or obstructing devices must be eliminated. Metal cables, tensioning devices and other exposed wires may need to be covered if the referees determine these items may cause injury to players. All wires that support posts from the floor will be eliminated, or if that is not possible, then all exposed wires must be padded with at least 1.25 cm (1/2") thick, resilient, shock absorbing material throughout the entire length. The padding must be clearly recognizable. Posts shall be padded to a minimum height of 1.7 m (5'6") with at least 1.25 cm (1/2") thick, resilient, shock absorbing material.

A referee's platform is required. The platform must be on a support and adjustable in height; the referee's eye position shall be approximately 50 cm (19") above the top of the net. It should be constructed so that it presents the least potential hazard for participants. Step ladders, jump boxes and other devices not specifically designed as referee platforms shall not be used. The front and sides of the referee's platform must be padded in the same manner as the posts to a height of 1.7 m (5'6").

TOURNAMENT PREPARATION

Obtain the correct forms and equipment to have available at the site such as:

- Appropriate equipment (nets, standards, antennae, new volleyball, etc.) for conducting competition consistent with the rules of the game.
- Tournament sites and equipment must meet requirements for safe/enjoyable competition as outlined in the USA Volleyball Domestic Competition Regulations.
- All net supports, guy cables, and referee stands must be padded. All referee stands are to be constructed for this purpose, not made from ladders, tables, etc.
- A copy of the current Domestic Competition Regulations and any specific tournament guide lines.
- USA Volleyball score sheets, line-up sheets and Libero tracking sheets. These may be obtained from the region website at www.deltavolleyball.net
- USAV banners to hang on score tables and around the facilities (contact the region office if you do not have a roll).
- Spectator/Parent Code of Conduct sheet to be posted at all playing sites.

Large, multi-court tournaments, the following is recommended:

- A non-playing tournament director/site manager with the sole responsibility of keeping the tournament on schedule and properly recorded.

- A court manager for every 1-4 courts, all of whom are collectively charged with keeping the tournament on schedule and properly recorded.
- A non-playing Head Official shall be designated to handle all referee assignments. The Head Official duties may include identifying a protest committee and working with the tournament director to identify ground rules. He/she may also be charged with developing a referee schedule when certified match officials are used.

Smaller tournaments, some duties may be combined as follows:

- A one-court facility may require only one person to act as the site director and the referee.
- A two- to four-court facility with a paid referee on each court might require only one tournament director/court manager, who may also act as head official.
- It is recommended that the host provide and identify a qualified trainer. If a qualified trainer cannot be provided, a list of local medical offices or hospitals should be listed.
- It is the Tournament Director's responsibility in regards to safety and protection of athletes inside a practice or tournament venue. It is recommended a security person be identified to resolve any security or safety situations.
- The Tournament Director or Site Manager shall conduct a Coach meeting prior to the start of competition to provide the tournament schedule, including playoffs, ***unless this has been provided to the team reps in advance***. The head official, if one is available, should attend the coaches meeting to explain facility-specific ground rules. If there is no Head Official, the Tournament Director or Site Manager will cover these rules.

Schedules shall be posted prior to the first match so all teams will be informed of their playing schedule and officiating duties. It is recommended that no more than four (4) teams are schedule per court, but five (5) teams are permitted if deemed necessary for the event.

A Tournament Protest Committee shall be appointed by the Tournament Director or Head Official and posted at each tournament site. It shall be composed of three persons who are senior certified referees (if available) and other experienced coaches present at the tournament site. If a protest is filed and one or more of the Committee members are affiliated with any of the teams involved in the protest, these members should recuse themselves and be replaced on the Committee when it considers the protest. The committee shall rule on all protests.

Each Team Captain (adult competition), Coach or Junior Club Director (junior competition) must print a team roster from the online Member site and submit it to the Tournament Director with the tournament entry form.

All teams must submit an updated USAV roster on the day of the tournament for the Head Official, Tournament Director or match Officials to review/check. The updated roster will include current player and team registration numbers, along with official's certification. Only those persons listed on the roster may occupy the team bench and/or be courtside during competition (this includes shagging balls during warm-up).

FEES/AWARDS

Each tournament situation is unique. The entry fee should be commensurate with expenses incurred. Some considerations should be:

- Paid officials
- Cost of facilities, equipment and administrative supplies/costs
- Awards
- Sale of food items, merchandise, etc., to help defray expenses
- Contribution to USA Volleyball Foundation, Endowment Fund or other charity

Selection of awards is generally dependent upon the number of teams entered, the age of the participants and the financial resources available. Awards may include: Team trophies/plaques or individual awards such

as medals, plaques, t-shirts or other merchandise. It is suggested that a Delta Region logo be placed on all awards presented. Contact the Delta Region office for picture file.

TYPES OF TOURNAMENTS

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

Round Robin: This is more universally accepted because all teams are guaranteed a reasonable number of sets/matches. It also is 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. Such an arrangement is discouraged.

Many large national-level and festival-type tournaments have more than one round of pool play (round robin) culminating in a single or double-elimination round.

SEEDING

Teams should be seeded with respect to their expected playing strength. Prior tournament results and previous meetings between teams may be utilized to aid the tournament host in judging the relationships of the teams. The region office is available to assist in this process after tournament hosts have made their own evaluations. The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

Example: *Eight (8) teams evaluated with respect to their related strengths and assigned to two (2) pools as follows: Pool A: (1,4,5,8) Pool B: (2,3,6,7)*

SCHEDULING PARAMETERS

Scheduling matches for a tournament must be realistic. These time allowances provide for a six-minute warm-up between matches and three minutes between sets.

- a) Two 25 rally point sets...50 Minutes
- b) Two 21 rally point sets...45 minutes
- c) 2/3 25 rally point sets per match (15-pt third game)...1 hr. 5 min.
- d) 2/3 21 rally point sets per match (15-pt third game)...1 hour match)
- e) One 15 rally point set...20 minutes
- f) One 25 rally point set...26 minutes

At least five additional minutes of warm-up 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 playing areas.

Teams should play at the announced time when their match is sequentially ready to be played, regardless of the time schedule. The time schedule is only a guideline. EXCEPTION: The first match of the day for each team should be governed by the announced/scheduled starting time only.

The tournament schedule and forfeit procedures should be clearly posted and all teams informed. Various examples of round robin schedules can be found in the Domestic Competition Regulations "Rule book".

METHOD OF PLAY (ONE-DAY TOURNAMENTS):

Teams shall be guaranteed a reasonable number of sets (8) for a one-day event and ten (10) sets for a two-day event.

- When round robin competition is scheduled; a maximum of five teams only should be accepted per available court, although four teams are suggested.
- When round robin play qualifies teams for a championship playoff, no more than 50 percent of the teams entered should advance to the championship playoff bracket.
- The championship bracket is not to exceed eight teams.

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, third from the championship pool and fourth place by winning the consolation pool.

In round robin play the following will prevail:

- If five teams are entered and a championship play-off is scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time might not allow the use of either the best of three or three-set matches
- If five teams are entered and a championship play-off is not scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time may not allow the use of the best of three or three-set matches.
- 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. Some options include four-team pool play three sets to 25 rally points or best two-out-of- three 25 rally point sets (15 rally point third set).
- Where there is only one pool and a total round robin is scheduled, additional matches are not recommended.
- If a championship playoff is scheduled, the following criteria should be met:
 - Projected time schedule will permit such additional scheduling.
 - Playoffs should be restricted to the first-and second-place teams only.
 - The second-place team should win at least 75 percent of its sets in round robin competition.
 - Finals should be scheduled to begin no later than 8 p.m. and earlier if possible.

GENERAL GUIDELINES FOR THE DETERMINATION OF PLAYOFF POSITION(S) IF TIED -- METHOD ONE

- ❖ Teams qualifying for the playoffs, but tied for position only, should not compete in a playoff set to determine position; rather, position assignment should be determined by the priority system listed below based on point differential to the extent possible.
- ❖ Results of the match (es) between the tied teams, first on the won-lost record, and second on the point spread. If still tied, then
- ❖ Comparison of the point differential based on the total round robin competition. Point differential should be determined by subtracting the total points lost from the total points won. The highest

plus or the lowest minus remainder should be considered the superior team for tie- breaking purposes. If still tied, then;

- a. Coin Toss
- b. 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. Teams should NOT be eliminated from assignment to championship competition by point differential or any other non-competition system.
- c. If two or more teams are tied for a single playoff position, the minimum number of one additional 25 rally point set should be played. Teams should change sides at 13 points. No cap shall be in effect. Where tournament guidelines stipulate, 15-point sets may be used.

For example:

- a) Two teams tie for last position: One 25 rally point set.
- b) Three teams tie for last position: Superior as determined by the criteria in G1 shall be the bye team and play the winner of the match between the two remaining teams.
- c) Two 25 rally point sets total.
- d) Four teams tie for last position: As determined by the criteria in G1, team 1 vs. 2 vs. 3 and winners playoff.
- e) If three teams tie for two playoff positions, the team with the greater point spread shall be awarded first place. The other two teams shall play one 25 rally point set for the remaining playoff position.

- ❖ The same priorities as listed in #1 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:

- Team Blue wins over Team White and gains one playoff berth. Team Red plays the loser, in this case Team White, for the second playoff berth. Two 25 rally point sets total.

These are only guidelines. Other methods are acceptable, as long as they are printed and distributed before the start of the event.

Teams playing in the final round robin match of the day, if not otherwise a participating team, will be assigned to the first level of the playoff matches. Losers of the playoff matches will be required to work the next level of the playoffs. Teams not fulfilling these assignments may be subject to discipline within their organization.

Any penalties for teams that do not fulfill their officiating responsibilities should be posted prior to play. One commonly used method is to penalize the assigned officiating team one point per minute up to a maximum of 25 points (one set), which would be imposed at the beginning of the team's next match.

PROCUREMENT/ASSIGNMENT OF REFEREES

All referees assigned to sanctioned Delta Region competition shall be members of USA Volleyball, have a current Background Screening on file, and who have completed SafeSport training and are certified USAV Referees and Scorekeepers. Each team representative will provide the name(s) of their certified officials on the team entry form. ***It is recommended that certified player officials only work matches as an R2.*** Coaches or chaperones certified to officiate should work as R1s.

Teams unable to provide certified officials will be required to pay a fee to the tournament host in which to hire officials to work their matches (team must still supply two lines-people and an assistant scorekeeper). This fee is not refundable at any time. If certified officials are unavailable for hire, the team will not be allowed to play in the tournament.

HIRING OFFICIALS FOR YOUR EVENT

When hiring officials to work your event, Delta Region Officials should receive-top priority. A list of the current Delta Region certified Officials can be found on the region website. Only certified USA Volleyball officials may be used in sanctioned competition. Tournament Directors should receive USAV member ID numbers for all hired officials. Two weeks prior to tournament date send Official's name and USAV membership ID number to the Delta Region Ref Chair or the Delta Region office to verify membership and certification. All USAV certified referees (other than players, chaperones and coaches) are required to wear the approved volleyball officials' uniform.

All match assignments shall be made by the designated Head Official. In the absence of a Head Official, the Tournament Director will act in this capacity.

It is the responsibility of the tournament host to check Official's certification of all individuals working their tournament (paid or non-paid). A violation could result in loss of future tournament request.

ASSIGNMENT OF SUPPORT OFFICIALS

The primary responsibility for the assignment of support officials should lie with the Tournament Director.

Participating teams may be expected to furnish required support officials as requested. Required support officials are the second referee, scorer, assistant scorer, two line judges and visual scoreboard operator. Only USA Volleyball certified referees and scorers should serve in this capacity.

A working schedule, including playoff sets, should be posted prior to the first match of the day so 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 work teams failing to meet this obligation may be subject to discipline within their organization.

INCLEMENT WEATHER POLICY

It is the decision of each coach and/or club whether their team should attempt to travel to a tournament in bad weather. However, it is the decision of the individual tournament director whether or not to cancel a tournament due to bad weather. Teams deciding not to attend a tournament that has not been cancelled will not receive a refund of their tournament entry fee. In addition, those teams must notify the Tournament Director prior to the tournament that they will not participate or they may be subject to further sanctions.

COACHING PROTOCOL DURING MATCH

During the match the coach is authorized to speak to the referees to verify the positions of the teams. During play, the coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, no closer to the court than 1.75 m (5'10") from the sideline and its extension without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 m (5'10") from the sideline. One assistant coach at a time may leave the bench to give instructions to the players on the court. During play, this assistant coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, and no closer to the court than 1.75 m (5'10") from the sideline and its extension, without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 (5'10") from the sideline.

For junior competition, both team coaches sign the score sheet after the match to verify the results.

Head Coach or another rostered adult must be present during the team's officiating assignment.

DUTIES OF COURT MANAGER

The court manager is responsible for getting matches and officials on and off the court: the officials for each match at major tournaments includes a first referee, second referee, scorer, assistant scorer, timekeeper/visual scoreboard operator and two line judges. The court manager needs to check equipment (nets, standards, volleyballs, antennas, etc.) to make certain they are in good condition at all times.

While the Delta Region has a formal reporting policy, Court Managers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. Court Managers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

TWO LIBERO SYSTEM

Two Liberos may be used USAV competition. One Libero should be designated by the coach before the start of the match as the starting Libero. The Libero on the court is the Acting Libero. If there is another Libero he/she will act as the Second Libero. Only one Libero may be on court at any time. The Libero cannot be either team captain or game captain at the same time as performing the Libero function. Replacements involving the Libero are not counted as substitutions. They are unlimited, but there must be a completed rally between two replacements involving a Libero (unless a penalty causes a rotation to position 4, or the Acting Libero becomes unable to play, making the rally incomplete.) The Libero can only be replaced by the player whom he/she replaced. The Acting Libero can only be replaced by the regular replacement player for that position, or by the second Libero. The regular Replacement player may replace either Libero. The coach has the right to replace the Acting Libero with the second Libero for any reason after a completed rally at any time during the match.

WARM-UP PROCEDURES

Because of limited time, the teams preparing to play the next match must be ready to take the court immediately at the end of the previous match. Warm-up time for the teams will probably vary from 5 to 10 minutes, depending on the tournament guidelines. After the coin toss, the following warm-up procedure is specified: The warm-up time is split evenly in two, with the serving team taking the court for the first half and the receiving team taking the court for the second half. The teams may use the entire court in whatever manner they choose during their time, including serving practice.

For National Junior Olympic Volleyball events, the 2-4-4 format is used and may be used at any event. The first two minutes are for ball handling on a team's own side of the court, followed by four minutes of the entire court use by the serving team and then 4 minutes for the receiving team. Serving is conducted during each team's four minutes.

PLEASE NOTE: For safety purposes, only USA Volleyball registered adults are allowed courtside during a team's warm- up period. This includes "ball-shaggers".

SPECTATOR/PARENT CODE OF CONDUCT

All spectators of privately sanctioned events are granted entry to the facility as a courtesy. Anyone that enters/attends any Delta Region sanctioned Event, must agree to abide by the region's policies. The Spectator/Parent Code of Conduct policy should be clearly posted at every Delta Region event. A copy can be found on page 22 of this publication. Please print copies and post throughout your facilities.

GUIDELINES FOR DEALING WITH BLOOD

If a player incurs an injury that causes bleeding, the first or second referee shall immediately stop the set in accordance with Rule 17.1.1. The player shall leave the court for evaluation/treatment. If the player cannot continue play and must be replaced, this should be done within the guidelines of Rule 15.6 or 15.7. If substitution cannot be made, refer to Rule 17.1.2. If a player's uniform becomes saturated with blood, a change of uniform will be authorized. This change should be accomplished as quickly as possible to cause no additional delay of set. The replacement uniform should be of a similar color and style. Though duplicate numbers will not be allowed, no sanction will be assessed if the player's uniform number is different than the original number. If a replacement uniform is not available, the player must be replaced by a legal substitution. If the referee observes blood on the playing surface or equipment, the set shall be stopped immediately and measures taken to clean any contaminated area or equipment using universal precautions.

NET HEIGHT

| AGE GROUPS | FEMALE/REVERSE CO-ED | MALE/CO-ED |
|-----------------------|----------------------|--------------------|
| 70 years and above | 2.19 m (7'2 1/8") | 2.29 m (7'6") |
| 60 years and above | 2.19 m (7'2 1/8") | 2.38 m (7'9 5/8") |
| 55 years and above | 2.19 m (7'2 1/8") | 2.38 m (7'9 5/8") |
| 45 years and above | 2.19 m (7'2 1/8") | 2.43 m (7'11 5/8") |
| 15/18 years and under | 2.24 m (7'4 1/8") | 2.43 m (7'11 5/8") |
| 13/14 years and under | 2.24 m (7'4 1/8") | 2.24 m (7'4 1/8") |
| 11/12 years and under | 2.13 m (7'0") | 2.13 m (7'0") |
| 10 years and under | 1.98 m (6'6") | 2.13 m (7'0") |

BANNED SUBSTANCES

Use of tobacco products and alcoholic beverages are prohibited at Delta Region of USA Volleyball events in the gyms, locker rooms, and facilities.

ALCOHOL AND JUNIOR EVENTS

USAV prohibits the use of alcohol beverages during all junior events. Even with this rule there are situations where alcohol might be present at a junior event due to the location where the event is being staged. Many facilities which have volleyball courts also have restaurants and bars located within or adjacent to the facility. When this occurs the event director should take special precautions to limit alcohol reaching the viewing area of the courts and to limit junior access to the area where liquor is being sold. Below are listed some recommendations for conducting a safe event for juniors where alcohol is present:

1. The viewing area where spectators are present should clearly denote alcohol is not permitted in the general viewing area.
2. Volunteers should be instructed to be on alert for patrons possessing alcoholic beverage and how to deal with the situation.
3. Ideally, there should be separate access for the juniors to get to their playing area, separate from the area where alcohol is served.
4. If this is not possible, the area where alcohol is served and consumed should be roped off and clearly indicated that no juniors are allowed.

5. No alcohol is permitted in the areas where the junior event is held.
6. The facility must have its own liquor license and insurance which should be properly posted.
7. The event, the event director, USAV and the club should be included as additional insureds under the liquor license.

POSSESSION OF FIRE ARMS

USAV and the Delta Region prohibits the possession of fireworks, ammunition, firearms, or other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons at USAV/Delta Region sanctioned events.

PREVENTING FLOOR DAMAGE

USA Volleyball liability insurance coverage has suffered unanticipated and extraordinarily high claims due to damage to wood floors caused by the removal of floor tape. In an effort to eliminate this problem, USA Volleyball, ESIX (the insurance broker for USA Volleyball) and American Specialty (the liability insurance company) urge tournament directors to use only paper floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to wood floors caused by other types of tape.

Please be aware that if we, as a group, are unable to eliminate these claims, all of our insurances rates will increase substantially. In addition, the sponsoring entity of an event that produces a floor damage claim resulting from the use of floor tape other than products listed below, will be subject to a deductible of \$5,000.

Apparently many facilities are moving toward using a water-based finish (rather than an oil-based finish) on their wood gymnasium floors. This is less expensive but also is more prone to damage from the removal of floor tape. Because of problems with all vinyl tape products, only paper tape with the quick release adhesive should be used for temporary floor markings on wood floors. Tape should be removed as soon as possible after an event. It should not be left on the floor for extended periods of time.

Regional Guidelines for Multiple Use Facilities

As a result of the last RVA Assembly meeting, ESIX has been asked to prepare suggested regional guidelines regarding mixed play and the use of the same facility at the same time by multiple groups. Our suggestions and guidelines are listed below. One common thread to making this work will be a change in procedures to have all incident report forms flow through the Regional Volleyball Associations (RVA) to verify the event in question was sanctioned by the RVA.

SCENARIO 1 – USAV Sanctioned Event & Other Sport Activities at Same Facility

A USAV/RVA sanctioned event is taking place in a facility where other non-volleyball events are taking place (for example, basketball, swimming, etc). USAV has provided proof of insurance for the volleyball activities to the facility owner.

How would an injury to a volleyball participant or a spectator be handled?

Comments

The volleyball participant must be a USAV member and thus, would be covered under the Participant Accident and General Liability coverage. A *spectator attending this event as a USAV spectator* would be covered under USAV's general liability policy. A spectator claim will most likely be tendered back to the facility operator who will in turn, tender this back to USAV. It will be up to the claim adjuster to make sure this is a USAV related claim.

Recommendations

1. USAV would provide proof of insurance per the contract with the facility owner for USAV/Delta Region activities only. Other facility users would be responsible for providing proof of insurance for their activities.
2. This scenario demands that the USAV/Delta Region Tournament Director makes sure an incident report is completed on any incident involving the sanctioned event and submits this to the Delta Region office.

SCENARIO 2 – Shared Facility / Separate Volleyball Groups

Two volleyball events are taking place in the same facility on separate courts sanctioned by USAV and another volleyball organization. Each organization has provided proof of insurance to the facility owner per their contractual obligation.

A participant or a spectator is injured. How will the pending claim be handled?

Comments

In this situation it is easy to separate and identify the responsible party for a participant claim since there are two separate organizations and USAV does not allow the comingling of participants during a sanctioned event. Each participant will look toward his/her respective organization for the reimbursement of medical expenses.

In the event of a spectator claim (slip/fall, being struck by a ball, etc), it will be up to the claim adjustor to **try** and determine if the spectator is there for a USAV/RVA event or for the other organization's event. If, in this scenario, the claim adjustor is not able to identify the responsible party, there **could be** a claim paid by USAV for non-USAV activities.

What happens if there is damage to the facility that is being rented?

Comments

Due to the fact there are two separate and distinct organizations utilizing the facility and there is damage, the event director must try and verify which event caused the damage to the facility. If it is unclear which party caused the damage, USAV's insurance may be required to pay all or part of the claim.

Recommendations

1. The contract between the event director or USAV/RVA and the facility owner should specify that only USAV/RVA activities are covered by the USAV's insurance.
2. This scenario demands that the USAV/RVA event director makes sure an incident report is completed on any incident involving the sanctioned event and submits this to the sanctioning RVA.
3. If a claim arises from damage to the premises it is important for the event director and RVA to make sure the claim is the result of and the responsibility of USAV/RVA. If not, the event director should notify the facility owner to transfer responsibility of the claim to the other organization utilizing the facility.

SCENARIO 3 - Mixed

Play

A USAV/RVA sanctioned practice is occurring at a facility which has been rented or secured using USAV's insurance. A player from another organization is allowed to participate in the practice as there are not enough players to scrimmage.

The non-member player is injured. How will USAV's insurance policies respond?

Comments

Since the injured participant is not a member of USAV, USAV's participant accident policy will not respond to the participant's injury.

If the participant brings forth a lawsuit against the club, region and/or USAV, then USAV's general liability coverage might be forced to respond to protect USAV and the RVA even though it is for a non-member participant.

The club's failure to comply with sanction requirements (i.e. all participants must be members) may result in penalties from the sanctioning RVA and/or USAV and may cause denial of the claim by the insurance company for the club, the event director and/or coach.

Recommendations

Non-members will not be allowed to participate in any USAV sanctioned activity.

SCENARIO 4 – Third Party Court Rental

A USAV/RVA tournament director/event organizer has secured a facility for use (tournament, clinic, etc) and the event is sanctioned and insured by USAV's insurance. USAV has provided the insurance certificate necessary to secure the use of the facility. There are open courts in the facility not being used.

Can the tournament direct rent these courts out to a "third party" not participating in the sanctioned event?

Comments

USAV/RVA does not allow any event to be sanctioned unless all participants are members of USAV/RVA. Both participant accident and general liability coverage are hinged on this rule. In order for the courts to be "sub-rented" to a third party all of the participants must be USAV/RVA members and the event must be sanctioned by USAV/RVA.

Recommendations

Event organizers will not be allowed to sublet a facility unless all participants are USAV members and the event is sanctioned through USAV/RVA.

EASY STEPS FOR CONDUCTING A DELTA REGION SANCTIONED EVENT

SETTING THE DATE

- Apply for the event online through the Delta Region website.
- Obtain gym space for the desired date. Gym space must be confirmed before applying for the sanctioning of the event.

FIVE WEEKS BEFORE

- Send out invitations or provide a link on the Delta Region website.
- Order any needed equipment (balls, antennae, nets, etc.). Volleyballs should be new.

FOUR WEEKS BEFORE

Order prizes and/or any items for sale at the tournament. Include a Delta Region logo to all printed materials. Contact Delta Region office for a copy of the logo.

TWO WEEKS BEFORE, UP TO TOURNAMENT DATE

- Procure necessary auxiliary equipment:
 - ✓ Scorer's table
 - ✓ Referee stand (s)
 - ✓ Visual scoreboards
 - ✓ USAV banners to use on scorer tables and around facility
 - ✓ Pens and pencils
 - ✓ Chairs
 - ✓ Copies of score sheets, line-up sheets and rosters
 - ✓ Red and yellow cards
 - ✓ Domestic Competition Regulation books
 - ✓ Draw sheets (or generate from the computer) one for each pool
- Arrange for any support personnel such as a gym supervisor (someone with a key to open the gymnasium) and a janitor. Check the courts to see if any adjustments are needed before play can begin. For example: raising backboards, removing equipment or bleachers or lining the courts.
- Send Official's name and USAV membership ID number to the Delta Region Ref Chair or the Delta Region office to verify membership and certification.

ONE WEEK BEFORE

- Close entries.
- Set up pools, playing and play-off procedures.
- Send confirmation to entered teams.
- Pick up equipment and prizes.
- Assign work duties to club members.

NIGHT BEFORE THE TOURNAMENT

- Set up courts.
- Hang USA Volleyball banners in gym and on score tables
- Buy food and drinks, if providing them.

DAY OF THE TOURNAMENT

- Open gym early
- Hold coach/captains' meeting at designated time.
- Receive and verify updated rosters from team Coaches. Request USAV membership proof from any questionable entries.
- Explain the ground rules
- Announce gym restrictions---remind coaches that only USAV registered adults may be court-side (including ball-shaggers)
- Form protest committee
- Remind refs to begin matches promptly—and that only USAV registered adults may be court-side (including ball-shaggers)
- Identify any medical personnel
- Make sure all teams are in proper uniform. Do not permit play if regional rules are not complied with.
- Start matches on time!

IMMEDIATELY AFTER THE TOURNAMENT

The Tournament Director will submit any report of violations, incidents or injuries to the Delta Region office

NO LATER THAN TWO (2) WEEKS AFTER THE TOURNAMENT Not later than 2 weeks after the tournament, the Tournament Director will submit complete list of all participating teams along with list of all paid officials hired with their USAV member ID number.

FACILITY WALK THROUGH

Before the event, complete a facility walk through to make sure there are no hazards that could affect your event. Completing the following walk-through in advance will allow you time to address any found problems before tournament day.

| YES | NO | FACILITY WALK THROUGH |
|-----|----|---|
| | | Are there any non-USAV events going on during your practice? |
| | | Facility suitable for volleyball practice and tournament play |
| | | Checked floor surfaces for defects or trip and fall hazards |
| | | Adequate seating - bleacher seating in good repair |
| | | Men's and Women's restrooms in good repair |
| | | Limited access to balance of school or facility |
| | | Volleyball standards padded and in good repair |
| | | Is there a school official or facility representative on premises during use of facility? |
| | | Are there procedures for advising venue owner of problems? |
| | | Quick access to phone in the event of emergencies? |
| | | Have maintenance/security personnel been advised of your rental of the facility? |
| | | Is a key required to gain access to the facility? |
| | | Are exits marked and doors unlocked? (no chains securing locked doors) |
| | | Rental Agreement required |
| | | Are there well-lit & monitored parking spaces? |
| | | Is there an Emergency Response plan at facility for evacuation & medical emergency? |
| | | Is there a responsible party for removing unruly spectators? |
| | | Are lighting and electrical systems checked at facility? Any emergency lighting? |
| | | Checked low hanging lights, heating units, plumbing, and basketball backboards |
| | | Limited access to wrestling mats and gymnastics equipment |

DELTA REGION TOURNAMENT DAY CHECKLIST

THINGS TO REMEMBER TO BRING TO THE TOURNAMENT

- Score sheets (Deciding and Non-deciding sheets - 2 per court per match)
- Lineup sheets (2 per court per match)
- Parent/Spectator Code of Conduct to hang
- Pens, pencils, pencil sharpener and erasers for scorers
- Folders for court results (matches)
- Folders for court score sheets (scorer's table)
- New volleyballs (game balls)
- Pressure gage, air pump and needle
- Antennas
- Tape measure/"Right height" for net
- Poster board (or computer generated sheets) for pool results and playoff brackets
- Folder with team rosters (***copies left on scorer's table***)
- Team packets
- Extra schedules (for scorer's table)
- Red and Yellow cards
- Extra whistles
- Current USA Volleyball Domestic Competition Regulations (rule book): for each score table
- Visual scoreboard for each court
- Referee stand(s)
- Score table and chairs for score table/team benches
- Floor tape (to mark lines)
- Official's Rating Forms
- Masking tape (to hang signs)
- Sharpies
- Stapler and staples
- Ice & plastic bags for first aid
- Garbage bags
- Awards & trophies
- Paper Towels
- Floor Towels
- First Aid Kit / Blood Clean-up Kit
- **Insurance Incident forms**
- Lunch for Site Manager
- USAV Banner to wrap score tables

NOTE: Some of the items may or may not be needed depending on the equipment/supplies already at the facility.



DELTA REGION CODE OF CONDUCT

All spectators of privately sanctioned events are granted entry to the facility as a courtesy. Anyone that enters/attends any Delta Region sanctioned Event, must agree to abide by the following Code of Conduct Guidelines:

I WILL:

- I WILL abide by the official rules of USA Volleyball.
- I WILL display good sportsmanship at all times.
- I WILL encourage my child and his/her team, regardless of the outcome on the court.
- I WILL educate myself on the unique rules of this facility.
- I WILL honor the rules of the host and the host facility.
- I WILL generate goodwill by being polite and respectful to those around me at this event.
- I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.
- I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club as opposed to contacting the Head Official directly.
- I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
- I WILL support the policies and guidelines of the team/club that I represent.
- I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
- I WILL model exemplary spectator behavior while attending this event.
- I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

I WILL NOT:

- I WILL NOT harass or intimidate the officials.
- I WILL NOT coach my child from the bleachers and/or sidelines. I WILL NOT criticize my child's Coach or his/her teammates.
- I WILL NOT participate in any game or game-like activities unless I have a current membership card with the Delta Region or USA Volleyball.
- I WILL NOT bring and/or carry any firearms at any Delta Region event.
- I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.

Note: Any violation of this Code of Conduct will result in the individual being asked to leave the site/facility, and may result in them possibly being ban from attending future Delta Region sanctioned events. The Event Director has the final say regarding their individual event. Local law enforcement will be contacted if necessary, to resolve any disputes or altercations. Questions or concerns may be directed to the Delta Region office at 870-933-8110 or com@deltavolleyball.net.