



2024 HOSTED EVENTS
COMPREHENSIVE TOURNAMENT GUIDE



Thank you to all the teams participating in the **2024 NCR Hosted Events!**

This is the **2024 Official Tournament Guide**. Please review this information carefully and feel free to share it with your coaches, players and families. This information can also be found on the [NCR Find an Event page](#) on the NCR website.

There are several very important sections of the Tournament Guide that you should be sure to review in advance of the event:

- Balls
- Bench Roster
- Check-In
- COVID-19 Expectations
- Officiating/Scorekeeping
- Roster Requirements
- Spectator Admission
- Tournament Format/Match Format/Tie Breaking Procedures

Please let us know if you have any questions. We look forward to a great tournament!

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Event & Tournament Director

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2024 NCR HOSTED EVENTS TOURNAMENT GUIDE

PRIORITY INFORMATION

Admission

- All spectator tickets will be purchased online through the TicketSpice online ticketing system in advance of the tournament.
- An online purchase link will be provided to share with players/parents and can also be found under the corresponding event on the [Find An Event](#) page of the NCR website as soon as it is available.
 - Spectators can print out their TicketSpice ticket *OR* show it on their mobile device when entering the event
 - Admission is per person per day. Tickets are not transferrable once scanned. See specific tournament guide addendum for ticket price.
 - Tickets are valid **ONLY** for the day(s) that the ticket is purchased for
 - Children 5 and under do not need a tournament ticket
 - If the spectator plans to leave the facility, he/she will need to show a stamp or have their ticket scanned again to gain access to the facility throughout the day
- Spectator entry may begin at 30 minutes prior to the first match of the day.
- Spectators should not bring outside chairs into facilities.

Balls

NCR will provide Molten balls for all matches.

- Junior Girls (U12 and under): Molten USAV Official VBU12 Light Volleyball
- Junior Girls (U13 and older): Molten USAV Official Super Touch
- Junior Boys: Molten USAV FLISTATEC Volleyball

Warm-up balls will NOT be provided. All teams must bring their own warm-up balls.

Bench Roster

Team rosters must have one (1) adult head coach, a minimum of six (6) players, and up to a maximum of fifteen (15) players. In addition, teams may have a maximum of three (3) assistant coaches. All of these individuals may be on the bench during play.

Note: Personnel listed on the official roster for the event will be admitted for free.

Check-In

Online Check-In **New requirement for 2023**

**USAV Official roster must be uploaded in AES prior to online check-in.*

- Late online check-in fee is \$30. This fee will be assessed, and the club will be invoiced through SportsEngine. Failure to pay the fee promptly will result in a club administration hold in
- Online check-in will open two weeks prior to the event and must be completed by the specified deadline – typically 4 days prior to the start of the event.
- A team may not compete in the event until online check-in is completed.

- Online check-in must be completed in AES. Once signed into AES:
 - Click on My Events
 - In the corresponding event, click on My Teams
 - Click on Check-In
 - After reading through the Check-In information, enter your Name and Phone
 - Click on “Click here to verify and save your roster”
 - Make sure the roster is correct and is the official USAV roster
 - Click on Save Roster
 - A green check will appear
 - Click on Check-In to complete the online check-in process
 - A Check-In Confirmation will populate, along with a PDF of the official saved roster. This information will also be emailed to you.

**Please note, teams with One Event memberships will not be able to utilize Online Check-In and are required to manually submit an approved roster to NCR by the Online Check-In deadline to avoid the late check-in fee.*

Onsite Check In

- **Check-in may begin 45 minutes prior to the start of the first match of the event.**
- The morning of the event, a rostered adult should check-in with the NCR Representative onsite. No paperwork is required to check-in at non-qualifying events.
- At certain events, officials may check the official roster prior to the start of each match.

Officiating/Scorekeeping *Bring a whistle!*

- **For NCR hosted events (except Road Trips events), a paid R1 referee will officiate all matches.** *At Region Road Trip events, work teams will provide the R1. A rostered adult must be either the R1 or R2. A J.O.T. official will be onsite to assist as needed.*
- Teams will need to provide one (1) R2, two (2) line judges, one (1) scorer, one (1) visual scorer, and one (1) libero tracker when they are the work team. A rostered adult must be present at the court at all times.
 - All work team members should have completed their USAV Junior Athlete Officiating training or Junior Coach Officiating Training
 - Please make sure work team members are on time and ready to go
 - All work team participants must pay attention to play – no phones at the score table. If eating food, this should not be distracting, and the table must be cleaned up after the match.
- **A work team schedule can be found online on advancedeventsystems.com in conjunction with the match schedule**
 - To access the work team schedule, go to the tournament on AES, click on your team’s age division and then click on your team’s **Pool Sheet** – work teams will be listed to the far right on the pool schedule
 - Failure to provide the officiating crew for your assigned matches could result in the forfeit of the first set of your next match or further penalty if it is your final officiating assignment of the day

Roster Requirements – USAV Official Rosters

All NCR-USAV sanctioned events require valid rosters for the safety of all participants.

- All rostered participants (players, coaches, team reps, etc.) must be current and verified USAV members
- Teams must have a Head Coach (adult) on the bench
- All rostered adults must have a current USAV background screen and be SafeSport certified
- All rostered players 18 years of age must be SafeSport certified
- Teams must have a minimum of six (6) players rostered and may have a maximum of fifteen (15) players
- Teams must be in full matching uniforms per USAV (unless a waiver has been provided in advance) and libero uniform must be clearly contrasting
- Any team that fails to comply with roster requirements may receive sanctions.

Rosters must be submitted into AES from the SportsEngine Governing Season.

FINAL DEADLINE FOR TEAM ROSTER SUBMISSION IS ONE WEEK PRIOR TO THE EVENT. ROSTERS WILL BE VERIFIED AT ONLINE CHECK-IN.

Tournament Format, Match Format & Tie Breaking Procedures

- **Pool Play Round**
 - Teams will be placed in pools of four (4)
 - On rare occasions, teams may be placed in either pools of 3 or 5 based on the number of teams participating in an event
 - All pool play matches will be best of 3 sets – first 2 sets to 25, third set (if necessary) to 15 – no cap on any set – unless otherwise noted in the specific tournament addendum
 - If teams are tied at the end of a Pool Play round, the following tie-breaker criteria will be used in this order without repetition to determine a team's placement in the playoff round:

- Head-to-Head (only if 2 teams are tied)
- Set %
- Point Ratio
- Coin Flip

**The only event that may require a tie-breaking set is the NCR Region Qualifier following guidelines outlined in the [Championship manual](#).*

- **Playoff Round**
 - All teams will participate in the Playoff round
 - Playoffs will begin as soon as matches are set; this may be earlier than the scheduled time.
 - Playoff matches will be best of 3 sets – first 2 sets to 25, third set (if necessary) to 15 – no cap on any set

****Warmup for matches will begin immediately following conclusion of the match prior.***

GENERAL INFORMATION

Awards

The **first and second place teams in the Gold Playoff Division** in each age division will receive an award. *Exceptions: First place in the Gold Division only will receive an award at Region Road Trip events. First, second & third place teams receive medals at the NCR Region Qualifier.*

Concessions

Concessions will be available on site at all locations unless noted in the detailed tournament guide addendum for each event, which can be found under the corresponding event on the [Find an Event](#) page of the NCR website. Outside food and beverages should not be brought into the facility at locations offering concessions.

Division Modifications

14s Teams Playing in 15s Division

- If a 14s team is playing in a 15s division, the 14s team may NOT re-toss serves

12 & Under Division Service Line

- For non-qualifying events, the service line may be moved 6' into the court

First Aid

It is recommended that teams bring their own first aid kit. **There will be no trainer provided at the playing site.** *Exception: A trainer will be provided at the Minneapolis Convention Center events.*

Forfeits

- If a team does not have six players or a USAV verified coach at game time, they automatically forfeit the first set.
- Should a team have 6 players or coach before 10 minutes has expired, the late team will be permitted use of the full court for a 4-minute warm-up before play begins.
- If a 6th player or coach has not arrived by 10 minutes after the scheduled match start time, the entire match will be a forfeit.
 - During pool play, a team that has forfeited can “scrimmage” with five players against their opponent for the allotted time. However, the match will still count as a forfeit.
 - If a team forfeits any match other than their first, they will automatically finish fourth in their pool.
 - During bracket play (playoffs), no “scrimmage” time will be allowed.
Score for a forfeit is 25-0, 25-0.

Hotels

A link to local hotels for each event can be found under the corresponding event on the [Find an Event](#) page of the NCR website.

Incident Reports

Should a participant or spectator be injured at the facility during the tournament, please make sure to complete an Incident Report prior to leaving the premises. See the Tournament Site Director.

Line Up Sheets

Line up sheets will be available for coaches at the tournament.

Live Streaming

NCR encourages teams to livestream their matches. All standard streaming platforms (i.e. Facebook, Instagram Live, etc.) are permitted at NCR events.

Lost and Found

Found items will be left at the tournament site. Contact the site directly for lost and found information.

Schedules / Scores / Results / Standings

To access the most up-to-date tournament schedules, scores, results and standings on any device using a web browser:

- Go to www.advancedeventsystems.com
- Click on **EVENTS** at the top of the home page
- Search by the event name
- Click on the gold **SCHEDULE POSTED** button to the right of the tournament you want to view
- Click on **Pool/Bracket, Teams, Court Schedule** or **Standings** to view that information for the tournament division you want to view
- Bookmark this web page to access it when you want

QR codes will be posted throughout each site linking directly to the online schedule. Printed scores and schedules will NOT be available at the sites.

Set Breaks

There will be 3 minutes between each set.

Site Information

Site information will be found in the detailed tournament guide addendum for each event, which can be found under the corresponding event on the [Find an Event](#) page of the NCR website.

Sportsmanship

- Please clean up your area before leaving
- Please abide by all tournament rules and requirements
- NCR expects GOOD SPORTSMANSHIP from ALL - any participants or fans who fail to show good sportsmanship may be removed from the tournament

Team Camps

All team camps should be cleaned up at the end of the day, and the trash from each team camp should be disposed of properly. Please be considerate of our site directors and focus on leaving facilities better than we found them.

Time Outs

Time outs will be 30 seconds.

Uniforms

All team uniforms must comply with USA Volleyball Uniform Requirements.

Please notify NCR as soon as possible if you have any uniform concerns – tournaments@ncrusav.org.

Waivered Players

Only players who fall out of the automatic approve filter on the SE Governing Seasons roster need approval from North Country Region. Waivered players may only participate in NCR hosted events which DO NOT have national bid implications. More information can be found at the following links:

- [Age Waiver-Grade Team Guidelines](#)
- [Rostering: Age Waiver Players](#)
- [Rostering: 11 and Under Membership Guidelines](#)

Warm-Ups

- Warmup for matches will begin immediately following conclusion of the match prior
- Full 2-4-4 warmup for each match
- Both teams use their half of the court during the first 2-minute time period
- Serving team uses full court for 4 minutes
- Receiving team uses full court for the final 4 minutes
- No ball handling is allowed off court during the opponent's warm-up time

Weather

The tournament will be held through snow, cold, and rain so plan your travel accordingly as matches will begin on time each day. If a team is late, they run the risk of forfeiting sets, or the entire match, as determined by USAV rules.

Questions

If you have any questions, problems or concerns please call (952) 831-9150, email us at tournaments@ncrusav.org or visit our website at www.ncrusav.org.

