



# ARIZONA REGION OF USA VOLLEYBALL



## Host of an Arizona Region Tournament Form

### SECTION 1 HOST INFORMATION

**1 Application is hereby submitted to host the following Arizona Region Volleyball event -**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Adult Men                     | <input type="checkbox"/> Jr. Girls Open Division         | <input type="checkbox"/> Jr. Girls Nat'l Club Qualifier |
| <input type="checkbox"/> Adult Women                   | <input type="checkbox"/> Jr. Girls Championship Division | <input type="checkbox"/> Vulture Peak                   |
| <input type="checkbox"/> Jr. Boys Power Tournament     | <input type="checkbox"/> Jr. Girls Club Division         | <input type="checkbox"/> _____                          |
| <input type="checkbox"/> Jr. Boys Region Championships | <input type="checkbox"/> Jr. Girls Region Championships  | <input type="checkbox"/> _____                          |

**2 Date of Event:** \_\_\_\_\_ **Division(s):** \_\_\_\_\_

**3 Host Club / Org:** \_\_\_\_\_ **Club Director:** \_\_\_\_\_

**Hm. Phone:** \_\_\_\_\_ **Cell # (Day of Event)** \_\_\_\_\_

**4 Host Check Payable to:** \_\_\_\_\_

**Mail to:** \_\_\_\_\_

**5 Site Director:** \_\_\_\_\_ **SD Check Payable To:** \_\_\_\_\_

(For liability purposes it is important that the person(s) that actually worked the tournament is listed whether that is who is being paid or not)

Site Director check will be mailed to Host unless indicated otherwise.

**Site Director Address & Phone** \_\_\_\_\_  
\_\_\_\_\_

**Site Director was:**      **Host Provided**      **Region Provided**

**6 Event Site Name:** \_\_\_\_\_

**Number of Courts** \_\_\_\_\_ **Courts available:** \_\_\_ All day \_\_\_ AM only \_\_\_ PM only

### SECTION 2 ACKNOWLEDGEMENT OF MINIMUM REQUIREMENTS

**1 Please check that the following requirements can be met for the tournament/event:**

- Emergency Phone Number is listed above for the Club Director of the Host Club or the event's Site Director
- Facility will have public restrooms open and supplied with appropriate paper
- All courts will be USAV regulation and pads will be provided on every standard to 6' high**
- Each court will be equipped with a regulation ref stand, antenna, visible scoreboard, score table and 3 chairs
- Host will submit to the Region Office all completed results forms, Tournament Report Form, Signed Coach/Captain Check-in Sheets, Official's Pay Sheet, any Match Comment Forms or Incident Report Forms and this form by Monday noon following the tournament.
- Site Director with red AZ Region Site Director shirt - an adult, not participating in the event and registered for current season. If the host does not have an AZ Region trained site director the Region will be notified prior to site being scheduled to host.

**2 Host: Please see other side for Host Requirements and Initial** \_\_\_\_\_

**3 Club Director's Signature** \_\_\_\_\_

### SECTION 3 REVOKATION OF HOST PRIVILEGES

**The above club/organization is not approved to host future events based on the following:**

\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_ **By** \_\_\_\_\_ **Title** \_\_\_\_\_  
Signature



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## Report of Arizona Region Tournament

### SECTION 4 HOST MINIMUM REQUIREMENTS

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Lead Official: \_\_\_\_\_

The Lead Official assigned will initial each item as they are satisfactorily met. Failure to meet all the requirements may result in host privileges being revoked for any further tournaments for the AZ Region. Only one form is required per facility per day even though the lead official may change per wave.

#### 1 FACILITY

- Open at least one hour prior to first match. Time facility open: \_\_\_\_\_ First match scheduled: \_\_\_\_\_
- All courts were set up (including padding/antennas/court tables and chairs) **prior** to opening time
- Public restrooms and/or changing rooms open on time

#### 2 SITE DIRECTOR

- Site Director is an adult, not participating in the event and currently registered with USA Volleyball
- Site Director clearly identified by wearing red AZ Region Site Director polo shirt
- Site Director works with the Lead Official to ensure that the tournament is run smoothly and on time.
- At Check In: Collect and verify official team rosters from all teams, coach sign Check-in sheet
- At Check In: Check coach's photo ID and verify their name is on the Roster & Coach's Certification indicated
- At Check In: Verify all coaches have a copy of each player's Medical Release Form with them

#### 3 TOURNAMENT DESK

- Host Club provides a central Tournament Desk designated for Site Director and Lead Official
- All official results are posted at Tournament Desk, including large, visible results on adjacent wall
- Official USA Volleyball Score sheets, Line Up Sheets & Libero Control sheets are available for all possible games

#### 4 COURT SET-UP

- All courts are regulation for appropriate division and format
- ALL STANDARDS MUST BE PROTECTED WITH USAV REGULATION PADS TO 6'**
- Each court has a score table with 3 chairs, a visible scoreboard and 2 pencils. Team benches are optional.
- Each court is equipped with net antennas, a 3 meter line on each side of the court and a center line
- If tape is needed for the center line and 3 meter lines only approved floor tape may be used so as not to damage the floor.

#### 5 COACHES MEETING AND PARENT REP MEETING

- Meeting begins 1/2 hour prior to scheduled first match time
- Special ground rules are discussed (and posted in writing at the Tournament Desk)
- Opportunity for Lead Official to discuss officiating expectations of teams and officials with the coaches
- Site Director covers emergency procedures in the event a serious incident occurs
- Site Director meets with parent reps prior to start of tournament. Address to include intro of site director & lead official, format and location of pool/bracket sheets, parental behavior at junior tournaments and include Penalty Point Sanction policy, team camp rules and include no cooking/heating of any kind and no alcohol permitted in team camps or at the event.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 NUMBER OF TEAMS: AM \_\_\_\_\_ PM \_\_\_\_\_

Lead Official Signature \_\_\_\_\_

### SECTION 5 PAYMENT OF HOST FEE

**\*\* Payment of Host Fee will be sent within seven (7) business days from the receipt of the complete results and all required report forms in the Arizona Region office.**

Date Results Received: \_\_\_\_\_

A Total Teams: Adults Boys Club Open Other \_\_\_\_\_

B Host Fee \$ \_\_\_\_\_

C Site Director Fee \$ \_\_\_\_\_

D Total for site \$ \_\_\_\_\_

Host Ck to: \_\_\_\_\_

Host Ck #: \_\_\_\_\_ Date: \_\_\_\_\_

Site Director Ck to: \_\_\_\_\_

SD Ck #: \_\_\_\_\_ Date: \_\_\_\_\_