



JUNIOR TOURNAMENT PROCEDURES HANDBOOK

Evergreen Region Volleyball Association
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TABLE OF CONTENTS

| | |
|---|-----------|
| Hosting an Event | 3 |
| Facilities..... | 3 |
| Tournament Scheduling | 4 |
| Priority of Scheduling Tournaments | 4 |
| Process to Host Tournaments | 5 |
| Accepting Entries | 6 |
| Tournament Sign-Up Day | 5 |
| Tournament Registration Procedures | 7 |
| Refunds for Tournament Entry Fees | 7 |
| Pre-Tournament Duties | 8 |
| Publicizing Your Tournament | 8 |
| Staffing Your Event..... | 8 |
| Cancellation of Tournament | 10 |
| Roster and Player Verification..... | 10 |
| Seeding of Teams and Arrangement of Pools | 10 |
| Tournament Format | 11 |
| Match Protocol..... | 11 |
| Warm-Up Protocol..... | 11 |
| Time Guidelines | 11 |
| Pool Play Options | 12 |
| Playoff Options | 12 |
| Tie-Breaking Procedures..... | 12 |
| Day of Event Procedures | 12 |
| Tournament Director Checklist..... | 12 |
| During Tournament Checklist..... | 13 |
| Post-Tournament Checklist..... | 14 |
| Awards..... | 14 |
| Equipment | 14 |
| Charts | 14 |
| Reference Materials | 15 |
| Scorekeeping Equipment | 15 |
| Emergency Gear | 15 |
| Coaches Meeting..... | 15 |
| No-Show Procedures | 15 |

Rosters 15

Staying on Time 16

Determination of Playoff Teams 16

Spectator Management 16

Officiating 17

Post Tournament Procedures 16

 Day Officials.....16

Appendix

 Spectator Code of Conduct 19

 Spectator Purple Card Policy 20

SECTION 1: HOSTING AN EVENT

Junior Age Groups

Most Evergreen Region sanctioned tournaments are held for U12, U14, U16, and U18 divisions. However, single age groups are defined and available for competition if enough teams want to play in the U13, U15, and U17 divisions.

Before requesting a tournament please ensure you can meet the facility and equipment requirements.

U12 Tournament Requirements

- Volleyballs used will conform to USAV rule 3.1, so that the weight is 7 to 8 oz (198 to 227g).
- Net height will be 7 feet (2.13 meters).

Facility Requirements & Safety

- **Court Clearance**
 - Rule 1.1.1 of the current USAV Domestic Competition Regulations recommends a minimum 2m (6'6") clearance around each court. Therefore, with adjacent courts, the clearance between the two courts should be 4m (13'). Also, the playing surface is free from obstructions to a recommended height of 7m (23') from the playing surface.
- **Equipment/Padding**
 - Proper net equipment is essential for safety. The Evergreen Region has established a policy that all net poles and referee stands must be padded to a minimum height of at least 1.7m (5'6') from the floor with at least 1.25 cm (1/2") thick, resilient, shock-absorbing material. This policy includes padding for all connecting hardware for the net systems.
- **Facility Safety**

Facility hosts and tournament directors should always ensure their competition area and overall facility are in good working order and free from risks to the extent possible. Below are suggestions for both indoor and outdoor facilities that managers and supervisors should look for prior to play commencing.

 - Conduct a walkthrough of the facility prior to players, coaches, or spectators being admitted. Post signage and block off any areas necessary.
 - Ensure the facility is suitable for practice or tournament play.
 - Check floor surfaces for defects, trip/fall hazards. For outdoor facilities, clear the playing area of any large objects or debris, such as wood, glass, etc. Have a sand sifter or rake available.
 - Check for low hanging lights, heating units, plumbing units, basketball backboards, etc.
 - Familiarize yourself with USAV rules pertaining to these obstructions. Lights should be covered.
 - Ensure spectator seating areas are in good repair. Block off any areas you do not want spectators to access. For both indoor and outdoor facilities, ensure spectator seating areas still give enough clearance around the court for serving and pursuit.
 - Make sure restrooms are clean, sanitary, and in good repair with plenty of supplies.
 - Limit access to the balance of the school or facility if needed. Use signage. Also limit access to other sporting equipment, such as wrestling mats.
 - Standards and referee stands must be padded per USAV rules.
 - Posts, walls, or other barriers around courts should be padded to the extent possible.

- Any objects hanging on walls, such as signs, pictures, ladders, or other objects should be removed if there is a possibility they may interfere with pursuit of a ball.
 - Know who to contact with facility issues, emergencies, or issues with unruly spectators.
 - Know who has access to any keys or storage areas necessary.
 - Exits should be marked and kept clear to the best extent possible – ensure compliance with fire codes.
 - Parking areas should be well lit and monitored to the extent possible.
 - Ensure clear ingress and egress pathways, particularly in case of needing to summon emergency services.
 - Post all relevant policies and procedures relating to the event, including the ERVA/USAV Parent/Spectator Code of Conduct.
 - For outdoor facilities, know how to access local weather forecasts, heat index data, and air quality data.
 - Have access to basic first aid supplies and an AED, and ensure you are familiar with their usage (see training resources on www.cevaregion.org/docs).
 - Consult with the facility to develop an Emergency Action Plan (EAP) if needed.
 - The region encourages the use of Certified Athletic Trainers at events when/where possible.
- **Certificate of Insurance**
 - Most facilities require a renter/user to provide proof of insurance. The Evergreen Region, through USA Volleyball, provides teams, clubs, and individuals with insurance coverage for sanctioned volleyball activities. There is no cost for this insurance. If a club director has not already submitted information to acquire a certificate of insurance, he/she must do so by contacting the Region Office.

Tournament Scheduling

The Evergreen Region Junior Program Director, Tournament Coordinator and Region Office will send out an email requesting for returning Tournament Directors to submit their tournament requests by a designated deadline. Any NEW tournament requests can be submitted after the historic tournament deadline has passed.

The location of the tournament director's meeting will be posted on the ERVA website calendar.

Priority of Scheduling Tournaments

The Evergreen Region has established a priority ranking for scheduling tournaments.

Priority order is:

1. HISTORIC REQUESTS: Clubs/Tournament Directors requesting the **same dates** for their tournament as it was held in prior years, IF the Tournament Director has followed the procedures outlined in this handbook. This applies to the first tournament per age group request ONLY (additional tournaments for the same age group will be of priority 3 below).
2. NEW REQUESTS: New clubs/Tournament Directors wishing to host a tournament
3. SECOND REQUESTS: Clubs/Tournament Directors requesting a secondary date for a certain age group OR new/different dates than a tournament in a prior year.

All Tournament Directors must be registered and in good standing with the Evergreen Region. Tournament Directors with a history of tournament problems may not be allowed to host tournaments until problem areas are resolved.

Process to Host a Tournament

1. The Region Office will send out an email stating Tournament Requests are being accepted for returning tournament directors with a deadline for submission before NEW requests will begin being accepted.
2. At the Tournament & Club Director's Meeting, a tentative tournament schedule will be provided.
3. Once your tournament has been scheduled by the Tournament Coordinator, you may officially submit a tournament sanction form and fees to the ERVA office.
4. Required fees (s) must be submitted with the sanction form:
 - a. Payment for the **approval/sanction fee**, which is equivalent to \$5.00 per team (non-refundable). For example, if you want to run a 12-team tournament, your **approval fee** would be \$60.00.
 - i. If you are hosting multiple tournaments ONE CHECK for all the sanction fees is acceptable.
 - ii. On the day of the tournament, if the event has less than the maximum entries allowed the difference in the sanction fee WILL NOT be refunded.
 - iii. If an approval has been granted for additional teams, the additional **sanction fee** MUST BE PAID. If the additional fee is not paid, a \$50.00 sanction will be assessed, and no additional tournament approvals will be granted until the fee has been paid.
5. A sanction fee will be assessed if the below criteria is not met. Clubs will be sent a sanction letter which may have an additional fine associated, non-payment will result in a club status of "not in good standing." Receiving a sanction for non-compliance may result in revoking of Region sanctioning, cancellation of event and/or denial of a tournament request the following season.
 - a. the list of entered teams (including their 11-digit codes) is managed properly in AES **and**
 - b. the tournament has been held in accordance with approved format and guidelines outlined in this handbook, **and**
 - c. tournament results were submitted to the Region Office using 11-digit CODES no later than end of day Monday following your tournament.
6. INCREASE IN THE NUMBER OF TEAMS IN AN APPROVED TOURNAMENT IN EACH AGE BRACKET WILL NOT BE ALLOWED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM THE TOURNAMENT COORDINATOR. Once a tournament is approved, the sanction form will be returned by the Region Office to the Tournament Director. This approved sanction form MUST be onsite at all tournament playing sites.
7. The minimum number of teams for a one-day tournament in one age bracket shall be eight (8), unless previously approved otherwise.
8. APPROVAL TO CANCEL A TOURNAMENT IS REQUIRED BY THE ERVA TOURNAMENT COORDINATOR. To request a tournament cancellation due to low registration, please contact the Tournament Coordinator and/or ERVA Office directly.
9. All Tournament Directors must notify participating teams a minimum of 5 days before the event if the # of teams in a tournament falls below 8 teams.
10. All Tournament Directors must notify participating teams a minimum of 5 days before the event if age divisions are going to be combined.

Accepting Entries

Entries can only be accepted ON or AFTER Tournament Sign-Up Day. Tournament Directors who accept entries without receiving prior approval of their tournament as discussed above will be subject to disciplinary action including, but not limited to:

- assessed a sanction
- cancellation of their tournament
- suspension from hosting future tournaments.

Tournament Sign-Up Day

Before Tournament Sign-Up Day

Prior to tournament sign up you will want to do the following:

1. Log in to your AES account, click on your tournament, and double check ALL information is correct (facility address, divisions, cost, etc.).
2. Verify the information entered by the Region Office.
3. Enter any additional information you would like that is not listed.

Please note that if you have just recently sent in your sanction form/fees, your tournament may not show up yet.

Opening Your Tournament

All tournaments have been set so that the registration open date/time is within the approved date and opening times for each age group by the Region Office. Verify the information has been entered correctly and will open in the appropriate time slot. **The times on AES are Eastern Standard Time (3-hour difference from the PST for Tournament sign up day.** This prohibits teams from entering tournaments early.

Clubs hosting a tournament may enter their OWN teams prior to sign up day within the teams section of AES. Contact the Region Office if you need assistance in this step.

During Tournament Sign-Up

During the hour designated for teams to sign up for your tournament, you will need to “manage” your tournament. Teams should know their status within the hour for their age group’s sign-up. The information below will explain how to see which teams are entering your tournaments and how to mark them accepted (Y), waitlisted (W), or not accepted (N).

1. Log in to your AES account.
2. On the top banner select Events
3. To the left of your tournament name, you’ll see some symbols. Click on the icon of the “person.”
4. **IMPORTANT: CHECK on the column header Reg. Date. Make sure they are in order of when teams registered. If not, then click on the header until it sorts it by time of registration.**

This will put the teams in the order in which they registered - this is the order in which you MUST accept teams.

5. **You must accept teams in the order that they registered.**
 - a. If multiple teams from the same age group in one club (i.e. Club ABC 16-1 and Club ABC 16-2) fall within the “accepted” teams, you are required to accept the first 2. It is your choice whether to accept more.
 - i. If registration order for Club ABC is 16-3, 16-2, 16-1, you must accept 16-3 and 16-2 first because they registered first. DO NOT accept based on team rank.

- ii. If registration order for Club ABC is 16-3, 16-2, 15-1, you must accept all three teams because U15 and U16 are considered separate age divisions.
 - b. **Playing Up:** If a U14 team registers for a U16 tournament, the Tournament Director has the option to accept all teams from the U16 age group FIRST, even if the U14 team registered earlier.
6. As the teams enter, you will mark their status in the column marked **Accepted**. The teams will show PENDING.
 - a. Select the check box and EDIT MULTIPLE to change the status of the team to ACCEPTED, WAITLISTED OR DROPPED.
7. Confirm a team's status by emailing them (see email examples below).
 - a. Let teams know your deadline for entry fees. Remind them that their acceptance is not complete until payment is received. According to the Tournament Procedures Handbook, if an entry fee is not received within 10 days of entry, the Tournament Director has the right to move the team to the waitlist.

EXAMPLE EMAILS

Accepted Email

Thank you for registering for the (tournament name). Your team (enter team name) has been ACCEPTED into the tournament. Please print off the entry form from AES and remit payment within 10 days. If payment is NOT received within 10 days your team will be DROPPED and we will move on to our WAITLIST. Thank You.

Waitlisted Email

Thank you for registering for the (tournament name). Your team (enter team name) has been placed on our WAITLIST. You will receive an email offering you a position in our tournament if a spot becomes available. Thank You

Waitlisted-Offer Email

Thank You for registering for the (tournament name). Your team (enter team name) is currently on our WAITLIST. We have an opening in our (tournament name) if your team is still interested in participating. Please notify me within 48 hours if you are ACCEPTING this offer to attend (tournament name). Thank You.

Dropped Email

Your team (enter team name) has been DROPPED from our (tournament name) because we have not received payment within the allotted time frame. We will now move to our WAITLISTED teams to offer them a spot. Your team will now be placed on our WAITLIST. Thank You.

Payment Received

We have received and applied (enter team name) payment for our (tournament name). Thank You.

Troubleshooting

If you are having trouble, please contact the ERVA Office ASAP at **(509) 290-5552**.

The ERVA Office Staff will be monitoring AES during Tournament Sign-Up to ensure that teams are accepted in the correct order and that all tournaments are opening during their allotted timeframe.

Please note that AES may be slow because of increased traffic. Unless you receive an email stating that the system is down, please be patient.

Tournament Registration Procedures

The following steps should be followed for entry into a Sanctioned Tournament:

1. The team registers for the tournament via AES.
2. The Tournament Director notifies those teams registered of their status into the tournament. i.e., ACCEPTED, WAITLISTED or NOT ACCEPTED.
3. Teams accepted in tournaments must submit payment online OR mail the following to the Tournament Director at the address provided in AES:
 - a. Entry form printed and signed from AES
 - b. Entry fee (a team is NOT officially entered until this is received). If a Tournament Director does not receive payment within ten (10) days of tournament entry, he/she has the right to move your team(s) to the waiting list. If this occurs, the Tournament Director must notify the team(s) by that tenth day.
4. Once paid, the team has made a commitment to play in that tournament. See Refunds for Tournament Entry Fees for more information.

Non-Evergreen Region Teams

USAV Teams from outside the Evergreen Region may enter tournaments. It is the responsibility of the Tournament Director, with the ERVA office assistance, to ensure that those teams are registered with the region they are from, that they meet all ERVA and USAV requirements, and that an entry fee and roster is submitted before the team can enter the tournament.

Canadian Teams

Canadian teams that want to play in Evergreen Region tournaments are also welcomed, except for events that awards bids to the GJNC Championships. For more information on foreign participant requirements and restrictions, please contact the Region Office.

Refunds for Tournament Entry Fees

Once accepted, the team has made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:

1. The tournament is cancelled
 - a. In the event a tournament is cancelled, entry fee checks shall be returned to the teams **within 7 business days** of the scheduled date for the tournament.
2. The team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee
3. The weather is a problem or is questionable; teams must check with the Tournament Director the evening before the event or the morning of the event by phone. If a quorum of teams at that level shows up at the site and the host proceeds with the tournament, it will be at the Tournament Director's discretion to issue a refund. Consistency will be important - if any no-show team receives a refund, then all no-show teams are due a refund.

SECTION 2: PRE-TOURNAMENT DUTIES

Publicizing Your Event

After a tournament has been approved and sanctioned by the Evergreen Region, it will be posted on the Evergreen Region online calendar. Any other publicizing of tournaments is up to the Tournament Director.

Staffing your Event

Tournament Director

The Tournament Director is responsible for making sure the tournament format follows the guidelines of this handbook, seeding of teams, coordinating with the Officials Director or designee for Day Official(s), communicating any changes in tournament information, (start times, playing site changes, playing schedules, etc.) and sending the final results to the ERVA office by the Monday following the tournament.

Site Manager

The Tournament Director can either act as a site manager or hire a site manager. The duty of the site manager is to administer competition, including posting pool play and playoff results, to make sure that courts are kept on schedule, and to provide security for the facility. They are also responsible for gathering up the results of all playoffs and making sure they are communicated to the Tournament Director. **The Site Manager CANNOT also be the Day Official.**

Site Managers must meet the following requirements:

1. Must be non-participating (i.e. site manager cannot also be a coach, chaperone, player, Day Official, etc.)
2. Must be a current USAV member with a current USAV background screen & SafeSport Certification.
 - a. A site manager membership is available for site managers to any tournaments utilizing individuals not previously registered.

Day Official

All Evergreen Region sanctioned tournaments must be staffed with a paid, non-playing, non-coaching, non-site director, Day Official. This Day Official will be assigned by the Evergreen Region Officials Director or designee. The Tournament Director can request that a specific Day Official be assigned; however, the Evergreen Region does not guarantee that the request will be honored.

- **Fees:**
 - **Non-R1 Hosted Tournaments:** \$220.00/day + mileage
 - **R1 Hosted Tournaments:** \$250/day + mileage
 - Tournament Director's will login to Arbiter to find assigned Day Officials. An Arbiter tutorial is available online at www.evergreenregion.org/tournament-directors/
- **Mileage:** All mileage is roundtrip
 - 35-50 miles- \$20
 - 50-65 miles-\$30
 - 66-80 miles-\$40
 - 81-100 miles-\$50
 - 100 miles and above-Officials Director will Determine
- **Payment:**
 - **Club Hosted:** The Day Official shall be paid immediately following the championship playoffs or earlier if you so choose. Payment **SHALL NOT** be mailed to the Day Official after the event.
 - **Region Hosted:** The Day Official will be paid by the Region Office during the 2 week payroll schedule.
- **Staffing Requirements:** One Day Official is required for each tournament. However, more than one Day Official is required in the following circumstances:
 - More than 20 teams at one site
 - More than one age group at one site

- Remote courts without direct access to one another may use ONE day official WITH prior approval from the Official Director & Region Office.

Day Officials ARE NOT responsible for any tournament-related duties such as seeding for pool play, or re-seeding during the tournament. This is the responsibility of the Tournament Director and/or site manager.

Observers

The Evergreen Region provides Observers for tournaments scheduled through March. The role of the Observer is to provide feedback and comments for the players and coaches on their officiating, reffing, and scorekeeping abilities throughout the tournament. Observers are also responsible for acting as the R1 during a final match in pool play and a first match in bracket play. The Day Official will be responsible for this on-site scheduling. Observers are assigned by the Officials Director or designee and the fees for the observers are paid for by the Evergreen Region. There is no financial obligation from the Tournament Director for the observers assigned to your event.

Hired Officials

Tournaments may choose to staff their event with Officials for pool play and bracket play. The Officials will be assigned to the tournament by the Evergreen Region Officials Director or designee. The Tournament Director can request specific Officials be assigned; however, the Evergreen Region does not guarantee that the request will be honored.

- **Fees:** Hired officials will be paid a per match rate based on their rating within the ERVA.
- **Pay Rates:**
 - Provisional-\$30/match
 - Regional-\$34/match
 - Junior National/National-\$38/match
 - Tournament Director's will login to Arbiter to find assigned Day Officials. An Arbiter tutorial is available online at www.evergreenregion.org/tournament-directors/
 - Mileage will be paid by the Region Office.
- **On-site Assignments:** The assigned ERVA Day Official is responsible for on-site assignment of the Officials.
- **Payment:**
 - **Club Hosted:**
 - Clubs may pay on site by working with the Day Official to get the final match totals.
 - If clubs are unable to pay on site they **MUST** send final checks within 3 business days from the end of the tournament to the hired officials.
 - **Region Hosted:** The Official will be paid by the Region Office during the 2-week payroll schedule.

Questions regarding Officials and/or Observers shall be directed to Linda Kildew, Director of Officials: lkildew.ref@gmail.com

Cancellation of Tournament

In the event you must cancel your tournament, notice must be given to the Evergreen Region Tournament Coordinator, the Evergreen Region Officials Director, the Region Office, and all teams who have entered the tournament at least 72-hours prior to the event, if possible. If inclement weather arises and a 72-hour notice is not feasible, notify all teams and staff via email & phone call as soon as possible.

Tournament Directors who cancel a tournament without providing adequate notice as discussed above will be subject to disciplinary action up to and including the loss of their deposit and/or suspension from hosting future tournaments.

Roster/Player Verification

Junior Tournament Rosters:

- Club Director's will build their own rosters within the MMS
- Club Directors are responsible for providing valid tournament rosters for their coaches to submit at the coaches meeting for each tournament. Rosters **MUST** be printed using the MMS and submitted to the Site Director/Day Official of each tournament. **ELECTRONIC rosters are or rosters from the incorrect roster system will NOT VALID.**
- Members, players or adults, cannot be placed on a roster until all the requirements have been met. Call the Region Office during regular business hours if the Club Director cannot add members to a roster.
- On-Site Roster additions are permissible as follows:
 - Any junior changes to the submitted roster after the published deadline date can be made and processed only at the time of team-check-in at the tournament site.
 - EACH junior addition will be assessed a fee of \$25.00 and must be paid in full at the time of the addition.
 - JUNIOR PLAYER additions must scan QR code on membership card to view eligibility within the MMS membership database to the Day Official & Site Manager assigned.
 - Players added with an ineligible membership type will be evaluated and the club MAY be assessed a sanction.
 - **NO ADULT ADDITIONS ARE ALLOWED AT ERVA SANCTIONED TOURNAMENTS**
 - If the paperwork is not complete, and/or membership records in the MMS are not current, all proposed changes and additions will be deemed ineligible.
 - **TEAMS WHO PLAY WITH AN ILLEGAL PLAYER WILL FORFEIT ALL SETS AND MATCHES PLAYED AND ADDITIONAL SANCTIONS WILL BE ASSESSED.**

Seeding of Teams and Arranging Pools

The Evergreen office compiles results from all Evergreen Region club hosted sanctioned tournaments and ERVA hosted Power League. ERVA produces a seeding guide for teams in the Evergreen Region. The Tournament Director may use the posted results and rankings to seed their event. If they have questions or need assistance, they may contact the Region Office.

TOURNAMENT FORMAT

Tournament formats are available on the Region website. Tournament directors may use alternate formats if they meet the minimum match/set requirements set forth below. Tournaments should communicate any alternative format they plan to use so teams are aware of the format prior to the event.

Match Protocol

- It is suggested that all Evergreen Region one-day tournaments have a start time of 8:00 am.
- All one-day tournaments must allow each team to play at least eight (8) sets.
- ERVA recommends 25-point sets, best 2 out of 3, 3rd set to 15, win by two, no cap.
 - If you elect to use 21-point sets, please start all sets at 4-4. *You may not use 11-point sets.*
 - Any different format can be requested by the Junior Program Director and Region Office prior to the event.
- All one-day tournaments must consist of pool play followed by a single elimination playoff. Two-day tournaments can run a double elimination or modified double elimination playoff after pool play.
- All tournament matches should have a scheduled start time. However, matches that can start earlier DURING THE TOURNAMENT should do so—keep the tournament running!!
- Forfeit time for set one is the scheduled match time. Set two is forfeited 10 minutes after the forfeiture of the first set.

Warm-Up Protocol

1st and 2nd rounds of pool play

5 minutes per team on court. If the team wants to serve, they must do so within that time. No shared hitting or serving.

All other matches

3 minutes per team on court. If the team wants to serve, they must do so within that time. No shared hitting or serving. *Note: If a match has a team that has not yet played that day, please use the 5-5 warm-up*

Time Guidelines

The following are estimates from the current USAV DCR. The times include a 6-minute warm-up between matches and 3 minutes between sets. NO CAP ON ANY SETS!

- Two 25 Rally Point Sets - 50 Minutes
- Two 21 Rally Point Sets - 45 Minutes
- 2/3 25 Rally Point Sets per Match (15 pt. 3rd set) - 65 minutes
- 2/3 21 Rally Point Sets per Match (15 pt. 3rd set) - 60 minutes
- One 15 Rally Point Set - 20 Minutes

- One 25 Rally Point Set - 26 Minutes
- 3/5 25 Rally Point Sets per Match (15 pt. 5th set) - 105 Minutes

The final match must be scheduled no later than 7:00 p.m. Finals that start after 7:00 p.m. will require an additional payment to the Day Official of \$30/round that begins after 7:00 pm.

Pool Play Options

The Evergreen Region allows 3-team pools and 4-team pools for pool play. 5-team pools are not allowed for pool play unless two courts are available for a single 5-team pool AND an approval from the EV Tournament Coordinator is obtained.

Playoff Options

Playoff brackets are available for tournaments with 6-64 teams. These should cover 99% of the tournaments. However, if you require a bracket that is not included, please contact the Tournament Coordinator and one will be developed for you. These brackets assign playoff positions based on a team's placement after pool play. Every bracket is cross-pooled, meaning that teams from the same pool will not play each other until after the first round of playoffs.

Tie-Breaking Procedures

The Evergreen Region has adopted the following tie-breaking procedure for pool play ties in all Evergreen Region-sanctioned tournaments. ERVA Regionals will adopt a separate qualifier procedure. **THERE WILL BE NO TIE-BREAKER SETS PLAYED.**

Three-Way Ties

If 3 or more teams are tied in match record for first or second place in a pool, the ties are broken by applying the following steps, in order, without repeating any step. *Head-to-Head results will not be used at any time in breaking a three-way tie:*

1. Determine each team's set percentage (divide each team's total sets won in the pool by the total sets the team played). The team with the highest set percentage is first.
2. If some or all of the teams have the same set percentage, then determine the point percentage (divide each team's total points scored by the total points scored by all the team's opponents in that pool).
 - a. Of the teams still tied, the team with the highest point percentage has the next highest finish in the pool (finishes either first or second, depending on the outcome of the set percentage).
3. If two or more teams are still tied:
 - a. Coin toss

Two-Way Ties

If a two-way tie exists, the tie will be broken using the head to head match result.

SECTION 3: DAY OF EVENT PROCEDURES

Tournament Director Checklist

Pre-Tournament Checklist

- Conduct a site visit/inspection to ensure the facility meets USAV requirements for safety, ceiling height, lighting, court clearances, officiating stands and antennas.
- Sanction the event with the ERVA Region Office (available on region website). (To be sanctioned, the tournament must be approved by the Tournament Coordinator and then complete the tournament sanction form and remit the required sanction/deposit fees to the office.)
- Request a Certificate of Insurance for the facility/facilities by emailing the Region Office.
- Check Arbiter for Official assignments
- Identify and secure a site manager/director for each playing location. Site directors MUST be a member of USAV and background checked. A Site Director membership may be obtained for this purpose.
- Keep your team list in AES current for seeding
- Seed your event and place into tournament formats
- Email teams event information NO LATER than the Thursday BEFORE your event.
- Additional Items Recommended:
 - ◇ A tournament bin with the following contents:
 - Pool Play Results Placards printable from Region formats.
 - Tourney Play Brackets printable from Region formats.
 - Court Signs (1, 2, 3, 4, Pool A, B, C D) printable from Region formats.
 - Parent/Spectator Code of Conduct Signs for each entrance
 - NO Food or Water Signs (at least 4)
 - Site Notebook (at least to include Region Sanction Form, Coaches Handout, Incident Report Form, Rosters, and Tournament Schedule etc.)
 - Access to Participants Handbook
 - Access to Tournament Procedures Handbook
 - A copy of the USA VB Domestic Competition Regulations
 - Extra Whistles
 - Score Sheets
 - Libero Tracking Sheets (at least 12 per court)
 - Line Up Sheets (at least 24 per court)
 - Pencils (some use mechanical, so you don't have to sharpen)
 - Extra Lead/Erasers or a sharpener
 - Pens
 - Dry erase Markers if you have laminated pool play results placards
 - Permanent Markers
 - Masking/painters Tape for your signs
 - ◇ Score flip cards – one for each court
 - ◇ Pipe Insulating Foam (these are perfect for covering your net ropes between end of net to standard - if you don't have those Velcro sleeves)
 - ◇ PRIZES – recommended 1st & 2nd in Championships and 1st in Consolation
 - ◇ *Minimal First Aid Kit (Band-Aids, gauze, gloves) Bags for Ice for injuries (it's winter so you can use snow if you don't have access to the training room)
 - ◇ *Biohazard Container (in a separate rubber-maid container):
 - Bleach (ratio is 1:10 - as in 1 oz. bleach to 10 oz. water - mark that on the spray bottle)
 - Spray bottle
 - Gloves (look for latex free - i.e. Nitrile gloves)
 - Shop Paper towels for cleanup
 - Ziplocs for biohazard waste clean up

During Tournament Checklist

- Post all signs, pool play, spectator code of conduct, only water in the gym, etc.
- Post the sanction form near the tournament desk
- Make sure the nets and playing areas are set up correctly. The Day Official will verify the site is set up correctly, but it is your job to make sure it is done before the gym opens.
- Conduct a coaches meeting 30 minutes prior to tournament start
- Access to coach's packet with pool play and playoff format
- Have coaches sign the roster and turn in at coaches meeting
- Present rules and policies about the facility
- Introduce the Day Official, observers, and site directors. Allow the Day Official to go over any rules for the facility -Determine the protest committee
- Record all match results and know ERVA approved tie-breaking procedures in case they are required during pool play. This is not the Day Officials job.
- Ensure that play moves along
- Periodically make a sweep of the gym to check restrooms for trash and paper needs, to check areas of the facility (indoor and outdoor) for trash and team camp areas for compliance with food and drink restrictions of the facility. If needed the site director will replace trash bags when they become full or contact the appropriate janitor to do so.
- Document all incidents/accidents on the appropriate forms.
- Fill out the online tournament report form.
- Pay the Day Official(s)
- Clean up and tear down courts as play is winding down.

Post-Tournament Checklist

- Submit final standings using 11-digit CODE & team names to the Region Office no later than end of day Monday following your tournament.

Awards

It is recommended that awards be given to the first and second place teams in the Championship Playoff and to the winner of the Consolation Playoff. When awards are given, individual awards should be given instead of team awards. Awards should be based on twelve individual awards per team.

All-tournament teams shall not be selected unless approved by the Tournament Coordinator.

Equipment

On each court, you will need the following equipment:

1. Net
2. Two antennae
3. Support poles (padded to at least five feet up from the floor)
4. Referee stand (padded up at least five feet from the floor)
5. Scorekeeper table with minimum of three (3) chairs
6. Visible scoreboard
7. Benches/chairs for the teams
8. Scorekeeping equipment

All rules for specific equipment/facility requirements can be found in the current year's Domestic Competition Regulations. These requirements must be met to comply concerning risk management. *NOTE: Tables and chairs are not appropriate referee stands and will not be used.*

Charts

Charts for pool play results and playoff brackets should be posted away from the playing areas or available online for participants and spectators to see.

Other signs typically used during the tournament include a pool play schedule, Parent/Spectator Code of Conduct, "No Food or Drink in Gym" signs, and court numbers. All signs, which are available on the Evergreen Region website, should be posted prior to the coaches' meeting. Make sure you have tape and marking pens for all the signs.

Reference Materials

Tournament Directors should have on site and accessible the current **USAV Domestic Competition Regulations**, the current **Evergreen Region Participants' Handbook**, and the current **Evergreen Region Tournament Procedures Handbook**. In addition, a copy of your approved Tournament Sanction Form must be posted at ALL tournament locations.

Scorekeeping Equipment

Each court must be provided with an adequate number of regular and deciding set Score sheets, line-up sheets, and Libero tracking sheets for all matches scheduled on the court. You can download these from the Evergreen region website. Also, a supply of pencils, erasers, black pens, and a copy of the pool play schedule should be posted on each scoring table.

Emergency Gear

A stocked first aid kit should be accessible to all the site managers for the duration of the tournament. All tournaments should have a bodily fluids clean-up kit, ice, and telephone access in case of an emergency. A phone must be available to call 911. It is also suggested that someone affiliated with the tournament possess a current First Aid/CPA certification.

Coaches' Meeting

The Tournament Director/site manager must hold a formal coaches' meeting before the tournament begins. The following should occur at this meeting:

1. Signing of rosters. Official rosters must be signed by a head coach
2. Present rules and/or policies about the facility (i.e. "no food", "water only", "no pets", etc.)
3. Introduce the Day Official, observers, & site managers--allow Day Officials to go over the ground rules for all courts.
4. Present the tournament format

No-Show Procedure

If a registered/entered team(s) fails to show up for the tournament without notice, the **Tournament Director** will take the following actions:

1. Re-arrange the pool(s) involved to assure that each team plays the minimum number of sets (8
2. Re-arrange the playoff format to reflect the proper number of teams in the tournament (approved playoff formats are available the Region website)
3. Make note of the "no show" in the Day Official includes it in his/her report

Rosters

Rosters must be verified on the day of the tournament at the coaches' meeting. Coaches of all teams must perform the following steps:

1. Cross out any players/coaches/chaperones that will not be in attendance
2. Uniform number changes are allowed
3. Verified junior player additions may be added for a \$25 fee to be paid to tournament host & verified by Day Official
4. Head coach listed must sign the roster

The Day Official will use the **official rosters from the teams** to verify the teams and the players' eligibility.

Roster Requirements

1. All coaches must be IMPACT/SafeSport certified and ref/score certified
2. The rosters should be available onsite in the playing facility for access if requested.

Staying on Time

Please follow these guidelines to help keep the tournament running on time:

1. The officiating team must conduct the coin toss IMMEDIATELY after the preceding match, then start the warm up immediately (Do this BEFORE you meet with your team if you just played!)
2. Be ready to officiate immediately after the preceding match
3. Keep your coin-toss speech brief and to the point
4. Accurately time the warm-ups

Tournament Directors/site managers have the discretion to move matches to alternate courts if both teams AND a refereeing team are available to help make the tournament move along.

Determination of Playoff Teams

Use the brackets included in the tournament workbook sent to the Tournament Director to position the teams for playoffs following pool play. All teams that play in the tournament will advance to the playoffs, either in a championship or consolation bracket.

The tournament brackets ensure that no teams from the same pool will play again until after the first round of the playoffs.

If the format for your tournament IS NOT in the Tournament Procedures Handbook, it MUST BE APPROVED by the Tournament Coordinator PRIOR to your tournament.

Spectator Management

Spectator Code of Conduct: Every tournament shall post the Spectator/Parent Code of Conduct. This will also be a required document that each parent and player will be required to read/sign before participating in the ERVA.

Purple Card Policy: The Purple Card Policy is designed to specifically address spectator behavior at tournaments. If a spectator is displaying rude, aggressive, or offensive behavior, the referee may issue a purple card to the team the spectator is associated with. This carries the same effect on the team as a yellow card would. A subsequent offense by a spectator associated with the same team would result in another purple card issued, which would carry the same effect as a red card.

The Purple Card is another tool for officials to use to help address spectator behavior. The Purple Card would be assessed to anybody who has taken the role of a spectator during a match, including other team members not actively participating in the match on the court.

While any offensive or harassing behavior can be subject to sanction, ERVA will be emphasizing any sort of abusive or negative behavior directed at officials or members of a work team. It is a priority for the region to ensure officials feel safe and supported while doing their jobs. Officials are a critical component of our region's success.

All ERVA-owned tournaments will have the Purple Card Policy in place. Additionally, all ERVA-sanctioned club-hosted tournaments will have the policy in effect.

Purple Card Threshold Sanction Penalties:

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice as per the guidelines in the ERVA Sanction Process and Appeal Process for Imposed Sanctions as outlined in the ERVA Participant's Handbook, Section 12. The information submitted by the Day Official may be used to determine the validity of the sanction.

Full Purple Card Policy is available in the Appendices of this Handbook.

Officiating

Expectations

Each team will have officiating responsibilities during the tournament. Each team must provide the following during their assigned officiating matches:

1. A coach or rostered adult who has a current R1 certification to referee age groups U14 and under. A player may serve as the R1 for U15 and up age groups if the coach/rostered adult serves as the R2.
2. Registered members who have a current ref/score certification to R2, keep written score, and libero track
 - a. If a Libero is used, there MUST be a Libero tracker at the score table
3. Three additional registered members to flip the visual score chart and be line judges

Penalties

If a team is late for an officiating assignment:

- 2 points for every minute the crew is late to an assignment to a maximum of 25, and the team shall forfeit the first set of its next match. After 30 minutes, the team shall forfeit its entire next match

If a team leaves a tournament without fulfilling its officiating assignment, the CLUB will be sanctioned by the region.

If a team does not have the required certified officials, the team shall pay \$30.00 per match for the R1 and R2, and \$15 for a scorekeeper.

SECTION 4: POST-TOURNAMENT PROCEDURES

Tournament Directors

Submitting Results & Tournament Report

Results must be submitted in excel workbook format via email no later than the Monday following the tournament and must include all teams' 11-digit codes to facilitate the identification of teams. In addition, the site manager or tournament director must submit an online tournament report.

The penalty for tournament results not being submitted in a timely manner may include, but is not limited to, a sanction and potential loss of tournament hosting privileges.

Day Officials

Submitting Rosters

Official rosters must be mailed, faxed, or emailed to the Region Office within 3 business days of the tournament. If faxed or emailed, please keep hard copies on file for the remainder of the season. Please make sure that all rosters have been signed by the head coach.

Day Official's Report

The Day Official's Report Form must be submitted online within 3 business days of the tournament.

Appendix 1: Spectator/Parent Code of Conduct

(This legally binding document may be reproduced as often as needed)

IMPORTANT NOTICE: ENTRY TO THIS PRIVATELY SANCTIONED EVENT IS GRANTED AS A COURTESY. IF YOU ENTER/ATTEND THIS OR ANY EVERGREEN REGION SANCTIONED EVENT, YOU AGREE TO ABIDE BY THE FOLLOWING CODE OF CONDUCT GUIDELINES:

I WILL

1. I WILL abide by the official rules of USA Volleyball
2. I WILL display good sportsmanship at all times
3. I WILL encourage my child and his/her team, regardless of the outcome on the court
4. I WILL educate myself on the unique rules of this facility
5. I WILL honor the rules of the host and the host facility
6. I WILL generate goodwill by being polite and respectful to those around me at this event
7. I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear
8. I WILL redirect any negative comments from others to the respective Site Director
9. I WILL immediately notify the Site Director in the event that I witness any illegal activity
10. I WILL support the policies and guidelines of the team/club that I represent
11. I WILL acknowledge effort and good performance, remembering that all the players in the event are amateur athletes.
12. I WILL model exemplary spectator behavior while attending this event
13. I WILL respect the history and tradition of the sport of volleyball by being a good ambassador

I WILL NOT

14. I WILL NOT harass or intimidate the officials
15. I WILL NOT coach my child from the bleachers and/or sidelines
16. I WILL NOT criticize my child's coach or his/her teammates
17. I WILL NOT participate in any game or game-like activities unless I have a current membership card with the Evergreen Region of USA Volleyball
18. I WILL NOT bring and/or carry any firearms at any Evergreen Region event
19. I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event
20. I WILL NOT bring any animals into an Evergreen Region event

Any violation of this Code of Conduct will result in you being asked to leave the site/facility and may result in you possibly being banned from attending future Evergreen Region sanctioned events. The Day Official and Site Director have the final say regarding the individual event. Local law enforcement will be contacted if necessary to resolve any disputes or altercations.

Questions or concerns may be directed to the Evergreen Region Office, office@evergreenregion.org

Appendix 2: Spectator Purple Card Policy

Summary

The rules of volleyball allow officials to address on-court behavior from players or coaches by issuing sanctions and point penalties (yellow cards, red cards). The purpose of the Purple Card Policy is to give officials another tool to address behavior from spectators. The goal of this policy is to help preserve a respectful, positive, and fun playing environment and keep the focus on the student-athletes. This is in addition to all other tournament- and facility-specific policies in place at ERVA-sanctioned events, including the Parent/Spectator Code of Conduct.

Prohibited Behavior

- Comments made or actions displayed that are deemed by others as rude, profane, disrespectful, disruptive, or aggressive, which interferes with the normal progress of a tournament match.
- Inappropriate actions or comments directed at members of an officiating crew.
- Behaviors or comments attempting to influence the calls made by officials
- Behavior prohibited by USAV and/or ERVA codes of conduct.
- Misconduct deemed contrary to normally accepted behavior, resulting in the unnecessary interruption of a match.

Applicability

This policy applies to the below-listed groups at ERVA-owned events. Club-hosted events will also have this policy in place.

- Any member of the ERVA region (e.g., club director, coach, rostered adult, player, chaperone) not currently participating in a match who has assumed the role of a spectator.
- Any non-region member, such as parents or relatives of a region member.
- Any attendee or spectator at any ERVA-sanctioned event.

Yellow & red card sanctions may still be used for match participants, in accordance with the USAV Rules Book.

The Purple Card is applied to any situation during a match where spectator misconduct occurs, and the on-court official deems the misconduct serious enough to be addressed. An ERVA official may issue a Purple Card either from the stand or while overseeing the court.

Misconduct occurring before or after a match is handled through applicable policies, such as the Parent/Spectator Code of Conduct.

Verbal Warning-Stage 1

It is the duty of the on-court officials (coach R1/R2), the certified ERVA officials on site (R1/R2 or Day Official), team coaches, and the tournament staff to attempt to prevent spectators from reaching the sanctioning level. This is done first through a verbal warning, then through the issuance of a Purple Card.

Issuance of Purple & Yellow Card Warning – Stage 2

After a verbal warning is issued, if the behavior does not improve, the following happens:

- If the R1 on the match is a coach and NOT a certified ERVA Official, the coach will request the Day Official to come to their court. The Day Official will then proceed with the following procedures.
- If the R1 on the match is a certified ERVA Official, they may proceed with the following procedures and request their Day Official to their court for reporting purposes.
 - Purple Card & Yellow Card are displayed in one hand, as a warning to the team with which the spectator is affiliated.
 - Both team captains are summoned to the referee stand and will then notify their head coach that a spectator potentially affiliated with their team has been sanctioned.
 - Once the affiliation of the spectator is determined, the head coach will inform the offender of the warning.
 - If the offender refuses to identify their team affiliation, they may be subject to more serious sanctions, including expulsion from the facility. Expulsion also carries a fine to the club.
 - A Purple Card/Yellow Card warning is assessed to the team and is in force for the entire match. A team may only receive one such warning per match.
 - Warnings are recorded on the scoresheet but have no immediate consequences.
 - Record “PC” in the “W Warn” column, along with the team identifier, set number, and score at which the sanction was issued.

Issuance of Purple Card & Red Card Penalty – Stage 3

Further misconduct by spectators affiliated with the same team during the same match (it does not have to be the SAME spectator that was issued the purple card the 1st time) may be sanctioned as follows:

- If the R1 on the match is a coach and NOT a certified ERVA Official, the coach will request the Day Official to come to their court. The Day Official will then proceed with the following procedures.
- If the R1 on the match is a certified ERVA Official, they may proceed with the following procedures and request their Day Official to their court for reporting purposes.
 - **Purple Card & Red Card are displayed in one hand by the official. Sanction is penalized with a point and service to the opponent.**
 - Both team captains are summoned to the referee stand and will then notify their head coach that a spectator potentially affiliated with their team has been sanctioned.
 - Once the affiliation of the spectator is determined, the head coach will inform the offender of the warning.
 - If the offender refuses to identify their team affiliation, they may be subject to more serious sanctions, including expulsion from the facility. Expulsion also carries a fine to the club.
 - **Penalties are recorded on the scoresheet**
 - Record “PC” in the “P Penalty” column, along with the team identifier, set number, and score at which the sanction was issued.
 - If the penalty is against the serving team, record the serving team’s exit score
 - Record the awarded penalty point. Slash and circle the opposing team’s next point in the “Points” column.

Discretion of Official

Depending on the seriousness of the offense, an official may ask for a spectator to be removed from the facility, with or without a warning.

- The referee stops the match and secures the safety of the match participants. If a coach is the R1 then they may request the Day Official to their court.
- The referee consults the tournament director, facility staff, and head coach of the team to ask the spectator to vacate the facility.
 - If the spectator refuses to leave the facility in a timely manner, law enforcement is notified immediately.

Reporting

Day Officials will be asked to complete the “Behavior Reporting Section” on Day Official Report.

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice via a standard form and the information submitted may be used to determine the validity of the sanction.

Purple Card Threshold Sanction Penalties

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice as per the guidelines in the ERVA Sanction Process and Appeal Process for Imposed Sanctions as outlined in the ERVA Participant's Handbook, Section 12. The information submitted by the Day Official may be used to determine the validity of the sanction.

- Clubs who receive a second Purple Card in the same season are subject to a \$250.00 fine.
- Clubs who receive a third Purple Card in the same season are subject to a \$500.00 fine and will be fined \$500.00 for each subsequent Purple Card they receive.
- Fines will be invoiced and must be paid by the deadline indicated to remain in good standing with Region to retain eligibility for upcoming events.
- Spectators receiving multiple purple cards may be subject to further Code of Conduct violations and penalties including but not limited to spectator restrictions from ERVA sanctioned events.