



**IREVA TOURNAMENT DIRECTOR GUIDE  
[aka TD Guide or TDG]**

**Hosting an IREVA Indoor Tournament-v16  
2017/18**

**Table of Contents**

<b>Section</b>	<b>Page</b>
I. Overview	2
II. Initial Approval	3
III. Final Approval	4
IV. Accepting Team Applications	5
V. Before the Tournament	6
VI. At the Tournament	8
VII. After the Tournament	10
Appendix 1 – Suggested Schedules	11
Appendix 2 – Officials Cost	14
Appendix 3 – TD Checklist	14
Appendix 4A – Junior Event Results Checklist / Transmittal	14
Appendix 4B – Adult Event Results Checklist / Transmittal	14
Appendix 5 – USAV-approved Volleyballs	14
Appendix 6 – IREVA approval Statuses	14

**SIGNIFICANT CHANGES FOR 2017/18:**

1. The performance bond has been changed to be simply \$25 per court, capped at \$300.
2. The roster policy has been changed to say explicitly that additions may be made after a team has begun play. The TD may charge a fee of \$10 for the inconvenience.
3. The referee subsidy policy has been changed to be on a per-event basis rather than per-season.
4. Referee fees have been raised. TDs should take that into account in their event budget.
5. The referee expense form has been changed to no longer require names to be blacked out.
6. The list of volleyballs to be used for 2018 Nationals in Appendix 5 has been updated.

## Overview

- a. **The purpose of the TD Guide is to provide a summary of IREVA policies, procedures and resources, as well as practical suggestions on how to run a successful indoor tournament. [The sanction policy/procedures and policies on outdoor events are different.] Most resources are referenced rather than repeated here, in the interest of keeping the size of this document down and in facilitating updates. When in doubt, check the USAV and / or IREVA websites for the most current information. It is our goal to update this document annually.**
- b. **NEW TOURNAMENT DIRECTORS: In addition to this guide, it is highly recommended that you work closely with an experienced TD in a mentoring relationship. There is a lot that goes into a successful tournament so be sure to do your homework by reading this material (at least twice!) and consider contacting Jen Sollien, Ben Rosenthal, John Muollo, Dawn Sculley or other experienced TDs.**
- c. IREVA is the local regional affiliate of USA Volleyball. IREVA sanctions tournaments to provide USAV insurance coverage and to coordinate and maximize competition opportunities for its members and TDs. The owners of the facilities in which the tournament is held usually require this insurance coverage.
- d. The most successful tournaments are planned well in advance, with the tournament posted in AES and application sent to the IREVA Tournament Coordinator [TC] several months in advance of the proposed date. The TC will review the application for a tournament to be sure it meets IREVA requirements and to see how its proposed schedule meshes with other tournaments scheduled for that time.
- e. **IMPORTANT REFERENCES AND RESOURCES:**
  - i. [USAV rulebook](#) [Domestic Competition Regulations aka DCR] – see USAV website or obtain a copy from IREVA at a R2/SK clinic and note “tournament guidelines” in the middle section
  - ii. [USAV Insurance Handbook](#) – see IREVA website
  - iii. IREVA website: [Contact Info](#); Events > [Tournaments](#) – all forms, policies, etc. referenced in the TDG are found here;
  - iv. IREVA Tournament Coordinator [ [tournament@ireva.org](mailto:tournament@ireva.org) ]
- f. **Competition Seasons**
  - i. **Friendship [aka fellowship in USAV terminology] Tournaments:**
    1. Sanctioned from September 1<sup>st</sup> – December 31<sup>st</sup> (pre-season) and after Regionals thru August 31<sup>st</sup> (post-season);
    2. Not having officials is standard; but officials are optional at TD request and if available;
    3. All rules, policies and procedures are to be followed;
      - a. Exceptions:
        - i. uniforms not required [but recommended],
        - ii. official scorekeeping is not required [but recommended],
    4. Result grids and overall standings are still required;
    5. WEBPOINT rosters are required.
  - ii. **Traditional Tournaments**
    1. sanctioned from Jan 1<sup>st</sup> thru Regional Championships and, if requested by the TD, after Regional Championships thru August 31<sup>st</sup>
    2. assigned officials are required;
      - a. if insufficient officials are available, tournaments will be player-officiated and approved as **Non-Traditional** in AES, with all other rules and policies being followed as in Traditional tournaments;
        - i. Approved Traditional tournaments that are changed to Non-Traditional require a minimum of \$25 entry fee refunded to teams.
    3. Results will count in standings (if prior to Regionals);
    4. All rules, policies and procedures are to be followed;
    5. WEBPOINT rosters are required.

- iii. **OTHER EVENTS** – in addition to “traditional tournaments” in the regular competition season, a variety of “other events” may also be sanctioned, such as developmental tournaments, power leagues, senior tournaments, etc. Rules and policies for such events will be made available at the time of the event’s approval by the TC.

## II. Initial Approval

- All prospective TDs must attend one of the Mandatory Annual Administrative Meetings [MAAMs] each year.
- Any TD who does not attend a MAAM will not be approved for the necessary sanction number to move forward in the process until such time that arrangements are made to acquire the meeting materials and sign off as to it being received, reviewed, understood, and accepted.
- TDs must be a current adult USAV member representing an IREVA-registered club to host a tournament.
- Adults hosting and assisting at Junior Events must have a current background screen and [SafeSport](#) certification via USAV. See the [IREVA Membership Policy](#) for more details.

### a. SITE

- i. Read the USAV Insurance Handbook before signing a rental agreement, and carefully inspect the site and equipment from a safety perspective. The TD is just as responsible for the safety of the site as the Head Official and/or the facility owner. When you apply for insurance and a sanction, you are committing that an event can be held safely. If in doubt, ask for assistance from the TC. The TC may in turn ask the Officials Director for assistance in inspecting a site.
- ii. There is a [list of facilities](#) which have additional requirements that must be met in order for the TC to sanction an event. If the event is sanctioned for one of the sites listed, the TD accepts the terms of additional arrangements that must be met.
- iii. TD must confirm, BEFORE the event is requested for sanctioning and again before the event is held, that all equipment and other such expected needs are indicated in/going to be met via the facility contract (i.e. court lines, nets, standards, antennae, ref stands, visible scoreboards, tables, chairs, lighting, heat, staff to open/close, etc.) or that they will be met through other resources with detailed explanations of how and by whom in the contract.  
*If an event takes place that does not provide the appropriate equipment and safety precautions, the TD’s performance bond will be forfeited and could prevent the team &/or club from hosting future events.*

### b. DATE/FORMAT

- i. All tournaments are scheduled via Advanced Event Systems [AES].  
[\[https://advancedeventsystems.com/Splash.aspx\]](https://advancedeventsystems.com/Splash.aspx)
  1. See [TD instructions for adults](#) and [TD instructions for juniors](#) on the IREVA website.
  2. Please contact the TC prior to creating your own account on AES! To request TD access in AES, complete the [IREVA - AES Tournament Director Access Request Form](#) located on the IREVA website.
  3. [Instructions on use of AES](#) are available for TDs on the IREVA website.
- ii. Review AES for events already posted. All events pending and approved will be listed here.
- iii. If you are considering a non-standard format, be sure to discuss that with the TC in advance.
- iv. If the date is available and your level/gender does not overlap with another tournament you may post your event on AES.
- v. If your tournament does overlap with a same level/gender tournament, please contact the TC prior to posting your event on AES. Multiple tournaments of the same level/gender may be sanctioned on the same date if the TC determines there are sufficient teams to fill both, or after the first tournament fills, or if the TD of the first tournament agrees.

### c. SANCTION REQUEST

- i. Once you post your event on AES, submit your request to the TC using the IREVA [Tournament & Event Sanction Request Form](#), Also send the completed USAV [Certificate of Insurance Request Form](#) and performance bond. If you are unsure how to complete any portion of the required paperwork, contact the TC **prior** to mailing the documents to help avoid any delays in processing your request.
- ii. **Please note:**  
Tournament date(s) will be reserved for ten days to allow for your paperwork to arrive. If your application is not complete or does not arrive within ten days your date(s) will be released.
- iii. TDs must provide their Host and Location information to the TC. All Host and Location information will carry forward to future seasons. Please complete the [New Host & Location Request Form](#) and email it to the TC.
- iv. Performance Bond is a deposit to ensure adherence to policies and that all paperwork is submitted (and correct) in a timely matter. A performance bond is required per event. The Performance Bond is \$25 per court, capped at \$300. [Multi-day events Performance Bonds are calculated as if a single day.] TDs will be notified, in advance, if they have forfeited their bond and approximately when it will be cashed. If all tournament paperwork is submitted correctly and on time, as well as all policies and procedures followed at the event, the performance bond checks will be destroyed (or returned upon request).
- v. Checks must be dated the date of the event.

d. BUDGET

- i. Prepare a budget for the event. Sample 5-team, 1-court Juniors' Tournament Budget:
 

• Entry Fees	5 x \$170	= \$850
• Officials Cost [see ii]	\$325	= \$325
• Gym Fee [see iii]	\$325	= \$325
• New balls, prizes, etc.	\$100	= \$100
• Total Profit		= \$100

- ii. See Appendix 2 for details about Officials costs. It is IREVA policy to “cap” the cost of Officials for routine one-day tournaments in order to reduce TDs’ financial risks and to hold down entry fees. IREVA will subsidize tournaments with costs exceeding the cap. The cap for juniors is \$325 per court; the cap for adults is \$250 per court. The budget should assume the maximum amount, i.e., \$325 per court for normal one-day Juniors events, or \$250 for Adults events, although almost all events cost less. Gym fees vary considerably. Prizes should be de-emphasized in order to hold down entry fees.
- iii. **NEW FOR 2017** - In response to member feedback concerning difficulties finding affordable gyms, the IREVA Board of Directors has adopted a policy to subsidize a limited number of events with excessive gym costs. This concept was discussed at the MAAM. This policy is in effect on a trial basis for 2016/17. The goal is to encourage additional events, especially in under-served areas of the Region. The previous policy of waiving sanction fees for new sites and new TDs went away when sanction fees were eliminated. See the [Hardship Tournament Subsidy Policy](#) or contact the TC for details.

II. **Final Approval**

- a. The IREVA TC will review your final application for a tournament to be sure it meets IREVA requirements and to see how its proposed schedule meshes with other tournaments scheduled for that time. If everything is in order [application, insurance, bond], you will be sent notification of final approval along with a sanction number. Please allow two weeks from the postmarked date for processing. If a response to a tournament request is not received from the IREVA TC within two weeks after the tournament application was sent, contact her/him again.
- b. TDs who are requesting to host junior events and all personnel for junior events must have a current background clearance and [SafeSport certification](#) via USAV prior to an event being approved. Background screening must be applied for through WEBPOINT. **See the [IREVA Membership Policy](#) for more details.** Once you have been given a sanction number, you are then permitted to solicit teams

- and collect entry fees and WEBPOINT rosters for your tournament. The sanction number should be referenced on all communication to the TC regarding the tournament.
- c. All IREVA-sanctioned junior tournaments are required to use AES for entries and results.  
*Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.*
  - d. AES rosters are not official verifications of current memberships.
  - e. **Note: The tournament sanction applies only to the tournament described in your application. Any changes, including but not limited to date; number of courts; location; or gender/age/level, must be approved by the TC with a new sanction number, in writing, prior to the event.**  
*Failure to do so will result in the forfeiture of the TD's performance bond and could prevent the team &/or club from hosting future events.*
  - f. Discuss with the TC the availability from IREVA of posters with the IREVA Spectator Code of Conduct – also banners and other promotional materials. Court signs masters are available from the USAV website.

#### IV. **Accepting Team Applications**

- a. It is strongly suggested that you accept team applications only upon receipt of a check and acceptable WEBPOINT roster AFTER your event has been approved. See subsequent discussion about WEBPOINT roster requirements.
  - i. If teams are accepted verbally or by email, allow at least 5 days for receipt of their entry fee.
  - ii. Teams are responsible for the entry fees even if they don't show up for the tournament.
    1. IREVA will not be involved in collecting from teams that don't show up.
    2. Don't be left short - collect your checks in advance.
    3. If a team cancels or withdraws:
      - a. at least two weeks in advance of the event, their entry fee should be refunded (assuming a replacement team is found) unless you have otherwise notified teams differently.
      - b. less than two weeks in advance of an event, and a replacement team cannot be obtained, the entry fee can be retained by the TD.
      - c. causes the event to be canceled, TDs may retain the withdrawing team's entry fee.
    4. Guidelines are under development for weather-related issues. Contact the TC for more information.
  - iii. **Please notify Team Reps if you plan to deposit their entry fees earlier than 2 weeks prior to the event.**
  - iv. For junior tournaments, only accept checks and WEBPOINT rosters from teams registering for the event through AES.
    1. For juniors, do not accept a team without a qualified head coach for each team: adult member, background checked, SafeSport-certified, IMPACT [or CAP]-certified, and head coach on only one roster.  
*If such a team is accepted and participates in the event, it will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.*
  - v. All players and teams must be registered with the USAV and should be on the WEBPOINT roster, have a USAV membership card to prove their current status, or complete a one event-one day membership registration.  
***If you allow non-registered players to play you are jeopardizing your insurance and will end up personally liable for any accidents. If any player or coach is unregistered, the insurance for the event is void. Also, the TD's performance bond will be forfeited and could prevent the team &/or club from hosting future events. See additional details under "At the Tournament".***
  - vi. Contact the Registrar or the TC for any questions or issues of a non-routine nature (e.g., out-of-Region players and teams, foreign players and teams, etc.) prior to the event. Some Regions are still not using WEBPOINT, but acceptable forms of proof of membership are still required. There are special USAV forms for foreign teams and players, which will be provided by the Registrar.
  - vii. All teams should be accepted on a first-come, first-served basis, including out-of-Region teams, and given timely notification of their status.

viii. For adult tournaments, teams playing down a level (BB applying to play in B) should be put on a waiting list immediately and only accepted as a last resort. TDs should only allow 1 team per net playing up a level [B in BB, Junior in B, etc.] to be accepted until 3 weeks prior to the event. Teams may not want to participate if the level of the tournament isn't as listed, so it would be a good idea to communicate to the teams who have been accepted for your tournament prior to the event.

1. If you are unsure of the level of a team or if they are an out-of-Region team, ask the Team Rep to mail a WEBPOINT roster or contact the Adults Director or the TC.

ix. TDs hosting events which overlap with another event of the same level cannot accept teams who have already been accepted into another event. Teams are not allowed to drop from one tournament to participate in another unless the TDs are in agreement and a replacement team is found. Teams that are found to have registered for multiple events on the same day could prevent the team &/or club from participating in future events.

b. For junior tournaments, junior teams or individual players are not allowed to play down an age division in a tournament of their gender unless approved by the Junior Director. 14U boys can play in girls' same age and above tournaments. [See [IREVA Co-ed and Mixed Gender Policy](#) on the IREVA website.] Discuss any other junior-related questions or issues with the Junior Director.

c. After January 31<sup>st</sup>, all teams must provide a certified scorekeeper (SK) and a certified 2<sup>nd</sup> referee (R2). If the team does not have these, the TD can impose a fee of \$25 for one or \$50 for both. The TD then must supply a certified R2 and / or SK for the matches that team is scheduled to work. [See the [IREVA Work Teams Policy](#) on the IREVA website.]

**Note:** Certified SKs and certified R2s are indicated on the WEBPOINT roster and membership card, or otherwise made available to TDs. If WEBPOINT is not up-to-date, any problems with non-certified work team officials will be handled with the review of results.

## V. Before the Tournament

a. Read the Guideline for Conducting Indoor Tournaments/Leagues in the current USAV Rulebook.

b. All USAV rules for the current season, with IREVA modifications, are to be followed. [IREVA-specific Rule Modifications Policies](#) are found on the IREVA website. TDs must obtain advance approval from the TC for other rule modifications and provide adequate notice to participants.

c. It is suggested to set up committees and delegate tasks, especially if you are the TD and playing in the tourney. (IREVA allows TDs to play as an exception to USAV guidelines. TDs who are playing or coaching must be prepared to leave their court if an issue needing their immediate attention arises. Tournaments with multiple sites must have a qualified site director at each site.) TDs who attempt to do everything on their own typically run poor tournaments.

d. Setup a playing schedule. See SCHEDULES Appendix 1 & the USAV Guidelines.

i. **Teams must be guaranteed a minimum of eight 21 point sets unless the event is sanctioned as having a non-standard format and the teams are notified of that fact in advance.**

ii. Consider teams' travel times when preparing the schedule. Teams that are in close proximity should play and/or work first.

iii. All tournaments must have playoffs. There is no "75% rule" for one-pool tournaments, an IREVA exception to USAV Guidelines. If you are running a tournament with 5 teams or less, you must schedule a playoff unless time constraints or other such limitations have been documented and approved for the sanctioning of the event and teams were aware before applying for acceptance to the event. If there are time constraints at the facility, add them to the schedule so that teams know in advance.

iv. Teams cannot be eliminated from a playoff position by points or head-to-head record. A play-in match must be played to determine playoff participation.

The schedule should clearly indicate:

1. How playoffs will be determined.
2. How playoff work teams will be determined.
3. How tiebreakers will be handled.

e. Multiple pool tournaments should be seeded to achieve balanced competition, mixing Regions, mixing geographically from within the Region, mixing teams from the same club, and differing play schedules for teams from the same club. Alternative formats, such as strong pool / weak pool, should be cleared with the TC and made known to the participating teams in advance. IREVA continues to have a goal of



developing gold and silver divisions within adult B and BB competition levels. This is particularly important for BB due to the lack of A-level tournaments.

- f. All teams applying for your tournament **must be** notified of their acceptance status in a timely manner. At least one week before the tournament, notify the accepted Team Reps of:
  - i. their start times - each team's first match must provide a start time. Play times after all teams first matches can be listed as A.S.A.P.
  - ii. the time the facility will open for players/participants to enter;
  - iii. directions with parking instructions;
  - iv. facility rules, and
  - v. an on-site emergency contact #.
  - vi. Also, ask the Team Reps to confirm receipt of their start times and to provide their contact information (cell phone if possible).
  - vii. Follow up with anyone you do not hear from.
- \*Note: potential penalty to TD for late distribution of the schedule.\**
- g. Provide the full schedule to the assigned Head Official, in advance, so that start times for officials can be determined.
- h. Cc: the TC on all schedule notifications to teams.
- i. Make copies of the scorekeeping forms and other documents. Be sure to make extra copies of everything to have in reserve. For a full list of forms that need to be printed, see Appendix 3 IREVA TD Checklist
  - i. schedules,
  - ii. official forms for pool play results to post [a [sample grid](#) is on the IREVA website],
  - iii. [USAV Incident Report Forms](#) and [USAV Medical Claim Forms](#) [See IREVA website],
  - iv. rosters,
  - v. [Membership application forms](#) for One Event memberships **ONLY**
- j. Prepare notebooks for each table. The scorekeeping forms can be obtained from the [USAV website](#) or [IREVA website](#) > Forms & Documents > Tournament Resources.
  - i. 3 Sets Lineup Sheet (Preferably Cut)
  - ii. Scoresheet for 2 sets\*
  - iii. Non Deciding Set Scoresheet\*
  - iv. Deciding Set Scoresheet\*
  - v. Libero Tracking Sheet
  - vi. USAV Scorekeeping Tips and Reminders
  - vii. One Page Scorekeeping Summary Non-deciding Set
  - viii. One Page Scorekeeping Summary Deciding Set
  - ix. Schedule

\*It is recommended that TDs complete the header information on scoresheets prior to the event. (i.e. Name of Competition, City, State, Hall, Date, etc.)

- k. Confirm facility arrangements such as location and access to restrooms, locker rooms, trash cans, removal of basketball backboards, water, trashcans, mops, dust mops, etc.
- l. Confirm arrangements for first aid, ice, emergency services, and/or trainer(s). It is highly recommended that TDs provide a first aid kit and ice at all tournament sites.
- m. Obtain appropriate awards for your tournament.
  - i. Juniors:
    - 1. Two or more pools (at the same level): 1<sup>st</sup> and 2<sup>nd</sup> place team and individual awards.
    - 2. One pool: 1<sup>st</sup> and 2<sup>nd</sup> place team awards and 1<sup>st</sup> place individual awards.

**Note:** For juniors it is recommended that individual awards also be given to up to two non-playing coaches of 1<sup>st</sup> place teams.

**Note:** prize value guidelines were eliminated in favor of tournament cost reduction for members.
  - ii. **Common awards that have been given in the past:**
    - 1. Adults 1<sup>st</sup> and 2<sup>nd</sup> place – Gift Cards, Cash, T-shirts
    - 2. Juniors 1<sup>st</sup> and 2<sup>nd</sup> place – Trophies for teams; medals for players/coaches
- n. Review the [IREVA Tournament Facilities Sanction Requirements](#) for items that may be needed.

- o. Confirm the availability of the following required equipment:
  - ii. Like new, USAV-approved volleyballs (minimum of 1 per court, plus spare) – see Appendix 5. Note that IREVA policy requires “volley-lites” or equivalent for 12U Juniors. [Teams should not warm up with game balls.]
  - iii. Nets & antennas
  - iv. Approved referee stands with padding
  - v. Padding for the net supports
  - vi. Tables, chairs, flip-scores (in acceptable condition)
  - vii. Pens, pencils (preferably mechanical over those that need to be sharpened), masking tape, notebooks, whistles (due to health / hygiene concerns, it may be preferable to buy whistles to have to sell to players who are not prepared). It is recommended to have 3 pens and 3 pencils per court. This allows extras for work team as well as coaches/captains completing line ups.
  - viii. Rulebooks (one required at tournament desk, also recommend one per scorer’s table)
  - ix. Poster board for results or printed results grid
  - x. Recommended floor tape for court lines, if needed. (Some tapes remove the varnish from gym floors and are not recommended. See [USAV Floor Tape Guidelines](#) on the IREVA website.)
  - xi. IREVA Spectator Code of Conduct Policy posters.
- p. Be sure to notify the TC and obtain approval for any changes in format, schedule, etc.! This includes changes in dates, locations, number of pools, gender, and level of play or age groups. Timely notice means 11:59 PM the Monday before a tournament.
 

*Unapproved event changes, and / or lack of timely notice to the TC and designated Head Official, will result in forfeiture of the bond and could prevent team &/or club from hosting future events.*
- q. See the [IREVA TD Checklist](#). Print that page and use it to facilitate preparations.

#### VI. **At the Tournament**

- a. Review the [IREVA TD Checklist](#).
- b. Arrive early to set up the nets and arrange the courts, including scorers’ tables and team benches.
- c. Verify rest rooms and other facilities are available as planned.
- d. Set up a visible “tournament desk”, where the TD or designated assistants/site directors, master schedules, results, etc. can be found.
- e. Coordinate the following with the Head Official [HO]:
  - i. Event schedule, officiating schedule, warm-up times, event-specific rules, if any, and playoff schedule and rules
  - ii. Ground rules (i.e. one step in on service where proper clearance is not available, must be taped!)
  - iii. Facility and equipment safety (particular attention should be paid to ref stands and nets / partitions between courts)
  - iv. Protest committee (named by the Head Official to decide the validity of any protest against a referee’s decisions as filed by teams during competition; generally chaired by the HO unless involved in the protest).
  - v. The HO is responsible for handling any issues related to rules interpretations or on-the-court rules violations, including uniforms.
  - vi. Verification of net height and ball pressure
  - vii. Verification of certified SKs and R2s on WEBPOINT rosters.
  - viii. Indicate an Assistant TD or Site Director (must be present and a member of IREVA) if the TD is playing or coaching in the tournament or will be absent at any time.
- f. Post a playing schedule and a work schedule.
- g. **Two completed WEBPOINT rosters must be turned in before teams play their first match.** See the [IREVA Tournament Roster Policy](#) on the IREVA website and the next section. **TDs are responsible for reviewing submitted rosters to ensure they are in compliance with the policy.** One roster should be left at the scorer table for officials to review each match. Note that the roster submitted with the tournament entry may be significantly different than the roster submitted at the time of the tournament unless the team rep specifically confirms there are no changes.
- h. TDs or Referees may request photo identification of any member at any point during an event to validate WEBPOINT rosters. Failure to provide photo identification can result in a member not being eligible to participate.



- i. Rosters must be printed from WEBPOINT and clearly indicate team name, team number, player names, **uniform numbers**, and registration numbers. (Ideally, rosters are submitted in advance with the entry form, so that membership of unfamiliar teams / players can be confirmed before the event.)
  - i. In order for a team to be registered via the Registrar, a person who attended a Mandatory Annual Administrative Meeting must have submitted their registration, signed the club / team registration form as the Team Rep, and provided a WEBPOINT roster. Therefore, a team cannot participate in a tournament using all one event registrations.
  - ii. The roster should be annotated with any additions via on-site registrations and cross-outs for those not present. If a player is not on the WEBPOINT roster they must be hand-written on the roster with their jersey number and supporting documentation provided. Acceptable supporting documentation consists of: USAV membership card, printed email from USAV showing membership as “paid”, or a one day registration (online printed paid confirmation [may show as “pending” if printed a previous day] or paper form completed with fee).
    - Allowing members to show paid membership on their phone, iPad, etc. or the TD “knows” they are a member is NOT acceptable. Members MUST provide proper supporting documentation prior to participating in the event or the TD’s performance bond will be forfeited regardless of the situation.*
  - iii. Roster additions during the tournament are allowed. If this occurs after the team begins play, the TD may charge a \$10 inconvenience fee.
  - iv. Juniors [under 18] are not allowed to play on an adult team without prior approval. TDs should be alert to juniors on a roster at an adult tournament. However, juniors’ teams are allowed to participate in adult tournaments. See [IREVA Juniors and Adults Participation Policy](#) on the IREVA website.
    - 1. TDs should verify ages of all one event membership applications and membership cards prior to accepting WEBPOINT rosters. This will help reduce the risk of a JUNIOR playing on an adult team.
  - iv. Members who applied as “undecided” in WEBPOINT must be assigned to a club and team and should contact Registrar to be updated.
    - 1. If a Club Director or Team Rep submits a roster with handwritten players with an “undecided” club affiliation on their attached membership cards, a notation must be made next to each player’s name on the roster indicating “undecided”. Additionally, a note should be sent to the Assistant Registrar (along with any one-event registrations) indicating the player name and what club they played for.
  - v. Any players not currently registered with USAV must complete a one event registration form to participate
    - 1. Note that coaches for junior teams cannot register on-site with a one event membership because of the requirement for background checks, JCPCOE acceptance and SafeSport certification.
    - 2. One event [\$10] registrations must be used to register individual players who are not on the WEBPOINT roster.
      - a. Full memberships are no longer accepted at events.
      - b. If members have mailed their paperwork or registered online and it has not been processed by the Registrar by the time of the event, they are required to complete a one event membership to participate.
      - c. Checks, rather than cash, are highly preferred in order to facilitate tracking of membership payments.
  - vi. Junior teams must have a qualified coach, who can only be on one roster.
  - vii. All teams are required to provide qualified people (scorer, score flipper, libero tracker, second referee and lines-people) to work their scheduled work matches. If any team skips its written work assignment(s), notify the TC with the facts salient to this incident. Certified SKs and R2s are required after January 31 (see Accepting Team Applications IV-b for additional details). R2s must have a whistle to work a match. Additional details on work team responsibilities are found in the [IREVA Work Teams Policy](#) on the IREVA website.
- j. TDs and Site Coordinators are responsible to handle site behavior issues off-court for players, coaches, and spectators/parents. Referees only have control over participants during a match. They do not have the authority nor is it their responsibility to handle behavior issues before or after a match, or over any non-participating spectators during a match. Refer to the [IREVA Spectator Code of Conduct Policy](#) on IREVA website.

- k. Verification of membership, background checks and work team qualifications can be done via spot checks of rosters and membership cards by the TD or HO, or by IREVA after-the-fact.
- l. Post match scores at the tournament desk or other visible location as soon as they are available. Any seriously deficient scoresheets should be brought to the attention of the H.O. for follow-up.
- m. Pay referees as determined by HO. (See **Officials Cost** appendix.) The HO will provide a completed IREVA Official Fee & Expense Form.
- n. Hand out awards/prizes.
- o. Take care of rental agreement requirements such as taking down the net systems and cleaning up the facilities.

VII. **After the Tournament – SEE ALSO APPENDIX 4 CHECKLISTS**

- a. **Adults:** submit the [Post-Tournament Transmittal Form](#), results, scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar], and referee expense forms to the [Adult Tournament Results Coordinator](#). **Please note, all officials' names and addresses on the IREVA Official Fee & Expense form must be removed or blackened out before submitting to the appropriate Results Coordinator.** All results, rosters, copies of membership applications and expense forms are to be received within **ten business days** of the tournament.  
*Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.*
- b. **Juniors:** enter all match scores and results into AES [see [AES Results Instructions](#)]; submit the [Post-Tournament Transmittal Form](#), scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar] rosters and referee expense forms - to the [Junior Tournament Results Coordinator](#). **Please note, all officials' names and addresses on the IREVA Official Fee & Expense form must be removed or blackened out before submitting to the appropriate Results Coordinator.** All results, rosters, copies of membership applications and expense forms are to be received within **ten business days** of the tournament. This includes posting results to AES!  
*Failure to do so will result in the forfeiture of the TDs performance bond and could prevent the team &/or club from hosting future events.*
- c. Send all one event registration forms and checks, payable to IREVA (**DO NOT SEND CASH**), for all fees to the [Assistant Registrar](#). All such registration forms and checks are to be received within **ten business days** of the tournament.  
*Failure to do so will result in the forfeiture of the TDs performance bond and could prevent team &/or club from hosting future events.*
- d. Submit any [USAV Incident/Accident Report Forms](#) **ASAP** to the TC; also keep copies for yourself. Please review all forms to ensure all required information is completed.
- e. Send a request for bond refund to the TC.
- f. Send a request for a referee subsidy to the appropriate Tournament Results Coordinator.
- g. Please email any questions, concerns, unusual situations, comments or suggestions regarding your event to the Tournament/Insurance Coordinator and the respective Tournaments Results Coordinator using the [IREVA Tournament Feedback Form](#). This includes, but is not limited to, facilities, players, officials, etc.

*Yes, failure to submit this information timely, complete and with all supporting documentation will result in forfeiture of your performance bond. TDs who forfeit their bond could prevent the team &/or club from hosting future events.*

**APPENDIX 1 - SUGGESTED SCHEDULES**

[Templates for typical schedules are posted on the IREVA website.]

**A] GENERAL:**

- a) unless otherwise specified, all sets are 25 points, no cap; 21 points is acceptable and typical;
- b) Minimum 8 sets of 21 points, including pool play and playoffs;
- c) Allow 10 minutes for a team’s first warm-ups, 5 minutes thereafter

**B] 4-TEAM ROUND ROBIN SCHEDULE), TOP 2 TEAMS ADVANCE TO FINALS**

(3 sets to 25 points) (Use the USAV Official Score Sheet (One Set) for set 3.) Allow 1:15 for each match.

Match #	Court 1	Work Team	Scheduled Time
1	1 vs 2	3	9:00am
2	3 vs 4	1	10.15am
3	2 vs 3	4	11:30am
<b>*30 MINUTE BREAK*</b>			
4	1 vs 4	2	1:15pm
5	1 vs 3	4	2:30pm
6	2 vs 4	3	3:45pm
Final	1 <sup>st</sup> vs 2 <sup>nd</sup>	***	ASAP

\*\*\* loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

Finals:

**See tie-breaking scenarios below.**

Best 2 of 3 (25, 25, 15), no cap. Finals may be changed to 1 set to 25, no cap if time does not allow best 2 of 3.

**C] 4-TEAM ROUND ROBIN SCHEDULE, ALL 4 TEAMS ADVANCE TO SEMI-FINALS**

(Best 2 of 3 sets, 25 point sets 1 & 2, 15 point set 3) (Use the USAV official score sheet (deciding set) for set 3.) Allow 1:00 for each match.

Note: if semi-finals are best 2 of 3, it is acceptable for pool play matches to be 2 sets. Adjust scheduled match times accordingly – allow 0:50 for each match.

Match #	Court 1	Work Team	Scheduled Time
1	1 vs 2	3	9:00am
2	3 vs 4	1	10.00am
3	2 vs 3	4	11:00am
4	1 vs 4	2	12.00pm
<b>*30 MINUTE BREAK*</b>			
5	1 vs 3	4	1:30pm
6	2 vs 4	3	2:30pm
Semi 1	1 <sup>st</sup> vs 4 <sup>th</sup>	3 <sup>rd</sup>	3:30pm
Semi 2	2 <sup>nd</sup> vs 3 <sup>rd</sup>	Winner S1	ASAP
Final	Winners S1 & S2	Loser S2	ASAP

Semi Finals & Finals:

Seeding for Semi Finals will be determined by match record. **See tie-breaking scenarios below.**

Best 2 of 3, (25, 25, 15), no cap. Semis may be changed to 1 set to 25, no cap, if pool play matches are 3 sets. Finals may be changed to 1 set to 25, no cap, if time does not allow best 2 of 3.

**D] 5-TEAM ROUND ROBIN SCHEDULE, TOP 2 TEAMS ADVANCE TO FINALS**

(2 sets to 25 points) Allow 0:50 for each match.

*Note: if time allows, the top 4 teams can advance to playoffs. Add 2 semi-finals to the schedule.*

Match #	Court 1	Work Team	Scheduled Time
1	1 vs 2	4	9:00am
2	3 vs 4	1	9:50am
3	1 vs 5	3	10:40am
4	2 vs 4	5	11:30am
5	3 vs 5	2	12:20pm
6	1 vs 4	3	1:10pm
7	2 vs 5	4	2:00pm
8	1 vs 3	2	2:50pm
9	4 vs 5	1	3:40pm
10	2 vs 3	5	4:30pm
Final	1 <sup>st</sup> vs 2 <sup>nd</sup>	***	5:20pm

\*\*\* loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

Finals:

**See tie-breaking scenarios below.**

Best 2 of 3 (25, 25, 15), no cap. Finals may be changed to 1 set to 25, no cap, if time does not allow best 2 of 3.

**E] 8-TEAM SCHEDULE, TOP 2 TEAMS IN EACH POOL ADVANCE TO PLAYOFFS**

(3 sets to 25 points) Allow 1:15 for each match.

Match #	Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
1	1 vs 2	3	9:00am	1 vs 2	3
2	3 vs 4	1	10:15am	3 vs 4	1
3	2 vs 3	4	11:30am	2 vs 3	4
4	1 vs 4	2	12:45pm	1 vs 4	2
5	1 vs 3	4	2:00pm	1 vs 3	4
6	2 vs 4	3	3:15pm	2 vs 4	3
S1 and S2	1 <sup>st</sup> pool A vs 2 <sup>nd</sup> pool B	**	4:30pm	1 <sup>st</sup> pool B vs 2 <sup>nd</sup> pool A	**
Final	Winners of S1 and S2	##	5:45pm		

\*\* loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

## loser of last semi-final match to finish

Semi Finals & Finals:

Seeding for Semi Finals will be determined by match record. **See tie-breaking scenarios below.**

Best 2 of 3, (25, 25, 15). No Cap. Semis and finals may be changed to 1 set to 25, no cap, if time does not allow best 2 out of 3.

**F] 10-TEAM SCHEDULE, TOP 2 TEAMS IN EACH POOL ADVANCE TO PLAYOFFS**

(2 sets to 25 points)

Match #	Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
1	1 vs 2	4	9:00am	1 vs 2	4
2	3 vs 4	1	9:50am	3 vs 4	1
3	1 vs 5	3	10:40am	1 vs 5	3
4	2 vs 4	5	11:30am	2 vs 4	5
5	3 vs 5	2	12:20pm	3 vs 5	2
6	1 vs 4	3	1:10pm	1 vs 4	3
7	2 vs 5	4	2:00pm	2 vs 5	4
8	1 vs 3	2	2:50pm	1 vs 3	2
9	4 vs 5	1	3:40pm	4 vs 5	1
10	2 vs 3	5	4:30pm	2 vs 3	5
S1 & S2	1 <sup>st</sup> pool A vs 2 <sup>nd</sup> pool B	**	5:45pm	1 <sup>st</sup> pool B vs 2 <sup>nd</sup> pool A	**
Final	Winners of S1 & S2	##	7:00pm		

\*\* Loser of last pool play match to finish unless in finals; then winner of last pool play match to finish unless in finals; then work team of last pool play match

## Loser of last semi-final match to finish

Semi Finals & Finals:

Seeding for Semi Finals will be determined by match record. **See tie-breaking scenarios below.**

Best 2 of 3, (25, 25, 15). No Cap. Semis and finals may be changed to 1 set to 25, no cap, if time does not allow best 2 out of 3.

**G] Playoffs** –No team can be eliminated from a playoff position by head-to-head record, points, etc. Play-in matches must be played to determine playoffs participation. Please note, if there is a play-in match, work assignments are explained in the tie-breaking scenarios.

**H] 8, 9, or 10 team / 2 pools Tie-Breaking Scenarios – Schedule includes Semi-Final & Finals**

If there is a 2-way tie for 1st, seeding would be determined by head-to-head record, head-to-head points, overall points, then a coin toss.

If there is a 3-way tie for 1st, seeding (1st, 2nd & 3rd) for playoffs position will be determined by overall point differential then a coin toss. 1st would automatically be seeded as 1st in the pool and work the play-in match. 2nd & 3rd would participate in a play-in set to 15, switching at 8, no cap. Winner will be 2nd place in the pool. Loser will work the semi -final match.

If there is a 2-way tie for 2nd, teams would participate in a play-in set to 15, switching at 8, no cap. Winner will be 2nd place in the pool. 1<sup>st</sup> place team in pool will work the play-in match. Loser will work semi-final match.

If there is a 3-way tie for 2nd, seeding (1st, 2nd & 3rd) for playoffs position will be determined by overall point differential then a coin toss. 2nd & 3rd place would participate in a play-in set to 15, switching at 8, no cap. 1<sup>st</sup> place team will work first play-in set. Winner will participate in a play-in set to 15, switching at 8, no cap vs. 1st place. Loser of first play-in would work the second play-in. Loser of second play-in match will work the semi-final match.

**I] 4 or 5 Team Pool Tie-Breaking Scenarios – Schedule includes Finals only.**

If there is a 3 way tie for 1st, seeding (1st, 2nd & 3rd) for playoffs position will be determined by overall point differential then a coin toss. 1st would automatically be seeded as 1st in the pool and work the play-in match.

2nd & 3rd would participate in a play-in set to 15, switching at 8, no cap. Winner will be 2nd place in the pool. Loser will work the Finals match.

If there is a 2-way tie for 2nd, teams would participate in a play-in set to 15, switching at 8, no cap. Winner will be 2nd place in the pool. 1<sup>st</sup> place team in pool will work the play-in match. Loser will work Finals match.

If there is a 3-way tie for 2nd, seeding (1st, 2nd & 3rd) for playoffs position will be determined by overall point differential then a coin toss. 2nd & 3rd place would participate in a play-in set to 15, switching at 8, no cap. 1<sup>st</sup> place team will work first play-in match. Winner will participate in a play-in set to 15, switching at 8, no cap vs. 1st place. Loser of first play-in would work the second play-in. Loser of second play-in match will work the Finals match.

**Note:** Other schedules are available upon request. Contact the TC (e.g. 6-team tournament schedule, 7-team tournament schedule etc). Schedule templates can be found in the USAV rule book pages.

## **APPENDIX 2 - Officials Cost**

[IREVA Officials Compensation Policy](#)

[IREVA Tournament Referee Subsidy Policy](#)

## **APPENDIX 3 - IREVA TD Checklist**

## **APPENDIX 4A- IREVA Juniors Post-Tournament Transmittal Form**

## **APPENDIX 4B – IREVA Adults Post-Tournament Transmittal Form**

## **APPENDIX 5 – Approved Volleyballs**

The technical standards for balls are in the rulebook. There is an approval process through USAV for balls, involving a fee, in the USAV Official Guidebook along with a list of USAV-approved balls, with a variety of products from Mikasa, Molten, and Wilson. USAV has a marketing agreement with MOLTEN to have their products as the official ball.

### **2018 Adult Tournament Volleyballs:**

Women's Club divisions (AA, A, BB, B) - [USAV FLISTATEC](#) (V5M5000-3USA)

Women's age divisions (40, 45, 50, 55, 60, 65, 70) - [Molten Super Touch](#) (IV58L-3)

Men's 50 and over age divisions (50, 55, 60, 65, 70, 73, 76, 78) - Molten Super Touch (IV58L-3)

Men's Club divisions (AA, A, BB, B) - [USAV FLISTATEC](#) (V5M5000-3USA)

Men's 40 and 45 age groups - [USAV FLISTATEC](#) (V5M5000-3USA)

Open division - [International FLISTATEC](#) (V5M5000-3USA)

### **2018 Boys Tournament Volleyballs:**

13-18 Age Divisions - [Molten FLISTATEC \(V5M5000-3N\)](#)

12 Age Division - [Molten VB-U12](#) (VBU12-3)

### **2018 Girls Tournament Volleyballs:**

13-18 Age Divisions - Molten Super Touch (IV58L-3)

12 Age Division - [Molten VB-U12](#) (VBU12-3)

IREVA has a lot of teams going to nationals, so we have also entered into a marketing agreement with Molten, and will use Molten's for IREVA Regional Championship Tournaments. For consistency, we recommend use of the USAV-selected Molten volleyballs. However, an IREVA-sanctioned tournament can legally use any USAV-approved ball.

For 12U tournaments, IREVA policy requires use of Molten "volley-lites" or equivalent.

## **APPENDIX 6 – Approval Status Definitions**