

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

**Hosting an IREVA Tournament-v8**  
**2009-2010**

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**SIGNIFICANT CHANGES FOR 2009/10:**

- 1. Ben Rosenthal is handling duties of both Tournament Coordinator and Insurance Coordinator.**
- 2. One-day registration fees have changed to \$10.**
- 3. Full registrations may be accepted by the TD.**
- 4. Event results checklist is now to be used as a transmittal.**

## Overview

**The purpose of the TD Guide is to provide both a quick summary of IREVA policies, procedures and resources, and practical suggestions on how to run a successful indoor tournament. Most resources are referenced rather than repeated here, in the interest in keeping down the size of this document, and in facilitating updates. When in doubt, check the USAV and / or IREVA websites for the most current information.**

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 Tournament Directors (TDs). The owners of the facilities in which the tournament is held usually require this insurance coverage.

The most successful tournaments are planned well in advance, with the 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.

### **IMPORTANT REFERENCES AND RESOURCES:**

USAV rulebook – see USAV website; copies available from IREVA; note tournament guidelines in middle section

USAV Insurance Manual – see IREVA website > FORMS

USAV floor tape memo– see IREVA website > FORMS

IREVA website: CONTACT INFO; TOURNAMENTS; FORMS, etc.

### **Competition Seasons**

1. 9/1 to 12/31 – pre-season – fellowship [formerly know as friendship] tournaments with no officials are standard; officials are optional at TD request and if available; all rules, policies and procedures are to be followed
2. 1/1 to IREVA Regional Championships – regular competition season – assigned officials are required; if insufficient officials are available, tournaments will be player-officiated, results will count in standings, and all rules, policies and procedures are to be followed
3. IREVA Regional Championships to USAV National Championships – post-season - fellowship [formerly know as friendship] tournaments with no officials are standard; officials are optional at TD request and if available; all rules, policies and procedures are to be followed

### **Initial Approval**

1. Discuss available dates and proposed level/gender/age/format with the TC ([tournament@ireva.org](mailto:tournament@ireva.org)). If you do not have access to email, call the TC (See IREVA > CONTACT INFO). The Region has a goal to try to balance the number of events by level/gender/age with the number of teams playing. The TC may have some suggestions along those lines, and can assist with general guidance. If you are considering a non-standard format, be sure to discuss that in advance.
2. Read the USAV Insurance Manual before signing a rental agreement, and carefully inspect the site and equipment from a safety perspective. 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 Referee Director for assistance in inspecting a site.
3. Prepare a budget for the event. Sample 5-team, 1-court Tournament Budget:

• Entry Fees	_____	5 x \$150	= \$750
• Officials Cost	_____	\$325	- \$325
• Gym Fee	_____	\$200	- \$200
• Sanction Fee	_____	\$ 25	- \$ 25
• New balls, prizes, etc.	_____	\$100	- \$100
• Total Profit	_____		= \$100

See appendix for details about Officials costs. The budget should assume the maximum amount, i.e., \$325 per court for normal one-day events.

- 4.4. Inform the TC that you have a site and want to apply for a date, and then use the IREVA website online tournament request tool. You must be a USAV member representing an IREVA-registered club to host a tournament. If approved, the 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.
- 2-5. Complete a tournament sanction application, found on the IREVA website. Include a check for sanctioning fees of \$25 per court (made payable to IREVA). Also include a separate check for \$50 for your refundable performance bond (also made payable to IREVA). The performance bond is a deposit to ensure adherence to policies and that all paperwork is submitted in a timely matter. Include written directions to the tournament site with your first tournament application of the year. Mail all 3 of these items to the TC.
  - **Note:** As an incentive, the sanctioning fees are waived if this is the first tournament your club has ever run or if this is the first time the facility has been used to host an IREVA tournament within the last three seasons.
  - **Note:** If you are hosting one or more tournaments, the performance bond needs only to be sent in once per season as long as all tournament paperwork is submitted within 10 days after each tournament. If this requirement is not met, the performance bond will be forfeited and another performance bond will be required prior to the next tournament date. If all tournament paperwork is submitted on time, the performance bond will be destroyed (or returned upon request) after your last tournament.
6. Obtain the Certificate of Insurance Request Form from the IREVA website Insurance page. Print the form and either fax or email to IREVA's Insurance Chair ([insurance@ireva.org](mailto:insurance@ireva.org)).

### **Final Approval**

1. 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, fees, bond], you will be sent notification of final approval along with a sanction number. If a response to a tournament request is not received from the IREVA TC two weeks after the tournament application was sent, contact her/him again.
- 4-2. Once you have been given a sanction number, you are now permitted to solicit teams and collect entry fees and webpoint rosters for your tournament.
- 2-3. All IREVA-sanctioned JO tournaments use AES (formerly TIVA) for entries and results.
- 3-4. AES is available for optional – but highly recommended – use by TDs for adult tournaments.
- 4-5. Separate instructions on use of AES are available for TDs from the TC.
  - **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 Tournament Coordinator in writing prior to the event. Failure to obtain this approval will result in forfeiture of your sanction (i.e. no insurance) and you will be subject to disciplinary action.

### **Accepting Team Applications**

1. It is strongly suggested that you accept team applications only upon receipt of a check and acceptable webpoint roster. If teams are accepted verbally or by email, allow at least 5 days for receipt of their entry fee. Teams are responsible for the entry fees even if they don't show up for the tournament. IREVA cannot easily assist you in collecting from teams that don't show up. Don't be left short - collect your checks in advance. If a team cancels at least one week in advance of the event, their entry fee should be refunded. If a team cancels less than one week in advance of an event, and a replacement team can not be obtained, the entry fee can be retained by the TD.
2. For JO tournaments, only accept checks and webpoint rosters from teams registering for the event through AES.
3. All players and teams must be registered with the USAV and should be on the webpoint roster or have a USAV membership card to prove their current status. **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. See additional details under “At The Tournament”.**

4. Contact the Registrar for any questions or issues of a non-routine nature, e.g., out-of Region players and teams, foreign players and teams, etc.
5. All teams should be accepted on a first-come, first-served basis, and given timely notification of their status.
6. For adult tournaments, teams playing down a level (BB applying to play in B) can be put on a waiting list.
7. For JO tournaments, JO teams are not allowed to play down an age division in a tournament of their gender unless approved by the JO Director. 14U boys can play in girls' 14u and above tournaments. Discuss any other JO-related questions or issues with the JO Director.
8. After January 31<sup>st</sup>, all teams must provide a certified scorekeeper and a certified 2<sup>nd</sup> referee. If the team does not have either of these, the Tournament Director can impose a fee of \$25 on the team. The Tournament Director then must supply a certified down referee or scorekeeper for the matches that team was scheduled to work.
  - **Note:** Certified scorekeepers and certified 2<sup>nd</sup> referees are published and indicated on the WEBPOINT roster and membership card, or otherwise made available to TDs.

### **Before the Tournament-**

1. Immediately upon approval of your tournament, contact the Referee Assignor ([assignor@ireva.org](mailto:assignor@ireva.org)) to arrange for referees for your tournament. All tournaments must use the Assignor to request referees. Tournament Directors that do not provide certified first officials will be fined \$100 for the first offense. **Exception:** Uncertified officials are permitted to be used in tournaments sanctioned as fellowship tournaments or sanctioned scrimmages.
2. Read the Guideline for Conducting Indoor Tournaments/Leagues in the current USAV Rules.
3. All USAV rules for the current season, with IREVA modifications, are to be followed. IREVA-specific rules include ghost player and allowing JO girls' libero to serve; see IREVA website. TDs must obtain advance approval from the TC for other rule modifications and provide adequate notice to participants.
4. It is suggested to set up committees and delegate tasks, especially if you are the Tournament Director and trying to play too. (IREVA allows playing TDs as an exception to USAV guidelines.) TDs who try to do everything themselves end up going crazy or running poor events.
5. Setup a playing schedule. See SCHEDULES appendix.
  - Teams must be guaranteed a minimum of eight 25-point games unless the event is sanctioned as having a non-standard format and the teams are notified of that fact in advance.
  - Consider teams' travel times when writing the schedule. Teams that are close should play or work first.
  - It is IREVA policy that all tournaments should have playoffs. There is no “75% rule” for one-pool tournaments, an exception to USAV guidelines. If you are running a tournament with 5 teams or less, you must schedule a playoff or notify the teams before hand that there will not be a final if a playoff is contingent on results (eg, 75%) or time available.
- 4.6. 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.
- 5-7. 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 representatives of their start times. Also provide directions, parking instructions, facility rules and an on-site emergency contact #. Ask the team representatives to confirm receipt of their start times and to provide their contact information (cell phone if possible). Follow up with anyone you do not hear from. Provide the full schedule to the assigned Head Official in advance so that start times for officials can be determined. Note potential penalty for late changes to the schedule.
- 6-8. Make copies of the schedules, official forms for pool play results, medical and incident report forms, rosters, score sheets, lineups and libero tracking sheets; prepare notebooks for each table. The

scorekeeping forms can be obtained from the USAV or IREVA websites or from the TC. Be sure to make extra copies of everything to have in reserve.

- 3 Sets Lineup Sheet
- Scoresheet for 2 sets
- Non Deciding Set Scoresheet
- Deciding Set Scoresheet
- Libero Tracking Sheet
- Membership application forms

~~7-9.~~ Confirm facility arrangements such as location and access to rest rooms, locker rooms, removal of basketball backboards, water, trashcans, mops, dust mops etc.

~~8-10.~~ Confirm arrangements for first aid, emergency services, and / or trainer(s).

~~9-11.~~ Obtain appropriate awards for your tournament. You must have at least seven individual awards on hand for each group of individual awards you are giving as described below.

~~40-12.~~ Two or more pools (at the same level): 1<sup>st</sup> and 2<sup>nd</sup> place team and individual awards.

~~44-13.~~ One pool: 1<sup>st</sup> and 2<sup>nd</sup> place team awards and 1<sup>st</sup> place individual awards.

- **Note:** It is recommended that individual awards also be given to up to two non-playing coaches of the winning teams.
- **Note:** prize value guidelines have been eliminated in favor of cost reduction for members.

13. Confirm the availability of the following required equipment:

- Like new, USAV-approved volleyballs (minimum of 1 per court, plus spare)
- Nets, antennas
- Approved referee stands with padding
- Padding for the net supports
- Tables, chairs, flip-scores (in acceptable condition)
- Pens, pencils, 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)
- Rulebooks (one per scorer's table)
- Poster board for results
- Recommended floor tape for court lines. (Some tapes remove the varnish from gym floors and are not recommended. See IREVA website.)

14. Be sure to notify the TC and Referee assignor and obtain approval for any changes in format, schedule, etc.! Failure to do so, or changes less than one week before the event, may result in bond forfeiture.

### At the Tournament

1. Arrive early to set up the nets and arrange the courts, including scorekeeping tables and player benches. Verify rest rooms and other facilities are available as planned. Set up a visible "tournament desk", where the TD or designated assistants can be found, master schedules and results are kept, etc.
2. Coordinate the following with the Head Official:
  - a. Event schedule, officiating schedule, warm-up times, event-specific rules, if any
  - b. Playoff schedule and rules
  - c. Ground rules
  - d. Facility and equipment safety (particular attention should be paid to ref stands and nets / partitions between courts)
  - e. 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 H.O. unless involved in the protest).
  - f. The HO is responsible for handling any issues related to rules interpretations or on-the-court rules violations, including uniforms.
  - g. Verification of net height and ball pressure
  - h. Verification of certified scorekeepers and second officials
  - i. Indicate an assistant tournament director (must be present and a member of IREVA) if the TD is playing or coaching in the tournament or will be absent.
3. Post a playing schedule and a work schedule. Clearly indicate:
  - a. How playoffs will be determined. Refer to USAV guidelines for recommendations.

- b. How playoff work teams will be determined.
  - c. How tiebreakers will be handled.
4. A complete WEBPOINT roster must be turned in before teams play their first match. See the complete policy on the IREVA website. Rosters must clearly indicate team name, team number, player names and registration numbers. A copy of the WEBPOINT membership “card” or the WEBPOINT email membership confirmation is acceptable, and should be attached to the roster. (Ideally, rosters are submitted in advance with the entry form, so that membership of unfamiliar teams / players can be confirmed.) Members who applied as “undecided” in the member registration system must be assigned to a club and team to finalize their membership in a club. A player cannot be on a roster and participate in tournament as “undecided”.
  5. Any players not currently registered with USAV must complete a registration form. Note that coaches for JO teams cannot register on-site or with a one-day because of the requirement for background checks. One-day [\$10] or full membership [\$50] registrations must be used to register individual players who are not on the WEBPOINT roster. In order for a team to be registered with the registrar, at least one person must have submitted their registration and signed the club / team registration form as the team rep. Therefore, a team cannot participate in a tournament using all one-day registrations.
  6. All teams are required to provide qualified people (scorekeeper, score flipper, libero tracker, second referee and linespeople) 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.
  7. Verification of membership, background checks and officials qualifications can be done via spot checks of rosters and membership cards by the TD or HO, or by IREVA after-the-fact.
  8. Post match scores at the tournament desk or other visible location as soon as they are available.
  9. Pay referees. (See **Officials Cost** appendix.)
  10. Hand out awards.
  11. Take down the net systems and clean up the facilities.

#### **After the Tournament – SEE ALSO APPENDIX CHECKLIST**

1. Adults: submit results, scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar] and referee expense forms - to the Adults Tournament Results Coordinator [Chris Trombley] – to be received within **ten business days** of the tournament.
2. JOs: enter results into AES; submit scoresheets, rosters with membership verification [and copies of membership applications sent to the Assistant Registrar] rosters and referee expense forms - to the JO Tournament Results Coordinator [Ray Earl] – to be received within **ten business days** of the tournament.
3. Send one-day or full membership registration forms and checks payable to IREVA for all fees to the Assistant Registrar [Susanna Ashline] within **ten days** of the tournament.
4. Submit Incident/Accident report forms ASAP – also keep copies for yourself and send one to the TC.
5. Failure to submit this information timely will result in forfeiture of your \$50 bond. Teams that forfeit their bond will lose the right to host any future tournaments until a new bond is posted. The bond amount doubles after each forfeiture.
6. Send a request for a sanction fee refund, bond refund, or referee subsidy as applicable, to the TC.

#### **Recommendations**

1. It is suggested to run an entry fee based on date paid if possible, i.e., an early entry discount. This has worked well in the past because tournaments tend to fill up faster and you can send schedules sooner. For example: \$120 if entry fee received more than 3 weeks before the date of the tournament; \$140 if entry fee is received 2-3 weeks before the date of the tournament; \$160 if entry fee received less than 2 weeks before the tournament.

### **APPENDIX 1 - Suggested Schedules**

GENERAL – unless otherwise specified, all sets are 25 points, no cap;  
 Minimum 8 sets of 25 points, including pool play and playoffs;  
 Allow 10 minutes for a team’s first warm-ups, 5 minutes thereafter

#### **4-team Round Robin Schedule (three 25-point sets)**

<b>Court 1</b>	<b>Work Team</b>	<b>Scheduled Time</b>
1 vs 2	3	9:00am
3 vs 4	1	10:15am
2 vs 3	4	11:30am
1 vs 4	2	12:45pm
1 vs 3	4	2:00pm
2 vs 4	3	3:15pm
Final	***	4:30pm

\*\*\* 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

#### **5-team Round Robin Schedule (two 25-point sets)**

<b>Court 1</b>	<b>Work Team</b>	<b>Scheduled Time</b>
1 vs 2	4	9:00am
3 vs 4	1	9:50am
1 vs 5	3	10:40am
2 vs 4	5	11:30am
3 vs 5	2	12:20pm
1 vs 4	3	1:10pm
2 vs 5	4	2:00pm
1 vs 3	2	2:50pm
4 vs 5	1	3:40pm
2 vs 3	5	4:30pm
Final	***	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

#### **8-team Schedule (two 25-point sets)**

<b>Court 1 (Pool A)</b>	<b>Work Team</b>	<b>Scheduled Time</b>	<b>Court 2 (Pool B)</b>	<b>Work Team</b>
1 vs 2	3	9:00am	1 vs 2	3
3 vs 4	1	10:15am	3 vs 4	1
2 vs 3	4	11:30am	2 vs 3	4
1 vs 4	2	12:45pm	1 vs 4	2
1 vs 3	4	2:00pm	1 vs 3	4
2 vs 4	3	3:15pm	2 vs 4	3
1 <sup>st</sup> place pool A vs 2 <sup>nd</sup> place pool B	**	4:30pm	1 <sup>st</sup> place pool A vs 2 <sup>nd</sup> place pool B	**
Winner of semi-final matches	##	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

**10-team Schedule (two 25-point sets)**

Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
1 vs 2	4	9:00am	1 vs 2	4
3 vs 4	1	9:50am	3 vs 4	1
1 vs 5	3	10:40am	1 vs 5	3
2 vs 4	5	11:30am	2 vs 4	5
3 vs 5	2	12:20pm	3 vs 5	2
1 vs 4	3	1:10pm	1 vs 4	3
2 vs 5	4	2:00pm	2 vs 5	4
1 vs 3	2	2:50pm	1 vs 3	2
4 vs 5	1	3:40pm	4 vs 5	1
2 vs 3	5	4:30pm	2 vs 3	5
1 <sup>st</sup> place pool A vs 2 <sup>nd</sup> place pool B	**	5:45pm	1 <sup>st</sup> place pool A vs 2 <sup>nd</sup> place pool B	**
Winner of semi-final matches	##	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

**Note:** Other schedules are available upon request. Contact the Tournament Coordinator (e.g. 6-team tournament schedule, 7-team tournament schedule etc). Schedule templates will be put on the website – volunteers needed!

**APPENDIX 2 - Officials Cost**

	Per-Game Rate	Half-day Rate	Full-day Rate	* Premium Rate For One-Game	* Premium Rate For 2/3 Match
Provisional	\$6.50	\$65	\$130	\$11.50	\$23
Regional	\$7.50	\$75	\$150	\$14	\$30
Jr. National/National	\$8.50	\$85	\$170	\$17	\$36

Full time referees are paid the half-day or full-day rate plus any premium rates due them. Referees who work less than a half-day (includes player refs) are paid the per-game rate.

**\* Referee Maximums** - A full-day referee should be scheduled to work no more than:

- 6 games in a row
- 14 games in pool play
- 17 games total, including playoffs

Any matches scheduled over these maximums are paid at the premium rates.

A player referee should be scheduled to work no more than:

- 3 games in a row
- 2 matches in pool play

A player referee who works playoffs is paid three times the per-game rate.

**Mileage** - If travel exceeds 50 miles, the additional mileage is reimbursed to drivers at the maximum IRS-approved rate (up to a maximum of \$100). Mileage rates, when announced by the IRS, will be published on the IREVA website. Lodging expenses, when necessary, will be coordinated in advance by the Referee Assignor.

**Minimum Number of Referees**

# of courts	# of Full time referees
1	1.5
2	3
3	4
4	6

No IREVA reimbursement will be made unless the Referee Assignor is allowed to procure a sufficient number of referees for the tournament.

See reimbursement information under Additional Information below.

**Additional information** - The work team is responsible for all 2nd referee assignments, including playoffs.

Head Officials (HO), required for tournaments with one or more courts, are compensated \$5 per court. The HO creates and oversees the referee schedule, verifies certified scorekeepers, and fills out a single voucher for all the referees. The TD approves the referee schedule prior to the start of the tournament.

All full time referees work approximately the same number of matches during the day. A TD is not required to pay premium rates if the minimum number of referees is procured for the tournament.

Based on current rates, it is IREVA's goal to assign officials such that the average referee costs are \$325 per court (including mileage/lodging). Tournament Directors should budget their events accordingly. IREVA will subsidize any club whose average referee costs exceed \$325 per court (for routine one day events). That is, a one-day average of \$350 per court is offset by another day's \$300 average (resulting in **no** reimbursement). Tips or bonuses are not reimbursable. Other events [large, multi-day] should budget to be self-supporting unless other specific arrangements are made in advance as part of the sanction process. Referee expense information is to be sent with results. Send reimbursement requests to the appropriate results coordinator. Subsidies are paid in May.

### APPENDIX 3 – RESULTS CHECKLIST/ TRANSMITTAL

1. Print this page to use as a transmittal form to the applicable results coordinator.
  - A complete results submission by a Tournament Director includes originals of:
  - Proper rosters, including any membership verification materials
  - Scoresheets
  - Results grid[s] – and posting of results on AES for JOs
  - Officials fees and expenses report
  - Referee evaluation and feedback form [under development]
  - A report of any unusual circumstances or issues needing attention by IREVA – injuries, complaints by TD about participants, extenuating circumstances related to event schedule or results, etc.
2. Registrations are sent directly and immediately to the Assistant Registrar.
3. Lack of complete, timely event results will result in forfeiture of the event bond. Timely means received 10 business days after the event.
4. Unapproved event changes, and / or lack of timely notice to the Tournament Coordinator / Referee Assignor / designated Head Official, will result in forfeiture of the bond, and may result in cancellation of future sanctions. 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.