

**Hosting an IREVA Tournament
(2006/07)**

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Overview

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. 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 several months in advance of the proposed date. The IREVA Tournament Coordinator 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.

Initial Approval

1. Discuss available dates and proposed level/gender with the Tournament Coordinator (email tournament@ireva.org). If you do not have access to email, call the Tournament Coordinator (See **Directory** section). The Region has a goal to try to balance the number of events by level and gender with the number of teams playing. The Tournament Coordinator may have some suggestions along those lines.
2. Inform the Tournament Coordinator that you have a site and want to apply for a date, or use the 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.
3. Complete a tournament sanction application. Include a check for sanctioning fees of \$25 per court (made payable to IREVA). The sanctioning fees pay for the Referee Assignor and the Tournament Coordinator. 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 Tournament Coordinator.
 - **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 ever been used to host an IREVA tournament. (not used within the last two 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 8 days after the 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 either destroyed or returned upon request after your last tournament.

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Final Approval

1. The IREVA Tournament Coordinator 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, 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 Tournament Coordinator two weeks after the tournament application was sent, contact her/him again.
2. Once you have been given a sanction number, you are now permitted to collect entry fees and solicit teams for your tournament. All IREVA-sanctioned JO tournaments for the 2006-07 season will use TIVA for entries and results.

- **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 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.

Insurance

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 (email insurance@ireva.org).

Accepting Applications

1. It is strongly suggested that you accept applications only upon receipt of a check (and, for JO tournaments, only teams registering for the event through TIVA). 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.
2. All players and teams must be registered with the USAV. **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.** Check the IREVA website to confirm individual and team registrations. One-day registrations must be used to register individual players who are not on the registrar's players list by the day of the tournament. TDs are not authorized to accept a regular registration on-site, only one-days. In order for a team to be registered with the registrar, at least one person must have submitted their registration and signed the team listing form as the team rep. Therefore, an unregistered team cannot participate in a tournament using all one-day registrations.
3. After January 31st, all teams must provide a certified scorekeeper and a certified 2nd 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 2nd referees are published by the Scorekeeper Chair and the Referee Chair on the website or otherwise made available.

Before the Tournament

1. Immediately upon approval, contact the Referee Assignor (email 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 friendship tournaments or sanctioned scrimmages.
2. Read the Guideline for Conducting Indoor Tournaments/Leagues in the Official 2006-2007 United States Volleyball Rules.
3. It is suggested to set up committees and delegate tasks, especially if you are the tournament director and trying to play too. Many tournament directors end up going crazy because they try to do everything themselves.
4. Setup a playing schedule. Keep in mind that teams must be guaranteed a minimum of eight 25-point games.
 - **Note:** It is IREVA policy that it is desired that all tournaments should have playoffs. There is no "75% rule" for one-pool tournaments. 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. See **Schedules** section.

5. 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.
6. 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.
7. 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 website at www.usavolleyball.org/RulesOfficials/scoresheets.asp or from the Tournament Coordinator. Be sure to make extra copies of everything to keep in reserve.
 - 3 Sets Lineup Sheet
 - Scoresheet for 2 sets
 - Non Deciding Set Scoresheet
 - Deciding Set Scoresheet
 - Libero Tracking Sheet
8. Confirm facility arrangements such as location and access to rest rooms, locker rooms, removal of basketball backboards, water, first aid, trashcans, mops, dust mops etc.
9. 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.
10. Two or more pools (at the same level): 1st and 2nd place team and individual awards.
11. One pool: 1st and 2nd place team awards and 1st 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.
12. Confirm the availability of the following required equipment:
 - Like new, USAV-approved volleyballs (minimum of 1 per court, plus spare)
 - Nets, antennas
 - Tables, chairs, scoreboards
 - Pens, pencils, masking tape, notebooks, whistles
 - Rulebooks (one per scorer's table)
 - Approved referee stands with padding
 - Padding for the net supports
 - Poster board for results
 - Recommended floor tape for court lines. (Some tapes remove the varnish from gym floors and are not recommended. See appendix.)

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. Officiating schedule
 - b. Ground rules, including warm-up time
 - c. Playoff rules
 - d. 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)
 - e. Verification of certified scorekeepers and second officials
 - f. Indicate an assistant tournament director (must be present and a member of IREVA) if the tournament director 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 rulebook for recommendations.
 - b. How playoff work teams will be determined.
 - c. How tiebreakers will be handled.
 4. When teams arrive, have them complete their rosters. A complete roster must be turned in before teams play their first match. Rosters must clearly indicate team name, team number from the member registration system, player names and registration numbers. Any players not currently registered with IREVA must complete a one-day registration form and pay \$10. (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 can not be on a roster and participate in tournament as "undecided".
 5. 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 Tournament Coordinator with the facts salient to this incident.
 6. Post match scores at the tournament desk or other visible location as soon as they are available.
 7. Pay referees. (See **Officials Cost** appendix.)
 8. Hand out awards.
 9. Take down the net systems and clean up the facilities.

After the Tournament

1. Submit results, rosters, budget and referee expense forms to the Adult Competition Chair within **eight days** of the tournament. IREVA-sanctioned JO tournament results for the 2006-07 season will be entered into TIVA.
2. Send one-day registration forms and a single check payable to IREVA for all fees to the Registrar within **eight days** of the tournament.
3. Submit Incident/Accident report forms ASAP – keep copies for yourself and send one to the Insurance Chair.
4. Failure to submit this information timely will result in forfeiture of your 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.
5. Send a request for a sanction fee refund, bond refund, or referee subsidy as applicable, to the Tournament Coordinator.

Recommendations

1. It is suggested to run an entry fee based on date paid if possible. This has worked well in the past because tournaments tend to fill up faster and you can send schedules sooner. For example: \$95 if entry fee received more than 3 weeks before the date of the tournament; \$105 if entry fee is received 2-3 weeks before the date of the tournament; \$115 if entry fee received less than 2 weeks before the tournament.

2. Sample 5-team Tournament Budget

➤ Entry Fees	5 x \$120	= \$600
➤ Officials Cost	\$250	- \$250
➤ Gym Fee	\$100	- \$100
➤ Sanction Fee	\$ 25	- \$ 25 (one court at \$25)
➤ New balls, prizes, etc.	\$100	- \$100

➤ Total Profit = \$125

3. Consider teams' travel times when writing the schedule. Teams that are close should play or work first.
4. If a team drops with less than 1 weeks warning and the Tournament Director does not find a replacement team, the entry fee will be forfeited by the team that dropped.
5. If possible, download and print registration information for the teams so rosters can be verified. Any players not on the roster will require a one-time registration form be completed.
6. For IREVA sanctioned tournaments only -If a team shows up to a tournament with 5 players they can still play to keep the schedule intact but will forfeit all games in which they only have 5 players. The team has until the beginning of playoffs to obtain a registered 6th player. The team can also have an unregistered player join the team as a one-time registration. Any matches the 5 player team plays in will be officiated and the 6th player's ghost position will be accounted for. If a player on a 6-player team becomes injured the following can happen: A spectator can register as a one-time and finish the tournament with a team. The ghost player rule above can be applied. The Tournament Director can approve another USAV-registered player to play with the now 5-player team - even if that player is not registered with that team's club - with each such game resulting in a forfeit. (See ghost player policy posted on the IREVA website - it is slightly different for JO tournaments.)
7. 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.

8. APPENDIX 1 - Suggested Schedules

4-team Round Robin Schedule (three 25-point games)

Court 1	Work Team	Scheduled Time
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 games)

Court 1	Work Team	Scheduled Time
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 games)

Court 1 (Pool A)	Work Team	Scheduled Time	Court 2 (Pool B)	Work Team
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 st place pool A vs 2 nd place pool B	**	4:30pm	1 st place pool A vs 2 nd 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 games)

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 st place pool A vs 2 nd place pool B	**	5:45pm	1 st place pool A vs 2 nd 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 Adult Development Chair. (eg. 6-team tournament schedule, 7-team tournament schedule etc)

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	\$5	\$60	\$100	\$10	\$22.50
Regional	\$6.50	\$70	\$125	\$13	\$29.25
Jr. National/National	\$8	\$80	\$150	\$16	\$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 at the maximum IRS-approved rate: 44.5 cents per mile for 2006. (up to a maximum of \$100) Mileage rate revisions, when announced by the IRS, will be published on the IREVA website.

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 Tournament coordinator 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, required for tournaments with one or more courts, are compensated \$5 per court. The head official creates and oversees the referee schedule, verifies certified scorekeepers, and fills out a single voucher for all the referees. The Tournament Director (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 \$250 per court (including mileage). Tournament Directors should budget their events accordingly. IREVA will subsidize any club whose average referee costs exceed \$250 per court. That is, a one-day average of \$270 per court is offset by another day's \$230 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. Send reimbursement requests to the Tournament Coordinator. Include a copy of the referee vouchers for all tournaments. Refunds are paid in May.

APPENDIX 3 – Directory (subject to change – see IREVA website)

- Tournament Coordinator: Betsy Marsh
3414 Rte 21
Kinderhook, NY 12106
518-265-3787
tournament@ireva.org
- Adult Competition Chair: Mike McNeil
913 Wallace St.
Endicott, NY 13760-2668
(H) 607-768-6502 / 607-768-6502 cell
competition@ireva.org
- Referee Assignor: Thom Carrier
221 Robinwood Ave.
Elmira, NY 14903
(H) 607-737-7901 / 607-742-7206 cell
assignor@ireva.org
- Adult Development Chair: Dawn Sculley
2137 State Route 26 South
Vestal NY 13850
607-761-3594 cell / 607-779-7251 work
adultchair@ireva.org
- Registrar: Cameron Erickson
37 Doorstone Drive South
Latham, NY 12110
(518) 608 5841
registrar@ireva.org
- Insurance and Grievance Chair: Blaise Agnew
14 Luella Road
Latham, NY 12110
518-365-8438
insurance@ireva.org

APPENDIX 4 –

REVISED MEMO: Preventing floor damage (May 5, 2004)

During the 2001-2002 season, the USA Volleyball liability insurance coverage suffered unanticipated and extraordinarily high claims due to damage to wood floors caused by the removal of floor tape.

In an effort to eliminate this problem, USA Volleyball, ESIX (the insurance broker for USA Volleyball) and American Specialty (the liability insurance company) urge tournament directors to use only floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to floors caused by other types of tape.

Please be aware that if we, as a group, are unable to eliminate these claims, all of our insurances rates will increase substantially. In addition, the sponsoring entity of an event that produces a floor damage claim resulting from the use of floor tape other than the safe release adhesive tape product, will be subject to a deductible of \$5,000.

Please note that Tape Connection vinyl tape (advertised as an alternative to the 3M #471 tape) is no longer acceptable.

It is recommended that one of the paper tapes be used. The only approved vinyl tape is 3M #471 with Safe Release Adhesive.

3M #2070 Painter's Masking Tape with Safe Release Adhesive

2" width, 60 yard rolls, cost is about \$7.50 per roll (retail and by the case). Available at most Home Improvement Stores or through 3M distributors

Safe-Off 290 WH from Specialty Tapes

2" safe release white paper floor tape designed for finished floors.
90 yard rolls – 24 per case - Order through the USAV national office.

3M #471 Plastic Vinyl Tape with Safe Release Adhesive

Following are the phone numbers for the Sales Centers around the country. Call to obtain the names and phone number of distributors in each area for the #471 plastic vinyl floor tape (2" x 36 yards).

Atlanta -	800-241-0111	High Point -	800-742-9546
Los Angeles -	800-241-4819	New York –	800-241-4819
Chicago -	800-972-0723	Dallas -	800-241-2976
Detroit -	866-599-4227		

National Championships Contact: Sandy Matuska, Industrial Business Customer Service
Phone: 651-575-6577 or 866-599-4227, ext. 17; Fax: 651-737-9420

Tape Connection - DO NOT USE.