



Tournament Director Packet

2021-2022



USA Volleyball



Tournament Director Packet



USA Volleyball

USA Volleyball tournament guidelines that are conducted by the Heart of America Region are outlined in this informational packet. All tournament directors must follow these guidelines. All deviations from these guidelines must be approved in writing by HOA staff, before a tournament may be sanctioned or conducted.

This tournament guide draws extensively from the USAV Guidebook and the Official USA Volleyball Rules. The tournament director guidebook details policies, procedures, and requirements set forth by USAV as well as other useful information.

You as a tournament director are responsible to follow these policies and procedures set forth in this handbook. Failure to do so may result in disallowing sanction of your events. Remember that all tournaments sanctioned by the Heart of America Region must follow USA Volleyball and Heart of America guidelines.

Only USAV registered teams and participants may compete in a sanctioned tournament for safety and insurance purposes. A person who is not a registered member of USAV is not eligible to participate in a sanctioned tournament. Tournament Directors must strictly enforce these rules. In addition, all personnel involved in the organization and management of a USAV Sanctioned tournament must be registered members of USAV.

Any comments or suggestions should be addressed to:

Kyla Majors
VP/Program Director
kyla@hoavb.org
913-233-0445

Bertil Wamelink
President
info@hoavb.org
913-233-0445



TABLE OF CONTENTS

CHANGES FOR THIS SEASON AND IMPORTANT REMINDERS 4

 SWITCHING SIDES 5

 RULES OF PLAY/AGE/GENDER INFORMATION AND ADAPTATIONS 5

SANCTIONING A TOURNAMENT 5

 HOW TO GET A TOURNAMENT ONTO THE SCHEDULE 5

 SANCTION FEES 6

 TOURNAMENT LEVELS 7

 CREDENTIALS 8

 TOURNAMENT ENTRY PAYMENTS 8

TOURNAMENT FORMAT 8

 FORMAT 8

 SETTING UP POOLS 9

 SEEDING THE POOLS 9

 ALTERING TOURNAMENT FORMAT 9

ORGANIZING TOURNAMENTS 10

 TOURNAMENT REQUIREMENTS 10

 TEAM ENTRIES 10

 TEAM WITHDRAWAL 11

 TOURNAMENT CANCELLATION OR CHANGES 11

 MINIMUM NUMBER OF SETS/MATCHES 12

 ROUND ROBIN POOL PLAY SCHEDULES AND PLAYOFF BRACKETS 12

 TEAMS RESPONSIBLE FOR OFFICIATING PLAYOFFS 12

TOURNAMENT RULES FOR TEAMS 12

 TEAM SIZE **ERROR! BOOKMARK NOT DEFINED.**

 TOURNAMENT OFFICIATING RESPONSIBILITY 13

 BOYS TEAMS 13

 MALE PLAYERS ON FEMALE TEAMS 13

TOURNAMENT SITE CHECKLIST 13

 TOURNAMENT SITE 13

 TOURNAMENT SITE EQUIPMENT **ERROR! BOOKMARK NOT DEFINED.**

 STEP-IN-LINE 14

 TOURNAMENT BALLS 14

 AWARDS 14

TOURNAMENT DAY PROCEDURES 15

 GENERAL 15

 COACHES MEETING 16

 UNIFORMS 16

 PENALTY FOR ILLEGAL UNIFORM 16

 WARM-UP PROCEDURE 16

 WER1 CADRE 17

 PROTEST COMMITTEE 17

 DETERMINING PLAYOFF TEAMS 17



Tournament Director Packet



USA Volleyball

POSSESSION OF ALCOHOL OR ILLEGAL DRUGS BY CLUB/TEAM MEMBERS 18

UNSPORTSMANLIKE CONDUCT BY CLUB/TEAM MEMBERS 18

CREDENTIALS 19

 COACHES 19

 JUNIOR ASSISTANTS 19

 PARENTS 19

TOURNAMENT WRAP UP 20

 REPORTING RESULTS AND SUBMITTING ROSTERS 20

 TOURNAMENT DIRECTORS FAILURE TO COMPLY 20

OUTDOOR TOURNAMENTS 20

APPENDIX A 22

 STANDARD TOURNAMENT FORMATS ONE-DAY HOA EVENTS 22

 STANDARD TOURNAMENT FORMATS 1/2-DAY HOA EVENTS 24

APPENDIX B 26

 PLAY OFF SCHEDULES 26

APPENDIX C 28

 HEART OF AMERICA INTERACTIVE© (HOA-ONLINE) 28

 SET UP A TOURNAMENT 28

 GETTING YOUR TOURNAMENT(S) SANCTIONED 28

 MAKING CHANGES TO INFORMATION 29

 MANAGING YOUR TOURNAMENT(S) 29

 TEAMS FROM OTHER REGIONS THAN HEART OF AMERICA 29

 ACCEPTING TEAMS IN YOUR TOURNAMENT(S) 29

 DRAWING POOLS AND POSTING PLAYING SCHEDULE 29

 TOURNAMENT PROGRAM 30

 TOURNAMENT ROSTERS 30

APPENDIX D 31

 REPORTING RESULTS 31

 POSTING TOURNAMENT RESULTS 31

 SETTING THE FINAL FINISHES 31

APPENDIX E 32

 COACHES MEETING 32

APPENDIX F 33

 TOURNAMENT DAY CHECK LIST 33

APPENDIX G 1

 TIE-BREAKING EXAMPLE 1

APPENDIX H 3

 FORMS 3



CHANGES FOR THIS SEASON AND IMPORTANT REMINDERS

Once you register on Sports Engine as a Tournament Director you will be able to enroll in the Tournament Director Clinic and SafeSport clinic. These will need to be completed as well as sending in your tournament sanctions for your tournaments to be approved.

For 15 and older teams, a **rostered Head Coach or a rostered adult Assistant Coach** must be either the **R1, the R2 or the Active Scorer**, during their teams officiating duties. Tournament Directors are responsible for enforcing this! **This is not an option.**

We want to make sure that all tournament directors understand that **video footage** can **NOT** be used at tournaments, to override officials calls! Parents or coaches may try to show you video footage of what they perceive as a wrong call. We cannot start accepting this as it will open the door for major complications.

The tournament director will have to set up the tournaments in the HOA online system and send in the appropriate sanction forms and fees via email or mail. Tournament Directors will be able to start entering their tournaments in HOA-online starting **September 14**. Tournaments will not be approved until the sanction fees are paid via Check or Credit Card.

It is extremely important for all tournament directors to have **INCIDENT REPORT FORMS** at hand and to fill those out and submit them to the HOA office ASAP. It is your job to fill out the form and submit them to us! It is not enough just to hand the form to a coach or parent. This is part of your duties as a tournament director or privilege to host tournaments will be suspended. Last season, legal action was pursued in 2 instances, in regards to incidents at tournaments. Though your events are covered by USA Volleyball liability insurance, we all need to do all we can, to avoid liability issues if we want to keep insurance fees at a reasonable level.

You also need to **mail/email in all signed rosters the Tuesday** after your tournament is complete.

The entry into tournaments will be opening on **Tuesday, November 9 at 10 AM**. While teams may be approved for competition earlier, no teams will be able to enter tournaments in HOA-online prior.

Refund of all tournament results deposits will be made at the end of the season rather than weekly. In the first weeks of May, we will mail out all refunds since almost all tournaments will be completed by then.

SWITCHING SIDES

Teams will stay on the side they choose during the coin flip for the entire match. The Tournament director will decide if there is a clear disadvantage to one of the sides. If there is an advantage to one side, then teams will switch during sets and at 8 pts during the deciding set. Examples of disadvantage sides; Sunlight on the playing surface, significant difference of ceiling height, serving space, and playable area.

RULES OF PLAY/AGE/GENDER INFORMATION AND ADAPTATIONS

As team sizes have tended to increase over the years, we now require that you have a minimum of 12 (twelve) medals available per team.

The tournament director or site manager must be available at all times during a tournament. It is unacceptable for a tournament director or site manager to be coaching as this can lead to problems when there is an issue involving the tournament director. Or worse, the tournament director is required to resolve an issue while they are coaching.

As the boy's participation in the HOA region is growing, the rules for boys playing in girl's tournaments or on girl's teams:

Boys up to 12 and under can play on girl's teams in Select and Combined tournaments in their own age divisions (a 12 and under boy can play on a 12 and under girls Select level team). Boys teams 12 and younger can play in Select and Combined girl's tournaments in their own age group.

Boys 13 and 14 and under can play on a girls' team, but have to play up one age division. So a 14 and under age boy, can play on a 15 Select girls team. Boys teams 13 and 14 and under, are eligible to play in girls Select tournaments, but have to play up one age division.

Boys teams 15 and over or individual boys' player that no longer qualify for the 14 and under age group cannot participate in girls competition.

SANCTIONING A TOURNAMENT

HOW TO GET A TOURNAMENT ONTO THE SCHEDULE

1. Check the HOA Tournament calendar on the HOA website (www.hoavb.org) for conflicting events, or contact the HOA Office to determine an available date.
2. Complete your individual registration

3. Logon to HOAonline and set up your tournament (**for directions on HOAonline, see [Appendix C](#)**).
4. Print off the tournament sanction application form and mail it to the HOA office with the appropriate sanction fees.
5. Complete an online Tournament director Webinar
6. Have a current SafeSport certification

When the HOA office approves the sanction request, your tournament will show up on the HOA calendar. No tournament will be posted unless the tournament director has completed his/her registration process.

No tournament may charge an admission fee without prior written approval from the Heart of America office. Only very special conditions will warrant such an approval (like an event in which all proceeds go to a charity).

SANCTION FEES

Fees required to get a tournament Sanctioned:

- Sanction fee, which is \$5.00 for each court that you plan to use. This fee is not refundable once the tournament is approved and posted on the HOA website.
- Results Deposit: For tournaments up to 5 courts: \$50. Tournaments that sanction 5-10 courts: \$100 per event. Larger tournament sanctions: \$150.
- A team fee of \$2 per team that played in your tournament is required after your tournament is complete. You will receive the results deposit back, minus the number of teams in your tournament times \$2.

Checks are to be made out to the Heart of America Volleyball. No dates will be guaranteed until the sanction fee and the tournament sanction form have been received and sanction granted.

No tournament advertising or announcement will be permitted until the sanction fee has been received and the sanction granted in writing or online. Violation of the above regulation will result in refusal of tournament sanctions for that tournament director and/or organization for one full year from the date of infraction.

To report the results, log on to HOAonline (**See [Appendix D](#)**) and select the past tournament. If you have been tracking your participating teams through the online system, all you have to do is add the results from each match. Teams will show up on drop down menu's to make the process easier. Make sure to mark if a match is a play off match. Results from tournaments will help properly seed teams for future tournaments.

The 'Results Deposit' will be refunded only if the results of the tournament are reported to the HOA office by 5 pm on the Monday following your tournament. The fee of \$2 per team that actually participated in your tournament will be subtracted from your result deposit. Tournament



Tournament Director Packet



USA Volleyball

Directors who do not post tournament results correctly may face other sanctions, including, but not limited to, removal of the right to host any future events.

Tournament result deposits will be refunded only once a year if a tournament director is in full compliance and has correctly posted all scores. The refunds will be done in the month of May as most of the tournaments are completed by then.

Outside entities organizing a tournament in the HOA region:

Tournaments, hosted by organizations that are not part of the HOA region can be charged a sanction fee of up to twenty-five dollars (\$25) per participating team.

TOURNAMENT LEVELS

Tournaments can be sanctioned for Premier, Select or Combined level. When you request a tournament sanction, make notice of the level of tournament you want to run. Premier level teams are not allowed in Select level tournaments, unless teams play up 2 age levels. The tournament director will be responsible for allowing illegal teams into the tournament and can lose the right to run other tournaments.

Premier level tournaments: A tournament director who gets the permission to run a Premier level tournament will be responsible for the level of the tournament. Premier level tournaments will have to have at least 2 out of 3 teams being Premier level teams for the appropriate age division. The tournament director will need to keep two lists of entry: One with the appropriate teams, and one with the other teams. Once 2 Premier Level teams in the appropriate age division have registered for the tournament, one Select level team or younger age division team can be accepted into the tournament. Keep in mind that if a Premier level team drops out last minute, your tournament does not meet the requirements anymore.

Combined tournaments are not allowed in the following counties:

Missouri: Buchanan, Cass, Clay, Clinton, Jackson, Johnson, Lafayette, Platte, Ray.

Kansas: Atchison, Douglas, Franklin, Jefferson, Johnson, Leavenworth, Miami, Osage, Shawnee, Wyandotte.

We allow these tournaments in rural areas, since it is usually harder for tournament directors to fill events in these areas. Combined tournaments can accept all teams that meet the age requirement.

Invitational tournaments are allowed in circumstances where tournament directors target specific teams for high level competition. These tournaments will not be publicized on the HOA website until they have filled and a schedule can be posted. Permission in writing from the HOA director is required to host an invitational tournament.

CREDENTIALS

Tournament directors are responsible for enforcing the coach's credentials. ***Other than players, nobody can be on the team bench during tournaments without proper credentials***

1. The only adults that can be on the bench during competition are wearing their green coaches credentials.
2. The only parents that can help with the scorekeeping and check ball are wearing their red parent membership credentials
3. **Report back to HOA** if coaches forgot to bring credentials, but were able to show their membership card with IMPACT certification, background screen, and SafeSport certification
4. Junior Assistants are older age kids that help out with younger teams. They cannot be official coaches and cannot be the up-official for the age groups 14 and below. They are allowed to be on the bench though during tournaments if they are on the roster and have the proper credentials

TOURNAMENT ENTRY PAYMENTS

We will have the ability to create a link to your own webpage, if you want to take online payments for tournaments. You will have to set up your own payment processing webpage and accounts for that. When teams check out, the link will just direct them to your website to process a payment.

TOURNAMENT FORMAT

FORMAT

Standard tournament format: round robin pool play followed by single elimination playoffs. Deviations from this format need to be noted on the tournament sanction application form and approved by HOA staff.

See [Appendix A](#) for specifics on playing formats for all number of teams.

For full day tournaments: No more than five (5) teams per court are allowed in a one-day tournament on Saturday and no more than four (4) teams per court on Sunday. Six (6) teams per court may be acceptable in a two-day tournament only. This must be noted on the tournament sanction application form, approved by HOA staff. It must be noted in the pre-tournament information sent to the teams that you plan to accept up to six teams per court. Finals are not to be scheduled to start any later than 7:00 PM and earlier if possible. Check in section 3, 'Match Allowance Times' on page 8 to determine how much time should be allowed for each match. **Even better: finish around 7:00 pm on Saturday and 6:00 pm on Sunday.**

On Saturdays, tournament directors can opt to run “half-day” tournaments. For these, typically 2 pools of 3 teams are run on 2 courts with limited playoffs. The morning wave runs from 8 am till about 1 pm and the afternoon wave from 2 pm till about 7 pm.

Exceptions: There may be instances where these requirements or any others listed in this guide cannot be met due to constraints on the facilities, financial considerations, etc. If requirements are altered, tournament directors must get prior approval from the HOA office before proceeding with the tournament. Tournament directors must also inform teams before they enter a tournament, if possible, of the deviations from these requirements and guidelines so they can decide whether or not they wish to enter the tournament.

SETTING UP POOLS

When arranging teams in a pool, you should consider at least the following:

Do the teams that have the farthest to travel have the latest possible start?

Do the higher seeds in each pool play each other late in the day so that the outcome of the pool is not determined the first thing in the morning?

Are teams from the same club spread over the pools and not all in the same pool?

Is the first match played on each court being officiated by a team that will start the match on time and do a good officiating job? It is important that you, as a tournament director, have a good officiating crew to officiate your first matches.

SEEDING THE POOLS

The HOA-online online system will draw pools for you with the possibility for you to make changes. If you need to move a team you can drag and drop where you want the team to switch with. The objective of seeding is to insure that the more skilled teams will not eliminate each other early in the tournament. Ideally, the four (4) top teams will face each other in the semi-finals and the top two (2) teams will appear in the finals. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

ALTERING TOURNAMENT FORMAT

If time becomes a factor, the Tournament Director, with approval of the Chief Referee may change the format as long as no team is thereby unfairly disadvantaged. Consideration should be given to the number of matches scheduled for each team, the entry fee assessed, and the travel time of the teams.



ORGANIZING TOURNAMENTS

TOURNAMENT REQUIREMENTS

Tournament directors and site managers must be registered members of the Heart of America Region. All tournament directors will need to pass a background screen every other year. All tournament directors need to have a current SafeSport certification. WE WILL NOT SANCTION OR POST ANY TOURNAMENTS UNTIL THE TOURNAMENT DIRECTOR HAS COMPLETED HIS/HER REGISTRATION, INCLUDING AN APPROVED BACKGROUND SCREEN AND ALL APPROPRIATE FEES, an online tournament director webinar has been completed and are SafeSport certified. Registered members of HOA are protected by limited liability insurance. You will need to logon to the Online individual registration system and follow the steps to complete your registrations. You can pay your registration fee online or mail to the HOA office.

For tournament directors who run multiple sites on the same day: Every site needs to have a site manager. The site manager needs to be a registered and background screened member. If you need to register some people that only help you in this capacity, you can use the parent membership for that (\$30 fee). They will need a background screen and have the SafeSport certification.

Tournament compliance and result deposits will be refunded only once a year, if a tournament director is in full compliance and has correctly posted all scores. The refunds will be done in the month of May as most of the tournaments are completed by then.

Successful tournaments are the result of tournament directors and teams working together. Listed in this section are the basic requirements that a tournament director must provide for the teams that participate in their tournaments. These requirements let teams know what they can expect when they enter your tournament. The teams are, in turn, expected to cooperate with the tournament director to create a successful event. These are just the basic requirements so that prospective tournament directors can determine whether or not they have the facilities to put on a tournament. Other requirements are listed in the following sections.

TEAM ENTRIES

If several entries are postmarked with the same date, the tournament director shall decide which teams will participate. (It is suggested that entries with similar postmarks be accepted on the basis of how often a team has participated in USAV sanctioned events this season.) Tournament directors have the right to refuse entries to teams that are entering divisions higher than their own (age or level). Premier teams cannot enter Select tournaments except when



Tournament Director Packet



USA Volleyball

playing up two divisions (14 Premier team may enter a 16 Select tournament). Teams are not allowed to play "down". Tournament directors have the right to refuse entries from clubs or teams that have caused problems before, including payment issues and bad fan or coach's behavior.

Teams failing to appear on the tournament date, regardless of reason, shall forfeit all entry fees. (Inclement weather is not a valid reason for failure to appear).

Prior to a tournament, verify that all players and teams are registered members of USAV and every team has an IMPACT and SafeSport certified coach (this info is available from the HOA website). The tournament director will also have to verify that each team has both certified referees (1st and 2nd) and scorekeeper, and verify the team's current skill level. This may be done by contacting the HOA office or checking the website. The automated tournament system (HOAonline) does these verifications. If in doubt as to the eligibility of a team, contact the HOA office.

TEAM WITHDRAWAL

For a team to receive a refund of the tournament entry fee, after being accepted into a tournament, the team will have to provide at least three weeks written notice to the tournament director. The written notice has to be received by the tournament director no later than noon on the Friday three weeks prior to the tournament.

A team that withdraws from a tournament while on the waitlist is to be refunded the full entry fee, regardless of the deadline for registration.

If a tournament director places a team in a different division than the team signed up for, the team needs to be notified. The team will have the right to withdraw from the tournament and the tournament entry fee refunded.

If a tournament director decides to cancel a tournament, all entry fees need to be refunded and proper notice needs to be provided to the registered teams.

TOURNAMENT CANCELLATION OR CHANGES

If, due to unforeseen circumstances, it becomes necessary to cancel a planned tournament, the tournament director should immediately contact the HOA office. You will also have to contact all teams that have registered for the event and inform them of the cancellation. If no proper notice of cancellation has been forwarded to the HOA office, the privilege of running a tournament may be taken away.

Sometimes changes are made in tournament plans and the upcoming tournament no longer matches what was approved on the tournament sanction form. In this case the tournament

director should contact the HOA office and resubmit a new sanction form showing the plans for the revised tournament format. This can happen if more courts become available and more teams than originally planned for are going to be accepted, or if courts that were reserved suddenly become unavailable. Any change in division's allocation in your tournament has to be approved by the HOA office. We want to avoid that tournament changes have a negative effect on other sanctioned events in the area. A change in divisions or number of teams in the tournament without pre-approval will result in a loss of the result deposit. If a tournament changes from its original posted format, teams have the right to withdraw without the loss of their entry fee.

MINIMUM NUMBER OF SETS/MATCHES

Teams must be guaranteed a minimum of eight (8) sets to twenty-one (21) points during an HOA sanctioned single-day tournament. For a ½ day tournament teams must be guaranteed a minimum of six (6) sets to twenty-one (21) points. Check [Appendix A](#) for all mandated tournament formats.

ROUND ROBIN POOL PLAY SCHEDULES AND PLAYOFF BRACKETS

Mandatory Pool and Play-off schedules for one-day tournaments are in [Appendix C](#). For multiple day tournaments, submit proposed formats with your sanction forms for approval.

TEAMS RESPONSIBLE FOR OFFICIATING PLAYOFFS

The losing team from a playoff match will officiate the next playoff match. Keep in mind that teams that are eliminated from Play-off competition, cannot be assigned to officiate playoff matches. Follow the mandatory tournament formats that are included with the info packet and you will have no issues with this.

Normally the 2 losing teams of the semi-finals are to split officiating for the final. If one of the teams has a long distance to travel, usually, as a courtesy, the closer team is asked to fulfill the officiating duties for the final.

TOURNAMENT RULES FOR TEAMS

GHOST PLAYER

In Premier level tournaments, teams must always have six (6) players on the court. In Select and Combined tournaments, teams are permitted to start a match when only 5 rostered players are present. Such teams will have a "Ghost" player or a hole in their rotation.



Tournament Director Packet



USA Volleyball

When the Ghost becomes the server (rotates into position 1) – Team is charged with an immediate loss of rally (side-out).

Play with 5 players 3 front row 2 back row. When the Ghost is the front row (Positions 2,3,4) the Left Back player (Position 5) will be a front row player.

TOURNAMENT OFFICIATING RESPONSIBILITY

For all Junior events with host provided Certified Officials the coach must be courtside, either at the scoring table or as a line judge during the entire match.

- For 14 and younger teams, either the rostered Head Coach, or any rostered adult Assistant Coach must be the first referee (R1) for the entire match.
- For 15 and older teams, there must be a rostered Head Coach or a rostered adult Assistant Coach at either the ref stand, scoring table, or as a line judge during the entire match.

Regardless of age group, any adult certified official (Regional rating or higher) may act as an official for any age group team. This does not free the team from having a coach courtside.

Failure to comply will result in a 5 point per set penalty to be assessed in the team's next match.

The tournament director is responsible for assessing this penalty.

If it is the team's last match of the event the HOA office should be notified.

BOYS TEAMS

Boys teams up to 14 and under can play in regional level tournaments in their own age group. Boys teams 15 and older cannot play in Girls tournaments.

MALE PLAYERS ON FEMALE TEAMS

Male players up to 14 and under can play on Select level Girls teams in regional level tournaments. Boys 12 and younger can play on a girls team in their own age division. Boys 13 & 14 years of age need to play up one age level (a boy who qualifies as a 13 and under player, can play on a girls 14 and under select team). Girls teams with a male player on their roster cannot compete in Premier level tournaments.

TOURNAMENT SITE CHECKLIST

TOURNAMENT SITE

When trying to ascertain whether a facility would be a suitable site in which to host a tournament, a tournament director should check the following factors:

- Court - The playing surface should be flat, smooth and free of obstructions. There has to be an area free of obstacles surrounding, and adjacent to the court, that is a minimum of 2 meters (6'6") in width, on the sides of the court and a minimum of 2 meter (6'6") on the ends of the court.
- Standards, Nets and Referee stands - Check the standards to insure that they are safe. The standards, supporting cables (if any) and referee's stand must be padded. Referee stands are required. Boxes or step ladders are not acceptable
- Adequate parking needs to be available for the expected number of teams (approximately 50 cars per court).
- Adequate Seating for Spectators - This is especially important for junior tournaments in which parents often accompany the teams (approximately 50 seats per court) - Restrooms are available. A minimum of one stall per court is required.
- The minimum temperature shall be 60 degrees. The lighting of the playing area should be at least 27.9-foot candles measured one meter above the playing surface.
- If you are running tournaments for 12 and under or younger divisions, make sure that the nets can be brought down to 7' height. Some net systems do not accommodate for that. It is not acceptable for these age groups to play on an incorrect net height.
- Make sure that you have antennae's and visual scoreboards (flip scorers or electronic score board).

If sites are used that are not up to those standards, tournament sanctions can be revoked. WeR1 cadre will withdraw tournament sanctioning and insurance coverage on the spot if standards are not padded or Referee stands are not appropriate.

STEP-IN-LINE

For 10, 11 and 12 and under Select and Combined tournaments only: You will need to mark a step-in line for serving. This line will be 6'6" from the end line of the court. No step-in line is used for 11 or 12 Premier tournaments.

TOURNAMENT BALLS

It is recommended that Molten Super Touch balls be used in all HOA sanctioned events. The Molten VB U-12 volleyball, or it's equivalent, shall be used for all 12 & under competition. These balls can be purchased from HOA.

AWARDS

For Junior Tournaments - allow a minimum of twelve (12) individual awards. The minimal award is an engraved medal. A paper certificate is not sufficient. If medals are used for individual awards, they should be engraved with the year and the name of the event. High School Association rules restrict what may be presented as awards at athletic events. Nothing of

intrinsic value may be given as awards unless all participants receive them. Some of the items that are considered to have an intrinsic value and thus cannot be given as awards include services, cash, and gift certificates. Missouri students may receive a merchandise award that shall not exceed \$25.00 in manufacturer's suggested retail price. Kansas students can only receive awards or t-shirts as prize. If you have any questions about the suitability of a possible award, please contact the HOA office. **Team awards:** may also be given, but are not required.

Check [Appendix A](#) for the number of teams that should receive individual awards.

TOURNAMENT DAY PROCEDURES

GENERAL

The tournament director or site manager must be available at any time for the duration of the tournament. It is unacceptable for a tournament director or site manager to be coaching as this can lead to problems when there is an issue involving the tournament director or the tournament director is required to resolve an issue while they are coaching.

- Make sure you have printed all updated rosters off from HOAonline, ready to be signed by the coaches/team reps.
- Print of day credentials for out of region coaches and in case a coach has forgotten his credentials (make sure to verify identity, registration and IMPACT certification of these coaches and report back to the HOA office if an HOA coach does not have his/her credentials).
- Start the tournament on time. Have the equipment up and ready. Have schedules posted with any changes noted. Have all special rules of play posted in a visible location. Have a tournament desk where teams will "check-in" for the tournament. If teams have not paid for the tournament they will do so at this time. Coaches/captains must verify rosters, adding and deleting players that are to play for that day. NOTE: Names may not be added to the roster, after teams start their first match. Have team packets prepared, which include the above information, and distribute to the teams as they check-in.
- Have USAV score sheets, lineup sheets, pens and pencils ready for each court. Generally it is advisable to have these prepared in advance and in a packet for each court.
- Have a visible "standings sheet" posted at each playing site, which is updated after each match. This may be in the form of a bracket or other easily understood format. You can print standard pool sheets off from HOA-online with all your teams filled out.
- It is recommended to have a court manager for two (2) courts in use and a site manager for each playing site used for the tournament. The court manager should insure that play is proceeding in a proper manner and the court is staying on time. The site manager is responsible for insuring that the site is running smoothly.

- Be available or have an appointed representative to chair the protest committee and to handle unusual circumstances and issues.

COACHES MEETING

If not all information that teams may need is made available before the tournament, it is highly recommended that the tournament will be started with a coaches meeting. See [Appendix D](#) for a suggested guideline for a coaches meeting.

UNIFORMS

Uniforms must conform to the current USAV rules as published in the current Domestic Competition Regulations (DCR) or they will be considered an illegal uniform.

Uniform numbers are required to play. 0 and 00 are illegal numbers.

If the uniform does not have a number a number must be affixed as permanently as possible or the uniform is not permitted.

PENALTY FOR ILLEGAL UNIFORM

A 5 point penalty per set shall be assessed against a team playing in illegal uniforms, regardless of the number of illegal uniforms on the court. This penalty will be applied for every set in which illegal uniforms are used. In either case this is treated as an **illegal uniform**.

The officiating team shall assess the penalty automatically and any appeal will be made to the tournament director. This rule will be enforced at all sanctioned tournaments within the Heart of America Region, including the Regional Championships.

WARM-UP PROCEDURE

The standard HOA warm-up protocol to be used for all tournament play:

2 minutes shared ball handling, each team on one side of the net. After that, there will be 4 minutes court time for the serving team, followed by 4 minutes court time for the receiving team. The 10 minutes warm up time starts immediately after the teams from the previous match have shaken hands. A site or court manager should insure that the coin toss for the next match is conducted immediately after the teams from the previous match have shaken hands. The 2 minute shared ball handling period will proceed during the coin toss. If required, after the coin toss, teams will switch sides during the 2 minutes shared period.

WER1 CADRE

HOA will be randomly sending out officials to tournaments all over the region. The job for these officials is two-fold: 1) they will check to see if tournaments are run in a proper manner and if playing sites are appropriate. 2) they will observe the junior officiating and if needed work with teams on improving their officiating skills.

Feel free to use the WeR1 Cadre as a resource, but keep in mind that these officials are NOT your chief referee or protest committee and are definitely not there to deal with your problems. Additionally, these people have been charged with enforcing all HOA policies and procedures governing tournament play. As such they are empowered to stop tournament play until any and all issues have been corrected.

PROTEST COMMITTEE

In the absence of host supplied Certified Adult Officials, HOA requires that every tournament site have a 3 person protest committee to handle protest situations. The tournament director or site manager shall act as chair of this committee, unless an Adult Certified official (Regional Rating or higher is present). The remaining members shall be coaches currently competing at that site. In the event, a member of this committee has a conflict of interest, such as having a team (either their team or a team from the same club) involved in the match under protest, an alternate coach shall be appointed to the committee. Procedures for protests and escalating protests to the "On-Call Official" will be posted to the HOA website prior to Dec 1.

The tournament director is responsible for ensuring that all accepted protests are handled in accordance to USAV and HOA procedures.

More emphasis will be placed on the correct management of protest situations. Tournament directors must ensure that correct protest procedures are followed on all accepted protests.

DETERMINING PLAYOFF TEAMS

In single day tournaments, no tie-breaking sets will be played **if** ties can be broken on sets or points. The only situation which requires playing a tie-breaking set, is if all other tie-breaking options are depleted and the only remaining option is a coin toss. This is mandatory for all tournaments.

Teams tied for position, should not compete in a playoff set to determine position; rather, position assignment should be determined by the priority system listed below based on point differential to the extent possible.

- a. Results of the match(es) between the tied teams, on the won-lost record. If still tied, then;
- b. A comparison of the point differential between the tied teams. (Point differential should be determined by subtracting the total points lost from the total points won. The highest

- plus or the lowest minus remainder should be considered the superior team for tiebreaking purposes) If still tied, then;
- c. A comparison of the point differential based on the total round robin competition. If still tied, then;
 - d. **Tie breaker match**, only if a team is eliminated from advancing to playoffs. Otherwise, use a coin flip. If required, a tie-breaker set will have the same length as pool play matches (either 25 or 21 points).

Check [Appendix G](#) for an example of how to break a 3-way tie in a 5 team pool.

POSSESSION OF ALCOHOL OR ILLEGAL DRUGS BY CLUB/TEAM MEMBERS

Any player or persons affiliated with a team, discovered with any alcoholic beverage or illegal drugs within a tournament facility, will be immediately disqualified for the remainder of that tournament. **The tournament director must report the incident to the HOA Office.**

HOA staff will notify the individual(s) involved that they are immediately suspended from further participation in any HOA sanctioned events for one (1) calendar year from the date of the infraction. An appeal may be made within the guidelines contained in the Appeal Policy – available on the HOA website.

UNSPORTSMANLIKE CONDUCT BY CLUB/TEAM MEMBERS

Occasionally unusual events will occur at a tournament such as: a team fails to appear without prior notice; a team fails to officiate as assigned; or a team exhibits poor sportsmanship. Please report such events to the HOA office by voice mail or e-mail the day after your tournament. Don't wait to have the report reach the Regional Office by mail. However, it is recommended to also mail a description of the occurrence. If the event warrants, the Commissioner, President or duly appointed representative will investigate and may assess penalties and/or fines against members and/or teams involved in the event.

Any person affiliated with a club/team, who directs a profane remark or gesture toward any official or player seen or heard by any official (first referee, second referee, scorekeeper or line judge, should be immediately sanctioned (carded) in accordance with the severity of the remark and/or gesture. This includes verbal harassment of officials during or after a match. If the infraction occurs after the match, the penalty will be assessed at the start of the team's next match. If the team has no more remaining matches at the event, the tournament director must notify the HOA office

Any person affiliated with a club/team, who makes physical contact (outside of normal play) with any official or player should be immediately sanctioned (expelled or disqualified by the referee if such an act happens during a match). If further action is deemed necessary, the tournament



Tournament Director Packet



USA Volleyball

director should immediately disqualify that person for the remainder of that tournament. **The tournament director must report the incident to the HOA Office.**

The Commissioner or HOA staff will notify the individual(s) involved that they are immediately suspended from further participation in any sanctioned events, pending review.

An appeal may be made within the guidelines contained in the Appeal Policy – available on the HOA website. The final penalty decided upon may include, but is not limited to, probation, suspension and fines.

CREDENTIALS

Tournament play shall be governed by the rules as stated in the USAV rules with any applicable HOA modification. Scheduled match time is the time to start play. Forfeiture shall be in accordance with current USAV rules.

COACHES

All certified coaches must wear, in a visible fashion, an HOA provided ID card during matches in which their team participates (either playing or officiating). Adults, not displaying the proper ID cannot be on the court or in the playing control area including benches, warm-up areas or the court itself during the match **The tournament director has to enforce this.**

JUNIOR ASSISTANTS

Older players, who are not 18 years of age yet are allowed to help out with a younger team. These Junior Assistants are not in any capacity official coaches. They cannot coach a team if no adult coach is available. They cannot be the up official for 14 and under team matches. They can help out with other officiating requirements for the team.

A Student Assistant is allowed to be on the bench with the team if they have the blue credentials for Student Assistants. Clubs will have to request the HOA office to supply those credentials. The Student Assistant will have to be written onto the roster before the tournament starts.

PARENTS

Make sure any parent that is helping shag or helping officiating for their team that they have the proper credential. The Parent badge is required in order to help and need to be displayed .



TOURNAMENT WRAP UP

REPORTING RESULTS AND SUBMITTING ROSTERS

To report the results, log on to HOA-online and select your past tournament. Go to “Post Results” to enter all match results (sets won and lost) of pool and play-off matches.

All results need to be reported by 5 pm the Monday following your tournament, in order to receive your refund.

Failure to submit your results by Monday at 5 pm to the HOA office will result in a onetime warning and then possibly denial of future tournament sanctions for that tournament director and/or organization, as well as forfeiture of the deposit that was paid with the sanction request.

These reports of results will be used for seeding in future tournaments, including the Regional Championships, and to publicize programs and events within the Heart of America Region.

Tournament directors must MAIL ALL ROSTERS (signed by the coach/team rep) TO THE HOA OFFICE, THE MONDAY FOLLOWING A TOURNAMENT.

TOURNAMENT DIRECTOR’S FAILURE TO COMPLY

Failure to comply with current USAV rules and guidelines, current Heart of America guidelines and procedures may result in investigation of the situation, and refusal of further tournament sanctions by the Heart of America Region. Tournament directors who are not in compliance will lose their privileges to host tournaments.

It is the Region’s wish to present high-quality competition for the Region’s members. Only you, the tournament directors, can make this wish a reality. Tournament directors who have run quality tournaments in the past have no problems in filling their events.

OUTDOOR TOURNAMENTS

Tournament directors can have outdoor tournaments sanctioned along the same lines as indoor tournaments. Outdoor grass or sand tournaments can be 2’s, 4’s or 6’s. All participants need to be registered HOA members to participate. A special summer membership is available for players who did not play in the indoor season.



Tournament Director Packet



USA Volleyball

No more than 5 teams per court can be accepted for outdoor tournaments. Play format should be pool play followed by single elimination playoffs in which all teams participate. Other formats will require written approval from the HOA office before the event.

The sanction fee for outdoor tournaments is \$1 per participant. Results will have to be reported to the HOA office, the Monday following the tournament.

APPENDIX A

STANDARD TOURNAMENT FORMATS ONE-DAY HOA EVENTS

4 team tournament (1 court):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to single elimination playoff

Awards: First place team

5 team tournament (1 court):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top three teams advance to single elimination playoff

Awards: First place team

6 team tournament (2 courts):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4
½ hour break after 4 rounds of pool play

Playoffs: Top three teams advance to single elimination playoff

Awards: First and Second place team

7 team tournament (2 courts):

Pool play: 1 pool, Partial single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top 6 teams advance to single elimination playoff

Awards: First and Second place teams

8 team tournament (2 courts):

Pool play: 2 pools of 4, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to single elimination playoff. Either 2 brackets of 4 teams or one bracket of 8 teams

Awards: First and Second place teams (2 brackets, also for First in Silver)

9 team tournament (2 courts):

Pool play: 1 pool of 5 teams, 1 pool of 4 teams. single round robin
5 team pool: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

9 team tournament (3 courts):

Pool Play: 3 pools of 3 teams. Repool after round 1.
Pool play is 2 sets to 25 points, starting at 4-4

Playoffs: Top 6 teams go to playoffs after the second round of pool play. A Silver

bracket may be played for the bottom 3 teams

Awards: First and Second place teams

10 team tournament (2 courts):

Pool play: 2 pools of 5 teams, single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

10 team tournament (3 courts):

Pool play: 2 pools of 5 teams, single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

Pools have to cross officiate assignments on the shared court

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

11 team tournament (3 courts):

Pool play: 1 pool of 3 teams, 2 pools of 4 teams. Single round robin

3 team pool: 3 sets to 25 points, starting at 4-4

4 team pool: 2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs: Top 2 from each pool to Top bracket,
Numbers 3 and 4 to Bottom Bracket

Awards: First and Second place teams of Top bracket, 1st Place team of Bottom
Bracket

12 team tournament (3 courts):

Pool play: 3 pool of 4 teams, Single round robin

2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs: Top 2 from each pool to Top bracket,
Numbers 3 and 4 to Bottom Bracket (Can be split in 2 brackets if time
constraints require)

Awards: First and Second place teams of Top bracket, 1st Place team of Bottom
Bracket

13 team tournament (3 courts):

Pool play: 2 pools of 4 teams, 1 pool of 5 teams, Single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

4 team pools: 3 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to single elimination playoff.

Awards: First, second and third place teams.

14 team tournament (3 courts):

Pool play: 1 pool of 4 teams, 2 pools of 5 teams, Single round robin

5 team pools: 2 sets to 25 points, starting at 4-4

4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to single elimination playoff.

Awards: First, second and third place teams.

15 team tournament (3 courts):

Pool play: 3 pools of 5 teams, Single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to single elimination playoff.

Awards: First, second and third place teams.

16 team tournament (4 courts):

Pool play: 4 pools of 4 teams, Single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs: Top 2 from each pool to Top bracket,
Numbers 3 and 4 to Bottom Bracket

Awards: First and Second place teams of Top bracket, First Place of Bottom
Bracket

17 team tournament (4 courts):

Pool play: 3 pools of 4 teams, 1 pool of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top 2 teams from each pool advance to Gold bracket, 3rd place team
from each pool goes to Silver bracket. single elimination playoffs.
Start with Quarter finals (4 matches) of the Top bracket. Then play the
Semi-finals of the Gold and Silver brackets.

Awards: First, second and third place teams of Gold Bracket, First place team of
Silver Bracket.

18 team tournament (4 courts):

Pool play: 2 pools of 4 teams, 2 pools of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top 2 teams from each pool advance to Gold bracket, 3rd place team
from each pool goes to Silver bracket. single elimination playoffs.
Start with Quarter finals (4 matches) of the Top bracket. Then play the
Semi-finals of the Gold and Silver brackets.

Awards: First, second and third place teams of Gold Bracket, First place team of
Silver Bracket.

19 team tournament (4 courts):

Pool play: 1 pool of 4 teams, 3 pools of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top 2 teams from each pool advance to Gold bracket, 3rd place team
from each pool goes to Silver bracket. single elimination playoffs.
Start with Quarter finals (4 matches) of the Top bracket. Then play the
Semi-finals of the Gold and Silver brackets.

Awards: First, second and third place teams of Gold Bracket, First place team of
Silver Bracket.

20 team tournament (4 courts):

Pool play: 4 pools of 5 teams, Single round robin

5 team pools: 2 sets to 25 points, starting at 4-4

Playoffs: Top 2 teams from each pool advance to Gold bracket, 3rd place team from each pool goes to Silver bracket. single elimination playoffs. Start with Quarter finals (4 matches) of the Top bracket. Then play the Semi-finals of the Gold and Silver brackets.

Awards: First, second and third place teams of Gold Bracket, First place team of Silver Bracket

STANDARD TOURNAMENT FORMATS 1/2-DAY HOA EVENTS

3 team tournament (1 courts):

Pool play: 1 pool of 3 teams, single round robin

2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs top team has a bye then 2 vs 3 play, winner advances to semifinals of the bracket

Awards: First place team

6 team tournament (2 courts):

Pool play: 2 pools of 3 teams, single round robin

2 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to Gold single elimination playoff. 3rd Place teams advance to Silver single elimination playoff. Gold bracket will play semi's then the 2nd round will be the championship and 3rd place finals.

Awards: First and Second place teams in Gold Bracket

9 team tournament (3 courts):

Pool play: 3 pools of 3 teams, single round robin

2 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to Gold single elimination playoff. 1A and 1B will have bye 1C vs 2 A, 2B and 2C will play then winners will advance to semifinals. 3rd Place can either play a bracket or round robin pool.

Awards: First and Second place teams in Gold Bracket

APPENDIX B

PLAY OFF SCHEDULES

(officiating assignment between brackets, lpm = loser previous match)

All Playoff Matches are best 2 out of 3 sets. First 2 sets to 25 points, starting at 4-4. Third set, if needed to 15 points, starting at 0-0. Switch sides at 8 points.

4 team Division (4 team Gold bracket):

1st vs 4th (3rd)
 2nd vs 3rd (lpm)
 Winners (lpm)

5 & 6 team Divisions (3 team Gold bracket):

2nd vs 3rd (1st)
 1st vs Winner 2nd/3rd (lpm)

7 team Division (6 team Gold bracket):

Court 1

4th vs 5th (1st)
 1st vs winner 4th/5th (lpm)
 Final (lpm)

Court 2

3rd vs 6th (2nd)
 2nd vs winner 3rd /6th (lpm)

8 team Division (4 team Gold and 4 team Silver bracket):

Court 1

1st PI A vs 4th PI B (3rd PI A)
 2nd PI B vs 3rd PI A (lpm)
 Winners matches above (lpm)
 Final (lpm)

Court 2

1st PI B vs 4th PI A (3rd PI B)
 2nd PI A vs 3rd PI B (lpm)
 Winners matches above (lpm)

9, 10 team Divisions – 2 courts (6 team Gold bracket):

Court 1

2nd PI B vs 3rd PI A (1st PI A)
 1st PI A vs Winner previous match (lpm)
 Final (lpm)

Court 2

2nd PI A vs 3rd PI B (1st PI B)
 1st PI B vs Winner previous match (lpm)

11 team Division (6 team Gold and 5 team Silver bracket)

Court 1

2nd pl B vs 2nd PI C (1st PI A)
 1st PI A vs previous winner (lpm)
 Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (4th PI A)
 1st PI B vs previous winner (lpm)
 3rd PI C vs Win 4A/4B (lpm)

Court 3

4th PI A vs 4th PI B (3rd PI B)
 3rd PI A vs 3rd PI B (lpm)

Silver Final (lpm)

12 team Division (6 team Gold and 6 team Silver bracket)

Court 1

2nd pl B vs 2nd PI C (1st PI A)
 1st PI A vs previous winner (lpm)
 Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (4th PI A)
 3rd PI C vs 4th PI A (lpm)
 3rd PI B vs Win 3C/4A (lpm)
 Silver Final (lpm)

Court 3

4th PI B vs 4th PI C (3rd PI A)
 3rd PI A vs Win 4B/4C (lpm)
 1st PI B vs Win 1C/2A (lpm)

12 team Division (6 team Gold, 3 team Silver and 3 team Bronze bracket)



Tournament Director Packet



USA Volleyball

Court 1

2nd pl B vs 2nd PI C (1st PI A)

1st PI A vs previous winner (lpm)

Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (1st PI B) 3th PI B vs 3th PI C (4th PI A)

1st PI B vs Win 1C/2A (lpm) 4th PI B vs 4th PI A (lpm)

1st PI C vs winner 3A/3B (lpm) 4th PI C vs winner 4B/4A (lpm)

Court 3

13, 14 & 15 team Divisions (6 team Gold bracket):

Court 1

2nd PI B vs 2nd PI C (1st PI A)

1st PI A vs Winner previous match (lpm)

Final (lpm)

Court 2

2nd PI A vs 1st PI C (1st PI B)

1st PI B vs Winner previous match (lpm)

16 team Division (8 team Gold bracket and 8 team Silver bracket):

Court 1

1st PI A vs 2nd PI B (2nd PI C)

1st PI D vs 2nd PI C (lpm)

Winners matches above (lpm)

Final (lpm)

Court 2

1st PI B vs 2nd PI A (2nd PI D)

1st PI C vs 2nd PI D (lpm)

Winner matches above (lpm)

Court 3

3rd PI A vs 4th PI B (4th PI C)

3rd PI D vs 4th PI C (lpm)

Winners matches above (lpm)

Final (lpm)

Court 4

3rd PI B vs 4th PI A (4th PI D)

3rd PI C vs 4th PI D (lpm)

Winner matches above (lpm)

17, 18, 19, 20 team Divisions (8 team Gold bracket and 4 team Silver bracket):

Court 1

(A) 1st PI A vs 2nd PI B (3rd PI D)

Win (A) vs Win (C) (lpm)

Gold Final (lpm)

Court 2

(B) 1st Pool B vs 2nd PI A (3rd PI C)

Win (B) vs Win (D) (lpm)

Court 3

(C) 1st PI D vs 2nd PI C (3rd PI A)

3rd PI A vs 3rd PI D (lpm)

Silver Final (lpm)

Court 4

(D) 1st PI C vs 2nd PI D (3rd PI B)

3rd PI B vs 3rd PI C (lpm)



APPENDIX C

HEART OF AMERICA INTERACTIVE© (HOA-ONLINE)

How to use HOA-online

To manage clubs and tournaments in the Heart of America Region, an HOA-online User-ID must be created and linked to an individual with the HOA-online system.

Once an HOA-online User-ID has been created and linked to an individual, the user may begin to add/manage clubs, club staff, tournaments and tournament staff.

Clubs and Tournaments cannot be approved until the club/tournament director is an Approved USAV member through Webpoint.

SET UP A TOURNAMENT

On the main menu, go to "**Tournament Mgt**". Select if you want to run an adult or junior tournament.

If this is the first tournament you set up, click on "**Add Event**".

If you have entered events before, you can select "**Select Event**" to select the event you want to work on (either future or past).

After you click "**Add Event**", you will see a screen that will ask for specifics on your tournament. It will also show your information as it will be posted on the tournament director information. It will show up after you have a tournament approved. Fill out and/or edit the required information. You will be able to use the "Comments" box to add any information on your tournament that you want to post on the calendar.

Click on "**Details**" and fill out all information regarding divisions you want to run. To add a division to your tournament, click on "**Add Level/Division**" and fill out the specifics. For multiple divisions, click "**Add Level/Division**" as many times as you need and fill out the specifics. Click "**Update**" to submit the information. Then click "**Close**" to go back to the main menu.

GETTING YOUR TOURNAMENT(S) SANCTIONED

After you have set up your event(s), click on "**Tournament Sanction Form**". Print the form, sign it and mail this with the appropriate fees to the HOA office. Once the tournament coordinator has approved your tournament, it will show up on the calendar and teams will be able to start registering for your tournament. In the section "**Tournament Fees**" you can keep track of your fees as you have paid to HOA.

MAKING CHANGES TO INFORMATION

To make changes to an event, first use **"Select Event"**. Select the event you want to edit (click on the event name). Now click on **"Edit Event"** and you can make the changes you need. After a tournament is approved, not all information can be edited.

MANAGING YOUR TOURNAMENT(S)

Teams will be able to sign up for your tournaments online. You can check the status of registration for your tournament online. Every team that signs up online for your tournament is in "pending" status. No registration is final until you change that status to "approved". HOA will only approve teams once a tournament registration form and payment is received. It is up to the individual tournament directors to approve teams in their tournaments.

You will also be able to enter teams yourself into the database (teams that are not using the system or out of region teams. First, select to which tournament you want to enter teams, and then click **"Enter Teams"** for this function. You will see the divisions for this tournament. Click on the correct division and you will see a selection menu. Select from which divisions you want to enter teams to your events and you will be able to make your selection from all teams that are registered in the division(s) you have chosen.

TEAMS FROM OTHER REGIONS THAN HEART OF AMERICA

Entering an out of region team to your tournament: On the **"tournament management"** menu, go to the **"Out of Region Teams"** section and select **"Add Team"**. Fill out the information on the form and click **"OK"**. This team is now added to the approved team list. When you enter teams to your tournament, the out of region team will show up on the list and can be added and approved. If any on the information on an out of region team changes, select **"Edit Team"** and make the changes.

ACCEPTING TEAMS IN YOUR TOURNAMENT(S)

Once you have entered teams, or to see if teams have signed up on line for your tournament, make sure you select the right tournament and click on **"(Dis)/Approve Teams"**. You will see a menu with the divisions that are sanctioned for the tournament. Click on the desired division and you will see the teams that are interested in your event. You can approve the teams by clicking on the **"A"** column and click **"apply"**. **Keep in mind: If teams log on to the online system, they will now see that they are accepted into your tournament!**

DRAWING POOLS AND POSTING PLAYING SCHEDULE

Once your tournament is full, or, on a by the tournament director determined time, you can draw the pools for your tournament. Select the tournament you want to draw pools for ("Set Future Event") and click on **"Pools"**. On the screen that shows, you will be able to fill out specific tournament information, like in which gym a pool plays, on which court or what the start time is for a court. Click **"Apply"** to apply all the information. You can now click on a specific pool and you will see the seeding of the teams in the pools.

To make changes in the seeding of the teams, you can select two teams and **"swap"** them. By using the **"Reset"** button you can get the original seeding back.



Tournament Director Packet



USA Volleyball

Once you are satisfied with the pools, you can add “**Comments**” to the Schedule. Click on the box and a text box will appear that will give you opportunity to add text to your playing schedule. Edit the text to your liking and click on “**apply comments**” and then on “**preview schedule**” to see the playing schedule that you will be posting. If you are satisfied with the schedule, click on “**Post Schedule to Calendar**”. **Keep in mind that teams now have access to your tournament schedule!**

TOURNAMENT PROGRAM

If teams have submitted their scouting information, you can make a recruiting roster available for college coaches and improve your event. Select the event and click on “**Program Roster**” to get a printable roster.

TOURNAMENT ROSTERS

Right before the tournament, print of the updated rosters under “**Tournament Entry Forms**”. Check to make sure that the posted coach is IMPACT certified and approved for competition. All teams will have to sign this roster when they check in. All rosters need to be mailed to the HOA office the Monday following the tournament

When you want to update any information on any of your tournaments, you will always have to select the correct tournament and division.

APPENDIX D

REPORTING RESULTS

POSTING TOURNAMENT RESULTS

Posting the tournament results has become very easy. First, click "**Set Past Event**". Select the event you want to post results for. Then select the division you want to post results for. Since all the teams that played in your tournament are showing up, all you have to do is select the teams that actually ended up playing in your event. Click "**OK**".

If you have set up your pools correctly, all pool matches will automatically populate in the system. You will only have to put in the results.

Then add enough lines to the tournament results page to enter all your playoff results (click "**Add Match**"). From the drop down menu select the 2 teams that played each other and enter the "**Sets Won**" for each team. Make sure you click the check box if it is a "**Playoff Match**". Make sure you click "**Update**" to register the result.

SETTING THE FINAL FINISHES

To get more consistency in the final finishes, follow this procedure:

If teams get eliminated in the same round of playoffs, they will all get the same finish. Teams who do not make it into playoffs also will get the same finish.

For example, a 10 team tournament:

Winner of the tournament finishes as #1, the loser of the final will be #2. The 2 teams that lost in the semi-finals will get a 3rd place finish. The 2 teams who lost in the first round of the 6 team playoff will be 5th. The 4 teams that did not make it into the playoffs will get a 7th place finish

For example a 12 team tournament with all teams going to either a Gold or Silver playoff bracket:

Gold bracket: Winner is 1st, loser of the final is 2nd. The 2 teams that lost in the semi-final are 3rd and the 2 teams that lost in the first round are 5th

Silver Bracket: Winner takes 7th place in the tournament (6 teams finished higher, in the Gold bracket). The loser of the final is 8th, the 2 teams that lost in the semi-final are 9th and the 2 teams that lost in the first round are 11th in the tournament.

APPENDIX E

COACHES MEETING

SUBJECTS TO ADDRESS IN A COACHES MEETING:

- Coaches check in, verifying rosters
- Coaches and Parent credentials
- Playing Schedule o Pool format o Play-off format o Length of sets
- Tie-breaking procedures
- Officiating duties in pool and play-offs o No headphones while line-judge or scoring/referring o No food on score table
 - o Coach needs to be courtside where his/her team officiates o Losing team in play-offs has to officiate
- Warming up procedure (HOA standard) o 2 minutes ball handling (shared court) and 4 minutes per team for hitting and serving
- Reporting of scores
- Expectations on behavior of players and parents
- Specifics on facility o Playing area (any non standard issues like basketball goals and overhead obstructions)
 - o Outside food and coolers o Hangout areas for teams o Emergency exits o Warming up areas o Space for scorekeepers table o Audience areas
- Lunch break details, if applicable
- Cleaning up hang out area before teams depart
- Picking up water bottles from the bench area

APPENDIX F

TOURNAMENT DAY CHECK LIST

Court Equipment

- Standards with padding
- Good net
- Referee stands with padding
- 2 antennae per court
- Charis for team benches
- Game Balls (1 per court and spare)
- Scoring table and 3 chairs per court
- Towels
- Floor Tape or floor paint if court lines are not complete
- Measuring device for checking net height and court dimensions
- Air Pump and needle for inflating balls
- Trash Cans and extra trash bags

Balls

- Indoor: 4.3-4.6 lbs./sq.in, 25 ½" to 27" in circumference, 9-10 ounces.

Medical Equipment

- First aid kit and blood clean up and disposal kit
- Ice and bags or instant ice packs
- Copies of current Incident Report and Medical Claim Form

Scoring Table Checklist

- Flip Score or electronic scoreboard
- Pens and Pencils
- Line Up Sheets
- Score Sheets
- Liberto tracking sheets
- Pool Play and playoff schedule with team names
- Whistle for officials that did not bring their own
- Outdoor: 2.5-3.2 lb.sq.in, 25 ½" to 26 ½" in circumference, 9-10 ounces.

Net Height

- Men (Boys 16 and up) 7'11 5/8"
- Women (Girls 13 and up) 7'4 ¼"
- Boys 14 and under 7'4 ¼"
- Girls and Boys 12 and under 7'0"
- Girls 10 and under 6'6"

Court Dimensions

- Playing area 18m x 9m (59' x 29'6")
- The surrounding free zone should be a minimum of 2m (6'6")

Serving Line for 12 and under Select Competition can be set at 7m (23") from the axis of the center line. For all Premier teams the regular serving lines is used.

- Red & Yellow cards
- Table and 3 chairs for each court

Tips for Scoring Table

- Official team roster signed by coaches it at check-in
- Playing schedules
- Event and facility rules
- USAV Rule book
- Pens and Pencils for registration and posting scores
- Wall charts for pool play and playoffs
- Misc. items: towels, stapler, paper clips, tape, scissors
- Awards
- Hand Sanitizer/Clorox Wipes

Some of the things listed above may not be needed. It depends on the equipment already at your site; clean-up arrangements made with the facility, etc.

APPENDIX G

TIE-BREAKING EXAMPLE

TIES WITHIN POOLS

2 teams have the same record in SETS after pool play:

1. Head to Head Set record in the match
2. Point differential between tied teams (points won minus points lost)
3. Overall Points won
4. Flip a coin

3 teams have the same record in SETS after pool play:

1. Head to Head Set record between the tied teams
2. Point differential between tied teams (points won minus points lost)
3. Overall Points won
4. Flip a coin

4 teams have the same record in SETS after pool play:

1. Overall Points won
2. Flip a coin

TIES BETWEEN POOLS

To determine best 3rd or 4th:

1. Overall Set percentage
2. Overall Point percentage
3. Overall Points Won
4. Flip a Coin

| | HEART OF AMERICA REGION TOURNAMENT | | | | | Pool: A | | Place | |
|--------------|--|---|---|--|---|---------|------|-------|------|
| | Division: 13 Gold | | | | | Matches | | Sets | |
| | Success | Tornado | SW Iowa | KS West | MO VBC | Won | Lost | Won | Lost |
| Club Success |  25-18, 25-13 (+19) | 25-21, 25-11 (+18) | 25-12, 24-26 (+11) | 25-19, 25-20 (+11) | | | 7 | 1 | 1 |
| Tornados | 18-25, 13-25 (-19) |  25-17, 25-23 (+10) | 25-12, 25-18 (+20) | 21-25, 25-27 (-6) | | | 4 | 4 | 2 |
| SW Iowa VBC | 21-25, 11-25 (-18) | 17-25, 23-25 (-10) |  25-23, 25-22 (+5) | 25-19, 25-23 (+8) | | | 4 | 4 | 4 |
| Kansas West | 12-25, 26-24 (-11) | 12-25, 18-25 (-20) | 23-25, 22-25 (-5) |  17-25, 15-25 (-18) | | | 1 | 7 | 5 |
| Missouri VBC | 19-25, 20-25 (-11) | 25-21, 27-25 (+6) | 19-25, 23-25 (-8) | 25-17, 25-15 (+18) |  | | 4 | 4 | 3 |

Club Success wins the pool.

To break the tie for second and third place:

Take the (bolded) matches between the 3 tied teams (Tornados, SW Iowa and MO VBC)

The head to head set record between the 3 teams:

Tornados is 2-2

SW Iowa is 2-2

MO VBC is 2-2

The head to head point differential between the 3 teams:

Tornados: $10-6$ (25-17+25-23+21-25+25-27) = 4

SW Iowa: $-10+8$ (17-25+23-25+25-19+25-23) = -2

MO VBC: $6-8$ (25-21+27-25+19-25+23-25) = -2

At this point, Tornados will be in second place in the pool. The other teams are still tied and 3 teams advance to play offs.

Next step is the overall point differential:

SW Iowa: $-18-10+5+8$ (21-25+11-25+17-25+23-25+25-23+25-22+25-19+25-23) = -15

MO VBC: $-11+6-8+18$ (19-25+20-25+25-21+27-25+19-25+23-25+25-17+25-15) = +5

MO VBC will be third. SW Iowa ends in 4th place and is eliminated together with Kansas West.

We recommend you write in the point differential when you post the score. It makes it easier to do the math at the end of pool play.



APPENDIX H

FORMS

You will need to forms below for your events. They are available from the HOA website on the “Resources” page under the “General Info” tab.

You will also find all playoff brackets there for your use. USA Volleyball forms for 2022 will be updated on our website as soon as they become available.

Event Forms:

Official Score-sheet - (2 up front page, 1 set on the back side)

Line-up Sheet

Libero Tracking Sheet

Incident Report

Certificate of Insurance Request Form