



## **GUIDELINES AND POLICIES FOR CONDUCTING DELTA REGION TOURNAMENTS**

To assure maximum efficiency and consistency throughout USA Volleyball in the conduct of sanctioned competition, as well as fair and equitable treatment of teams and players, principles and guidelines have been established by USA Volleyball. These Guidelines should be considered as the national minimum standard and should be an integral part of the sanction agreement with USA Volleyball and/or the Delta Regional Volleyball Association.

It is recognized that not all organizations and facilities have the minimum resources available to meet these minimum standards continually. In these cases, reasonable alternatives should be provided.

The rules offer many options to allow for a wide range of use. It is the responsibility of the Tournament Director to specify in writing which options or modifications to the rules will be enforced. Players must be notified of all Tournament Regulations prior to the start of play and preferably before the acceptance of any entries.

### **A. GENERAL INFORMATION**

1. All tournament regulations must be within the guidelines of the governing organization.
2. Common sense may dictate that adaptations to the rules may enhance the playing experience in certain situations.
3. All adaptations to the rules and tournament guidelines must be for the improvement of the game for the participants involved. Principles of fairness and increased participation should guide decisions to adapt playing rules
4. When in doubt, contact the Delta Region volleyball office.

### **B. APPLICATION/FOLLOW-UP**

1. Tournament Directors should apply for and receive sanction from the Delta Region office. Dates for tournaments must be applied for in writing to the Region office prior to August 1<sup>st</sup>. Tournament dates will be assigned at the fall meeting of the Region Board of Directors. Clubs in good standing will be given first priority on dates corresponding to

the previous season's schedule. Dates not applied for by August 1<sup>st</sup> will be assigned on a first come, first served basis. After approval of a tournament date and 90 days prior to the event Tournament Directors must submit an "Application for Sanction" to the Region Office with the \$25.00 sanction fee per court with a maximum of \$150.00 payable to Delta Region Volleyball. Additional tournament dates may be added to the season's schedule through approval of the Region Commissioner. Upon approval of the sanction request the Tournament Director will receive an official USAV sanction number.

2. Invitations and entry forms should be mailed to perspective team representative not later than six weeks prior to the tournament date (or a link placed on the region website for the information). The entry form must include:

- a. Cover letter with appropriate information and official entry blank (w/entry deadline)
- b. Tournament format (one or two day)
- c. Divisions offered and format of playoffs
- d. Time of Captains meeting and first pool play match
- e. List of awards to be given
- d. Indicate if R1 officials will be provided
- e. For Junior tournaments, all flyers should include the statement "If your age division does not fill and is not offered, would your team be willing to move up?"

**As a reminder: Boys born on or after September 1, 1997 are allowed to participate in Girl's 12 Division competitions in the Delta Region (except the Region Qualifier).**

f. Tournament information must also state firmly and clearly that the rostered coach must be present during each team's officiating duties.

3. Only USAV registered teams and players may participate.

4. Tournament Directors must require written entry forms and printed on-line team rosters (when applicable), accompanied by the appropriate fee. Telephone entries will not be accepted. The on-line registration roster available in the Delta Region includes current player and team registration numbers so that questions of eligibility may be resolved. Tournament Directors should insist that teams from the Delta Region (and any other team whose Region uses the on-line registration system) submit on-line rosters with their tournament entries.

5. A minimum of three (3) weeks before the tournament date start accepting entries. The ONLY criteria used in deciding which entries are accepted are: timeliness of the entry, regional affiliation, or registered level of play. All Region Teams should be accepted on a first-come, first-served basis.

6. One (1) week prior to the event verify that all players and teams are registered members of the USAV, that **each team has both a qualified referee and scorekeeper**, and verify the team's current playing level. This may be done by contacting the Region office. ***No one will be permitted to play unless registered.***

7. The tournament host will ensure that each participating team is contacted prior to play.

8. Tournament Directors must require written entry forms (**Delta Region teams must submit rosters from the on-line system**), accompanied by the appropriate fee. Telephone entries will not be accepted.

9. Teams failing to show for a tournament without notifying the Tournament Director must be reported in writing to the Region Commissioner and will forfeit entry fee.

10. Immediately following the tournament, the Tournament Director will submit any report of violations, incidents or injuries to the Region Business Office. Not later than 2 weeks days after the tournament, the Tournament Director will submit the following to the Region Business Office:

- Complete tournament results including final standings (not just top three) to the Region Office (or a link placed on the region website with the information)...

### **C. TOURNAMENT PREPARATION**

1. Obtain the correct forms and equipment to have available at the site such as:
  - a. Appropriate equipment (nets, standards, antennae, new volleyball, etc.) to conduct competition consistent with the rules of the game. Tournament sites and equipment must meet requirements for safe/enjoyable competition as outlined in the USA Volleyball Domestic Competition Regulations. All net supports, guy cables, and referee stands must be padded. All referee stands are to be constructed for this purpose, not made from ladders, tables, etc.
  - b. A copy of the current Domestic Competition Regulations. and any specific tournament guide lines.
  - c. USA Volleyball score sheets, line-up sheets and Libero tracking sheets. These may be obtained from the region website at [www.deltavolleyball.net](http://www.deltavolleyball.net)
2. For large, multi-court tournaments, the following is recommended:
  - a. A non-playing tournament director/manager with the sole responsibility of keeping the tournament on schedule and properly recorded; OR
  - b. A court manager for every 1-4 courts, all of whom are collectively charged with the above responsibilities; AND
  - c. A non-playing certified referee in charge who shall be designated to handle all referee assignments.
  - d. The duties of the Head Official may include identifying a protest committee and working with the tournament director to identify ground rules. He/she may also be charged with setting a referee schedule when certified match officials are used.
3. For smaller tournaments, some of these duties may be combined.
  - a. A one-court facility may require only one person to act as the site director and the referee.
  - b. A two- to four-court facility with a paid referee on each court might require only one tournament director, who may also act as head official.
  - c. It is recommended that the host provide and identify a trainer. If a trainer cannot be provided, a person from the attendees with medical qualifications should be identified.
4. It is the Tournament Director's responsibility in regards to safety and protection of athletes inside a practice or tournament venue. It is recommended a security person be identified to resolve any security or safety situations.
5. The Tournament Director or Site Manager shall conduct a Coaches/Captains meeting prior to the start of competition to provide the tournament schedule, including playoffs, ***unless this has been provided to the team reps in advance***. The head official, if one is

available, should attend this meeting to explain facility-specific ground rules. If there is no head official, the Tournament Director or Site Manager will cover these rules.

6. Schedules shall be posted prior to the first match so all teams will be informed of their playing schedule and officiating duties.

7. No more than five (5) teams per court will be scheduled.

8. A Tournament Protest Committee shall be appointed by the Tournament Director and posted at each tournament site. It shall be composed of three persons who are senior certified referees (if available) and other experienced coaches present at the tournament site. If a protest is filed and one or more of the Committee members are affiliated with any of the teams involved in the protest, these members should recuse themselves and be replaced on the Committee when it considers the protest. The committee shall rule on all protests.

9. Each Team Captain (adult competition), Coach or Junior Club Director (junior competition) must print a team roster from the on-line registration system (when applicable) and submit it to the Tournament Director with the tournament entry form. This is the official roster for the tournament. Only those persons listed on the roster may occupy the team bench. The on-line registration roster will include current player and team registration numbers so that questions of eligibility may be resolved. Tournament Directors should insist that teams submit on-line rosters with their tournament entries.

#### **D.FEES/AWARDS**

1. Each tournament situation is unique. The entry fee should be commensurate with expenses incurred. Some considerations should be:

- a. paid officials,
- b. cost of facilities, equipment and administrative supplies/costs,
- c. awards,
- d. sale of food items, merchandise, etc., to help defray expenses,
- e. contribution to USA Volleyball Foundation, Endowment Fund or other charity,
- f. payment of expenses to team(s).

2. Selection of awards is generally dependent upon the number of teams entered, the age of the participants and the financial resources available. Awards may include:

- a. team trophies or plaques,
- b. individual awards such as medals, plaques, t-shirts or other merchandise,
- c. money back in the form of expenses or future tournament entry fees.

#### **E. TYPES OF TOURNAMENTS**

1. Double Elimination: Because of the obviously limited play potential for the weaker teams, this type of tournament is discouraged.

2. Round Robin: This is more universally accepted because all teams are guaranteed a reasonable number of sets/matches. It also is more practical for the assignment of support officials. A multi-court round robin in the same division/class will require a championship playoff. A single-court round robin does not require a playoff. Such an arrangement is discouraged.

3. Many large national-level and festival-type tournaments have more than one round of pool play (round robin) culminating in a single- or double-elimination round.

## **F. SEEDING**

1. Teams should be seeded with respect to their expected playing strength. Prior tournament results and previous meetings between teams may be utilized to aid the tournament host in judging the relationships of the teams. The Region office is available to assist in this process after tournament hosts have made their own evaluations.

2. The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

*Example: Eight (8) teams evaluated with respect to their related strengths and assigned to two (2) pools as follows:*

*Pool A: (1,4,5,8)                      Pool B: (2,3,6,7)*

## **G. SCHEDULING PARAMETERS**

1. Scheduling matches for a tournament must be realistic. These time allowances provide for a six-minute warm-up between matches and three minutes between sets.

Two 25 rally point sets...50 minutes

Two 21 rally point sets...45 minutes

2/3 25 rally point sets per match (15-pt third game)...1 hr. 5 min.

2/3 21 rally point sets per match (15-pt third game)...1 hour match

One 15 rally point set...20 minutes

One 25 rally point set...26 minutes

3/5 25 rally point set per match (15pt fifth set) ...1 hr. 45 min.

2. At least five additional minutes of warm-up shall be allotted for the first match for each team except in those facilities that provide an adequate warm-up area not in conflict with the playing areas.

3. Teams should play at the announced time when their match is sequentially ready to be played, regardless of the time schedule. The time schedule is only a guideline. **EXCEPTION:** The first match of the day for each team should be governed by the announced/scheduled starting time only.

4. The tournament schedule and forfeit procedures should be clearly posted and all teams informed.

5. Various examples of round robin schedules can be found in the Domestic Competition Regulations rulebook.

**H. METHOD OF PLAY (ONE-DAY TOURNAMENTS) Teams shall be guaranteed a reasonable number of sets (8).**

1. When round robin competition is scheduled, a maximum of five teams only should be accepted per available court.
2. When round robin play qualifies teams for a championship playoff, no more than 50 percent of the teams entered should advance to the championship playoff bracket.
3. The championship bracket is not to exceed eight teams.
4. When two four-team brackets are scheduled, a championship and consolation pool may be formed from a first-round robin competition. Subsequent competition utilizing the top two and bottom two teams will determine first, second, third from the championship pool and fourth place by winning the consolation pool.
5. In round robin play the following will prevail:
  - a. If five teams are entered and a championship play-off is scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time might not allow the use of either the best of three or three-set matches
  - b. If five teams are entered and a championship play-off is not scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time may not allow the use of the best of three or three-set matches.
  - c. If four teams are entered, matches may consist of any format, as long as it meets a reasonable timeframe and is fair to all team entries proportionate to their entry fee and travel time. Some options include four-team pool play three sets to 25 rally points or best two-out-of-three 25 rally point sets(15 rally point third set).
  - d. Where there is only one pool, and a total round robin is scheduled, additional matches are not recommended. If a championship playoff is scheduled, the following criteria should be met:
    - (1)Projected time schedule will permit such additional scheduling.
    - (2)Playoffs should be restricted to the first-and second-place teams only.
    - (3)The second-place team should win at least 75 percent of its sets in round robin competition.
6. Finals should be scheduled to begin no later than 8 p.m. and earlier if possible.

**I. GENERAL GUIDELINES FOR THE DETERMINATION OF PLAYOFF POSITION(S) IF TIED -- METHOD ONE**

1. Teams qualifying for the playoffs, but tied for position only, 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, first on the won-lost record, and second on the point spread. If still tied, then;
  - b. Comparison of the point differential based on the total round robin competition. 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 tie-breaking purposes. If still tied, then;
- c. Coin toss.
2. If there are more teams tied for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition. Teams should NOT be eliminated from assignment to championship competition by point differential or any other non-competition system.
  3. If two or more teams are tied for a single playoff position, the minimum number of one additional 25 rally point set should be played. Teams should change sides at 13 points. No cap shall be in effect. Where tournament guidelines stipulate, 15-point sets may be used. For example:
    - a. Two teams tie for last position: One 25 rally point set.
    - b. Three teams tie for last position: Superior as determined by the criteria in G1 shall be the bye team and play the winner of the match between the two remaining teams. Two 25 rally point sets total.
    - c. Four teams tie for last position: As determined by the criteria in G1, team 1 vs. 4, 2 vs. 3 and winners playoff. Three 25 rally point sets total.
  4. If three teams tie for two playoff positions, the team with the greater point spread shall be awarded first place. The other two teams shall play one 25 rally point set for the remaining playoff position. The same priorities as listed in G1 shall prevail, except that if a tie shall exist after the second priority, the flip of a coin shall determine the bye team, and all teams must play for position as follows:
    - a. Team Blue wins over Team White and gains one playoff berth.
    - b. Team Red plays the loser, in this case Team White, for the second playoff berth. Two 25 rally point sets total.
  5. These are only guidelines. Other methods are acceptable, as long as they are printed and distributed before the start of the event.

## **J. WARM-UP PROCEDURES**

1. Because of limited time, the teams preparing to play the next match must be ready to take the court immediately at the end of the previous match. Warm-up time for the teams will probably vary from 5 to 10 minutes, depending on the tournament guidelines.
2. After the coin toss, the following warm-up procedure is specified:
  - a. The warm-up time is split evenly in two, with the serving team taking the court for the first half and the receiving team taking the court for the second half. The teams may use the entire court in whatever manner they choose during their time, including serving practice.
  - b. For National Junior Olympic Volleyball events, the 2-4-4 format is used and may be used at any event. The first two minutes are for ball handling on a team's own side of the court, followed by four minutes of the entire court use by the serving team and then 4 minutes for the receiving team. Serving is conducted during each team's four minutes.

## **K. JUNIOR MATCH PROTOCOL AT CONCLUSION OF WARM-UPS**

Referees line-up on bench sideline in front zone. Teams line-up on bench sideline in back zone (captain first). First referee leads all to center and whistles for teams to shake hands, and then teams return to benches for final talk. Referees shake hands and then to positions. Starters line-up on court while Libero awaits second referee's approval to enter, substitutes in the warm-up area or seated on the bench. Second referee check line-ups and gives the ball to the first server. First referee whistles for the first serve.

## **L. DUTIES OF COURT MANAGERS**

1. The court manager is responsible for getting matches and officials on and off the court.
2. The officials for each match at major tournaments include a first referee, second referee, scorer, assistant scorer, timekeeper/visual scoreboard operator and two line judges.
3. The court manager needs to check equipment (nets, standards, volleyballs, antennas, etc.) to make certain they are in good condition at all times.

## **M. PROCUREMENT/ASSIGNMENT OF REFEREES (*Coach listed on the team roster must remain courtside throughout their team's officiating assignments.*)**

1. All referees assigned to sanctioned Delta Region competition should be members of USA Volleyball, have a current Background Screening on file (background screenings are good for two years) and be certified USAV Referees and Scorekeepers or "In-Process" candidates. "In-Process" officials that have completed testing and attended a required clinic may serve as officials in order to receive ratings and complete the certification process. "In-Process" candidates may serve as officials only up to the pre-assigned date each year. After this date, teams must have Certified Officials on their roster or provide non-playing Certified Officials. Teams unable to provide certified officials will be required to pay a fee and the tournament host will provide certified officials. Each team representative will provide the name(s) of the officials on the team entry form. If names are not provided, the officiating fee will accompany the entry fee. This fee is not refundable at any time. The Tournament Director will provide certified officials to referee and score to fulfill requirements of the paying team. The team scheduled to officiate will provide linespersons and an assistant scorer. A complete list of certified officials can be found on the region website.
2. Non-player certified referees, as well as available certified player referees, may be used in all sanctioned competition.
3. All USAV certified referees (other than players and coaches) are required to wear the approved volleyball officials' uniform.
4. All match assignments shall be made by the designated Chief Referee. In the absence of a Chief Referee, the Tournament Director will act in this capacity.

## **N. ASSIGNMENT OF SUPPORT OFFICIALS**

1. The primary responsibility for the assignment of support officials should lie with the Tournament Director.
2. Participating teams may be expected to furnish required support officials as requested. Required officials are the second referee, the scorer, the assistant scorer, two line judges and visual scoreboard operator. Only USA Volleyball certified scorers should serve in the capacity of scorer.
3. A working schedule, including playoff sets, should be posted prior to the first match of the day so teams will be properly informed as to respective responsibilities. In addition, teams assigned to work the first scheduled matches should be notified at least three days in advance of the tournament. Those work teams failing to meet this obligation may be subject to discipline within their organization.
4. As part of item “3” above, teams playing in the final round robin match of the day, if not otherwise a participating team, will be assigned to the first level of the playoff matches. Losers of the playoff matches will be required to work the next level of the playoffs. Teams not fulfilling these assignments may be subject to discipline within their organization.
5. Any penalties for teams that do not fulfill their officiating responsibilities should be posted prior to play. One commonly used method is to penalize the assigned officiating team one point per minute up to a maximum of 25 points(one set), which would be imposed at the beginning of the team’s next match.

**Delta Region Volleyball**  
**1102 Laurelwood Court**  
**Jonesboro, AR 72401**  
**Phone/Fax: 870-933-8110**  
**Email: [reg@deltavolleyball.net](mailto:reg@deltavolleyball.net)**  
**Website: [www.deltavolleyball.net](http://www.deltavolleyball.net)**



# TOURNAMENT DAY CHECKLIST

## **THINGS TO REMEMBER TO BRING TO THE TOURNAMENT:**

- Score sheets (Deciding and Non-deciding sheets - 2 per court per match)
- Lineup sheets ( 2 per court per match)
- Pens, pencils, pencil sharpener and erasers for scorers
- Folders for court results (matches)
- Folders for court scoresheets (scorer's table)
- New volleyballs (game balls)
- Pressure gage, air pump and needle
- Antennas
- Tape measure/"Right height" for net
- Poster board (or computer generated sheets) for pool results and playoff brackets
- Folder with team rosters (copies left on scorer's table)
- Team packets
- Extra schedules (for scorer's table)
- Red and Yellow cards
- Extra whistles
- Current USA Volleyball Domestic Competition Regulations (rule book): (for each scorer's table)
- Visual scoreboard for each court
- Referee stand (s)
- Score table and chairs for score table/team benches
- Floor tape (to mark lines)
- Official's Rating Forms
- Masking tape (to hang signs)
- Sharpies
- Stapler and staples
- Ice & plastic bags for first aid
- Garbage bags
- Awards & trophies
- Paper Towels
- Floor Towels
- First Aid Kit / Blood Clean-up Kit
- Insurance incident and claim forms
- Lunch for Site Manager

***NOTE: Some of the items may or may not be needed depending on the equipment/supplies already at the facility.***

# CALENDAR OUTLINE FOR HOSTING A TOURNAMENT

## **1. SETTING THE DATE:**

- Contact the Delta Region office about the regional schedule
- Obtain gym space for the desired date. Gym space must be confirmed before applying for the sanctioning of the event.

## **2. NO LATER THAN 6 WEEKS BEFORE TOURNAMENT (PREFERABLY EARLIER):**

- Send Application for Sanction request form to the Delta Region office with the \$25.00 sanction fee per court with a maximum of \$150.00 payable to Delta Region Volleyball.

## **3. FIVE WEEKS BEFORE :**

- Send out invitations or provide a link on the Delta Region website.
- Order any needed equipment (balls, antennae, nets, etc.). Volleyballs should be new.

## **4. FOUR WEEKS BEFORE:**

- Order prizes and/or any items for sale at the tournament.

## **5. TWO WEEKS BEFORE, UP TO TOURNAMENT DATE:**

- Procure necessary auxiliary equipment:
  - a. scorer's table
  - b. referee stand (s)
  - c. visual scoreboards
  - d. pens and pencils
  - e. chairs
  - f. copies of score sheets, line-up sheets and rosters
  - g. red and yellow cards
  - h. Domestic Competition Regulation books
  - i. Draw sheets (or generate from the computer) one for each pool
- Arrange for any support personnel such as a gym supervisor (someone with a key to open the gymnasium) and a janitor.
- Check the courts to see if any adjustments are needed before play can begin. For example: raising backboards, removing equipment or bleachers or lining the courts.

## **6. ONE WEEK BEFORE:**

- Close entries.
- Set up pools, playing and play-off procedures.
- Send confirmation to entered teams.
- Pick up equipment and prizes.
- Assign work duties to club members.

## **7. NIGHT BEFORE THE TOURNAMENT:**

- Set up courts.
- Buy food and drinks, if providing them.

## **8. DAY OF THE TOURNAMENT:**

- Open gym early.
- Hold coach/captains' meeting at designated time.
  1. Explain the ground rules
  2. Announce gym restrictions
  3. Form protest committee
  4. Find out if any teams need referees or scorekeepers
  5. Remind refs to begin matches promptly.
  6. Verify rosters with Team Reps. Request USAV membership proof from any questionable entries.
  7. Identify any medical personnel
- Make sure all teams are in proper uniform. Do not permit play if regional rules are not complied with.
- Start matches on time!

## **9. IMMEDIATELY AFTER THE TOURNAMENT**

- The Tournament Director will submit the following to the Delta Region office:
  1. Report of violations, incidents or injuries

## **10. NO LATER THAN TWO (2) WEEKS AFTER THE TOURNAMENT:**

- The Tournament Director will submit the following to the Delta Region office:
  1. Complete tournament results including final standings (not just top three) or place a link on the region website. Do not return the individual game score sheets or team entry forms.

**Delta Region Volleyball**  
**1102 Laurelwood Court**  
**Jonesboro, AR 72401**  
**Phone/Fax: 870-933-8110**  
**Email: [reg@deltavolleyball.net](mailto:reg@deltavolleyball.net)**  
**Website: [www.deltavolleyball.net](http://www.deltavolleyball.net)**