

Garden Empire Volleyball Association

Adult Division Tournament Director Handbook

2011-2012 GEVA Sanctioned Season

The Tournament Directors handbook is posted on the GEVA website.

Introduction:

USA Volleyball tournaments are conducted in the GEVA Region under the “Guideline’s for Conducting USA Volleyball or RVA Sanctioned Tournaments” as described in the Annual Official Volleyball Reference Guide of USA Volleyball. This manual contains additional information on conducting tournaments. All Tournament Directors and participants must be registered members of USAV/GEVA and must follow the guidelines described in the USAV Domestic Competition Regulations. All deviations from these guidelines must be approved in advance by the Regional Commissioner, Regional Tournament Coordinator or the Associate Commissioner before a tournament may be sanctioned.

The 2011-2012 Domestic Competition Regulations are being used.

Tournament Director:

All teams must turn in to the tournament director their team roster from Web point signed by all their players and turned in prior to playing in a tournament. If there is a borrowed player playing with a team they must turn in to the tournament director their team roster from Web point signed prior to playing.

Team and player registrations:

There will not be team and player registrations at tournaments this year. The exception will be if an individual shows up with a paper registration.

Player Paper Registration the day of a tournament:

if a player has not yet registered on-line, but chooses to on the day of a tournament do a paper registration printed from the GEVA website then he/she must include a check for \$80.00 which includes a surcharge of \$25.00. This form is to be mailed to the GEVA registrar by the tournament director,

Tournament reporting procedure:

All results must be entered online by Monday after your tournament. All results must be either faxed to 908-755-3466 or E-mailed to gfetzb@comcast.net the day of the tournament. The signed rosters and the results along with all score sheets are to be mailed on the Monday after the tournament and sent to the Adult Tournament Director.

Friendship Season Play:

During the Friendship season, all teams are required to complete the One Day membership (Friendship Registration Form (one page per team)) at every tournament (this is your registration). The Tournament Director will review the registration forms and send the completed forms to the office after every tournament. Teams may complete their regular roster forms.

Adult Uniform Guidelines:

Friendship Tournaments; Players will be required to wear a jersey with a number during Friendship/Seeding tournaments so as to facilitate the rating of officials. Score sheets are to be kept for scorekeeping practice

Sanctioned Season: Uniform shirts will be identical with the exception of sleeve length. Number size and placement will conform to the requirements of the USAV Domestic Competition Guidelines. Uniform shorts for GEVA sanctioned Adult tournaments must be of the same dominant color.

Sanctioned Season Play:

Teams and players must be fully registered with GEVA before they will be allowed to play.
Teams must register with no less than SIX players at the time of registration.
No 6 team pools allowed on one court.

Tournament Entry:

All teams must enter on line in to all tournaments on the GEVA website.
Click on adults then click on a tournament and you will see view all events come up.
Click on view all events and enter the tournament of your choice.

There are two types of sanctioned tournaments on line. GEVA hosted tournaments and Non GEVA hosted tournaments

Friendship Tournament Fee: \$100.00

GEVA hosted tournaments:

All Tournaments are to be entered and paid on line. If entered by 11:59 Sunday the week prior to the tournament the early fee is \$160.00. There is a \$20.00 fee if you enter the tournament from 12:00am Monday on. Friendships tournament fee \$100, 00

NON GEVA hosted tournaments:

All tournaments must be entered on line. Depending whether the tournament director has made arrangements for the tournaments to be paid will depend whether you may pay on line or send a check. Tournament fees are the same as the GEVA hosted tournaments:

Ranking System:

The Ranking system will be used to reflect tournament results and the seeding of subsequent tournaments. The ranking system is based upon head-to-head competition. Teams will gain or lose points depending on their opponent. Each game will be counted during the season.

Playoff matches are worth more points in this system.

The rankings are entered and the results posted on the GEVA web site. All team representatives can review their team's results and ranking.

Hosting a Tournament:

The GEVA Region has the right to sanction and/or withdraw the sanction of any tournament that violates USA Volleyball or Regional rules for conducting Volleyball Tournaments.

All Tournament Directors must be current members of USA Volleyball and GEVA and be in good standing.

All tournaments must have a knowledgeable, tournament director available at the tournament at all times.

The GEVA volleyball season runs from September 1 of the current year, through August 31 of the following year. All tournaments held during this period must be sanctioned. Only USA Volleyball registered teams may participate in these tournaments.

Sanctioning a Tournament:

All tournaments must be sanctioned by GEVA.

All Tournaments are sanctioned by contacting the GEVA Adult Competition Director.

The GEVA Tournament Schedule is set twice per year. The early season schedule is posted by October 1. The regular season tournament schedule is set by December 1.

The tournament divisions may be requested at the time of your sanction request. In most cases, the Adult Tournament Coordinator will assign the tournament division based upon the region needs. Only one tournament for each division will be sanctioned per available date. Exceptions may be made by the Adult Tournament Coordinator.

You will be notified of the acceptance or rejection of your request as soon as possible. Be aware that the Region is fortunate enough to have several annual events that are hosted on the same weekend every year. Priority will be given to these tournaments in case of conflicts. No tournament advertising or announcement is allowed until the sanction has been granted.

After the sanction has been granted and the tournament schedule set, the tournament will be added to the tournament management section of the web site. Thereafter the Tournament Director will manage the tournament online.

Pre-Tournament Duties:

Teams will enter and pay on line their teams in to tournaments using the GEVA online registration system. The Team Representative will go to the GEVA online registration system tournament page and enter their team name into a tournament.

GEVA hosted tournaments:

The tournament director will receive an E-mail when a team enters and pays on line for their teams in a tournament. A team is accepted when their payment is made

NON GEVA hosted tournaments:

All tournaments must be entered on line. Depending whether the tournament director has made arrangements for the tournaments to be paid will depend whether you may pay on line or send a check.

The tournament director will receive an E-mail when a team enters on line for their teams in a tournament. The Team representative must mail their check in order to be accepted in to a tournament. The team is not officially entered until payment is received.

Schedule Notification:

A schedule for the tournament should be sent out to the teams as soon as the tournament is filled. If the tournament has not filled and the tournament is being held a schedule must be sent out no later than noon on the Thursday before a tournament.

If in an emergency, a tournament needs to be moved, the Tournament Director will check with the GEVA Adult Tournament Coordinator before taking any action. If a Tournament Director of an announced 15-team tournament wishes to grow a tournament, he must check with the Director of the same level tournament the following weekend to see if it has a minimum of 8 teams registered.

Adult Tournament Withdrawal:

The following tournament withdrawal procedures will be followed:

If the team withdraws two Mondays before the tournament date (12 or 13 days) depending upon a Saturday or Sunday tournament), there is no penalty and the entry fee will be refunded in full.

If a team withdraws 7-12 (or 13) days prior to the tournament they will receive a refund of one half of their entry.

If the team withdraws six or less days prior to the tournament, but 24 hours prior to the start of the tournament, they will lose their entry fee. There is no further penalty.

If the team does not contact the tournament director at least 24 hours before the start of the tournament, the entry fee will automatically be lost. The team will also be required to re-register by paying a team registration fee in order to continue to participate in tournaments for the rest of the season.

If the team is a no-show, in addition to the actions and penalties in rule d. The case will be reviewed by the GEVA Ethics and Eligibility Committee for possible further action.

Tournament Day Duties:

The tournament Director or their designee should arrive at tournament site at least forty-five minutes prior to the start of the first match.

Check all equipment. Make sure the facility and equipment follow the USA sanctioning guidelines. (Net height, antennas, padding, etc.)

All tournaments will be run in a round-robin format. All teams will be guaranteed a minimum of eight (8) sets of play.

Post the schedule of play and provide the score sheets and line-up sheets at each court. Provide pencils with erasers for each court. Have all of the entry rosters available and ensure that all players sign before playing.

Players will only be allowed to do paper registration on-site.

The Tournament Director or their Designee will be on sight to oversee the smooth flow of play throughout the tournament. The Designee must be announced to the Referees and Team Representatives at the beginning of the tournament.

Play-off seeding - The top two teams in a 4 or 5 team pool will advance. The top three teams will advance from a 6 or 7 team pool. Teams will be ranked by;

1. Won/loss record
2. Head-to-Head game record
3. Head-to-Head point differential
4. Total point differential
5. Coin Toss

If there are more teams tied for the playoffs than there are positions then the tied teams must compete for the position(s) in direct competition. Teams shall not be eliminated from assignment to championship competition by point or any other non-competition system. One 25-point set shall be used to break ties.

Tournament Awards:

In lieu of Tournament awards this year the entry fee remains at \$160.00 for entries paid on line by Sunday 11:59 pm prior to a tournament. However team entry fee in to a tournament from Monday 12:00 am on will be \$180.00

Tournament Referee Guidelines:

All sanctioned tournaments will utilize USAV certified R1's on all matches.

Tournament Directors will communicate with Referee's Assignor for the assigning of Referees for all sanctioned season tournaments. The Referee Assignor will provide a list of referees assigned to the tournament via email.

Referee pay scale will be provided to the Tournament Director as part of the referee assignment notification.

Referees who need to cross a major bridge or tunnel to get to the tournament site will be reimbursed for toll.

Tournament directors will insure that the recommended number of certified referees are utilized for the tournament; 3 for a 2 court tournament, 4 for a 3 court tournament and 6 for a 4 court tournament.

Referees for playoffs will be assigned by the Head Referee. The finals' referee should have at least a Regional rating. A Provisional Referee may be assigned to a final only if a Rating Team member is supervising.

Tournament directors will insure that referees are paid on day of tournament or within one week.

Referee Fees:

Referee payment schedule will be provided by the GEVA Referee Assignor

Team Tournament Responsibilities

Work Assignments

Teams will be required to work a maximum of two matches during pool play. Additionally a team may be required to work during playoffs based upon published guidelines.

Teams must provide a work team consisting of; 2 linespersons, a second referee, a scorekeeper and an assistant scorekeeper. Any member of the work team will be replaced at the direction of the referee/tournament director.

A team who is late for a work assignment will automatically forfeit one point per minute they are late from the first game of their next match and have to work for the team that covered for them.

A team which leaves early without fulfilling their work obligation will also be required to re-register by paying a team fee of \$60.00 in order to continue to participate in tournaments for the rest of the season. A second offense will result in a fine of 3 times the team registration fee. Any subsequent violation will result in a fine of 5 times the team registration fee.

.Growing Tournaments:

The tournament director must call the following week's tournament director to see if 8 teams have entered their tournament. You must confirm with the adult tournament director before growing a tournament.

Tournament Start time:

The coin flip is at 8:45 at all tournaments. The first match starts at 9:00. Enforce the start time according to the Domestic Competition Regulations.

Rosters:

If a player is not on the roster they must provide proof of registration. One of the two acceptable methods to prove registration status is listed below:

- A. An individual USAV registration card printed from USA Volleyball Web point.
- B. The player's name appearing on a GEVA supplied and approved roster form printed from USA Volleyball Web point.

Borrowed players: Intra-team Player movement:

1. AA-A or A/BB Tournaments:

A team can consist of any six (6), or more, GEVA registered players from any level.

2. BB Tournaments:

A BB team is allowed to borrow up to three (3) players from any A, BB, or B level GEVA registered team.

Only one of the three players may be from an A registered team. **No player can be borrowed from an AA Team.**

3. B Tournaments:

A B team is allowed to borrow up to three (3) players from any BB or B level registered GEVA team. Only one of the three players maybe from a BB registered team. **No player can be borrowed from an AA or an A Team.**

4. B/BB Tournaments:

- A **BB team** is allowed to borrow up to three (3) players from any BB or B level registered GEVA team. **No player can be borrowed from an AA or A team.**
- A **B team** is allowed to borrow up to three (3) players from any BB or B level registered GEVA team. **No player can be borrowed from an AA or an A Team.**

5. B REGISTERED TEAMS

No player can be borrowed from a AA or A Team B teams are allowed to use 1 registered player from a BB level team in a B tournament Three Player's can be borrowed from the same level

Player's cannot play for more then one team in a tournament or a multiple day tournament.

Final rosters for the 2012 Regional Championship are due by March 1st 2012

Player's may not be borrowed for the Regional Championship.

Forms are available under forms on the GEVAwebsite: www.geva.org

2011-2012 Season Incident Reporting Form

2 set non deciding score sheet

1 set non deciding score sheet

1 Deciding set score sheet

Libero tracking sheet

Line up sheet

To Facilitate Deciding Set Score Sheets:

To obtain deciding set score sheets for scorekeeper certification purposes, at tournaments where two-set matches are being played, a match may be played where the teams switch sides midway through both sets (at 13 for 25 point matches and 13 for 21 point matches), with the agreement of both Captains/Coaches and the First Referee.

In 3-set matches (not two-out-of-three), teams will switch sides midway through the third set, ONLY when someone wants to keep score for certification purposes. There will be no coin toss before the third set, as this is not a deciding set.