



TOURNAMENT DIRECTOR'S HANDBOOK

Revised Feb. 2020

The Handbook draws extensively from the USAV Guidebook and the Official USA Volleyball Rules. The Guidebook details policies, procedures and requirements set forth by USAV as well as other useful information. The USAV Guidebook and the Official United States Volleyball Domestic Competition Regulations appear on the USA Volleyball website at <http://www.usavolleyball.org>.

Further, it summarizes the information in the USAV Guidebook as well as provides information on policies and procedures required by the Badger Region. You are responsible to follow the policies and procedures set forth in this Handbook. Failure to do so may result in disallowing sanctioning of your events. Remember that all tournaments sanctioned by the Badger Region must follow USA Volleyball/Badger Region guidelines.

Badger Region dedicates itself to those of you who organize tournaments and events over the course of the next several months. Tournament Directors are the lifeblood of our Region. When we do our jobs well, the volleyball players, coaches, officials, and spectators in the Badger Region are better able to experience the joy of the game.

All Tournament Documents are available to download from the Badger Region website:

<http://badgervolleyball.org/>

Go to:

DIRECTORS &
COACHES

Tournament Director Tool Kit
and Forms

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TABLE OF CONTENTS

1. Overview	4	12. Tournament Day	15
2. Rules Of Play/Age/Gender Info	4	Code of Conduct/Team Codes	15
Age/Gender Exceptions	4	Player Uniforms/Emergency Policy	15
Server Step-in Rule Modification	5	Team Cancellations/Site Violations	15-16
3. Getting Sanctioned	5	Refunds	16
USAV Guidelines & Requirements		Inclement Weather	16
For Region-Sanctioned Events	5-6	Equipment	16
4. Tournament Promotion	6	Check-In / Captain's Meeting	17
Entry Fees / Admission Fees	6	Emergency Roster Situations	17
Announcements/Notification	7	Warm-Up Procedures/Ball Shagging	17
Closing Date	7	Forfeits	17
5. Registration/Accepting Process	7	16-17 AES Result Entry	17
Rosters – Badger Region Teams	8	Protest Committee	17
Rosters – Out-of-Region Teams	8	Expulsion and Disqualification Area	18
Foreign Team Participation	8	13. Tournament Wrap-Up	18
6. Adult Tournament Procedures	8	Site Regulations, Results Entry, Violations	
And Variances		and Sanctions	18
Friendship Tournament Participation	8	14. Tournament Tips	18-19
Badger Region Assistance	8-9		
7. Pre-Tournament Information	9		
8. Tournament Formats	9		
Scoring	9		
Time Allotments	9		
Pool Play Formats	10		
Play-Offs	10		
Tie Breakers	10-11		
9. Seeding Teams	11		
10. Site Director Responsibilities	12		
First Aid	12		
11. Officials	13		
Certified Referees	13		
Collegiate Referees	13		
Officials Pay Scales	14		
Work Team Assignments	14-15		

1. OVERVIEW

This book contains the guidelines to be followed when hosting USA Volleyball-sanctioned tournaments in the Badger Region. The Badger Region must sanction all USA Volleyball Tournaments played in the Badger Region. The Badger Region Tournament Director is available to assist Tournament Directors in the planning of their events.

The Badger Region/USAV sanctioned season runs from September 1st through Mid-July. The indoor season generally runs from December 1st through the end of the USAV National Championship for each playing division. The outdoor sanction season generally runs from May 1st through mid-August. Badger Region also allows "Friendship Tournaments," for adults, during the sanctioned season.

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 this rule. In addition, all personnel involved in the organization and management of a USAV sanctioned tournament must be registered members of USAV. Additionally, Tournament Directors and Site Directors must have a clear background screening through Badger Region/USAV and have completed SafeSport training prior to any participation.

Tournament Directors should review any contracts they sign for facilities. If Tournament Directors don't understand any contract language, Integro (USAV Liability/Insurance Company) will review the contract for you. Please contact the Badger Region for help with this.

By hosting a sanctioned event and submitting facility usage to the Region, you are automatically covered under USAV Liability Insurance, thereby meeting the liability insurance coverage requirement required by most facility rental agreements. In addition, all participants are insured under the USAV Sports Accident Insurance Coverage. Badger Region retains the right to withdraw the sanction for any tournament for violation of the rules detailed in this handbook or the USAV Guidebook.

2. RULES OF PLAY/AGE/GENDER INFORMATION/ADAPTATIONS

All competition sanctioned by the Badger Region is governed by the current edition of the USA Volleyball Domestic Competition Regulations.

Age/Gender Division Information: <http://badgervolleyball.org/Forms>

- 1) Coed teams are allowed at 14-under with a maximum of three male players at any one time;
- 2) Teams may play up age divisions at the discretion of the Tournament Director
- 3) 17 and 18 and under junior teams are allowed to compete in Badger Region adult tournaments at the discretion of the Tournament Director.
- 4) 14 and under boys junior teams are allowed to compete in Badger Region girls 16 and under tournaments at the discretion of the Tournament Director.
- 5) 12 and under boys junior teams are allowed to compete in Badger Region girls 12 and under tournaments at the discretion of the Tournament Director.
- 6) 13 and under boys junior teams are allowed to compete in Badger Region girls 14 and under tournaments at the discretion of the Tournament Director.
- 7) Coed 12 and under teams are allowed to compete in 12 and under divisions.

A waiver is needed for an exception to any of the Badger Region policies. If there is a conflict of interest for the Region Tournament Director to grant a waiver, a member of the Executive Committee will allow or deny the waiver.

Badger Region Server Step-in Rule modification: For 12s and younger age groups only.

- Use of the Badger Region Server Step-in Rule modification is optional for tournaments and if used, must be stated before hand in the tournament announcement and advertising. It is NOT a tournament-day decision.
- The player must be in front of the end-line with the ball before the referee's beckon for serve (designates a "step-in server")
- If possible, the step in line should be marked with court tape "approximately 6 feet" in front of the end line. (***) Specific locations may not be able to place additional lines on courts due to facility restrictions. In these instances coaches/officials should work together to visually define the serving area.)
- Limit of two step-ins per term of service (score up to 2 points with step-in serve)
- If two points are scored using step-in, the next and all subsequent serves for that term of service must be from behind the end line (normal serving rules)
- Step-in cannot be used if the team has 20 or more points in a set, or 12 or more points in a deciding set
- The Server Step-in Rule is a local rule modification and will NOT be used during USAV Qualifiers and USAV Nationals.

3. GETTING SANCTIONED

All Badger Region Tournaments are listed on Advanced Events Systems(AES):

<https://advancedeventsystems.com/Default.aspx>

For tournament director admin rights on AES contact the Badger Region Tournament Director.

Events that are operated by entities or organizations other than USAV itself, Badger Region or a team or club registered with and in good standing with Badger Region are considered "third party events."

For Info: [http://www.teamusa.org/USA-Volleyball/Member/Forms and Info/ Insurance Information-Event Sanctioning and Insurance Coverage Clarification](http://www.teamusa.org/USA-Volleyball/Member/Forms%20and%20Info/Insurance%20Information-Event%20Sanctioning%20and%20Insurance%20Coverage%20Clarification) ") at

Badger Region requires events to be sanctioned, allowing the Region to schedule officials, issue insurance and maintain a list of opportunities. There is a standardized form on the Badger Region website. <http://badgervolleyball.org/forms/> Return sanction fee request form with payment no later than 60 days prior to the scheduled tournament to the Badger Region office, Attn: Kelly Lehman, 2831 N. Grandview Blvd, Suite 105, Pewaukee, WI 53072. Sanction forms and fees must be received in the Badger Region office in order for officials to be assigned.

FEE STRUCTURE:	
8 OR LESS COURTS: \$35 PER DAY	
MORE THAN 8 COURTS: \$70 PER DAY	

Sanction #'s are sent by mid-November. Tournament Directors must check their facility schedules in advance as there will be no sanction refunds unless Badger Region denies a sanction.

NOTE: Tournaments are allowed to be scheduled at the same time as the Badger Region Championships but only in non-conflicting divisions/age groups. If once a sanction is made and a change is made to the tournament that now conflicts with the Region Championships, the tournament will no longer be sanctioned, the tournament will lose the right to get Region officials and the tournament will be fined. The Region Championships will also take priority in scheduling of officials.

USA Volleyball requirements for USAV Region-sanctioned events

Any event sanctioned by a Regional Volleyball Association of USA Volleyball (RVA), the National Governing Body (“NGB”) of the sport of volleyball, must meet the following minimum current requirements for sanction as determined by USA Volleyball and/or its RVAs. Regions may impose additional requirements as per regional policies:

1) General Guidelines

- a) An event is defined as, but is not limited to, tournament, power league, recreational league, scrimmage, exhibitions, practices, clinics and tryouts.
- b) Any violation of sanctioning guidelines/rules is subject to penalties/reprimand from the sanctioning body and may result in loss of current and/or future sanction status for the event and/or the event manager/director.
- c) A sanction is a contract, which confirms the event’s commitment to follow regional and national rules and regulations of the sport, as applicable, and to provide a safe environment for the participants and spectators.
- d) General Insurance coverage and/or other eligibility for a particular event, individual, team, club etc. may be forgone if any one individual does not meet participation requirements.

2) General Requirements

- a) All participants must be registered in the appropriate membership category with the corporation through a Regional Volleyball Association or the National Office and must have a verifiable membership record including SafeSport training where applicable;
- b) All registered adults participating with a junior team/program must have a current cleared background screening per USAV policy;
- c) All coaches on the roster of a junior team must abide by requirements of the sanctioning body regarding IMPACT for regional events. For NGB sanctioned events the coaches must hold a minimum of IMPACT certification;
- d) All adult officials participating in a junior event must have a current cleared background screening per USAV policy;
- e) Adhere to all of the other rules and regulations as contained in the Domestic Competition Regulations, the current USA Volleyball Official Guidebook and including but not limited to any published regional rules and regulations.

All activities associated with an event sanctioned by a RVA must be disclosed to and approved by the sanctioning body and shall fall under the same sanction requirements and licensing or other contractual requirements as applicable.

4. TOURNAMENT PROMOTION

Entry Fees/Admission Fees

Recognizing that each tournament site has unique expense requirements, the Badger Region has not established a standard entry fee. The entry fee should be commensurate with expenses incurred (gym rental, officials, awards, administrative costs) and should not be primarily profit motivated.

Tournament Directors can charge an admission fee if necessary to cover expenses. Tournament Directors need to be sensitive to the fact that in most cases, the spectators are the parents of the event participants and the parents are already paying the cost of their child’s participation. An admission fee should only be charged in situations where the entry fees and concessions do not cover costs and provide a modest profit to the host.

Announcements/Website Information

As a Tournament Director, you should also publicize your tournament by posting event information on AES, your club website, as well as emailing club directors in the Badger Region. Your event information must include:

- 1) Date (s) of Event
- 2) Divisions offered
- 3) Location – city and site
- 4) Contact person
- 5) Phone/fax (both if being used)
- 6) Email address
- 7) Region sanction number
- 8) Name of event
- 9) Entry fee
- 10) Last date that entries will be accepted (closing date)
- 11) Start time of event
- 12) Explanation of any approved waivers to format deviations and if using tie breaking protocol No. 1 (Page 11)
- 13) Amount of Admission Fee if any is charged
- 14) Officials: will officials provided all day or for semis and finals only?
- 15) Information on fines for facility violations must be listed (excessive garbage, bringing food in, damage, etc.)
- 16) Optional -- strength of participating teams (for seeding purposes), parking charges

Note: If your event advertises officials all day, you must provide officials all day unless the Badger Region is unable to provide officials all day. If officials are unavailable, then you must:

1. Refund part of the entry fee budgeted for officials all day;
OR
2. Pay coaches for matches they officiate following the Badger Region Officials Pay Scale (found in this Guidebook).

Closing Date

The entry deadline may be extended at the discretion of the event Tournament Director.

If a tournament has a low number of entries (happens often at G11s, G12s, G13s and boys division), teams must be notified if divisions will be merged or dropped in a timely manner, so that better alternatives can be found if warranted.

Refunds must be given for teams dropping out for these situations (No sanction imposed).

5. REGISTRATION PROCESS for the 2019-20 season is at:

<http://badgervolleyball.org/>

- Go to directors & coaches /
- Tournament directors /
- Tournament director tool kit/
- Region registration process for tournaments

Team roster – Badger Region teams

Below is the format of the official Webpoint roster

This is the only roster format that will be accepted by tournament directors for Badger Region teams. The team fee paid section must be marked “yes” for the team to participate and all members must be listed as “current”. Tournament directors may accept AES rosters for out of Region teams.

Junior Roster with Medical Release, (as of 9/8/2010)

Team Rep: Club: Aigroup BadgerTestClub
Team Rep: Team: Aigroup Boys16-1
Team Code: MJ6AIGBG18G
Region Division:
Team Fee Paid: ☒ Yes

Email:

#	Pos	Name	USAV #	DOB	Coach Status	Coach Cert.	Ref	Score	Mbr Stat
07	Player	Aigroup, Scott	BG2120439MJ11	4/22/1995					Current
08	Player	Aigroup, Liam	BG2120434MJ11	4/23/1995					Current
	Head Coach	Armson, Jennifer	BG2120434MJ11			IMPACT			Current

Total team count is: 3 (2 Players and 1 staff members.)

Team Fee must indicate PAID before your team can play. Please contact your club director ASAP if this is unpaid.

ROSTER & USAV Medical/Emergency Release Form Verification

Coaches of the teams in this event are required to carry with them at all times completed USAV Medical/Emergency release forms.

The person signing this form verifies that:

1. The above roster is correct and contains all players who will be participating in the event. All players meet age requirements.
2. They will have in their immediate possession at all times during this competition a completed copy of the USAV Medical/Emergency Release Form for each player listed on the official roster.
3. The team understands it is subject to any and all penalties if this roster does not match the participants attending the event, regardless of who signs this verification.

Print Name _____ Signature _____

Tournament Directors who allow a team or individuals to participate that are not listed on the Official Roster with a current USAV member number will be sanctioned and fined.

Team Roster – Out-of-Region Teams

Teams that come from other regions must produce a Webpoint Roster or roster that, at minimum, has the following information: Name of Team; Team Code; Team Rep w/contact information; Age Group; Names of staff with USAV Member Numbers; Names of players with jersey number, date of birth, and USAV number. Tournament directors may accept AES rosters for out of Region teams.

Foreign Team Participation

Junior Teams from countries outside of the USA are welcome to participate in our regional events. Be sure to read through the “Procedures for Foreign Team Participation in Regionally Sanctioned Tournaments.” There is some paperwork and fees that are required. For Info Go To: <http://www.teamusa.org/USA-Volleyball/Membership/Forms-and-Information.aspx>

6. Adult Tournament Procedures and Variances

Friendship Tournament Participation

Adult tournaments in Badger Region, other than the Regional Championships, are sanctioned as Friendship Tournaments. This format allows players to move from one team to another. It also allows non-Badger Region/USAV members to participate as one-event members. Individuals must register online with Badger Region using Webpoint prior to the tournament and pay the one-event fee. No paperwork will be accepted by the Badger Region office, or on-site at the event as payment can be given via credit card during the online registration process. The Tournament Director should have one device with internet available for those who need to sign up for a membership the day of the event.

Badger Region Assistance for Adult Tournament Hosts

In order to encourage adult teams to run events, Badger Region will cover the cost of officials for semifinals and finals at these events. Adult tournaments are assigned officials on a priority basis (Page 15). It is imperative that the Tournament Director communicate any changes to the Officials' Assigner and assigned officials. Badger Region will not pay for officials that show-up to ref matches that are cancelled. For the officials to get paid, the Event Tournament Director will need to provide the following information to the Badger Region Tournament Director.

- Name of Official
- Address (including zip code)
- Number of semifinals and finals worked (list divisions and times worked)

7. PRE-TOURNAMENT INFORMATION

A copy of the schedule must be sent to the tournament participants, or be available on the website, no later than the Wednesday prior to the tournament. This announcement must include facility rules, sanctions for violation of those rules and if a playoff for tied position shall consist of either a single game to 15 or 25 points (win by 2), rally scored, switch sides at 8 or 13 and no point cap. Parent-Spectator Code of Conduct and 11-digit Team Codes must be posted. Also, an explanation of any approved waivers to format deviations and if using Tie Breaking Protocol #1 OR (Page 11).

If a tournament has a low number of entries (happens often at G11s, G12s, G13s and boys division), teams must be notified if divisions will be merged or dropped in a timely manner, so that better alternatives can be found if warranted. Refunds must be given for teams dropping out for these situations (No sanction imposed).

8. TOURNAMENT FORMATS

Scoring: All sanctioned competition in the Badger Region must use the official rally-scoring format: non-deciding games will be to 25 points, while all deciding games will be to 15 points. In either case, the team that has scored the requisite number of points and has a two-point advantage (no cap) shall win a game. Additional Tournament Documents are available to download from the Badger Region website:

Tournament Director Tool Kit: <http://badgervolleyball.org/directors-tournament-director-tool-kit/>

Additional Tournament Director Forms: <http://badgervolleyball.org/forms/>

Time allotments (Recommended no matches start after 8 p.m. on Fri/Sat and 7 p.m. on Sunday).

- Allow one hour per round for a best of three games match.
- Warm-up time of up to 5-10 minutes is usually allowed between matches.
- The first match of the day for all teams shall be governed by the scheduled starting time. Thereafter, matches may run ahead of schedule. Teams must be ready to play or officiate, when a match is sequentially ready to be played, regardless of the published schedule.

Pool Play Formats

All competition in the Badger Region must be 2/3 or 3/5 match play. Other formats (i.e. 2 games to 25 points) are not allowed unless a waiver is granted.

Round robin pool play, followed by playoffs, is the recommended format for tournaments hosted in the Badger Region. Tournaments must be scheduled to give each team a minimum of four matches for a one-day event. (If a Tournament Director wants to guarantee three matches for a one-day event, a waiver must be obtained from the Badger Region Tournament Director and advertised on the

flyer. If there is a conflict of interest for the Badger Region Tournament Director to grant a waiver, a member of the Executive Committee will allow or deny the waiver. For two day events although not a requirement the Region highly encourages all teams receive six matches.

For single day events, pools can consist of three, four or five teams. All five-team pools must be played at least partially on two courts. (no more than 8 rounds for the 10 matches of pool – preferably 7 rounds). When a five-team pool is run on two courts, the Tournament Director must provide a tournament staff person (non-site director) or certified official to ref as most teams do not have more than one adult coach and there would be no one to oversee one of the courts. For any other format, a waiver must be obtained from the Badger Region Tournament Director and advertised on the flyer. Suggested pool play for standard pools:

3 Team Pool		4 Team Pool		5 Team Pool (2 courts)			
Teams	Official	Teams	Official	Teams	Official	Teams	Official
1 vs 3	2	1 vs 3	2	1 vs 3	4	2 vs 5	4
2 vs 3	1	2 vs 4	1	4 vs 5	3	1 vs 2	3
1 vs 2	3	1 vs 4	3	3 vs 5	1	2 vs 4	1
		2 vs 3	1	break		break	
		3 vs 4	2	1 vs 5	2	3 vs 4	2
		1 vs 2	4	2 vs 3	5	1 vs 4	5

Unique Seeding/Pools (3-3 Cross or 2 – 3 Team Pools)

Pool A		Pool B
#1	>	#2
#4	<	#3
#5	>	#6

Playoffs: Should your tournament consist of only one pool, it is not necessary to have playoffs *if teams received four matches*. Tournaments having more than one pool must have playoffs to determine a winner.

Tie Breakers – must use protocol #1 or #2

PROTOCOL #1:

For two-way ties: The #1 team will be the team that won the pool play match between tied teams.

All other ties:

Teams qualifying for playoffs shall be determined by:

1. Match percentage (matches won divided by matches played);
2. Set percentage (sets won divided by games played);
3. Total point differential (total # of points won subtracted from total number of points lost); or Total points won percentage (if using AES scheduler).
4. Coin flip.

NOTE: IF PROTOCOL #1 WILL BE USED AT THE EVENT, IT MUST BE POSTED ON ALL TOURNAMENT INFORMATION RESOURCES; I.E. EMAIL, REG FORM, WEBSITE(S).

PROTOCOL #2:

For two-way ties: The #1 team will be the team that won the pool play match between tied teams.

All other ties, no playoffs:

Teams qualifying for the Championships/Gold Division playoffs tied for position only, and all non-Gold Championships ties, shall not compete in a playoff game to determine position. Rather, position assignments shall be determined by the following criteria:

1. Match percentage (Matches won divided by matches played);
2. Set percentage (Sets won divided by games played);
3. Total point differential (Total number of points won subtracted from total number of points lost); or Total points won percentage (if using AES scheduler).
4. Coin flip

All other ties, playoffs:

If there are more teams tied for the playoffs for the Championships/Gold Division than there are positions, the tied teams must follow the tie breaking procedures below and position assignments shall be determined by the following criteria above. Playoffs shall consist of either a single set to 15 or 25 points (win by two), rally scored, switch sides at 8 or 13 and no point cap.

If more than two teams are tied for a single playoff position the minimum number of tiebreaker sets shall be played.

- a) Three teams tied for one position advancing into the playoffs: Following the criteria above, a team will be awarded #1 of tied teams and will officiate and then play the winner of a single tie-breaking set between the two remaining teams. The loser will officiate. The winner of this single tie-breaking set will be awarded the one position advancing into the playoffs.
- b) Three teams tied for two positions advancing into the playoffs: Following the criteria above, a team will be awarded #1 of tied teams, will be awarded one of two positions advancing into the playoffs, and will officiate a single tie-breaking set between the other two teams. The winner of this single tie-breaking set wins the second of two positions advancing into the playoffs.
- c) Four teams tie for one position: Establish bracket following the criteria above.

Note: For any other tie breaking format, a waiver must be obtained from the Badger Region Tournament Director and advertised on your flyer. If there is a conflict of interest for the Badger Region Tournament Director to grant a waiver, a member of the Executive Committee will allow or deny the waiver.

9. SEEDING TEAMS (Additional Information – see page 21).

The Host Tournament Director is responsible for seeding. Tournament results posted on AES, strength of participating teams (from your entry form) and requesting current results from participating teams will help your seeding. Some of the simpler formats are shown below to use as a template. If you have questions or more complicated formats, please contact the Badger Region Tournament Director with any questions or for clarification.

2 Pools

Pool A		Pool B
#1	>	#2
#4	<	#3
#5	>	#6
#8	<	#7

3 Pools

Pool A		Pool B		Pool C
#1	>	#2	>	#3
#6	<	#5	<	#4
#7	>	#8	>	#9
#12	<	#11	<	#10

4 Pool

Pool A		Pool B		Pool C		Pool D
#1	>	#2	>	#3	>	#4
#8	<	#7	<	#6	<	#5
#9	>	#10	>	#11	>	#12
#16	<	#15	<	#14	<	#13

10. SITE DIRECTOR RESPONSIBILITIES

The Site Director may not participate as a player, coach or official. A Site Director must be utilized at each sanctioned tournament with the designated responsibility of keeping the tournament on schedule and properly recorded. The host Tournament Director and Site Director are required to be registered members of USAV, have a record of a clear background screening, and SafeSport training. The Site Director is responsible for the on-site management of the event to include controlling unruly coaches and spectators.

Event Tournament Directors should send Badger Region Tournament Director - Kelly Lehman (kelly@badgervolleyball.org) an email with any issues or shout-outs (positive or negative) via email in the days that follow the tournament. A fine for violation of membership and/or background screen non-compliance will be implemented by the Badger Region Office. The fine will be determined by the Badger Region Director of Operations/Tournament Director and authorized by the Executive Committee.

Results Entry

Tournament or site directors must enter all results into AES. For complete directions on how to enter results you can go to this link which is found in the tournament director tool kit on the Badger Region website: <http://badgervolleyball.org/wp-content/uploads/2018/01/AES-results-entry.pdf>

First Aid

Tournaments must have a plan to provide first aid. Determine what level of first aid that your facility(s) will be able to provide. Know your site's potential facility liabilities. Make yourself aware of the location of the AED in the facility. Tournament directors are responsible for providing minimum care should there be an injury during. Minimum care would be:

1. Access to a phone to call 911 immediately;
2. Medical kit with general supplies: athletic tape, pre-wrap, band aids (various sizes), gauze pads (various sizes), latex gloves, saline solution, antibacterial solution, tape cutter, skin lube;
3. Ice packs or availability to ice
4. Incident Report Forms and Medical Claim Forms. <http://badgervolleyball.org/forms/>

State on your tournament advertisement and tournament schedule of play, the following information, based on your facility(s) provisions:

1. A trainer, will/will not be available
2. Ice will/will not be available.

Tournament Director will use additional emergency protocol as deemed necessary (Call 911 to request an EMT or parent transport to the hospital).

Should there be an injury:

Be sure the coach reviews the player's Medical Release Form for prior injuries or special considerations, as well as insurance and emergency contact person, and contacts that person on site or by phone.

1. Proceed with emergency protocol as deemed necessary, Trainer/coach and/or Tournament Director on-site care; call 911; EMT or parent transportation to hospital.
2. Completely fill out the Incident Report Form. A copy of this completed form should be given to the coach. The completed Incident Report Form must be sent to the Badger Region office via the instructions on the form. Keep a copy of the Incident Report Form in your club's file for up to three years.

Here are some practical suggestions for responding to first aid situations:

- Stay calm. Remaining calm while helping the injured person will help he/she to keep calm and cooperate. If he/she becomes anxious or excited, the extent of the damage could increase.
- Be prepared. Learn basic procedures or have a first aid manual available.
- Send for professional help. Reaching help quickly could save a life.
- Be an encouragement to the injured person. Let him/her know that help is on the way and try to make them as comfortable as possible. Showing care and concern for the injured person can give them hope during their circumstances.

Note: These are only suggestions and are not meant to be complete or all-inclusive for every instance.

11. OFFICIALS

Certified Officials are required to be hired for all Gold semi and final matches. A Certified Official:

- a) Is a currently registered member of USAV;
- b) Has attended the annual professional referee clinic (or completed the online equivalent courses);
- c) Has completed the annual test requirements;
- d) Completed an on-court observation;
- e) Has passed the bi-annual background check; and
- f) Has a current Independent Contractor Agreement and a W-9 form on file with the Region.
- g) Has completed SafeSport training and the prior certification has not expired

Club Officials and College students officiating at their own events

With approval of the Badger Region Tournament Director, a club or a college tournament host may use their coaches and players (16-years-old and older) to officiate at their own event.

A coach or student who will be only officiating at their own club or college events must meet the following requirements:

1. Attend refereeing/scorekeeping clinic and be evaluated.
2. Take and pass the current Badger Region In-Training referee curriculum
3. Be a member of Badger Region/USAV and pay appropriate fees.
4. Successfully have passed a Background Screening (cleared prior to event) and completed SafeSport training prior to the event.

Within 10 days after registering the tournament on AES: Return officials request form to Larry Schoenick (See website): badgerofficialsassigner@gmail.com

Badger Region Volleyball uses the Zebra Web online system to assign officials. The Badger Region Officials Assigner will assign USAV Certified Officials to tournaments approximately seven to 10 days in advance. Once approved by the Assigner, Tournament Directors are provided a login ID and password. Tournament Directors can login <https://www.zebraweb.org/sec/> and access information about their club's tournaments, including which officials have been assigned, their USAV Rating and who has accepted their assignment. Tournament Directors should contact their event officials to provide contact information, site directions, updates to the schedules and weather information, etc.

Be sure to inform the Badger Region Officials Assigner if there are any changes in the number of officials needed for your event. You are responsible to pay all officials that are assigned. It is the responsibility of the host Tournament Director to compensate the referees in accordance with the current Badger Region referee pay scale. The Badger Region will cover the cost of officials mileage to and from your event. This is handled by the Badger Region Officials Assigner.

Report times should be communicated to your assigned officials. You must notify your officials of any change in the report time. Tournament Directors may be responsible for payment of officials if notification of changes/cancellation is not done.

Note: If you need to cancel officials, you must notify the Badger Region Official's Assigner immediately.

Officials will be assigned according to the following priority:

1. USAV and Badger Region-hosted Tournaments;
2. Adult Tournaments
3. Officials for Semi-Final and Final Matches;
4. Officials for pool play (all day needs).

Officials Pay Scale

Referee Rating	1 Game To 15 Points	1 Game To 25 Points	Matches Best Of 3	Matches Best Of 5	3 Sets To 25 Pts	1 Semi and a Final (Best of 3)	2 Semis and a Final (Best of 3)	1 Semi and a Final (Best of 5)	2 Semis and a Final (Best of 5)
1st Year	\$15.00	\$19.00	\$27.00	\$37.00	\$35.00	\$65.00	\$85.00	\$80.00	\$110.00
Higher	\$17.00	\$21.00	\$30.00	\$41.00	\$39.00	\$72.00	\$95.00	\$90.00	\$125.00

Score monitors pay scale - paid by Badger Region are available per request to the Badger Region Score Chair

\$90 (4-hours), \$135 (6-hours), \$180 (8-hours)	Paid by Badger Region
Professional Scorekeeper (\$24 a match)	Paid by Tournament Director
Mileage at 0.35 per mile	Paid by Badger Region

Referees must be paid within two weeks of the event ending, unless previous arrangements were made prior to the event and agreed upon with the officials. Referees not being paid in accordance with this directive should contact the Badger Region Tournament Director. The Region will sanction a Tournament Director who fails to pay officials according to the policies in this Handbook.

Work Team Assignments

Teams participating in a tournament must be prepared to provide one First Referee, one Second Referee, one Scorer, one Visual Scorer, one Libero Tracker and two Line Judges. For Junior teams, a Coach or Assistant Coach must act as the First Referee. A Junior Player, at least 16 years old, may act as the First Referee for their team, in pool play, if he/she has earned the Junior Olympic Team Referee Certification. For info, reference the Club Director's Handbook "Junior Certified Officials & Scorers" section on page 27.

All teams must fulfill their assigned officiating duties – failure to do so will subject the team to sanction and financial penalty.

For junior teams, a background-screened and SafeSport certified adult (coach, chaperone, team rep, or club director) must be courtside anytime his/her team is working a match. This person should ideally work as the R2 or one of the scorekeepers, and at minimum sit behind the scorer's table to assist the table with any potential problems.

Note: Only the Scorer, Assistant Scorer and Flip Scorer are allowed at the Scorer's Table. Food, cell phones, electronic devices, etc., are not allowed at the Scorer's Table or with Line Judges. Note: An adult member of the roster is also allowed at the table. For training purposes, additional personnel may be present at the Scorer's Table, if permitted by the R1 and R2.

- If a team does not show up for their officiating duties, the "Failure to officiate" 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. The penalty points would begin at the start of the receiving team's warm-up period. A team will forfeit its entire next match for failing, a second time, to have an officiating crew available on time for an officiating assignment. If a team is late / does not show up for their officiating assignment, every reasonable effort must be made by the Site Director to contact the head coach or other adult listed on the team roster. The Site Director is then responsible for putting together an officiating crew if the scheduled crew cannot show up for the match.

12. TOURNAMENT DAY

Spectator Code of Conduct and Team Codes

The Badger Region Spectator-Parent Code of Conduct and 11-digit Team Codes **MUST** be posted at all sites or online. All Tournament Directors should have a banner of the Code of Conduct, provided by the Region. Contact the Region Office if you do not.

Player Uniforms-Equipment

The uniform rules can be found in the USA Volleyball Domestic Competition Regulations (pages 33-34) Suggested Game Ball: Girls-Molten Super Touch // Boys-Molten Flistatec (V5M5000- USA).

Badger Region Emergency Uniform Number Policy

The Badger Region will allow temporary numbers, as long as they meet all the USA Volleyball uniform requirement rules regarding size, placement and contrast (Rule 4.3.3). However, temporary numbers should only be used in an emergency and may only be used only after the following have been met:

1. The Tournament Director must be notified that a player will be using a temporary number on their uniform.
2. The temporary number must be recorded on the roster and the player wearing the temporary number identified on the roster.
3. The uniform with the temporary number must meet all the uniform requirements of the USA Volleyball rules.
4. The referee(s) officiating any matches where a player is using a uniform with a temporary number must be notified that the temporary number has been approved by the Tournament Director and thus the uniform is legal for play.

Team Cancellations/Site Violations

Team drop violation: Teams that drop from an event after it has paid and been accepted, then the individual tournament host has the right to keep any %-age of entry fee that they feel appropriate. (So they could be refunded 0 to 100% of the entry fee depending on reasoning and their best business practices.) In addition, the region has the right to sanction the club for dropping from a tournament within two weeks of the tournament date. 1st team offense is a warning, 2nd team offense is up to \$100 fine, 3rd team offense is club/team investigation by the region with additional fines or suspension of season depending on the results of the investigation.

Tournament event hosts have the right to enforce penalties for violations of facility regulations that may be set by the facility owners or the Tournament Director. The violations may include but not be limited to the following:

- No food, drink or coolers allowed in or around gym or playing area;
- Excessive garbage that is not properly disposed of in accordance to tournament specifications;
- Any damage incurred to the facility and/or its property;
- Any use or possession of any alcoholic beverage or illegal drug(s) inside any tournament facility, or on the premises of such facilities. (This violation is also subject to Badger Region sanction as listed on the Individual Membership Code of Conduct.)

Fines may be points, game penalties or financial penalties. Tournament Directors must inform Team Reps of the potential for fines for facility violations prior to the start of competition. It is the Junior Club Director's, Team Rep's or Team Coach's responsibility to inform each person affiliated with his/her team of the facility regulations and the consequences for any violations. Violations and penalties applied need to be reported to the Badger Region Tournament Director via email.

A team that cannot provide or does not provide an Official Webpoint Team Roster (see page 8) may not participate. This team should be treated as a "No Show." Any individuals who are not listed on the roster or do not have a current USAV full member number may not participate.

Refunds

Upon receipt and acceptance of tournament entry by the Tournament Director, all refunds are at the discretion of the aforementioned Tournament Director.

If a tournament has a low number of entries (happens often at G11s, G12s, G13s and boys division), teams must be notified if divisions will be merged in a timely manner, so that better alternatives can be found if warranted. Refunds must be given for teams dropping out for these situations (No sanction imposed).

Inclement Weather

The decision to cancel your event due to weather is your responsibility.

If you cancel:

1. All team reps, assigned officials, Badger Region Tournament Director and Officials Assigner **MUST** BE notified of the cancellation and they **MUST** confirm that they received the notice.
2. All teams must be given a full refund. Note: There will be no fines from the Badger Region.

If you do not cancel, you must contact each Team Rep with the following information:

1. Information that the event is not going to be cancelled
 2. Teams must use their own discretion as to whether or not they feel safe to drive. Teams will not be fined for a late drop if they contact the Tournament Director by 9 p.m. the night before.
- No refunds need to be given. If you need to cancel officials, be sure to contact them the night before or earlier in the day.

Equipment

All equipment, including referee stands, used for the tournament must meet USAV technical requirements and must be free of defect. All net standards and the referee stand must be padded in accordance with the current edition of the 2017-19 USAV Indoor Domestic Competition Regulations. USA Volleyball liability insurance coverage has suffered unanticipated and extraordinarily high claims due to damage to wood floors caused by the removal of floor tape. In an effort to eliminate this problem, USA Volleyball and Integro, the insurance broker for USA Volleyball, urge Tournament Directors to use only floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to floors caused by other types of tape. It is the responsibility of the Club Hosting Tournament Director to fully understand the equipment, requirements and/or prohibitions of each specific facility.

Check-in/ Meeting

Upon arriving at a tournament site, coaches/team reps MUST check in, verify, date and sign their Webpoint rosters. The host Tournament Director may conduct a meeting a minimum of 15 minutes prior to the start of the first match. At the meeting, review the playing schedule, warm-up procedures and facility rules. Coaches should be prepared to show Medical Release Forms. Meetings are optional as long as all information has been conveyed to the coaches.

Emergency Roster Situations

Prior to Event Day: Adjusted rosters for tournament participation, additions/deletions, are required to be done via Webpoint prior to the event so that an accurate roster is submitted to Tournament Directors prior to participation.

Event Day: To make rosters additions at the site of the event, Club Directors must provide the Webpoint roster that lists the additional player(s) to be added to event Webpoint roster. This will verify their current region membership and verification of age level accuracy.

No roster additions (players or coaches) may be made once a team has started match play in that event if it is a one or two day event.

Warm-up Procedures

The first two rounds of play, warm-ups will be 5-5. After that, warm-up periods will be at the discretion of the Tournament Director. **Note:** The team that does not have exclusive use of the court MUST either be at its team bench or out of the playing area. Warming up with balls at the team bench or in the spectator walk-ways is not permitted.

A minimum of five minutes must be allowed between the conclusion of one match and the start of another. Warm-up time begins immediately after the conclusion of the previous match.

Ball Shagging Policy

For the safety of all participants and spectators during junior competition, when one team has the exclusive use of the court, the other team should assist with shagging balls.

Forfeits

According to USAV rule 7.3.1. if a team has insufficient players to begin a match when the match is scheduled, the team defaults the first game. After an interval of 10 minutes, the second game is forfeited.

The scores of the forfeited games shall be recorded as 25-0. The score of a forfeited match shall be recorded as 2-0 (3-0 if playing the best of 5).

AES Result Entry

Tournament Directors running any USA Volleyball-sanctioned tournaments in the Badger Region will be required to enter their tournament results into AES within two weeks of the tournament's conclusion, if the event is not being run through AES. Any Tournament Director/Host not doing so will be fined \$50 per tournament. This is a procedure requested by Tournament Directors to aid in the seeding of future events. Directions on how to enter results can be found here:

<http://badgervolleyball.org/wp-content/uploads/2018/01/AES-results-entry.pdf>

Protest Committee

If there are no referees present, the committee should consist of the Tournament Director (or Site Director) plus two coaches from clubs not involved in the protest. If there are referees at the tournament, the committee should consist of the Tournament Director (or Site Director), one referee not involved in the protest and a coach from a club not involved in the protest.

Expulsion and Disqualification Area

Each tournament playing site needs to designate a penalty area for expelled and/or disqualified team members. The penalty area should be at the tournament registration table, which ideally should be a minimum of 15 feet from any playing court. If disruptive behavior continues, the Expelled or Disqualified team member will be required to leave the facility for the remainder of the match.

A team reduced to less than the required number of eligible players due to injury, illness or disqualification shall forfeit the set, with the opponents being given sufficient points to win the game with a two-point advantage.

A team with less than the required number of eligible players can be asked to play the match to hold the integrity of the schedule. However, the results would still be recorded as above.

13. TOURNAMENT WRAP-UP

Results must be posted on AES. This policy went into effect at the start of the 2017-18 season.

Should a report need to be filed (either positive or negative), it can be done by sending the Badger Region Tournament Director an email. Your report should include information on any problems encountered with teams or individuals during the tournament. This includes, but is not limited to: late notice of withdrawal from the tournament, missed officiating assignments, failure of a team to play scheduled matches, officiating, scoring issues individual actions affecting eligibility and violations of the code of conduct. We also encourage positive feedback on good officiating or scoring, etc.

Tournament Site Regulation Violations & Sanctions

The following sanctions will be levied against teams violating tournament protocols:

- \$50 fine will be assessed if a team fails to fulfill their end of the day officiating duties.
- \$25 fine will be assessed if a team leaves before playing all scheduled matches.
- team drop violation: teams that drop after being fully registered on AES (fully registered = registered, paid, accepted) do not qualify for any refunds of their team entry.

14. TOURNAMENT TIPS

Note: The following are only suggestions but highly recommended by many longtime tournament directors. Arrive at site 60 to 90 minutes prior to event start time.

Items you will need: pens, pencils, magic markers, paper clips, file folders, scissors, scotch tape, first aid kit (see page 7 -- Site Director) score sheets, libero tracking sheets, lineup sheets, rulebooks (have extra), Incident Report Forms, and Medical Claim Forms.

1. Set-up

- Post pool play results recording grid(s) if not using an online event manager
- Post tournament schedule(s) if not using an online event manager
- Tape tournament schedule to each court score table
- Post 2nd round/flight of pool play results recording grids (if necessary)
- Post play-off results recording grids if not using an online event manager
- Check site for safety/liability concerns
- Check height of nets
- Check standards for padding and officials stand
- Check for score tables and chairs/team benches

2. Score tables

- Place tournament binder or score keep materials on tables
- Place flip score decks (if needed)
- Game ball

3. Coaches/Captains Check-In

- Take attendance
- Check/collect rosters (each coach must verify, date and sign their Webpoint roster).

4. Coaches/Captains Meeting

- (If all information is provided in advance in printed format, a coaches/captains meeting may not be necessary.)
- Introduce tournament workers to coaches
- Introduce lead official and protest committee
- Review tournament and pool play format, play-offs
- Review first aid protocol (Incident Report Form) and provisions; trainer available, unavailable, location/availability of ice
- Announce first round teams and officiating crew for each court. Request that officials begin timing events 10 minutes prior to scheduled start. TD Assistants should walk the courts to be sure this is actually happening; teams are on their court with a certified 1st Official.
- Warm-ups: (Tournament Director's Handbook page 18)
- Game Ball: if provided; give the court game ball to each official as they check in at the tournament director's table. Be sure the officials are aware that they are responsible for the game ball throughout the tournament. Upon completion of responsibilities, the game ball is to be turned into the td, to be given to the new official for that court. Tournament Assistants should help with monitoring the game ball
- Review site policies

5. Event Management

- Get play started and keep play moving
- Check on the status of trash cans, eating areas, team benches
- Monitor team behavior in the facility
- Enter results in AES
- Get score sheets as matches finish (check for accuracy)
- Post results on grids (save all score sheets)

6. End of Pool Play (First round or end of day)

- Break Ties (Tournament Director's Guidebook)
- Send teams to appropriate pool or play-off bracket and court(s)

7. Conclusion of Tournament

- Present Awards (if giving awards)
- Clean up site (cleaner than it was)

8. Contact List

- Have a phone contact list for those involved in your event, Emergency contact person, etc.

9. Special site instructions for teams

- (Announce at Coaches Meeting) Note: Be prepared; anything brought into the facility/main court area, that is prohibited, will be taken away or removed.
- The Host Club and/or Tournament Director is not responsible for items removed, nor any of your personal belongings brought to the facility. Keep valuables at home or at the hotel. Any fine(s) assessed by the facility will be charged to the team in violation.
- Special Site Instructions Be sure to indicate whether carry-ins are or are not acceptable; to include fast food. Clean up after yourself.

Thank you for following the regulations and guidelines set forth in this handbook and helping to make Badger Region events a great experience for all of those involved!

REGION STAFF

Executive Director: Jennifer Armson-Dyer

Operations Manager: Scott Spiess

Tournament Director: Kelly Lehman

Program Director: Brian Sharkey

Program Specialist: Sara Voigt

Badger Region Website: www.BadgerVolleyball.org



Official volleyball of the Badger Region Volleyball Association