



TOURNAMNET DIRECTOR'S HANDBOOK

Revised August 2022

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 provides information on policies and procedures required by the Badger Region. The event director is responsible for following the policies and procedures set forth in this Handbook. Failure to do so may result in disallowing approval of events. Remember that all tournaments approved 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. Policies outlined here are designed primarily for tournament competition between the months of November through July.

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

Any comments or suggestions should be addressed to:

Kelly Lehman

Badger Region Tournament Director

kelly@badgervolleyball.org

2831 N. Grandview Blvd., Suite 105

Pewaukee, WI 53072

262-470-0837

262-349-9971 (fax)

Jen Armson-Dyer

Badger Region Executive Director

jarmsondyer@badgervolleyball.org

2831 N. Grandview Blvd., Suite 105

Pewaukee, WI 53072

414-507-1124

262-349-9971 (fax)

TABLE OF CONTENTS

| | | | |
|---|---------------------------|---|---------------------------|
| 1. Overview | <u>4</u> | 12. Tournament Day | <u>17</u> |
| | | Code of Conduct/Team Codes | <u>17</u> |
| 2. Rules Of Play/Age/Gender Info | <u>4</u> | Player Uniforms/Emergency Policy | <u>17</u> |
| Age/Gender Exceptions | <u>4</u> | Team Cancellations/Site Violations | <u>17</u> |
| Server Step-in Rule Modification | <u>5</u> | Refunds | <u>18</u> |
| | | Inclement Weather | <u>18</u> |
| 3. Getting approved | <u>6</u> | Equipment | <u>18</u> |
| USAV Guidelines & Requirements | | Check-In / Captain's Meeting | <u>19</u> |
| For Region-Hosted Events | <u>6</u> | Emergency Roster Situations | <u>19</u> |
| | | Warm-Up Procedures/Ball Shagging | <u>19</u> |
| 4. Tournament Promotion | <u>7</u> | Forfeits | <u>19</u> |
| Entry Fees / Admission Fees | <u>7</u> | AES Result Entry | <u>19</u> |
| Announcements/Notification | <u>7</u> | Protest Committee | <u>20</u> |
| Closing Date | <u>7</u> | Expulsion and Disqualification Area | <u>20</u> |
| | | | |
| 5. Registration/Accepting Process | <u>7</u> | 13. Tournament Wrap-Up | <u>20</u> |
| Rosters – Badger Region Teams | <u>8</u> | Site Regulations, Results Entry, Violations | |
| Rosters – Out-of-Region Teams | <u>8</u> | and Sanctions | <u>20</u> |
| Foreign Team Participation | <u>8</u> | | |
| | | | |
| 6. Adult Tournament Procedures | <u>8</u> | 14. Tournament Tips | <u>21</u> |
| And Variances | | | |
| Friendship Tournament Participation | <u>8</u> | | |
| Badger Region Assistance | <u>9</u> | | |
| | | | |
| 7. Pre-Tournament Information | <u>10</u> | | |
| | | | |
| 8. Tournament Formats | <u>10</u> | | |
| Scoring | <u>10</u> | | |
| Time Allotments | <u>10</u> | | |
| Pool Play Formats | <u>10</u> | | |
| Play-Offs | <u>11</u> | | |
| Tie Breakers | <u>11</u> | | |
| | | | |
| 9. Seeding Teams | <u>12</u> | | |
| | | | |
| 10. Site Director Responsibilities | <u>13</u> | | |
| First Aid | <u>13</u> | | |
| | | | |
| 11. Officials | <u>14</u> | | |
| Certified Referees | <u>14</u> | | |
| Collegiate Referees | <u>14</u> | | |
| Officials Pay Scales | <u>15</u> | | |
| Work Team Assignments | <u>16</u> | | |

1. OVERVIEW

This book contains the guidelines to be followed when hosting USA Volleyball-hosted tournaments in the Badger Region. The Badger Region must approve all USA Volleyball Tournaments played in the Badger Region to ensure they meet the necessary safety requirements. The Region Tournament Director is available to assist Tournament Directors in the planning and execution of their events.

The Badger Region/USAV season runs from September 1st through Mid-July. The indoor competition season generally runs from December 1st through the end of the USAV National Championship for each playing division (late June to early July depending on age divisions. The outdoor season generally runs from May through mid-August. Badger Region also allows "Friendship Tournaments," for adults, during the winter and spring seasons.

Only USAV registered teams and participants may compete in a Badger Region / USAV approved tournament for safety and insurance purposes. A person who is not a registered member of USAV is not eligible to participate in any manner in an approved tournament. Tournament Directors must strictly enforce this rule in order to help with safety. In addition, all personnel involved in the organization and management of a Badger Region / USAV hosted 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. These high safety standards are set for child protection purposes so that only clear participants are around children in an authoritative position.

Tournament Directors should review any contracts they sign for facilities. If there are any questions on contract language, please reach out to the Region prior to signing the contract, and we will get you in contact with the USA Volleyball liability insurance company. They will help review the contract for any USAV Region-registered club or event. This must be done before the contract is signed.

By hosting an approved 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 Participation Accident Insurance Coverage. Badger Region retains the right to withdraw an approval for any tournament for violation of the rules detailed in this handbook.

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

All competition approved 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 beforehand 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)
- There will be a maximum of two step-in serve points per term of service. After two step-in points have been scored in a term of service, all subsequent serves for that term of serves must be from behind the endline.
- When either team has scored its 20th point in a non-deciding set, no more step-in serves will be allowed for the remainder of that set. For deciding sets, no step-in serves will be allowed after either team has scored its 12th point.
- The Server Step-in Rule is a local rule modification and will NOT be used during USAV Qualifiers and USAV Nationals.

3. GETTING APPROVED

All Badger Region Tournaments are listed on Advanced Events Systems(AES): <https://advancedeventsystems.com/Default.aspx> This is a service that Badger Region offers to club directors and tournament directors to centralize tournament listings and registration. For tournament director admin rights on AES contact the Badger Region Tournament Director.

Third-party events are events run by entities or organizations other than USAV, Badger Region or clubs within the state of Wisconsin. These event organizers, such as colleges or universities, are registered with and are in good standing with the Region, and get approval from the region to run these events and be listed with the Region offerings on AES. They agree to follow child safety and all other policies and procedures outlined by USAV and Badger Region. Please note that there are other non-approved entities that run events in Wisconsin

Badger Region does not have a limitation on who can run events, how many events they can run, or when, however, the Region does require each event go to through an approval process. This process allows 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/>

To submit an event for approval, return the tournament hosting fee form with payment no later than 30 days prior to the scheduled tournament to the Badger Region office, Attn: Kelly Lehman, 2831 N. Grandview Blvd, Suite 105, Pewaukee, WI 53072. Tournament Hosting Forms and fees (outlined below) must be received in the Badger Region office in order for officials to be assigned. The fees collected go towards offsetting AES costs as well as assigning officials and other admin work.

| | |
|---|--|
| FEE STRUCTURE: | |
| 8 OR LESS COURTS: \$35 PER DAY (plus service fees) | |
| MORE THAN 8 COURTS: \$70 PER DAY (plus service fees) | |

Tournament Directors should check their facility schedules and availability in advance of submitting paperwork and payments, as there will be no refunds unless Badger Region denies a director the opportunity to host. Fees will be returned if a tournament is cancelled due to lack of registration or participation.

NOTE: Tournaments are allowed (but not encouraged) to be scheduled at the same time as the Badger Region Championships, but only in non-conflicting divisions/age groups. If an approved tournament changes their dates/ages to a conflicting age division, the tournament will no longer be approved, it will not receive Region-assigned officials or insurance, and the event could face fines or future penalties. This is to allow all age groups to participate in one location as well as prioritize officials.

USA Volleyball requirements for USAV Region-Hosted Events

There are minimum requirements from USA Volleyball for any event hosted or approved by a Regional Volleyball Association (RVA), of which Badger Region is one. Regions may decide on additional requirements per their individual 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 hosting guidelines/rules is subject to penalties/reprimand from the approving body and may result in loss of current and/or future status for the event and/or the event manager/director.
- c) An event approval 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 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 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 approved by a Region 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 approval 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 divisions), 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 2022-23 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

The Badger Region will accept Sports Engine or AES rosters at its events beginning in the 2022-23 season.

Tournament Directors who allow a team or individuals to participate who are not listed on the Official Roster with a current USAV member number will be sanctioned and fined. Please reach out to membership@badgervolleyball.org with the individual's name and team name as soon as possible and a region staff member will assist.

Team Roster – Out-of-Region Teams

Teams that come from other regions must produce a Sports Engine or AES 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.

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 approved 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 Sport Engine 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. For more information on Adult volleyball events, please see the Adult Handbook on the Badger Region website.

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. 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).

8. TOURNAMENT FORMATS

Scoring: All approved 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 set. 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 with 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 tournament registration site. Suggested pool play for standard pools:

3 Team Pool

| Teams | Official |
|--------|----------|
| 1 vs 3 | 2 |
| 2 vs 3 | 1 |
| 1 vs 2 | 3 |

4 Team Pool

| Teams | Official |
|--------|----------|
| 1 vs 3 | 2 |
| 2 vs 4 | 1 |
| 1 vs 4 | 3 |
| 2 vs 3 | 1 |
| 3 vs 4 | 2 |
| 1 vs 2 | 4 |

5 Team Pool (2 courts)

| Teams | Official | Teams | Official |
|--------|----------|--------|----------|
| 1 vs 3 | 4 | 2 vs 5 | 4 |
| 4 vs 5 | 3 | 1 vs 2 | 3 |
| 3 vs 5 | 1 | 2 vs 4 | 1 |
| break | | break | |
| 1 vs 5 | 2 | 3 vs 4 | 2 |
| 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 (allows use of tiebreaker sets) or #2 (no tiebreaker sets)

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 and seeded for a tiebreaker set to 15 (win by two):

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 to break ties:

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.

USA Volleyball uses the following ([click here](#)) for all of its tiebreakers.

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 approved 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 Executive Director and/or /Tournament Director and must be paid prior to further participation.

Results Entry

Tournament or site directors must enter all results into AES. This is to help future tournaments and events determine seeding and placement of teams, and helps everyone involved. 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. An athletic trainer, will/will not be available and the athletes should / should not bring their own taping supplies
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 – determine who is going to send in this form: the tournament or the coach / club director 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 them to keep calm and cooperate. If they 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 them 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 required background check;
- f) Has a current Independent Contractor Agreement and a W-9 form on file with the Region.
- g) Has a current completed SafeSport training record on file

Club Officials and College students officiating at their own events

With approval of the Badger Region Ref Assignor 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. The program director who will be coordinating college-student officials must get in contact with the Badger Region Ref Assignor
2. All officiating must attend a refereeing/scoring clinic and be evaluated. This can be a modified clinic by the Badger Region Ref Assignor or their designee;
3. Take and pass the current Badger Region In-Training referee curriculum
4. Become a member of Badger Region/USAV and compete necessary requirements
5. If working junior events, successfully have passed a Background and completed SafeSport training prior to the event.

Badger Region uses the Zebra Web online system to assign officials. The Badger Region Officials Assignor will assign USAV Certified Officials to tournaments approximately seven to 10 days in advance, if not before. Once approved by the Assignor, 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 Assignor 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.

Report times should be communicated to your assigned officials. The Tournament Director must notify their assigned 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 guidelines:

1. USAV and Badger Region-hosted Tournaments (including WVC)
2. Badger Region-sanctioned Adult Tournaments
3. Badger Region-sanctioned Junior Multi-Day Events
4. Badger Region-sanctioned Junior Full Day Events
5. Badger Region-sanctioned Junior ½ Day Events or Semi/Final Matches

* All assigning guidelines are based on WHEN the tournament director their tournament hosting request form to the Region Office. Tournament Directors must have materials in two weeks after Thanksgiving (Dec. 8, 2022 for 2022-2023 season events). At that time, the Region will start assigning officials to tournaments based on the above guidelines. Any tournament hosting request forms received after Dec. 8, must be turned in 30 days days prior to the date of the event or certified officials cannot be guaranteed by the Badger Region. Should your event not receive certified officials, the Region will work with you to train individuals to help cover the event's officiating requirements. Officials will start being assigned on Dec. 8 based on their completion of requirements.

The Badger Region staff will respond to tournament directors by Dec. 8 with the tournament approval number and confirmation of receipt of hosting application, at which time the process of assigning officials will begin.

Officials Minimum 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 |

Badger Region does pay various rates for its multi-day events. For information on various higher rate scales, contact the Badger Region office.

Beach officials: Officials can be assigned based on the number of courts the event is using. Officials would float throughout the day to work with kids on rules and scoring, and then officiating gold-medal matches in playoffs. The pay scale for beach officials is based on the number of teams/courts. Beach monitors are \$70 for a half-day event and \$140 for a full-day event.

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

| | |
|--|-----------------------------|
| \$90 (4-hours), \$135 (6-hours), \$180 (8-hours) | Paid by Badger Region |
| Professional Scorer (\$24 a match) | Paid by Tournament Director |

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 first contact the event they haven't received payment from. If that fails, they should contact the Badger Region Tournament Director. The Region will sanction a Tournament Director who continually or egregiously 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 they have earned they are a certified official. 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 trained adult (coach, chaperone, team rep, or club director) must be courtside and attentive anytime their 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 have a banner to display.

Player Uniforms-Equipment

The uniform rules can be found in the USA Volleyball Domestic Competition Regulations.

Game Ball: Girls-Molten Super Touch // Boys-Molten Flistatec (V5M5000- USA). The Molten U12 ball will be used for ALL athletes 12-and-under. Adult women will use the Molten Super Touch. Adult Men will use the Molten Flistatec.

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 percentage of entry fee that they feel appropriate. For example: the team 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. The first team offense is a warning, the second team offense is up to \$100 fine, the third team offense is club/team investigation by the region with additional fines or suspension of season depending on the results of the investigation.

Teams dropping from events very close to the start date causes problems in many different areas, including tournament scheduling and officials assigning, and should be avoided in all possible situations. It is requested that if a team must drop from an event, they contact the Tournament Director, and receive confirmation, as soon as the necessary drop is known.

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 their 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 Team Roster 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 divisions), 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

With the unpredictable Wisconsin weather, oftentimes different throughout the state, it is the responsibility of the Tournament Director to cancel or delay their event.

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 and official with the following information:

1. Information that the event is not going to be cancelled
2. Teams / officials 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 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, Tournament Directors are urged 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 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 rosters. The host Tournament Director may conduct a meeting a minimum of 15 minutes prior to the start of the first match if they choose. At the meeting, review the playing schedule, warm-up procedures and facility rules. Meetings are optional as long as all information has been conveyed to the coaches. This information may also be sent out electronically, in a reasonable amount of time prior to the start time (preferably a day or two beforehand).

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 roster additions at the site of the event, Club Directors must provide the roster that lists the additional player(s) to be added to event 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, regardless of the length of the event.

Warm-up Procedures

The first two rounds of play, warm-ups will be 4-4 (four minutes for each team). 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. Ball shagging during an opponent's hitting lines is encouraged. Warming up with balls at the team bench or in the spectator walk-ways or common areas is not permitted.

Warm-up time begins immediately after the conclusion of the previous match unless it is the start of a new wave of athletes coming in to the facility. Warmups for the new wave should start at the scheduled time, unless agreed upon by all parties, including the Tournament Director and officials. Oftentimes this is a break for the official, please take that into consideration.

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 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 throughout Badger Region to aid in the seeding of future events. Directions on how to enter results can be found here: <https://badgervolleyball.org/wp-content/uploads/2018/01/AES-results-entry.pdf>

Protest Committee

If a protest occurs at an event, a committee should be formed. 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 participants. 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 participant will be required to leave the facility for the remainder of the match and could face future sanctions from the Badger Region and/or USA Volleyball and the US Center for SafeSport.

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. If a coach is ejected and a team does not have a coach present, a coach from another team can be substituted in. If a coach is still not available, the team would be required to forfeit.

13. TOURNAMENT WRAP-UP

Results must be posted on AES. This policy went into effect at the start of the 2017-18 season. Instructions on entry can be found above under "AES Results Entry."

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 for any individual, including spectators. We also encourage positive feedback on good officiating or scoring, sportsmanship, 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.

Officiating issues will be handled on a case by case basis by the Badger Region Executive Director, Tournament Director and a member of the Executive Committee.

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, markers, paper clips, file folders, scissors, 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)
- If using an online event manager, post visible links to schedule / results via QR Code
- 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 roster).

4. Coaches/Captains Meeting

- (If all information is provided in advance in printed or electronic 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; athletic 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, bathrooms and team benches
- Monitor team and spectator behavior in the facility
- Enter results in AES
- Get score sheets as matches finish (check for accuracy)
- Post results on grids or in online management system (save all score sheets in case of questions or discrepancies)

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) by either posting at the facility or

updating the online management system

7. Conclusion of Tournament

- Present Awards (if giving awards)
- Clean up site (cleaner than it was)
- Pay officials within two weeks of event date

8. Contact List

- Have a phone contact list for those involved in your event, Emergency contact person, etc. Use this form to your advantage. (<http://badgervolleyball.org/wp-content/uploads/2021/10/Emergency-procedures.pdf>)

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.

Badger Region Sanctioning Guidelines (Approved by BRVA Board of Directors in Nov. 2020)

(<http://badgervolleyball.org/wp-content/uploads/2021/10/FactSheet-Club-Sanctions.pdf>)

While the Badger Region believes in open communication to negate a problem, there are instances that occur that require additional attention. Below please find the infraction scale and a list of examples that is in no way exhaustive, merely to demonstrate common situations. Please note that in some circumstances, two items may be combined (ex. a fine and probation).

For a link to the most up-to-date ethics and eligibility policy, click here: <http://badgervolleyball.org/wp-content/uploads/2022/04/BRVA-Ethics-Eligibility.pdf>

To file a grievance or ethics violation, click here: <https://badgervolleyball.org/violations-or-ethics-reporting-form/>

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