

Great Lakes Region



Tournament Directors Manual

Last updated December 2011

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The following materials outline the required manual for conducting sanctioned tournaments within the Great Lakes Region. The Regional Tournament Director's Office is available to assist tournament directors in the planning and completion of their events. Please do not hesitate to contact them and ask questions. Business hours for this office are Monday - Sunday from 9:00 am to 6:00 p.m. Please do not call any later. **Refer to the current Region Newsletter or Web Page for listing of the current Region Tournament Director and Staff.**

HOSTING A TOURNAMENT

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

All tournament directors and everyone involved in running the tournament must be current members of the Great Lakes Region Volleyball and in good standing.

All tournaments must have a knowledgeable, non-playing, non-coaching, non-officiating staff member available at the tournament at all times.

The Great Lakes Volleyball season runs from November 1, through the completion of the USA Volleyball National Championships. All Junior tournaments held during this period must be sanctioned. Only USA Volleyball registered teams/individuals may participate in these tournaments.

By hosting a sanctioned tournament, you are automatically covered by the USA Volleyball Liability Insurance Policy, which many facilities require as part of the rental contract. In addition, all referees, players and coaches are insured, while traveling to, playing in, and returning home from your tournament under the USA Volleyball Sport Accident Coverage.

You may request sanction for a tournament through the Region website: www.greatlakesvolleyball.org. If you are not already listed as a tournament director, contact either the Adult Tournament Director or Region Tournament Director for online access. Once you have requested your tournament via the Region website, please follow it up with an e-mail to the appropriate tournament director (Adult or Junior). Current e-mail addresses are listed on page one (1) of this manual.

The site that you will use to host the tournament must be approved prior to use. To have a site approved you will need to contact the Region Commissioner and set up a time for someone to come out and inspect the site. The site should be set-up for tournament play. Guidelines- Free zone a minimum of 2 meters, playing surface must not be rough or slippery, lines must contrast the color of the floor, service zone 2 meters, lighting measured at 27.9 foot candles, measured 1 meter above the playing surface, ceiling height minimum of 23", nets, antenna, padded referee stands and posts, AED, adequate restrooms, parking and the facility must be in compliance with Village/City ordinances.

The tournament division(s) must be determined at the time of your sanction request. Due to the large number of canceled tournaments and lack of team response, only one (1) adult division per weekend will be sanctioned during the initial stages of scheduling. Exceptions may be made by the Regional Tournament Director; only in very large divisions or when excessive distances in tournament sites are involved. After the majority of teams have registered and a division is large enough to accommodate more playing dates, additional sanctions may be issued. You will be notified via email of the acceptance or rejection of your request as soon as possible.

For Junior competition, you need to select the division(s) that you will be offering. If you are running a Girls 13's division and a Girl's 14's division (noted as G13, G14 on the website) then you need to run those divisions separately. In the event that you do not have enough teams to run those two divisions separately and you wish to combine them, you need to contact the teams and inform them of your intent. If a team (for any reason) does not want to play in a combined division, you will need to issue them a refund with no penalty. If you choose a combined division (noted as G13/G14 on the website) when you request a sanction, then it is implied that the tournament is combined and teams should be prepared to play either Girls 13's or 14's.

Acceptable age division combinations are as follows:

- Boys 13's and 14's
- Boys 15's and 16's
- Boys 17's and 18's
- Girls 13's and 14s
- Girls 15's and 16's
- Girls 17's and 18's

These are the only allowable combinations on the website.

If a Canadian Volleyball Association (CVA) or any other foreign team is interested in playing in your event, please check with the Commissioners' Office.

NSF checks, bank fees, and etc. are the responsibility of the Tournament Director unless the tournament is hosted by the region.

If your tournament or division is canceled, or if you add or delete a tournament site, you must notify the Adult or Junior Tournament Director **IMMEDIATELY** or there will be a \$50 fine!!

PRE-TOURNAMENT DUTIES

The following manual should be used when you are planning to host a tournament. This manual will assure that you are in compliance with USA Volleyball and Great Lakes Regional manual that pertain to hosting a tournament. The Great Lakes Region Commissioner and/or the Regional Tournament Director(s) reserve the right to amend any rule that will help a tournament run smoothly.

SANCTIONING YOUR TOURNAMENT

The Regional Tournament Directors' office is responsible for assigning all tournament dates. Requests for sanction may be made at any time through the website, but will not be reviewed for sanction until mid-September. This way, it will give all interested parties time to prepare their schedules according to site availability. Adult sanction requests will be put on hold until after the Adult Team Rep meeting or before the official season begins in January.

As Tournament Director, you are responsible for verifying that all teams competing are registered with completed rosters. All teams will be added to the Region Web Site once their rosters are completed. Either check the Web site (www.greatlakesvolleyball.org) or call the Region Administrator to make sure all the teams in your tournament are registered. You should check at least five (5) days prior to your tournament date. If you fail to verify teams, you will be fined \$50.00. If a non-registered team or player plays in your tournament, you will be suspended as a tournament director for a minimum of one (1) month following the time of infraction.

If the listed tournament director will not be on-site the day of the tournament, prior approval of the person responsible for the event must be submitted in writing to the Adult or Junior Tournament Director a minimum of 5 days before the event.

The Regional Tournament Director reserves the right to limit the number of sanction requests given to each person making application.

ENTRY FORMS

Tournament Directors must receive permission from the Regional Tournament Director to use a different playing format than those listed in the Tournament Directors' Manual.

The Tournament Director must inform the teams the Monday prior to the tournament date of the format being used. If a team drops out after the Monday prior, and if there is adequate time, try to inform the other teams of the new format.

Exceptions to this rule include multiple day events and leagues. All entry forms must include the Great Lakes Region sanction number that your tournament was assigned.

If there is room in a Great Lakes Tournament, teams are allowed to play "UP" in a higher division; and juniors may play in adult events if invited. When Junior Clubs are participating in an Adult sanctioned or pre-season tournament, all first referee duties must be performed by coaches.

TOURNAMENT ENTRY CLOSING DATE

All entry forms should include a tournament closing date. The recommended closing date should be no less than ten days subsequent to the tournament date. A tournament director's worst nightmare is worrying about whether or not the tournament will fill.

ACCEPTING TEAMS INTO YOUR TOURNAMENT

It is recommended that Tournament Directors not accept money unless an entry form or completed roster accompanies it, nor should you hold a spot open for ANY TEAM. All registered teams should be given an equal opportunity to participate in your tournament. First come, first served is the philosophy of the Region.

CONTACTING OFFICIALS

Certified Officials MUST be used for all semi-final and final matches.

Each tournament director now has the responsibility for contacting all officials for sanctioned tournaments. Tournament Directors have access from their login to see the Officials' that have made themselves available for their tournament. Officials contact information is listed under the blue bar marked Officials. Only Officials listed on the website are eligible to officiate sanctioned tournaments. (This list will be updated on a regular basis) It will be the tournament director's responsibility to contact the officials if there are any unexpected delays on the tournament day that would delay the start of play-offs. By 12:00pm, you should have a good idea as to whether or not the play-offs will be on time

REMEMBER: Failure to inform the officials of more than a one-hour delay will result in a minimum of one (1) match fee to each assigned official. Unforeseen tie breakers needed at the end of pool play are the only exception to this rule.

TEAM CANCELLATIONS FOR JUNIORS

If a team withdraws from a tournament more than 10 days prior to the tournament date, no penalty will be assessed. If a team drops out less than 10 days prior to the tournament the Region will assess a penalty of \$50.00 and the team's entry fee will be forfeited. Due to the huge scheduling problems that accompany multi-day events, teams must notify the tournament director at least 14 days prior to the tournament date, or the above fines will be levied. For large National or Intra-Regional Events, please refer to the individual tournament procedures and policies regarding cancellations.

However please be aware that each tournament director can set their own cancellation policy.

What is written here is for when no tournament director's policy exists.

TEAM CANCELLATIONS FOR ADULTS

If a team withdraws from a tournament on the Sunday subsequent to the tournament, no penalty will be assessed. If a team drops out after the Sunday subsequent to the tournament the Region will assess a penalty of \$50.00 and the team's entry fee will be forfeited.

However please be aware that each tournament director can set their own cancellation policy.

What is written here is for when no tournament director's policy exists.

TEAM CANCELLATIONS FOR ALL

When a team fails to show up on the tournament date, or calls to cancel the day of the tournament, an additional \$25.00 will be assessed for a total of \$75.00. For any second offense, in the same season, the above fines will again be assessed as well as a suspension from play for a 30-day period. As the tournament director, it is your responsibility to report any team that withdraws from a tournament so that the appropriate action can be taken.

TIME ALLOTMENTS

The following time allowances are realistic and allow for a six (6) minute warm-up between matches and a maximum of three (3) minutes between sets. All teams should be ready to start their warm-ups near the court they are scheduled to play on fifteen (15) minutes before their scheduled start time.

FORFEIT TIME IS MATCH TIME!!!! If a team fails to have a sufficient number of players to start a match at the scheduled time, that 1st set must be forfeited. An interval of up to 10 minutes shall be allowed for the team to have a sufficient number of players to play the next set. If a team still does not have a sufficient number of players ready to play, the second set is also considered forfeited. The score of a forfeited set is recorded as 25-0, or in the case of 21-point sets, 21-0.

If neither team has a sufficient number of players, to start the match, it is a double forfeit.

Recommended Time Frames:

Sets		Matches	
2- 25 point sets	60 minutes	25 points	75 minutes
2- 21 point sets	50 minutes	21 points	60 minutes
1- 15 point set	30 minutes		

These times are to be used as a guideline line. Each tournament will have individual time restrictions. If your tournament is running ahead of schedule, the next match should start ten (10) minutes after the conclusion of the previous match. If you are behind schedule, maximum of (6) minutes should be used before the next match.

SCORING PROCEDURES

Tournament Directors are not allowed to place a CAP on any set.

Teams must switch sides of the court at 8 points in all deciding sets which are played to 15 pts. **NOTE:** if mandatory 3 sets are played, teams **DO NOT** switch sides in the 3rd set because it is not considered a deciding set.

All Semi-Final and Final matches must be 2/3 or 3/5 to 25 points, even if pool play was only to 21 points. *Adult Quarter Finals will be 1 set to 25 pts. Juniors may play full Quarterfinal matches or a single set to 25 pts but the format must be spelled out in writing at the start of the event.*

All tie-breakers, OR one set play-off must be (1) set to 25 points with NO cap and teams must switch sides at 13 points. This is the rule for both Adults and Juniors.

SEEDING AND ARRANGING POOLS

After you have closed entries for your tournament, seed your playing pools to assure fair competition. When planning your seeding, the key to remember is that the top 4 teams should advance to play-offs. In a 2-pool tournament, teams ranked 1 & 3 should be in one pool, and teams 2 & 4 in the other. In a 3-pool tournament, teams ranked 1 & 6 should be placed in Pool A, teams 2 & 5 in Pool B, and teams 3 & 4 in Pool C. In a 4 Pool tournament, teams ranked 1 & 7 should be in Pool A, teams 2 & 8 in Pool B, teams 3 & 5 in Pool C and teams 4 & 6 in pool D. Please observe the following examples:

<u>2 Pools</u>	<u>3 Pools</u>	<u>4 Pools</u>
1>2	1 > 2 > 3	1 > 2 > 3 > 4
3>4	6 > 5 > 4	7 > 8 > 5 > 6
5>6	7 > 8 > 9	9 > 10 > 11 > 12
8>7	12> 11> 10	16 > 15 > 14 > 13

To ensure proper seeding for your tournament, check the Region Web site for seeding information or call the Results and Seeding Chair listed in the current Region Newsletter. Results for adults will be updated on a regular basis.

TOURNAMENT FORMATS

(ROUND ROBIN POOL PLAY)

The accepted formats for round robin pool play within the Region are pools of 3, 4, and 5. Crossover pools of 3 or 4 are also acceptable. Pools containing 6 or 7 teams are NOT ALLOWED in the Great Lakes Region. Only one, 4 or 5 team pool may be scheduled on a single court. It is permissible to stagger three, 3 team pools across 2 courts but interweaving multiple 4 team pools is not allowed (referred to as ghost pools).

POOL PLAY EXAMPLES

The following schedules are from the USA Volleyball National Tournament Format and seem to work out the best. This is the official Great Lakes Region pool play schedule and should be used by all Adult Tournament Directors.

3 TEAMS	4 TEAMS-	or	4 TEAMS-	5 TEAMS
	Juniors		Adults	
1x3 (2)	1x3 (2)		2x4 (3)	3x5 (4)
2x3 (1)	2x4 (1)		1x3 (4)	2x4 (5)
1x2 (3)	1x4 (3)		2x3 (1)	1x5 (2)
	2x3 (1)		1x4 (3)	2x3 (1)
	3x4 (2)		1x2 (4)	1x4 (3)
	1x2 (4)		3x4 (2)	2x5 (4)
				1x3 (2)
				4x5 (3)
				1x2 (5)
				3x4 (1)

3/3 TEAM CROSS-OVER

2 COURTS

1xB (3)	2xC (A)
3xB (1)	2xA (C)
3xC (B)	1xA (2)
1xC (3)	2xB (A)
3xA (1)	

3/4 TEAM CROSS-OVER

2 COURTS

1xC (3)	2xB (A)
3xD (C)	1xA (2)
3xB (1)	2xA (D)
1xD (B)	2xC (A)
1xB (D)	3xA (C)
3xC (1)	2xD (B)
AxD (3)	BxC (2)

When using a 3/4 crossover, Seed the teams the following way: Top 4 seeds in one pool (A, B, C, D) the 3 lower seeds in the other pool, (1, 2, 3,) Now you just plug in the teams per the above schedule A 3/3 cross should be seeded as if it were (1) six team pool, (1, 2, 3) & (A(4), B(5), C(6)) then you would just pick out the appropriate matches that correspond with the above format.

When selecting teams for play-offs, after using the cross-pool format, you must only consider the teams with the best overall records. You should never take the best teams from each pool, because the teams in the same pool may not have played each other.

If a tournament consists of a playing division with only one (1) pool, it is still necessary to hold play-offs unless previously approved by the Region Tournament Director.

If three team pools are used, 3 sets to 25 points should be played.

Note: teams will NOT flip a coin for the third set nor will they exchange courts at 8pts.

Pools with four teams should either play 2 sets to 25 points or a full match. Pools with five teams should either play 2 sets to 21/25 points or a full match.

Pools of 4 for Adults will play 3 sets, first two sets to 21 pts and last set to 15 pts.

Note: teams will NOT flip a coin for the third set nor will they exchange courts at 8pts.

For a single pool division you must take the top 3 teams and have a Semi & Final. Only 1 official is necessary.

Tournaments that have playing divisions with 2 or more pools must hold play-offs at the end of pool play.

DETERMINATION OF PLAY-OFF TEAMS

Please see Tie Breaker examples on following pages.

To determine which teams advance to play-offs, please use the following criteria:

- 1) MATCHES WON/LOST RECORD
- 2) SETS WON/LOST RECORD
- 3) HEAD TO HEAD COMPETITION
- 4) TOTAL POINTS FOR/AGAINST

Teams shall not be eliminated from play-offs on points or any other non-competition system. Head to Head is considered a competitive form of competition.

When round robin play qualifies a team for play-offs, it is recommended that no more than 50% of the teams entered and playing in a pool shall advance to the play-off bracket. If you take more than 50%, you better be sure that it does not make the tournament run longer than it would have with the recommended 50%. Exception to this rule: When hosting a division consisting of a single 5 team pool, 3 teams may advance to play-offs.

When two teams qualify for play-offs, but are tied for position only, they shall be seeded in the play-off brackets 1st by Head to Head competition, 2nd by Point spread within that Head to Head competition, and then according to overall Point Spread within their respective round robin play. If still tied, flip a coin between the tied teams.

Point Spread is determined by adding up the total points won and then subtracting the total points lost, giving you either a plus or minus number.

If two or more teams are tied*** for a last single play-off position, one 25 point set MUST be played. See Tie-Breaker examples.

***In order to arrive at a tie, you must have 1st used the 1). Matches, 2). Sets and 3). Head to Head competition Tie-Breaker criteria.
YOU CAN ELIMINATE A TEAM FROM THE NEXT STAGE OF COMPETITION BY HEAD TO HEAD COMPETITION.

EXAMPLES:

Two teams are tied for the last remaining position.
Ruling one 25 point set Tie-Breaker must be played.

Three teams are tied for the last remaining position.
Ruling - The superior team by point spread among the three tied teams, *POINT SPREAD WITHIN THE ENTIRE POOL, NOT JUST BETWEEN THE TIED TEAMS*, will receive a bye, and play the winner of the two remaining teams for the final play-off position.

HEAD TO HEAD COMPETITION CAN NEVER BE USED TO BREAK A TIE BETWEEN THREE TEAMS. REMEMBER, if teams are tied in matches, you must then go to total sets won/lost record next. A tie cannot exist until after you have used the sets won/lost criteria.

If four teams tie for the last remaining position:
Ruling: The teams are ranked by superior point spread, *WITHIN THE POOL*. Team 1 vs. Team 4 and Team 2 vs. Team 3. The subsequent winners will then meet to determine the last remaining spot.

If three teams tie for two play-off positions, the team with the superior TOTAL POOL point spread among the three will be awarded a play-off position, and the two remaining teams will play ONE 25 point set with NO CAP, and the teams must switch sides at 13 points.

If the point spread among the three teams is the same, flip a coin to determine the bye team and all the teams must play for position as follows:

Team Blue wins over Team White and gains one play-off berth.

Team Red plays the loser, in this case Team White, for the second play-off berth.

REMEMBER, IT IS POSSIBLE TO ELIMINATE A TEAM FROM THE NEXT STAGE OF COMPETITION BY AN INFERIOR SET RECORD OR BY HEAD TO HEAD COMPETITION, BUT NEVER BY AN INFERIOR POINT SPREAD.

NOTE: Any deviation from the above play-off rules must be cleared with the Regional Tournament Director in writing before a schedule can be approved. Please consult the current USA Volleyball Manual for all Tie-Breaking procedures.

GREAT LAKES REGION TIE BREAKING PROCEDURES

IN ACCORDANCE WITH THE USA VOLLEYBALL MANUALLINES ALL TIE BREAKERS WILL BE DETERMINED BY THE FOLLOWING CRITERIA:

1. MATCHES WON/LOST RECORD
2. SETS WON/LOSS RECORD
3. HEAD TO HEAD COMPETITION
4. TOTAL POINTS FOR/AGAINST

NOTE: No team shall be eliminated from playoffs on points. However, it is possible to be eliminated on sets or head to head competition.

EXAMPLE: A

TEAM NAME	MATCHES		SETS		POINTS TOTAL
	WIN	LOSS	WIN	LOSS	
TEAM A	//	/	/////	///	+20
TEAM B	//	/	/////	///	+10
TEAM C	//	/	/////	///	- 2
TEAM D		///	//	////////	-28

In this example we have 3 teams tied in matches.

- Team A would advance because of a superior set record of 6-3
- Team B and C are tied in sets for the last spot to advance.
- Going back to compare the Head to Head results, Team B would advance because they won that match.
- NO tie breaker is necessary

EXAMPLE: B

TEAMS	SETS		TOTAL PTS
	WON	LOST	
TEAM A	////	//	+ 9
TEAM B	///	///	+ 9
TEAM C	///	///	+ 6
TEAM D	//	////	-24

In this example matches were not played. Therefore we go to the next criteria, which is SETS.

- Team A would advance due to a superior set record of 4-2
- Teams B and C are then tied for the last advancing team
- Looking at the head to head competition/ Team B won both pool play sets therefore advancing into playoffs.
- No tie breaker is needed
- However, if in the head to head competition – Team B and C were to have split – a tie breaker would then be necessary because a team cannot be eliminated on points.

EXAMPLE: C

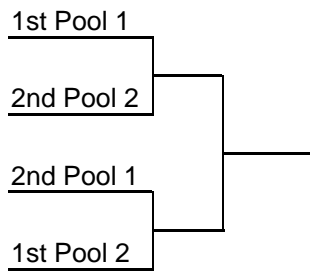
TEAMS NAME	SETS		TOTAL PTS
	WON	LOST	
TEAM A	///	///	+19
TEAM B	///	///	+ 9
TEAM C	///	///	+ 6
TEAM D		//////	-20

In this example we have 3 teams tied in sets for only 2 positions

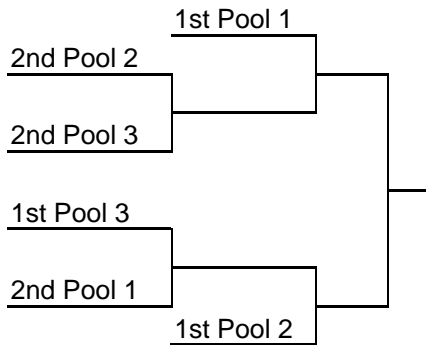
- In a 3 way tie (or more) – Head to head cannot be used as a criteria
- Therefore, we go to points – Team A has the superior point record and will advance as the #1 team
- Teams B and C will have to play a tie breaker because we cannot eliminate on points.

Examples of Playoff Brackets for Juniors

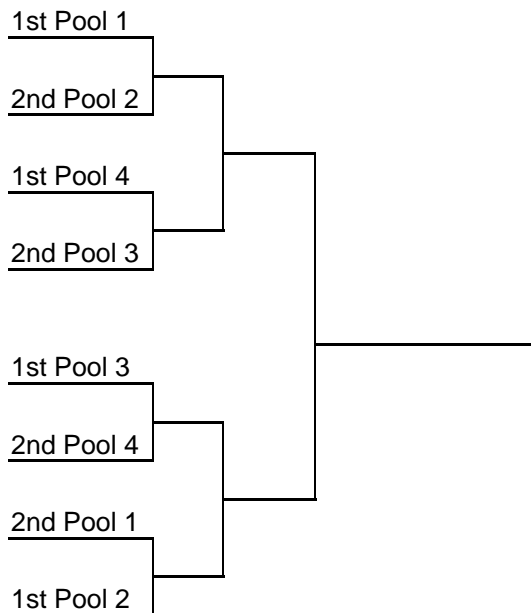
2 Pools



3 Pools



4 Pools



Using a pre-determined playoff bracket you alleviate teams from the same pool meeting until the Finals.

For Adult Playoff bracketing, see page 21

TEAM OFFICIATING DUTIES

All teams should know their officiating schedule, as it should be listed on the playing schedule. Teams should be ready to start the next scheduled match on their court without having to be told to do so. The majority of tournaments fall behind schedule precisely because of this problem. Emphasize this to the teams at the start of the tournament. Let them know you expect them to be ready and on time with a full support crew to officiate the next match. Any team that fails to fulfill their officiating responsibilities will be fined \$100.00 for the 1st offense and \$125.00 for the 2nd offense. Any team that violates this rule more than twice in a season will be fined again and the team may be suspended for a minimum of 30 days.

During pool play, teams need at least 5 people to start and fulfill their officiating duties. . It is the tournament director's responsibility to report such violations to the Regional Tournament Director. Upon written notification, by the Regional Tournament Director, the offending team will not be permitted to play in any sanctioned USA Volleyball tournaments until said fine is paid in full and suspension has been served.

If a team is late for their officiating assignment (four or less members during pool play) that team will be penalized 1 point for every minute they are late. The team will be considered late if they are not present when the official warm-up begins. The LATE points will be assessed on the team's next playing match.

Any single pool Tie-Breaker game shall be officiated by the FIRST PLACE finisher within that pool. If three teams are involved in the Tie-Breaker, the bye team will officiate the 1st set, and the loser will officiate the final set.

The 1st round of play-offs shall be officiated by the last place pool finisher. This should be in writing on the playing schedule. If byed teams are available during the 1st round of play-offs, they should officiate instead of keeping teams that have not made it out of pool play. Subsequent play-off losers will officiate the next scheduled match. The support crew for the finals may be determined by a flip of a coin between the losers of the Semi-Finals, or each Semi-Final loser must supply 2 people and share the responsibilities

It is the responsibility of the team with the inferior set record or last place pool finisher that is present to officiate the next round of play-offs. The Tournament Director reserves the right to designate, by inferior pool results, the officiating team for play-offs. Any team intentionally forfeiting or leaving a tournament will be fined and face disciplinary action. See fines listed above.

AWARDS

The value of the award should be commensurate with the cost of your event. If you are hosting a high quality event, then give a high quality award. Awards should be presented to teams the day of competition.

Less than 8 teams: Individual 1st place
8 or more teams: Individual 1st & 2nd place

The tournament director should be prepared to give a maximum of 12 awards for each required place. Monetary awards do not have to follow these guidelines lines, but the amount should be stated on the entry forms. Please consult the Illinois (and other specific) High School Associations when allowing junior teams in your tournaments. They have restrictions on the type of awards that a high school athlete may accept. We do not wish to jeopardize the players' High School eligibility.

GUIDELINES FOR DEALING WITH BLOOD

If a player incurs an injury that causes bleeding, the first or second referee shall immediately stop the set in accordance with rules. The player shall leave the court for evaluation/treatment. If the player cannot continue play and must be replaced, this should be done within the manual lines.

If a player's uniform becomes saturated with blood, a change of uniform will be authorized. This change should be accomplished as quickly as possible to cause no additional delay of set. The replacement uniform should be of a similar color and style. *(Great Lakes Region addition: if a similar uniform is not available, then any uniform may be used provided there is a permanent number on the jersey.)* Though duplicate numbers will not be allowed, no sanction will be assessed, if the player's uniform number is different than the original number. If a replacement uniform is not available, the player must be replaced by a legal substitution.

If the referee observes blood on the playing surface or equipment, the set shall be stopped immediately and measures taken to clean any contaminated area or equipment using universal precautions. Page 214 of the 2011-2013 DCR

SPECTATOR/PARENT CODE OF CONDUCT

To be posted at all sites

I WILL:

- I WILL abide by the official rules of USA Volleyball.
- I WILL display good sportsmanship at all times.
- I WILL encourage my child and his/her team, regardless of the outcome on the court.
- I WILL educate myself on the unique rules of this facility.
- I WILL honor the rules of the host and the host facility.
- I WILL generate goodwill by being polite and respectful to those around me at this event.
- I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.
- I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club as opposed to contacting the Head Official directly.
- I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
- I WILL support the policies and guidelines of the team/club that I represent.
- I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
- I WILL model exemplary spectator behavior while attending this event.
- I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

I WILL NOT

- I WILL NOT harass or intimidate the officials.
- I WILL NOT coach my child from the bleachers and/or sidelines.
- I WILL NOT criticize my child's coach or his/her teammates.
- I WILL NOT participate in any game or game-like activities unless I have a current membership card with USA Volleyball.
- I WILL NOT bring and/or carry any firearms at any USA Volleyball/Region event.
- I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.

TOURNAMENT DAY INFORMATION

CHECKLIST:

- A cell phone or hard line phone
- Tournament awards. Use manual lines as stated previously.
- Standards, officiating stands, nets, 2 antennae per court and tape markers.
- Balls, if you provide them. If not, instruct teams to use their own balls for the set.
- Pool play schedules and court assignment sheets for each team.
- Large pool sheets for recording match scores and determining playoff teams along with some good permanent marking pens.
- Play-off schedules that show how winning pool teams advance to the play-off bracket.
- Current USA Volleyball Manual and rulebook.
- A Current copy of the Tournament Directors Manual
- Trash cans strategically located throughout the gym, and garbage receptacles for recycling
- AED and someone who is certified
- First aid kit and ice.
- Spilled Blood/Body fluids Kit
- Court Packets
- Official score sheets and lineup card for each match to be played. Available online at www.greatlakesvolleyvall.org.
- Pencils and a blue/black pen at each table, for scoring.
- Scoring table and 2 chairs
- A flip scoreboard or electronic visible scoreboard for each court.
- Have on hand at site the Insurance Incident Report Form- if used the form must be mailed or faxed to the Region Office within 48 hour. If additional forms are needed please go to our GLR web site and download the form.

Contact the Regional Tournament Director for information on obtaining a Blood and Body Fluids Kit.

EMERGENCY SITUATIONS

On the day of the tournament, emergency situations may arise which would cause you to alter the format of your event. These situations **MUST** be discussed and resolved at the captains meeting, if possible.

If a team drops out on the day of the tournament, try to restructure your pools to cause the minimum amount of confusion. If you have uneven pools, (3 team) let the smaller pool play 3 sets to 21 or 25 points. Play-off seeding determinations will then be made by the percentage of wins to total sets played, and by the percentage of points won to total points available. If two teams from uneven pools are tied at .500, the percentage of total points scored vs. the total points available should be used to break the tie.

If the restructuring of pools is not possible, then a forfeit should be given to all teams in the affected pool. The score of a forfeited set is 25-0 (in 25 point sets), and 21-0 (in 21 point sets).

If a team forfeits after pool play has begun, all forfeited sets must be scored as stated above. The team keeps all wins and points that it had won in any sets before the forfeit occurred. This does not relieve the forfeiting team of their officiating responsibilities.

If a team is playing in the 1st match time slot, and doesn't have the legal number of players present to start the match, in all fairness to the other teams, it is recommended that you give that team a forfeit for their 1st match instead of trying to restructure them into a later starting time.

PROTESTS

The USA Volleyball Domestic Competition Regulations (DCR/rule book) and Manual should be used at all times, unless a Great Lakes Region ruling takes precedence. Decisions based on the judgment of the referee or other officials are final and not subject to protest. Protests will only be allowed on rule interpretations and tournament organization. Further information about protest procedures can be found in the current USA Volleyball Manual and DCR.

DISCIPLINARY ACTIONS

TOURNAMENT DIRECTORS MAY NOT ALLOW ANY JUNIOR TEAM TO PARTICIPATE IN THEIR TOURNAMENT UNLESS A CERTIFIED COACH IS PRESENT AND ON THE BENCH AT ALL TIMES DURING PLAY. If a certified USAV coach is not present for warm-ups, the team will not be allowed to warm-up. If a coach is not present at match time, the team will not be allowed to play. If you are unsure as to whether the coach is certified, ask for their membership card. If they do not have their card, ask for any type of identification. Write down their name, address and report it to the Region Commissioner the following day. Inform the individual that you will be reporting the incident and should they, in fact, not be a certified USA Volleyball coach, the appropriate sanctions will be levied on the entire team, and directors. The liability rules are simple and straightforward. We do not want any Tournament Director to jeopardize themselves, their tournament or USA Volleyball.

Tournament Directors are expected to contact local authorities regarding violations involving alcohol, drugs, or damage to a site. Tournament Directors are not expected to take disciplinary action during a tournament that might disrupt the event (i.e. Eliminate a team for being out of uniform, minor unsportsmanlike conduct, leaving without fulfilling officiating duties, etc.). The tournament director will allow teams to play, making sure that they are aware of their violation, and then report such violations to the Region Commissioner for appropriate action.

WAIVERS

The Region issues in some situations, special waivers to players due to religious beliefs, illness, in the Junior as well as Adult Divisions. If a Waiver has been granted, the individual will be given a letter from the Region Commissioner stating what that Waiver is for. The individual is required to keep this letter in their possession during all USAV sanctioned Events. If an athlete claims to have been given a waiver to be out of uniform, or wear special or otherwise illegal equipment, make sure that you ask to see their waiver. If they cannot produce a written letter from the Commissioner then they should be withheld from competition. Please report any situations to the Region Office where a player claims to have a Waiver but cannot produce evidence to that fact. **NOTE: Insulin pumps are LEGAL and do not require any special waiver.**

POST TOURNAMENT DUTIES

By the Wednesday following the tournament date, the Tournament Director must report the results in the appropriate section of the website. Due to the fact that we use these results for seeding other tournaments, it is imperative that these results be reported as promptly as possible. Failure to adhere to this rule will result in a \$25.00 fine, payable before your next sanctioned tournament.

By the Wednesday following the tournament date, the Tournament Director must report the officials used in the appropriate section of the website. It is imperative that this information be reported as promptly as possible. Failure to adhere to this rule will result in a \$25 fine, payable before your next scheduled tournament.

GREAT LAKES REGION MODIFICATIONS 2011-2012

USAV Equipment Rule 4.3

Team attire must be uniform. The color and the design for the jerseys and shorts must be uniform, except for the Libero(s) and clean for the entire team. During cold weather individual players may wear sweat pants provided they are of the same color as the uniform shorts and the uniform shorts are worn underneath the sweats. If two or more players choose to wear sweats, they must be similar in style and of the same color. Bike shorts and t-shirts worn as undergarments are allowed by one or more players. If more than one player wears either/both and they are visible, they must all be similar in style and of the same color.

The Region Commissioner may or may not choose to waive the uniform rule during the first month of competition. The rule waiver only applies to the first month of competition, after that, the attire must be uniform. If the rule is waived you will be notified prior to your tournament. Even if the rule is waived, all players must have a legal number on their shirt, front and back, or they cannot play.

For the 2011-2012 season the uniform waiver is in effect for boys until December 1st and for girls and adults until February 1st.

These rules are only for sanctioned play within the Great Lakes Region. When playing in other Regions or at a Zonal and National Championship, please refer to the USAV DCR.

These rules take precedence over what is published in the USAV DCR for Sanctioned play in the Great Lakes Region ONLY.

ADULT MODIFICATIONS

RULE OF 5 FOR ADULTS ONLY:

If a team is reduced to less than 6 players due to injury, that team may still legally compete and have all scores counted. Teams must start the day with at least 6 legal non-injured players. Teams may not legally compete with less than 5 players. The Commissioner, Region Tournament Director or Adult Tournament Director may rescind this rule if they feel the spirit of the rule is being compromised or misused.

If reduced to 5 players due to injury, the injured player may return to the match at any point. On the same note, any registered team member has the right to participate at any point during the tournament. **Example:** Player #6 is injured; s/he leaves the game, recovers from injury and is allowed to return to play at any point. **Example #2:** Player #6 is injured and cannot play the rest of the day; any other registered player on that team is eligible to play at any point during the remainder of the tournament.

CLUB TEAMS: Once a tournament starts, if a player is listed on another club teams roster or bench (whether or not you've actually played), they are frozen with that team and cannot fill in for injured player #6.) **DO NOT GHOST** the injured player. **JUNIORS** must play with a six legal players even when competing in an adult tournament.

OUT OF UNIFORM:

ADULTS ONLY -With regard to teams being out of uniform, the tournament director can let a team compete in pool play, with the stipulation that the sets will be credited as losses, and scored either 25-0 or 21-0 dependent upon the point values being used for that pool.

ADULT WARM-UPS:

A maximum of 10 minutes is allowed for warmups. Adult women tournaments will allow shared hitting from opposite sides of the net as long as both teams agree. Adult men may have shared warm-ups as long as they hit from the same side of the court and hit into the same side. Teams should switch corners half way through the allotted warm-up period

TIME CONSTRAINTS:

ADULTS ONLY Due to time constraints, semifinals and finals do not have to be 25-point matches. The Tournament Director must contact the Region Tournament Director and list the time constraints and parameters when requesting the sanction. If both team captains approach the official and request a semifinal and final format other than what is recommended, the official should honor the request.

It is strongly suggested that adult tournaments not start before 8:00am and Play-Offs not begin after 8:30pm.

SEEDING FOR ADULT PLAYOFF BRACKETS:

Adults have voted not to use predetermined brackets for playoffs. Instead, they will be seeded in the bracket by pool finishes. We will not alter seeds to alleviate pool conflicts. All 1st place pool finishers must be seeded higher than any 2nd place pool finisher.

JUNIOR MODIFICATIONS

ALCOHOLIC BEVERAGES:

- **AWARDS INVOLVING ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED AND WILL RESULT IN THE IMMEDIATE SUSPENSION OF THE TOURNAMENT DIRECTOR.**
- **ALCOHOLIC BEVERAGES MAY NOT BE PRESENT, SOLD, OR MADE AVAILABLE TO ANYONE WITHIN THE PLAYING SITE.**

CERTIFIED USAV COACH:

JUNIOR TEAMS MAY NOT PARTICIPATE IN A TOURNAMENT UNLESS A CERTIFIED COACH IS PRESENT AND ON THE BENCH AT ALL TIMES DURING PLAY. If a certified USAV coach is not present for warm-ups, the team will not be allowed to warm-up. If a coach is not present at match time, the team will not be allowed to play. If you are unsure as to whether the coach is certified, ask for their membership card. If they do not have their card, ask for any type of identification. Write down their name, and address, then report it to the Region Commissioner the following day. Inform the individual that you will be reporting the incident and should they, in fact, not be a certified USA Volleyball coach, the appropriate sanctions will be levied on the entire team, and directors. The liability rules are simple and straightforward. We do not want anyone to jeopardize themselves, tournaments or GLR/USA Volleyball.

WARM-UPS:

The mandated Junior warm up for all Great Lakes Junior events will be 2-4-4. For junior competition, when one team has exclusive use of the court, the other team 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 walkways is not permitted.

BOYS COMPETING WITH JUNIOR GIRLS:

THIS RULE IS FOR SANCTIONED GREAT LAKES REGION TOURNAMENTS including the Windy City Power League but excluding the Region Qualifiers.

If a team plays out of Region the rule may be different or non-existent.

Boys 10 & under may compete with Girls 10 & over

Boys 12 & under may compete with Girls 12 & over

Boys 13 & under may compete with Girls 13 & over

Boys 14 & under may compete with Girls 15 & over

Co-ed teams are allowed provided the age groups above are followed.

Once a Junior Boy reaches the age of 15, he may not compete with ANY age group of girls. He must compete with a 15 & over Boy's Team.

Boys may play on girls' teams but girls may not play on boys' teams.

JUNIOR LIBERO SERVING RULE:

In all Great Lakes Region sanctioned junior tournaments the Libero(s) will be allowed to serve in one position within the team's rotation. If a junior team competes in an ADULT tournament they must follow all rules governing adult events. Adult tournaments DO NOT allow the Libero(s) to serve.

JUNIOR TOURNAMENT CURFEW:

In the case of Junior Tournaments, the **Great Lakes Region forbids any match to start before 8:00am or after 8:30pm**, unless the tournament director has requested and received permission from the Region Commissioner prior to the tournament date and has a written waiver.

If you have any question regarding an interpretation to any of these guidelines or rules, contact the Region Tournament Director listed on page three (3).
