



# **TOURNAMENT DIRECTOR GUIDE**

2025-2026



The NCR Tournament Director 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 <https://usavolleyball.org/resources-for-officials/rulebooks-and-interpretations>.

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

Running high-quality, well-organized events allows volleyball players, coaches, officials, and spectators in North Country Region to have an excellent experience and truly enjoy the game.

All Tournament Documents are available to download from the North Country Region website: <http://www.ncrusav.org>.

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## 1. OVERVIEW

This manual contains the guidelines to be followed when hosting USA Volleyball-sanctioned tournaments in North Country Region. The purpose of the tournament guide is to assure consistency as well as a structure in establishing a consistent philosophy regarding the conduct of sanctioned competitions. North Country Region must sanction all USA Volleyball tournaments played in the North Country Region. The North Country Region Events and Tournament Director is available to assist Tournament Directors in the planning of their events.

The North Country Region USA Volleyball sanctioned season runs from September 1 through mid-July. Only USA Volleyball registered teams and participants with USA Volleyball memberships may compete in a sanctioned tournament for safety and insurance purposes. A person who is not a registered member of USAV is not eligible to participate in a sanctioned tournament. Tournament Directors must strictly enforce this rule and are responsible to verify eligibility before participation. In addition, all personnel involved in the organization and management of a USAV sanctioned tournament must be registered members of USAV. Additionally, Tournament Directors and Site Directors must have a clear background screen through North Country Region USA Volleyball and have completed SafeSport training prior to any participation.

Tournament Directors should review any contracts they sign for facilities. If Tournament Directors do not understand any contract language, please contact North Country Region for assistance and guidance. We can help you reach out to the proper USA Volleyball Liability/Insurance Company to help you review the contract. The current insurance company is EPIC Entertainment & Sports.

By hosting a sanctioned event and submitting a Certificate of Insurance Liability for facility usage to the Region, you are automatically covered under USAV Liability Insurance, thereby meeting the liability insurance coverage requirement required by most facility rental agreements. In addition, all participants are insured under the USAV Sports Accident Insurance Coverage. North Country Region retains the right to withdraw the sanction for any tournament for violation of the rules detailed in this handbook or the USAV Guidebook. Additionally, allowing any participants who are not USAV members to participate in a sanctioned event will result in forfeiture of sanctioning and thereby forfeiture of liability insurance coverage for ALL participants.

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

All competitions sanctioned by the North Country Region are governed by the current edition of the USA Volleyball Domestic Competition Regulations.

### [CURRENT USAV INDOOR RULES BOOK](#)

#### **Age/Gender Division Information:**

##### [CURRENT USAV JUNIOR PLAYER AGE DEFINITIONS](#)

*\*Teams may play up age divisions at the discretion of the Tournament Director*

- 1) Coed teams are allowed at 14-under with a maximum of three male players at any one time;
- 2) 17 and 18 and under junior teams are allowed to compete in North Country Region adult tournaments at the discretion of the Tournament Director.
- 3) 14 and under boys' junior teams are allowed to compete in North Country Region girls 16 and under tournaments at the discretion of the Tournament Director.
- 4) 12 and under boys' junior teams are allowed to compete in North Country Region girls 12 and under tournaments at the discretion of the Tournament Director.
- 5) 13 and under boys' junior teams are allowed to compete in North Country Region girls 14 and

under tournaments at the discretion of the Tournament Director.

6) Coed 12 and under teams are allowed to compete in 12 and under divisions.

### **Age Waiver/Grade Waiver**

An age waiver may be granted to junior players within North Country Region, to play in the next lower age group, i.e., to play with their grade level. These waivers will be valid only within North Country Region and will not be valid at the national level. Age-Waivered players may participate in NCR Sanctioned events but cannot participate in any National Qualifier unless the players play with the age-appropriate team.

*\*A waiver is needed for an exception to any of the North Country 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.*

**North Country Region Server Step-in Rule modification:** For 12s and younger age groups only. Can use "step-in" (service line is 6'6" into the court) serving for regional domestic tournaments. Note: This step-in rule is used by domestic club programs in North Country Region. Other Regions may not allow the step-in rule; it is the decision of each tournament director and each region.

## **3. GETTING SANCTIONED**

North Country Region requires events to be sanctioned, allowing the Region to schedule officials (upon request), issue insurance and maintain a list of opportunities and tournaments. **North Country Region does not charge tournament sanction fees.**

Tournament sanctioning application is available on the North Country Region website: <https://www.ncrusav.org/sanction-your-tournament>

All North Country Region Tournaments are listed on the website:

<https://www.ncrusav.org/ncr-sanctioned-events>; and, <https://advancedeventsystems.com>.

Sanctioned NCR-USAV tournaments are given complimentary use of AES to advertise their tournaments. If tournament directors are interested in using AES for scheduling of their tournament, this is available at a reduced rate due to your affiliation with North Country Region. See Tournament Scheduling in this handbook for more details.

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

**NOTE:** *NCR-USAV is not able to sanction tournaments during the NCR NIKE Ace of Clubs Region Qualifier (February 7-8, 2026).*

### **The following list will assist you with hosting a tournament:**

1. Pick a date and secure the facilities. Make sure you have or have applied for a Certificate of Insurance for each facility.
2. Determine the length and format of your event.
3. Decide how many teams you can properly accommodate and what age groups will be participating.
4. Complete the sanctioning an event form found on the website: <https://www.ncrusav.org/sanction-your-tournament> **NO SANCTION FEES with NCR!**
5. Once approved, NCR will build the tournament registration page in AES (Advanced Events System).
6. Organize your tournament information for tournament entries.

## **USA Volleyball requirements for USAV Region-sanctioned events**

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

### 1) General Guidelines

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

### 2) General Requirements

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

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

## **4. TOURNAMENT PROMOTION**

### **Entry Fees/Admission Fees**

Recognizing that each tournament site has unique expense requirements, North Country Region has not established a standard registration fee or admission fee.

### **Announcements/Website Information**

North Country Region will promote your tournament in the Advanced Events System (AES) and your club is encouraged to advertise and promote your tournament through your own website and other means of communication. Your event information should include:

- 1) Date(s) of Event

- 2) Divisions offered
- 3) Location - city and site
- 4) Contact person
- 5) Phone
- 6) Email address
- 7) Name of event
- 8) Entry fee
- 9) Last date that entries will be accepted (closing date)
- 10) Start time of event
- 11) Explanation of any approved waivers to format deviations and tie breaking protocol
- 12) Amount of Admission Fee
- 13) Officials: Will officials be provided all day? For playoffs only? A J.O.T. official?
- 14) Information on fines for facility violations must be listed (excessive garbage, bringing food in, damage, etc.)
- 15) Optional -- strength of participating teams (for seeding purposes), parking cost, etc.

**Note on Officials:** If your event advertises officials all day, you must provide officials all day unless officials are unavailable, in which case best practice is to:

- Refund part of the entry fee budgeted for officials all day; **OR**
- Pay coaches for matches they officiate according to the officials pay scale set for your event

### **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, teams should 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**

- All club personnel and players must have a valid USAV membership and updated credentials. [www.ncrusav.org/join](http://www.ncrusav.org/join)
- All tournament directors and tournament staff must have a valid USAV membership and updated safety credentials.
- A list of USAV sanctioned tournaments can be found on the North Country Region tournament and events calendar at: <https://www.ncrusav.org/ncr-sanctioned-events>
- Tournament Registration: Advanced Event Systems (AES): [www.advancedeventsystems.com](http://www.advancedeventsystems.com).

### **Team Affiliation**

Teams participating in any NCR-USAV sanctioned event must be USAV members. When a team has registered for your event, verify team affiliation as follows:

- North Country Region teams: Verify club is listed on the 25-26 NCR USAV Eligible Club List found on the [Find A Club page](#) of the NCR website.
- Out of Region teams: Links to multiple neighboring regions to assist with verifying USAV affiliation for out-of-region teams are provided at [www.ncrusav.org/tdresources](http://www.ncrusav.org/tdresources).

## **Team Roster - North Country Region teams**

All NCR-USAV sanctioned tournaments must require rosters for participation. For all roster submissions, the following fields are required:

- Team Name
- Team Role (Player or Staff)
- First Name
- Last Name
- USAV #
- Email (for adult staff participants)
- Phone (for adult staff participants)
- Date of Birth (YYYY-MM-DD)
- Gender
- Jersey # (for players)

North Country Region staff is able to assist with roster status and uploads. Reach out to [membership@ncrusav.org](mailto:membership@ncrusav.org) for assistance.

Tournament Directors who allow a team or individuals to participate that are not listed on the Official Roster with a current USAV member number can be sanctioned and put all participants at risk of forfeiture of insurance coverage.

## **Team Roster - Out-of-Region Teams**

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

## **Foreign Team Participation**

Junior Teams from countries outside of the USA are welcome to participate in our regional events. Be sure to read through the "Procedures for Foreign Team Participation in Regionally Sanctioned Tournaments." There is some paperwork and fees that are required. The process is relatively simple and can be found at the bottom of the <https://www.ncrusav.org/tdresources> page.

## **Accepting Registered Teams**

As teams register and pay for an event in AES, the team's status will show as Pending. Tournament Directors need to change teams who are accepted into their event from Pending to Accepted status in AES.

## **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 should include facility rules, sanctions for violation of those rules and tie-breaker format. Parent-Spectator Code of Conduct should be posted.

If a tournament has a low number of entries, teams should be notified if divisions will be merged or dropped in a timely manner, so that better alternatives can be found if warranted. Refunds should be given for teams dropping out for these situations (no sanction imposed).

## 6. TOURNAMENT SCHEDULING

### AES Scheduler (**RECOMMENDED**)

Tournament directors who sanction events through NCR-USAV are eligible to utilize AES Scheduler at a discounted rate. Using AES scheduler allows tournament schedules, results, etc. to be available to all participating teams online, adding value to your event. To use AES Scheduler:

- Request an online order from AES by emailing [info@advancedeventsystems.com](mailto:info@advancedeventsystems.com) - indicate that you are an NCR-USAV club/tournament director. AES will send you a personal order outlining fees.

If you elect to use AES Scheduler, reach out to AES as soon as possible (minimum of 6-8 weeks prior to an event is recommended), so you are able to complete the order and request training from AES staff on how to use the scheduler.

### Manual Scheduling

Tournament directors may elect to schedule tournament manually on their own. Should this method of scheduled be selected, tournament directors need to be diligent to communicate the schedule clearly with all participating teams.

## 7. TOURNAMENT FORMATS

### Scoring

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

### Time allotments

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

1. Suggested Scheduling Parameters for matches
  - a. Two 25 rally point sets: 45 minutes
  - b. Best 2/3 25 rally point sets per match (15-point third game): 1 hour
  - c. One 15 rally point set: 20 minutes
  - d. One 25 rally point set: 30 minutes
2. Minimum warm-up time of 10 minutes is recommended for each match.
3. The first match of the day, or each wave, 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 North Country Region can be 2/3 sets or 3/5 match play.

Round robin pool play, followed by playoffs, is the recommended format for tournaments hosted in North Country Region. Recommendation is for tournaments to schedule a minimum of four matches for each team in a one-day event.

For two-day events, although not a requirement, the Region highly encourages all teams receive five to six matches.

For single day events, pools can consist of any number of teams. When a five-team pool is run on two courts, the Tournament Director must assist in ensuring all officiating duties are covered if a team does not have enough participants to cover them. An adult with a USAV membership and safety credentials must be present to oversee officiating on each court.

**Recommended USA Volleyball Pool Sheets** can be found at [www.ncrusav.org/tdresources](http://www.ncrusav.org/tdresources).

**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 should have playoffs to determine a winner.

**Tie Breakers**

**RECOMMENDED PROTOCOL:**

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

**All other ties:**

Teams qualifying for playoffs shall be determined by:

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

If four teams tie for one position, establish bracket following the criteria above.

Tie-breaking Protocol should be posted on all tournament information resources, including email, websites, etc.

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

**8. SEEDING TEAMS**

The Host Tournament Director is responsible for seeding. The USA Volleyball Ranking System in AES, 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 North Country Region Event Director with any questions or for clarification.

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

  

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

## 9. SITE DIRECTOR RESPONSIBILITIES

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

The Tournament Directors for each event should contact the North Country Region Event Director with any issues, comments, concerns, and suggestions within five days post tournament. A fine for violation of membership and/or background screen non-compliance may be implemented by the North Country Region Office. The fine will be determined by the North Country Region Executive Director and authorized by the Executive Committee.

### Results Entry

Enter scores of matches completed into AES (if utilizing AES scheduling software)

### First Aid/Trainer

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:

- Access to a phone to call 911 immediately;
- Medical kit with general supplies: band aids (various sizes), gauze pads (various sizes), latex gloves, saline solution, antibacterial solution
- Ice packs or availability to ice should be considered
- Incident Report Forms and Medical Claim Forms: <https://www.ncrusav.org/tdresources>

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

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

Each Event 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 parent/guardian, if available, or coach should complete the participant information section of the form and return that to the Tournament or Site Director. The completed Incident Report Form must be sent to the North Country Region office via the instructions on the form to be eligible for insurance coverage. 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 the individual to keep calm and cooperate. If the injured party 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.

## 10. OFFICIALS

### Certified Officials

Tournament hosts are encouraged to hire certified officials for sanctioned events. Options to utilize officials at your event:

- Hire officials to officiate all matches
- Hire officials to officiate playoff matches
- Hire a J.O.T. (Junior Official Training) official to be on-site during your event to assist and provide feedback to juniors and coaches as they officiate matches. This is the most economical for a big value-add to any event.

If you would like to have officials at your event, reach out to the NCR Officials Coordinator ([officialscoordinator@ncrusav.org](mailto:officialscoordinator@ncrusav.org)) and the NCR Event & Tournament Director ([tournaments@ncrusav.org](mailto:tournaments@ncrusav.org)) with the following information:

- Date of Event
- Number of officials needed & responsibilities (ie. full day, playoffs only, J.O.T.)
- Pay Rate you are offering
- Estimated # of Matches

The NCR Officials Coordinator will pass this information on to the NCR officiating cadre. Official's registration will be opened in your sanctioned event in AES, where tournament directors will be able to see and accept officials as they register.

### 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 or Second Referee.

All teams must fulfill their assigned officiating duties - failure to do so will subject the team to sanction.

For junior teams, a background-screened and SafeSport certified adult (coach, chaperone, team rep, or club director) must be **courtside** anytime his/her team is working a match. This person should work as the R1 or R2. If two adults are available, a second adult is strongly encouraged to at a 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. Cell phones or other electronic devices are not allowed at the Scorer's Table or with Line Judges, including headphones. 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.

## **11. TOURNAMENT DAY**

### **Spectator Code of Conduct and Team Codes**

The [North Country Region Spectator-Parent Code of Conduct](#) should be posted at all sites or online. All Tournament Directors should print of the Code of Conduct.

### **Coaching Protocol During Matches**

During the match the coach is authorized to speak to the referees to verify the positions of the teams. During play, the coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, no closer to the court than 1.75 m (5'10") from the sideline and its extension without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 m (5'10") from the sideline. One assistant coach at a time may leave the bench to give instructions to the players on the court. During play, this assistant coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, and no closer to the court than 1.75 m (5'10") from the sideline and its extension, without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 m (5'10") from the sideline.

### **Player Uniforms-Equipment**

- Uniform rules can be found in the [USA Volleyball Domestic Competition Regulations](#) (pg. 34-37)
- Suggested Game Ball: Girls-Molten Super Touch //Boys-Molten Flistatek (V5M5000- USA).

### **North Country Region Emergency Uniform Number Policy**

North Country 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:

- a. The Tournament Director must be notified that a player will be using a temporary number on their uniform.
- b. The temporary number must be recorded on the roster and the player wearing the temporary number identified on the roster.
- c. The uniform with the temporary number must meet all the uniform requirements of the USA Volleyball rules.
- d. 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.

### **North Country Region Uniform Waivers**

The North Country Region Officials Coordinator may issue a uniform waiver to allow teams to compete in sanctioned events. Teams with uniforms that do not meet all USAV uniform guidelines should reach out to [officialscoordinator@ncrusav.org](mailto:officialscoordinator@ncrusav.org) to request a waiver. Sanctioned events that are not National Qualifiers should accept uniform waivers issued by the NCR Officials Coordinator.

### **Team Cancellations/Site Violations**

Team-drop violation: For teams that drop from an event after having paid and been accepted, the individual tournament host has the right to keep any percentage of entry fee that they feel appropriate. Refunds could be issued ranging from 0%-100% of the entry fee depending on reasoning and their best business practices. In addition, teams should make every effort possible to not cancel out of a tournament within the two weeks before any tournament.

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 North Country Region sanction as listed on the Individual Membership Code of Conduct.)

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

A team that cannot provide or does not provide an Official USAV/SportsEngine/AES 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 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, teams should 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**

It is the decision of each coach and/or club whether their team should attempt to travel to a tournament in inclement weather; however, it is the decision of the individual tournament director whether or not to cancel a tournament due to inclement weather. Teams deciding not to attend a tournament that has not been cancelled will not receive a refund of their tournament entry fee. In addition, those teams must notify the Tournament Director prior to the tournament that they will not participate or they may be subject to further sanctions.

### **If you cancel:**

All team reps, assigned officials, North Country Region Event Director and Officials Assigner MUST BE notified of the cancellation and confirm that notification has been received.

### **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 current [USAV Indoor Domestic Competition Regulations](#). Referee stands must be officials referee stands with full padding and may not be boxes or ladders. USA Volleyball liability insurance coverage has suffered unanticipated and extraordinarily high claims due to damage to wood floors caused by the removal of floor tape. In an effort to eliminate this problem, USA Volleyball urges Tournament Directors to use only floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to floors caused by other types of tape. It is the responsibility of the Club Hosting Tournament Director to fully understand the equipment, requirements and/or prohibitions of each specific facility.

## **Check-in/ Meeting**

Recommendation is to utilize the Online Check-In feature on AES prior to your event to eliminate the need for in-person check-in the morning of the tournament. If not using Online Check-In, recommendation is to have coaches/team reps check-in upon arrival. Tournament directors may elect for coaches/teams to verify, date and sign their USAV/SportsEngine/AES rosters. The host Tournament Director may conduct a meeting a minimum of 15 minutes prior to the start of the first match. If doing so, review the playing schedule, warm-up procedures, and facility rules. Coaches should be prepared to show Medical Release Forms. Meetings are optional as long as all information has been conveyed to the coaches. For additional information about the Online Check-In feature on AES, visit the [Tournament Director Resources page](#) or reach out to [tournaments@ncrusav.org](mailto:tournaments@ncrusav.org).

## **Emergency Roster Situations**

Prior to Event Day: Adjusted rosters for tournament participation, additions/deletions, are required to be done via USAV/SportsEngine/AES 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 USAV/SportsEngine/AES roster that lists the additional player(s) to be added to event SportsEngine roster. This will verify their current region membership and verification of age level accuracy. No roster additions (players or coaches) may be made once a team has started match play in that event if it is a one- or two-day event.

## **Warm-up Procedures**

The first two rounds of play, warm-ups should be a minimum of 2-4-4. After that, warm-up periods will be at the discretion of the Tournament Director, although a minimum warm-up period of 10 minutes is recommended for all matches.. **Note:** The team that does not have exclusive use of the court MUST either be at its team bench or out of the playing area. Warming up with balls at the team bench or in the spectator walk-ways is not permitted.

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

## **Ball Shagging Policy**

For the safety of all participants and spectators during junior competition, when one team has the exclusive use of the court, the other team should assist with shagging balls. During play, players are expected to chase and return the ball to the playing court. Line judges should stay on their line.

## **Forfeits**

According to USAV rule 7.3.1. if a team does not have six players or a USAV verified coach at match time, they automatically forfeit the first set. Should a team have 6 players or coach before 10 minutes has expired, the late team will be permitted use of the full court for a 4-minute warm-up before play begins. If a 6<sup>th</sup> player or coach has not arrived by 10 minutes after the scheduled match start time, the entire match will be a forfeit.

- During pool play, a team that has forfeited can "scrimmage" with five players against their opponent for the allotted time; however, the match will still count as a forfeit.
- If a team forfeits any match other than their first, they should automatically finish last in their pool.

- During bracket play (playoffs), no “scrimmage” time will be allowed.

The scores of the forfeited sets shall be recorded as 25-0, 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**

All NCR hosted tournaments will enter match scores in AES. Tournament Directors utilizing AES Scheduler should enter results into AES as their event is taking place. Recommendation is for all sanctioned tournaments to enter their results in AES, either through scheduler or manually.

### **Protest Committee**

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

### **Expulsion and Disqualification Area**

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

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

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

## **12. TOURNAMENT WRAP-UP**

Results for North Country Region hosted tournaments will be posted on AES.

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

## **13. TOURNAMENT TIPS**

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

Items you will need: pens, pencils, magic markers, paper clips, file folders, scissors, scotch tape, first aid kit, score sheets, libero tracking sheets, lineup sheets, rulebook, and Incident Report Forms.

### **Set-up**

- Post pool play results recording grid(s) if not using an online event manager
- Post tournament bracket schedule(s) if not using an online event manager
- Tape tournament schedule to each court score table

- 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

### **Score Tables**

- Place tournament binder or score keeping materials on tables
- Scoreboard - either electronic or flip score
- Game ball

### **Coaches Check-In**

- Ensure all teams have arrived
- Verify/collect rosters if any changes are being made

### **Coaches Meeting**

- *(If all information is provided in advance in printed format, a coaches meeting may not be necessary.)*
- Introduce tournament workers to coaches
- Introduce lead official and protest committee
- Review tournament and pool play format, play-offs
- Review first aid protocol (Incident Report Form) and provisions; trainer available, unavailable, location/availability of ice
- Request that officiating teams put 10 minutes on the clock immediately following the prior match. TD Assistants should walk the courts to be sure this is actually happening.
- Warm-ups: Cover warm-up times for first match of the day and subsequent matches.
- Game Ball: If provided, give the 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 or to be given to the new official for that court. Tournament Assistants should help with monitoring the game ball.
- Review site policies

### **Event Management**

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

### **End of Pool Play**

#### ***(First round or end of day)***

- Apply the tie-breaking procedures as necessary
- Send teams to appropriate pool or play-off bracket and court(s)

### **Conclusion of Tournament**

- Present Awards (if giving awards)
- Clean up site with a goal to always leave spaces even better than we found them

### **Contact List**

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

### **Special Site Instructions for Teams**

- Announce at Coaches Meeting or in Pre-Tournament correspondence: 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 or any 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. Remind teams to clean up after themselves.

*Thank you for sanctioning an event through North Country Region USA Volleyball, as we work together to make North Country Region events a great experience for all involved!*

### **North Country Region Staff**

Executive Director/Region Commissioner: Laura Bush

Events, Tournaments & High Performance: Beth Modaff

Membership Specialist: Trae Romine

North Country Region Website: [www.ncrusav.org](http://www.ncrusav.org)

