

**Arizona Region of USA Volleyball**  
**Hosting an Arizona Region Jr. Power Tournament**  
**2021-2022**

The following is the Guideline for Hosting an Arizona Region Jr. Division Power Tournament:

1. Let the Arizona Region office know your site and site director availability ASAP. You will be contacted about 10 days to 2 weeks prior to the event to confirm our intent to use your site.
2. Make sure that you have a Certificate of Insurance for your site. If you do not have a Certificate of Insurance, order one from the Region Office at least 2 weeks prior to the tournament date (see Insurance Section of Handbook).
3. Make sure your Site Director has gone through Region Site Director Training, is over 18 years old, knowledgeable of tournament procedures and operations, capable of handling difficult situations and a current USAV Member with a Background Screen and SafeSport Trained. The Site Director along with the Lead Referee will be required to deal with uncooperative or unruly players, coaches and/or spectators. The Site Director should be able to adjust the format should teams not show up and be able to think on their feet. The Site Director should not be doing any other jobs while acting as the Site Director - no vending, no operating the snack bar, no coaching, no officiating, etc. A parent is not qualified to Site Direct unless they are a current USAV Member with a Background Screen, SafeSport Trained and have gone through the Arizona Region Site Director Training.
4. If you do not have someone to act as the Site Director, let the Arizona Region Office know prior to your site being assigned and one will be assigned, if available. If the Region assigns a Site Director, it is still the responsibility of the Host to provide all set-up and support of the facilities and the tournament. The Site Director will "run the tournament".
5. Fill out an Arizona Region Host of USA Volleyball Sanctioned Event form - front side. Provide the Lead Official with the back side of the form. The Lead Official will fill out the back and sign the form the morning of the tournament. Notify the Region Office of the name of the Site Director and a contact phone number (cell #) to use for the day of the tournament.
6. The Arizona Region will post the division assignments on the website for the tournament 5-8 days prior to the tournament date. Fill out the format sheets based on these division assignments. Do not prepare the format sheets until Friday noon, if possible, to avoid having to redo the formats in the event of a team drop. If you have any questions or problems, call immediately.
7. Make all necessary copies for the tournament - score sheets (2 sets on one side and single deciding set on back side), court #s, line up sheets (cut into strips for each team/match), libero tracking sheets, pool/bracket sheets (1 set large for the wall), No Food In Gym signs, Match Comment Forms, Incident Report Forms, Medical Claim Forms, ground rules for coaches. Provide scoreboards, and blood clean up kit in case of injury, etc.
8. If possible, set up the gym the night before the tournament. This avoids problems with equipment on the morning of the tournament. It gives you time to "fix" the problems. Refer to Tournament Director's Checklist to make sure all is accounted for.
9. Open gym and restroom facilities at least one hour prior to the tournament start time. The Tournament Desk should be ready for the teams to "check in" as they arrive.

10. It is advised to check the restrooms/locker rooms and food areas several times during the day to avoid problems and keep control of the trash containers.
11. At the conclusion of play, Site Directors will make sure all finishes are noted on pool sheets and each team knows where they have finished.
12. Make sure ALL of the facility is cleaned up. We will be allowed back to facilities if we take care of them.
13. Fax (480-659-6153) or email ([office@azregionvolleyball.org](mailto:office@azregionvolleyball.org)) the following forms to the Arizona Region office anytime Saturday evening, Sunday or Monday (before noon) following the tournament date:
  - A. Tournament Report Form
  - B. Pool Sheets - Complete with results
  - C. Both Sides of the AZ Region Host of a USAV Sanctioned Event - signed and complete.
  - D. Any Match Comment Forms (include roster(s) referred to on the form)
  - E. Any Incident Report Forms
  - F. Team Self Ref and Officials Grid
  - G. Official's Tournament Pay and Report Form - if the lead official turned it in to be faxed

Hold on to the score sheets for a minimum of 3 weeks or until that Division has had another Power Tournament - whichever comes last - in the event of disputed results.

Following these guidelines will help your tournament run smoother and will put all the paperwork in the proper order. This will also help speed up your payment for hosting. We greatly appreciate our tournament hosts. We could not run the Region Tournaments without their help and support.