

## **NERVA Tournament Director Procedures**

The Following is a Guide for Tournament Directors in our region. It was developed using input from multiple clubs with long time tournament experience, and with reference to the NERVA Juniors Operating Code. All tournament directors should have this document with them at all tournaments. Many thanks to Doug and Linda Oxford of CRVBC for their significant contribution.

### **What makes a good Tournament director.**

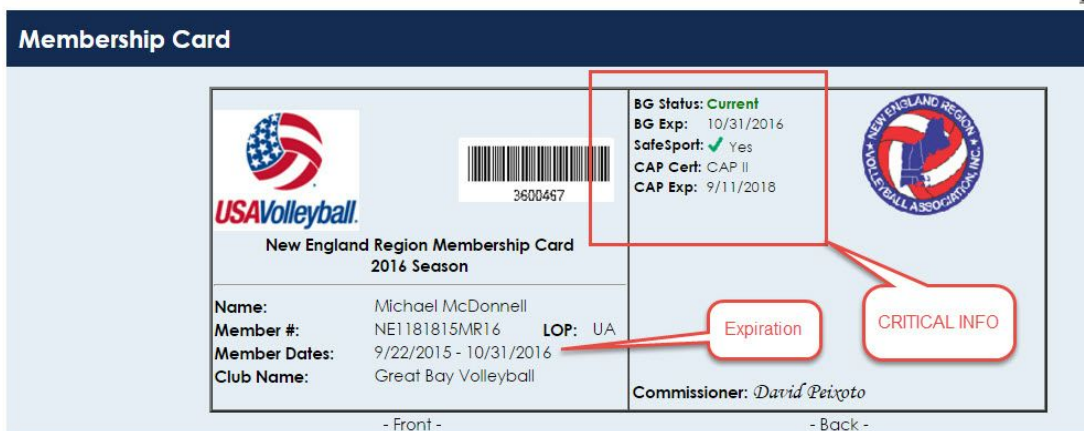
1. Familiarity with the rules and procedures within our region.
  - a. Please read and understand the the Operating Code and this document thoroughly before conducting a tournament.
2. Familiarity with the current USAV Rulebook.
3. Experience and proper training.
  - a. There is no teacher like experience. It is recommended that you attend several tournaments as an assistant tournament director before acting as the lead tournament director.
  - b. Organization and preparedness are key elements to making a tournament a good experience for all concerned.
4. A Firm but Fair personality.
  - a. A Tournament Director makes many decisions throughout a tournament day. It is important that he or she be firm and confident, know the rules and procedures, and be able to calmly rule on or diffuse any situation that may arise during a tournament.

### **What is expected of every Tournament Director.**

1. Arrive at least ½ hour before tournament entry time.
2. Make sure the gym is set up correctly and is ready to go.
  - a. Set up the scorer's tables:
    - Distribute Flip Scores to each court (unless the electronic score boards are made available.)
    - Tape a copy of the pool play schedule on each table.
    - Place a score keeping material on each scorer's table.
      - Pens & Pencils
      - Lineup sheets

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- o Libero Control sheets
  - o Deciding and Non-Deciding Score Sheets
  - o Game Balls (3 Balls for every 2 courts).
- b. Tape a copy of the schedule and pool play results sheet in a prominent location (For parents and players to see. Keep it up to date during the day)
- c. Other considerations
- d. Unlock bathrooms
- Label courts if possible (Court 1, Court 2, etc.)
  - Create space or have room for Officials (Open Level)
  - Identify trainer's area (if available)
  - Locate AED if available
  - Have First Aid Kit Available (though each team should carry their own).
3. At the Designated "Enter Time" allow teams to enter the gym.
- a. Ensure that parents and players do not sit or congregate in playable areas.
4. Coaches meeting protocol (generally 20 minutes before first serve):
- a. Check coaches ID and make sure it is the current year.
  - b. Check for current Background check (BG Status)
  - c. Check for IMPACT certification (Coach Cert: IMPACT or CAP).
  - d. Each team **MUST** have a Current and Certified coach on the bench!
  - e. **ONLY** Current and Certified adults (coaches/non-players) may be on the bench (i.e. uncertified parents are not allowed on the bench). Please see the FAQs section for more information and possible resolutions to missing ID's and rosters.



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Collect the team rosters and make sure that the players and coaches are eligible (“Current”, “Eligible” Minimum “IMPACT” and SafeSport).

### Great Bay 15 Nor'easters - Team Roster

Tournament Site: _____				Tournament Date: _____			
Club: Great Bay Volleyball				Team Rep: Michael McDonnell			
Team: Great Bay 15 Nor'easters				PO Box 186			
Team Code: FJ5GRJVB1NE				Seabrook, NH 03874			
Region Division: FJ 15				603-231-4082			
Event Division Entered: _____				Email: mikemcd@east.com			

#	Pos	Name	USAV #	Coach Status	Coach Cert.	Ref Score	SafeSport	Mbr Stat
1	Player	Hughes, Gabrielle	NE2525344FJ16					Current
5	Player	Carter, Jacquelyn	NE2780066FJ16					Current
6	Player	O'Neil, Alicia	NE2381930FJ16					Current
10	Player	Hoag, Carly	NE2787115FJ16					Current
14	Player	Aggarwal, Shivika	NE2564775FJ16					Current
15	Player	Smith, Katherine	NE2534646FJ16					Current
19	Player	Kelly, ERIN	NE2672172FJ16					Current
22	Player	Unger-Mochrie, Natalie	NE2407678FJ16					Current
23	Player	Barrett, Sarah	NE2520547FJ16					Current
24	Player	Marsh, Hannah	NE2634898FJ16					Current
	Head Coach	Barron, Mackenzie	NE1776211MR16	Eligible	IMPACT			Current
	Asst. Coach	McDonnell, Michael	NE1181815MR16	Eligible	CAP II		Y	Current




- f. Remind the coaches about their duties when their players are working a match:  
(note: if this is an open tournament you will have a paid up-ref. All other work team duties remain the same)
1. Work team coaches
    - i. Need to be at the scorer's table and **actively** overseeing their work team.
      1. Line judges in the correct position and watching for foot faults and calling all touches
      2. Down official on correct side of net and helping to maintain pace of play with substitutions, etc.
      3. All officials using proper mechanics

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4. Information about officiating can be found at [www.volleyballreftraining.com](http://www.volleyballreftraining.com)

*Note: coaches are encouraged to let players make the calls and learn how to officiate. In cases where an egregious error in judgement is made, it is suggested to initiate a replay rather than overrule.*

- g. Establish a “protest committee” consisting of the tournament director and two coaches (not both from the same team). This committee will handle any issues that come up that could result in a protest. ( If this is an open tournament, the head referee or his/her designee should be on this committee.)  
Protests can only be made on matters of interpretation of a rule (not a judgement call by an official). All Protests will be decided immediately. Protests must be made at the moment of the alleged misinterpretation and all play stopped until the protest is settled.
- h. Remind coaches that No team should leave the gym before checking with the Tournament Director and all work assignments must be fulfilled.

### **During the tournament:**

- Make sure the first round starts at the designated time. Teams should start their warm-ups immediately following the Coaches’ meeting.
- Keep things running on schedule. The coin toss for the next match should be done, by the next work team, within a couple of minutes of the completion of a match.
- In between each round, record the results in your copy of the format (note that there are approved formats for all levels available on the NERVA Juniors website ([www.nervajuniors.org](http://www.nervajuniors.org)))
- **\*\*\*MAKE SURE THE SCORE SHEETS ARE COMPLETELY FILLED OUT**
- Record the pool play results on the publicly displayed copy as well.
- Monitor work teams for efficiency and competency.
  - Make sure coaches are actively with their work teams
- Monitor coaches and players for conduct
- Monitor parents for sportsmanship
- Ensure there are no delays throughout the day.

### **Playoffs**

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Based on the results of pool play, follow the protocol on the format to begin playoffs.

- If there are ties, no team may be eliminated from bracket play on points alone. A tie breaker game (Play-in) may be necessary.
- Follow the protocol in the format for ties.
- Remind teams that they may need to work the next match, even if they lose.
- Prepare medals for first and second place only (no medals are awarded for consolation brackets).
- **If this is an open tournament, please have the refs fill out/verify the Referee Pay sheet provided to your club director by NERVA.**

### **FAQs**

**What if the coaches forget their ID?**

#### **Sec 3.02 Tournament Directors Responsibilities for Open and Club Level Tournaments:p.14 #4**

Checking of all coaches is the responsibility of the tournament director. Coaches must be USAV members, IMPACT certified and background checked.

If their name is on the Roster and it confirms that they are **impact certified** and **eligible** and if they can provide a driver's license to verify their identity, then you can allow them to coach.

**What if they forget their roster?**

#### **Sec 3.02 Tournament Directors Responsibilities for Open and Club Level Tournaments: P.14 #3**

Checking rosters for current USAV membership is the responsibility of the tournament director and shall be done at the beginning of the day. Rosters **MUST** be signed and turned in by each coach and **MUST** be printed from the USA Webpoint Registration system.

If the coach can get access to the webpoint roster, show it to you, and email it to you, they will be able to step on the court once you receive that email with the attached roster. If they can't prove that they are all USAV members than they cannot step on the court...it is a liability issue. When you receive the email, forward it to the boys or girls coordinator with a note outlining the details.

**What to do if there is an Eligibility problem?**

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### **Sec 2.02 of the 2012 NERVA Operating code Club Director Responsibilities: Page 9**

12. Ensure that all coaches are IMPACT certified. No coach [or assistant coach] may be on the bench without a current background check and without having attended an approved IMPACT class.

### **Sec 2.03 Team Competition and Playing Levels: P.10**

All Juniors team head and assistant coaches are required to be IMPACT or CAP certified. A certified coach must be on the team bench during all competitions involving the team. Certification must be completed by **March 1st** for coaches of girls' teams; otherwise teams cannot compete in sanctioned events after that date.

#### **What if a coach is running late but on the way?**

Play the tournament on schedule and follow the protocol in the program. The team without a coach will forfeit their matches until the coach arrives; scores for forfeited sets are 4-25. The team is not allowed on the court without a roster being turned in, since this is the only way to confirm the players are current USAV/NERVA members.

#### **What if a team doesn't show up at all ?**

Report the team to NERVA in the tournament report. This is a serious offense. A tournament director should always have backup formats available (for various numbers of teams) if this situation should arise.

#### **What about Jewelry?**

USAV 4.5.1...A junior volleyball athlete participating in a junior event may not wear jewelry. An exception will be made for religious or medical medallions that are removed from chains and taped or sewn under the uniform.

The most common problem is when players come in with newly pierced ears. There are no exceptions. Either they take them out or they do not play. You can reassure them that piercings don't close in a few hours....

#### **What if someone gets hurt?**

If someone is injured, whether player or visitor:

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- Render first aid if qualified or otherwise, do what any prudent person would do. In the case of serious injury, notify 911 immediately (or have someone call if you are the first responder).
- In less serious circumstances that still require medical attention; give them directions to the nearest hospital if known.
- Please complete a USAV incident report and ensure that the Club director and the NERVA Administration receive a copy. Be sure to include the contact information of two witnesses of the incident if available.

### **Can my team play less than 6 players?**

- The question comes up every year; “What do we do if we have less than 6 players?”
  - Here is the section specific to playing with less than Six:
  - 3. Team Personnel
    - At open level tournaments, teams **may not** “borrow” players or play with less than 6 players (No Ghost). At club level tournaments if a team is missing a player, the team should:
      - a. “Borrow” a player from another team within their own program at the tournament. Any player that is “borrowed” from the same program must play with the new team for the entire day. The player must be designated on the roster (borrowed player change should be handwritten on the Webpoint roster and included in the tournament notes when reporting results). The player may return to their original team only when the new team is finished playing for the day. If the new team does not make the playoffs, the “borrowed” player may return to her original team for playoffs.
      - b. If there is no player available from option “a.” the team will choose one of the following options.
  - 1. The work team of that particular match may provide the needed player(s). The coach of the work team shall select the player(s). If the work team does not have enough players to cover the work assignment, borrowed players may come from another team within the same pool.
  - 2. Play with a “Ghost Player”. A team with only 5 players may play with a ghost player. The ghost player must appear on the lineup and must be maintained in

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the rotation. When it is the ghost player's turn to serve, the first referee will award an immediate point and sideout to the receiving team.

- All sets played by a team with less than 6 players on their roster will be counted as forfeits and they will not be eligible for playoffs.
- Teams are not allowed to play with less than 5 players on the court.
- NERVA recommends attending the tournaments even if you have 5 players (though we really wish you'd get your whole team there!! )

The emphasis should be to promote as much play and experience as possible. There is no substitute for competition. For other questions; the entire NERVA Code book is online here: [www.nervajuniors.org](http://www.nervajuniors.org)

### **After the Tournament**

- Tournament Directors must report the results of the tournament to the Region using the online form provided on [www.nervajuniors.org](http://www.nervajuniors.org).
  - It is important to include any comments with the report that would help the region improve the quality of tournaments. Comments should include, but not be limited to; disturbances, behavioral concerns, unsportsmanlike conduct, delays, teams that are a "no show", teams that leave before fulfilling work assignments, officials' concerns, results of any play-in games, etc.
- If hosting an Open Level tournament, you must have the officials verify the "NOVA Ref Pay Sheet" provided by the region prior to the tournament to your club director.
  - You, or your club director, must submit the verified sheet to the region (Either the Girls or Boys Coordinator). Best practice is to scan and attach to an email to the girls or boys coordinator.
- **All Results and Pay Sheets must be reported by 5PM on the Monday following the tournament.**
- Scan and submit any USAV incident reports to the region (Either the Girls or Boys Coordinator).



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### **Helpful Email & Phone Numbers**

**Mike McDonnell – Girl's Division Coordinator 603-231-4082 [girls@nervajuniors.org](mailto:girls@nervajuniors.org)**

**Roxann Link – Juniors Commissioner 508-868-5316 [boys@nervajuniors.org](mailto:boys@nervajuniors.org)**

**Dave Peixoto – NERVA commissioner [Commissioner@NEVolleyball.org](mailto:Commissioner@NEVolleyball.org)**

**Pat Ryan – Compliance and Education [patryan@huskyvball.com](mailto:patryan@huskyvball.com)**