

WEVA JUNIOR OUTDOOR TOURNAMENT GUIDELINES

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INTRODUCTION

The WEVA Tournament Guidelines are a collection of procedures for running a sanctioned USA Volleyball tournament within the Western Empire region. **These guidelines are based upon the "Guidelines for Conducting Indoor Tournaments/Leagues" found in the USAV 2013-2015 Domestic Competition Regulations.**

The Tournament Director is expected to be a role model and exhibit positive sportsmanship. WEVA realizes there are a lot of guidelines to adhere to, and we are here to help. We've provided the teams with the information they need to have on how to conduct themselves within our region. It seems like a huge responsibility to enforce these rules, and we've tried to make it easier on you by penalizing teams that do not conduct themselves properly. However, there are always situations that are uncontrollable.

After you've read these guidelines, and you still feel like you want to hold a tournament, please feel free to contact any member of the WEVA Board of Director's for help, and GOOD LUCK!

RESPONSIBILITIES

PRE-TOURNAMENT REPOSIBILITIES

SECURING THE OUTDOOR PLAYING AREA

Locate and tentatively reserve a place to host the tournament.

Determine the insurance requirements for tournament and concessions.

Any modifications/additions after the original submission must be communicated by submitting a change to the original request.

SECURING THE DATE

To hold a tournament in the region you must request a sanction. Please read the **Pool Play Recommendations**, the **Junior Outdoor Sanction Procedure** and the **Using the On-line Outdoor Tournament Sanction Submission** guide before you complete the sanction request online.

Submission of your request for consideration must be completed on the WEVA website

(<http://www.wevavolleyball.org/OUT-Event-F.asp>).

The form is to be filled out COMPLETELY.

If you are submitting a bid for a junior outdoor tournament, you must first have a completed background check. After submitting the form, the event date will be reviewed and you will be notified by WEVA if event has been approved or denied.

If you need to edit your tournament sanction request after it has been submitted, please read the **Editing a Outdoor Tournament Sanction Submission** guide for information on how to do this.

SECURING THE INSURANCE

When an event is sanctioned, the Sanction Coordinator will be notified. If facilities being used are known to WEVA (in drop down menu of tournament sanction submission form), the insurance requirements are already known. If a new facility is being used, select OTHER in the drop down menu and new facility information will need to be supplied to the on-line sanction request. The insurance certificates will be sent to the tournament director so that they can submit them to the facility.

PROMOTING THE TOURNAMENT

You may not advertise tournament without written or oral sanction approval from the WEVA Commissioner or WEVA Tournament Coordinator.

It is your responsibility to promote the tournament. The tournament, once sanctioned, will be published on the WEVA web site (www.wevavolleyball.org)

The following are ways to promote the tournament:

- Hand out flyers at existing tournaments
- Obtain a team rep phone list from the Registrar
- Call the Registrar from neighboring regions for a list of team rep phone numbers
- Contact other club representatives for contacts and other tournament dates being offered in neighboring regions

SCHEDULES

The tournament director is required to inform teams of their starting time three days in advance (Saturday → Wednesday & Sunday → Thursday) IF they have registered one week or more in advance.

Inform the WEVA Commissioner and Tournament Coordinator within two days (Saturday → Thursday & Sunday → Friday) as to whether the tournament is cancelled.

FINANCIAL RESPONSIBILITIES

A tournament is not supposed to be a huge money making venture but WEVA does not expect you to lose money. Set your entry fee to an appropriate level dependent upon what guaranteed playing you are offering and awards.

The facility should be paid for as the facility specifies (before or after the event).

Awards are mandatory at all WEVA tournaments. Awards will be given out to at least first and second place teams in each championship division/age group/type. All other awards are at the Tournament Director's discretion.

There should be enough awards to cover a team's roster (12 for juniors).

Cash awards are generally not appropriate due to potential NCAA restrictions.

If known, the anticipated awards should be outlined when advertising the tournament.

TOURNAMENT RESPONSIBILITIES

TOURNAMENT DIRECTOR

The Tournament Director is responsible for the proper conduct of the tournament, ensuring that matches are played on time, that the proper support personnel are identified for each match, and that the results of all matches are recorded and distributed to the appropriate Regional personnel at the conclusion of the tournament.

The Tournament Director should ensure the tournament be run according to the guidelines of USA Volleyball and WEVA.

A non-playing and non-officiating Tournament Director or Court Manager must be at the facility at ALL TIMES.

The Tournament Director is responsible for completion of all "USA Volleyball Incident Report" forms.

SCHEDULING RESPONSIBILITIES

The following are the scheduling responsibilities:

- All pool play matches are scheduled and monitored
- All playoff matches are scheduled and monitored
- All officials are scheduled (can be done with the Referee's Chairperson)
- All teams are informed of their work duties and monitored

POST-TOURNAMENT RESPONSIBILITIES

CLEAN UP

Ensure that the playing area has been picked up thoroughly of all garbage.

Take down all equipment as necessary.

AWARD PRESENTATION

Give out all appropriate awards for the tournament immediately after the completion of the tournament.

COMMISSIONER NOTIFICATION

It is the responsibility of the tournament director to notify, within 24 hours, the WEVA Commissioner the following:

- Injuries and/or accidents
- Ineligible teams and/or players
- Uniform violations
- Officiating and/or player conduct problems

TOURNAMENT TIMELINE GUIDELINE

The larger the tournament the longer the timeline. As tournaments build reputations within WEVA, teams will set aside certain weekends to participate in successful WEVA tournaments. Successful tournaments are expanded in size by planning, refinement and improving the process and communication to all participants. WEVA should strive for adequate time for all teams that are interested in participating in the tournament so successful planning can occur for their team/club. The following will serve as the minimal guideline necessary but not the optimal timeline for ultimate success.

Six Weeks before:

- Request tournament date from Tournament Coordinator by submitting online tournament sanction request.
- Contact with hotels near the site to obtain a potential discounted rate for travelling teams.
- If they need to be ordered, awards should be ordered at this time.

Four Weeks before:

- The following people should be secured:
- Secure the Tournament Director (if you're not going to be there)

One Week before:

- Facilities should be double checked for equipment, facilities, etc.
- All tournament entries are received

Three Days before:

- All schedules and pool charts should be completed.
- All team reps are notified of their first assignment (match/work) for the day

Zero - One Day after:

- All USA Volleyball Incident Reports are filed to the Commissioner.

CONDUCTING TOURNAMENTS IN WEVA

SANCTION SEASON

The WEVA sanction season starts on the first weekend of June and ends on the last weekend of August. Tournament sanction submissions are first-come, first-served.

ENTRY DEADLINE FOR TOURNAMENTS

The entry deadline for each tournament shall be set by the tournament director. After that date, entries shall be considered on a first-received basis. A late fee, determined by the tournament director, can be charged to late entering teams. The tournament director must communicate the late fee to the club director for their approval to pay the fee prior to them officially being accepted into the event.

ACCEPTANCE OF TEAMS

You may not accept verbal registrations for a tournament.

Teams shall be accepted for a tournament on a first-come, first-serve basis unless otherwise specified in the tournament promotion or entry form.

The tournament director will inform teams, within two days (Saturday → Thursday & Sunday → Friday), if there are less than four teams registered and give them the option to cancel their participation and be reimbursed their entry fee.

TOURNAMENT CANCELLATIONS

Tournaments may, for good reason, be canceled after they have been scheduled and notices have been sent. Good reasons for cancellation include bad weather, insufficient number of teams entered, etc. It shall be the responsibility of the Tournament Director to give actual notice to the team contacts.

POOL PLACEMENT OF TEAMS (SEEDING)

Teams shall be seeded into pools in accordance with the best judgment of the Tournament Director.

TYPES OF TOURNAMENTS / METHODS OF PLAY

Double Elimination: Because of the obviously limited play potential for the weaker teams, this type of tournament is discouraged.

Round Robin: This is more universally accepted because all teams are guaranteed a reasonable number of sets (WEVA is 8). It is also more practical for the assignment of support officials. A multi-court round robin in the same division/class will require a championship playoff. A single-court round robin does not require a playoff but it is recommended.

Many large tournaments have more than one round of pool play (round robin) culminating in a single or double elimination round.

SCHEDULING PARAMETERS

Scheduling matches for a tournament must be realistic. These time allowances provide for a six-minute warm-up between matches and three minutes between sets: 21 point sets are not encouraged

| | |
|--|-------------------|
| Two 25 Rally Point Sets | 50 minutes |
| Two 21 Rally Point Sets | 45 minutes |
| 2/3 25 Rally Point Sets per Match (15 Point 3 rd Set) | 1 hour 5 minutes |
| 2/3 21 Rally Point Sets per Match (15 Point 3 rd Set) | 1 hour |
| One 15 Point Rally Set | 20 minutes |
| One 25 Point Rally Set | 26 minutes |
| 3/5 25 Rally Point Sets per Match (15 Point 5 th Set) | 1 hour 45 minutes |

At least five minutes extra time for warm-up shall be allotted for the first match for each team except in those playing areas that provide an adequate warm up area not in conflict with the provided playing areas.

Teams are to be ready to play at the announced time when their match is sequentially ready to be played, regardless of the time schedule. The time schedule is only a guideline.

EXCEPTION: The first match of the day for each team shall be governed by the announced/scheduled starting time only. Some large tournaments may have their own written guidelines for their respective tournament schedules.

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The tournament schedule and forfeit procedures should be clearly posted and all teams informed. Samples of various round robin schedules (officiating team in parentheses):

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>4 TEAM</u> | <u>4 TEAM</u> | <u>4 TEAM</u> | <u>4 TEAM</u> | <u>4 TEAM</u> |
| 1 vs. 4 (3) | 2 vs. 3 (1) | 1 vs. 3 (2) | 2 vs. 4 (3) | 1 vs. 4 (3) |
| 2 vs. 3 (1) | 1 vs. 4 (2) | 2 vs. 4 (1) | 1 vs. 3 (4) | 2 vs. 3 (1) |
| 1 vs. 3 (4) | 2 vs. 4 (3) | 1 vs. 4 (3) | 2 vs. 3 (1) | 1 vs. 3 (4) |
| 2 vs. 4 (3) | 1 vs. 3 (2) | 2 vs. 3 (1) | 1 vs. 4 (3) | 2 vs. 4 (3) |
| 1 vs. 2 (4) | 3 vs. 4 (1) | 3 vs. 4 (2) | 3 vs. 4 (2) | 3 vs. 4 (2) |
| 3 vs. 4 (2) | 1 vs. 2 (4) | 1 vs. 2 (4) | 1 vs. 2 (4) | 1 vs. 2 (4) |

| | | | |
|----------------------|-------------|----------------------|-------------|
| <u>5 TEAM</u> | | <u>5 TEAM</u> | |
| 2 vs. 5 (4) | 3 vs. 5 (1) | 2 vs. 5 (3) | 4 vs. 5 (1) |
| 3 vs. 4 (2) | 2 vs. 4 (3) | 1 vs. 4 (2) | 2 vs. 3 (4) |
| 1 vs. 5 (3) | 1 vs. 3 (5) | 3 vs. 5 (1) | 1 vs. 5 (2) |
| 2 vs. 3 (5) | 4 vs. 5 (1) | 2 vs. 4 (5) | 3 vs. 4 (5) |
| 1 vs. 4 (2) | 1 vs. 2 (4) | 1 vs. 3 (4) | 1 vs. 2 (3) |

| | |
|-----------------------------------|----------------|
| <u>6 TEAMS ON 2 COURTS</u> | |
| Court 1 | Court 2 |
| 4 vs. 6 (1) | 3 vs. 5 (2) |
| 1 vs. 6 (4) | 2 vs. 5 (3) |
| 1 vs. 4 (6) | 2 vs. 3 (5) |
| 4 vs. 5 (1) | 3 vs. 6 (2) |
| 30-minute lunch break | |
| 1 vs. 5 (3) | 2 vs. 6 (4) |
| 1 vs. 3 (5) | 2 vs. 4 (6) |
| 3 vs. 4 (1) | 5 vs. 6 (2) |
| 1 vs. 2 (3) | |

| | |
|-----------------------------------|----------------|
| <u>7 TEAMS ON 2 COURTS</u> | |
| Court 1 | Court 2 |
| 3 vs. 7 (6) | 2 vs. 5 (1) |
| 4 vs. 7 (5) | 1 vs. 6 (2) |
| 4 vs. 5 (7) | 2 vs. 3 (6) |
| 6 vs. 7 (4) | 1 vs. 3 (2) |
| 2 vs. 4 (7) | 1 vs. 5 (3) |
| 30-minute lunch break | |
| 3 vs. 6 (4) | 5 vs. 7 (1) |
| 2 vs. 6 (3) | 1 vs. 4 (5) |
| 2 vs. 7 (6) | 3 vs. 5 (1) |
| 1 vs. 7 (3) | 4 vs. 6 (5) |
| 3 vs. 4 (7) | 5 vs. 6 (2) |
| 1 vs. 2 (4) | |

METHOD OF PLAY

When round robin competition is scheduled, a maximum of five teams only should be accepted per available court. (If a tournament was NOT sanctioned with 5 teams anticipated in a pool then all teams must be notified of the format change and agree to playing with the change)

When round robin play qualifies teams for a championship playoff, no more than 50% of the teams entered shall advance to the playoff bracket, unless the minimum number of sets have not been achieved.

The championship bracket should not exceed eight teams, unless the minimum number of sets has not been achieved.

When two four-team brackets are scheduled, a championship and consolation pool may be formed from a first-round robin competition. Subsequent competition, utilizing the top two and bottom two teams will determine first, second, third from the championship pool, and fourth place by winning the consolation pool.

In round robin play the following will prevail: as noted above 21 point sets are not encouraged

If five teams are entered and a championship playoff is scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time may not allow the use of the best of three, or three-game matches.

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If five teams are entered and a championship playoff is not scheduled, matches may consist of either two 21 rally point sets, two 25 rally point sets, best two out of three 21 rally point sets (15 rally point third game), or best two out of three 25 rally point sets (15 rally point third game).

If four teams are entered, matches may consist of any of the above formats as long as it meets a reasonable time frame, and is fair to all team entries proportionate to their entry fee and travel time.

Where there is only one pool and a total round robin is scheduled, additional matches are not recommended, unless the minimum number of sets have not been achieved.

Projected time schedule will permit such additional scheduling.

Playoffs shall be restricted to the first and second place teams only.

The second place team shall win at least 75% of their games in round robin competition.

GENERAL GUIDELINES FOR THE DETERMINATION OF PLAYOFF POSITION(S) IF TIED

Teams qualifying for the playoffs, but tied for position only, shall not compete in a playoff set to determine position, rather, position assignment shall be determined by the below listed priority system based on point differential to the extent possible:

- Results of the Match (es) between the tied teams, first on the match won-lost record, and second on the set won-lost record. If still tied, then:
 - Comparison of the point differential based on the total round robin competition. Point differential shall be determined by subtracting the total points lost from the total points won. The highest plus or the lowest minus remainder shall be considered the superior team for tie-breaking purposes. If still tied, then:
 - Coin toss.

If there are more teams tied for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition. Teams shall NOT be eliminated from assignment to championship competition by point differential or any other non-competition system.

If two or more teams are tied for a single playoff position, the minimum number of one additional 25 rally point set shall be played. Teams shall change sides at 13 points. No cap shall be in effect.

For Example:

- Two teams tie for the last position: One 25 rally point set.
- Three teams tie for the last position: Superior as determined by the criteria in XII 1) shall be the bye team and play the winner of the match between the two remaining teams. Two 25 rally point sets total.
- Four teams tie for the last position: As determined by the criteria in XII 1), team 1 vs. 4, and 2 vs. 3, and the winners playoff. Three 25 rally point sets total.
- If three teams tie for two playoff positions, the team with the greater point differential shall be awarded first place, and the other two teams shall play one 25 rally point set for the remaining playoff position. The same priorities as listed in XII 1) shall prevail, except that if a tie shall exist after the second priority, the flip of a coin shall determine the bye team and all teams must play for position as follows:
 - Team A wins over Team B and gains one playoff berth.
 - Team C (previous bye) plays the loser, in this case, Team B, for the second playoff berth. Two 25 rally point sets total.

These are only guidelines. Other methods are acceptable as long as they are printed and distributed before the start of the event.

SCHEDULING OF PLAYOFF MATCHES

In playoff schedules involving two pools, the semi-final matches shall be the first place team in each pool playing the second place team from the other pool.

In playoff schedules involving three or more pools, care must be taken to assure that teams from the same pool do not meet before the final match.

WORK TEAMS FOR PLAYOFFS

The lowest finishing team involved in the last scheduled pool play match (includes the two playing teams AND the work team) shall work the first playoff match on that court.

The losing team for each round of playoffs shall be responsible for providing the work team for the next round of playoffs. If an excess of teams are subject to this responsibility, the teams shall be released from work-team assignments on the basis of greatest distance to travel, then a coin-toss. For tournaments that have a large number of out of town teams the Tournament Director shall make every effort to have work teams from the hosting club/team available to assume work assignments for the travelling club/team.

Playoff work-team assignments shall not be changed unless the host team volunteers to provide qualified work team personnel. Teams responsible for work teams shall not be released from assigned matches unless they are specifically advised of their release by the Tournament Director.

WITHDRAWAL OF TEAMS FROM TOURNAMENTS

If withdrawal from a tournament is made more than seven days prior to the tournament date, and notification is made to the Tournament Director a complete refund shall be granted.

Teams that have been accepted into a tournament and withdraw within seven days preceding the tournament date may forfeit their total entry fee.

PENALTIES IMPOSED BY WEVA

If the Tournament Director does not follow the above regulations, penalties may be administered by the WEVA Board of Directors. You must make sure everyone participating in your event is a USA Volleyball member in good standing.