



INDOOR TOURNAMENT DIRECTOR GUIDEBOOK

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The Mission of the JVA is to promote the growth of youth and junior volleyball through program and resource development, education, and events.

Our Guiding Principles are:

Member Driven

Player Welfare

Affordability and Financial Responsibility

Transparency

Best Practices

The purpose of this guidebook is to summarize information compiled from the experience of the JVA Staff from JVA Hosted Events, JVA Members who host JVA large events, resources pulled from various web pages, the [USAV Guidebook](#) and the USAV Domestic Competition Regulations.

The Tournament Director's Guidebook provides information on policies and procedures recommended by the Junior Volleyball Association (JVA). It is a work in progress, a living document that will develop as policies, formalities and rules are updated. As we all know, training and competition are the experiences that we offer our young athlete members. It is imperative that we make these experiences positive and valuable.

www.jvavolleyball.org

TABLE OF CONTENTS

Liability/Insurance Coverage	P. 4
Rules of Play and JVA Adaptations	
Age Waivers	P. 4
Rules of Play for Youth Divisions	P. 4
Warm-Up Periods	P. 5
U-14 Boys and Youth Coed Teams Playing in Girls Divisions	P. 5
Libero Service Rule Application–Scoring and Libero Tracking	P. 5
Libero Replacements	P. 6
Tournament Decisions	
Sanctioning/Affiliation/Insurance	
Marketing Your Event	
Entry Fees/Admission Fees	P. 6
Administration/Staffing Rates	P. 7
Announcements	P. 7
Accepting Teams	P. 7
Tournament Formats	
Scoring	P. 8
Time Allotments	P. 9
Pool Play Formats	P. 9
Playoffs	P. 9
Suggested Tie Breakers	P. 9
Seeding Teams	P. 10
Tournament Director Responsibilities	
First Aid	P. 11
Should There be an Injury	P. 11
Follow-up Reporting Requested by the JVA	P. 11
Officials	
Securing Officials	P. 12
Work Team Assignments	P. 12
Failure to Officiate	P. 12
Tournament Day	
Player Uniforms	P. 12
Team Cancellations/Site Violations	P. 12
Refunds	P. 13
Inclement Weather	P. 13
Equipment	P. 13
Check-In	P. 13
Captain’s Meeting	
Roster Situations	P. 13
Warm-up Procedures	P. 13
Forfeits	P. 13
Protest Committee	P. 13
Tournament Wrap-Up	P. 14
Appendix A: TOURNAMENT TIPS	P. 15
Appendix B: JVA Tournament Guidelines	P. 16
JVA Insured Tournaments	P. 17
JVA Member Events, Sanction by AAU or USAV	P. 18
JVA Covid-19 Recommendations	P. 18

OVERVIEW

This guidebook contains the guidelines to be followed when hosting tournaments. The JVA Event Staff is available to assist Tournament Directors in planning and executing their events.

Tournament Directors should review any contracts they sign for facilities. If there are any questions pertaining to any contract language, forward a copy of the contract to the JVA Executive Director. The JVA insurance company will review the contract and provide any clarification. Special attention should be made to clauses involving and related to floor damage and repair of floor damage.

LIABILITY INSURANCE COVERAGE

Most facilities will require a "Certificate of Liability". This document verifies that an organization has Liability Insurance to cover any damage by participants. If a club affiliates with a National Association, insurance coverage will be afforded through that association. AAU and USAV are National Volleyball Associations that provide coverage as a member benefit. Both AAU and USAV require that all participants are members of their association.

JVA also provides member Directors access to low cost liability and individual sport accident coverage for their club's tournaments. JVA does not require all participants to be members of JVA or any other association. View [information on current rates and the application process](#).

RULES OF PLAY and JVA ADAPTATIONS

All competition is governed by the current edition of the USA Volleyball Domestic Competition Regulations, with the following adaptations:

Age Waivers

JVA will allow age waived players in club division competitions where the age waiver will allow the athlete to play at grade level with their peers provided they are not more than one year older than the current age definition.

A copy of a certified birth certificate and proof of grade (copy of school schedule, school ID, or report card) showing the player's current school year and grade MUST BE PRESENTED to the Tournament Director prior to team check-in.

Rules of Play for Youth Divisions

U-10 Divisions will use the following variations:

Court Size: 8m x 8m

Net Height: 1.9m (6'6")

Unlimited Substitutions

Step in allowed on serve (player must start on or behind the service line and can take up to two steps) Maximum of five serves per athlete/per term of service. After five serves, the team will hold the serve and rotate.

U-11 Divisions will use the same rules as U-12 but allow for the step in on the serve as above.

Warm-Up Periods

JVA would like to see all teams afforded an extended warm-up period prior to the first match of the day. Generally, only the first two teams scheduled to play get an adequate warm-up. If time allows, a 15-minute warm-up is recommended: 3 minutes shared ball handling; 6 minutes full court for the

receiving team; and 6 minutes full court for the serving team. To prevent injury, it is recommended that the team not on the court assist in shagging balls for the team on the court.

Boys, Youth Coed and Transgender Guidelines in Girls Divisions*

U-10, U-11, and U-12 boys' teams are allowed to compete in girls' events at age level.
 U-13 and U-14 boys' teams are allowed to compete in girls events up an age level over their current age. (ex- a U-13 boy could play U-14).
 Coed Teams with no more than three boys on the floor at any one time are allowed to play in girls' events at age level.
 All coaches should be prepared to show or have access to a paper or digital copy of an athlete's birth certificate at any time before, during, or after a tournament.
 Refer to the [JVA Participation Policy for Transgender Athletes](#) for roster procedures.
 *These are recommendations voted on by the JVA Board. Club Directors are encouraged to use their discretion to encourage development of boys' participation at youth levels.

Libero Service Rule Application–Scoring and Libero Tracking

Two liberos will be allowed in a line-up. The liberos can be changed each set. Either libero can serve, but only in one position, designated as the serving position, by replacing the player who is in position No. 1 at that time. When the libero serves, the points scored are marked in the running score with a triangle rather than a slash.
 The first time a team's libero serves in a set, a triangle is placed around the Roman numeral (I - VI) listed in the **SERVICE ORDER** Section where the libero served. This indicates the only rotation where the liberos can serve for the rest of that set. The Assistant Scorekeeper will place a triangle around the service order position where the libero served.

Score Sheet Example:



CAPTAIN ☐													CAPTAIN ☐													Set 1
Start	Team					Libero#	(A) Points	Points	(B) Libero#	Team					End	:										
Order	I	II	III	IV	V	VI	1 13 25	2 14 26	I	II	III	IV	V	VI	:											
on	:	:	:	:	:	:	3 15 27	4 16 28	:	:	:	:	:	:	:											
	:	:	:	:	:	:	5 17 29	5 17 29	:	:	:	:	:	:	:											

Libero Tracking Sheet Example:



Libero

(A) SP

L

R

Libero Control Sheet

(A) SP

II

III

IV

V

VI

Libero

(B) SP

L

R

I

II

III

IV

V

VI

Libero Replacements

Replacements cannot occur during a timeout. A replacement is allowed after the timeout during the same dead-ball period.

In one rotation, the libero can replace the player in Position No.1 and serve the next rally even if the libero is already on the court in place of another player. In this situation, the libero does not have to exit the court before replacing the player in Position No.1.

TOURNAMENT DECISIONS

Sanctioning/Affiliation/Insurance

You will need to decide how you will insure your event. This is an important decision that relates to both risk management and marketing of your tournament. There are currently three common umbrellas under which you might sanction your event:

JVA

JVA insurance allows any team of any affiliation to participate in your event. Nor do teams have to be members of JVA. The cost of the insurance is \$15/team for a one day event and \$20/team for a 2 or 3 day event and can be wrapped into the entry fee. [View more information on JVA insurance](#)

AAU

AAU events require that all participants are members of AAU. Membership is \$30/club; \$14/athlete and \$16/coach. Sanction fees are \$50/day. The fees will include listing of your event on the AAU webpage and email blast of your event information to all AAU clubs. [View more Information on hosting an AAU event.](#)

USAV

USAV events require that all participants are members of USAV. USAV Sanctioned Tournaments are regulated by the region in which your tournament will take place. You will need to contact your local commissioner to find out what their costs and requirements are. [Find your regional commissioner.](#)

Marketing Your Event

The best advertising of your event is your personal contact, flyers, phone calls, emails, etc. Once you've hosted a great event that teams love, it will sell itself. If you are a JVA member, complete [the tournament posting form](#) to list your tournament on the JVA website.

Entry Fees/Admission Fees

The following costs should be considered when determining an event budget:

- Event Manager
- Facility Cost
- Officials Payments
- Tournament Director
- Event Supplies (game balls, pens, pencils, score sheets, first aid supplies, etc.)
- Misc. costs (internet, registration and results administration, staff travel, meals, etc.)
- Athletic Trainer

- Housing, travel and meals for event staff
- Awards

The following are revenue streams generally associated with a tournament:

- Entry Fees
- Admission*
- Event Merchandise
- Concessions
- Sponsorships, advertising, etc.

*When setting admission fees, Tournament Directors should be sensitive to the fact that in most cases, the spectators are the parents of the event participants, and they are already paying the cost of their child's participation. An admission fee should only be charged in situations where the entry fees and concessions do not cover costs and provide a *modest* profit to the host.

Administration/Staffing Rates

Here are some general pay rates for event staffing that should be considered when determining an event budget. These fees may fluctuate depending on your area of the country, as well as the size of the tournament:

- Event Manager: \$500 per day
- Trainers: \$40-45 per hour
- Officials: \$35-45 per match (Best 2 of 3)
- Head Official: \$1000 a day
- Extra Head Officials/Assignors (Larger Events): \$500-600 a day
- Court Set Up/Tear Down: \$250-\$400 per court
- Desk Staff: \$300 per day
- Admissions Staff: \$200 per day

Announcements

The Tournament Director should publicize the tournament on the club website as well as on the JVA website using the Tournament Posting Form. The JVA will include the event in the Regional blast every month from August through January, but the tournament director needs to request for their event to be included. 2-3 day events are eligible, and the event must be posted on the JVA website first.

The Event Information should include:

- ___ Name of Event
- ___ Date (s) of Event
- ___ Divisions Offered
- ___ Location – City, State, and site
- ___ Contact Person
- ___ Phone Number
- ___ Email Address
- ___ Sanctioning body (JVA, AAU or USAV)
- ___ Entry Fee
- ___ How to Enter
- ___ Where event information will be posted
- ___ Last date that entries will be accepted (closing date)
- ___ Acceptance procedure that will be followed*
- ___ Start time of event

- ___ Explanation of any format deviations
- ___ Amount of Admission Fee if any is charged
- ___ Officials: specify if officials will be provided all day, for semi's and finals only, or not at all
- ___ Information on fines for facility violations must be listed (excessive garbage, bringing food in, damage, missing work assignments, etc.)
- ___ Optional -- strength of participating teams

*Acceptance procedures should include information on what needs to be done by a team to be officially accepted into your event and how and when teams will be notified of their acceptance, non-acceptance or placement on a wait list. Most events require a complete entry form and payment to be accepted. Teams should be notified within 7-10 days of receiving an entry what their status is.

Pre-Tournament Information

It is helpful to post the following information on your web page, tournament book and/or email to team reps.

Facility Information

- ___ Address, phone and web page of facility (driving directions or link to google maps is helpful)
- ___ Facility rules related to outside food, parking, etc.

Event Information

- ___ Starting time and planned ending time
- ___ Team check-in information
- ___ Paperwork required (roster, insurance waivers, medical release forms, etc.)
- ___ Warm-up Procedures
- ___ Any variations from the sanctioning body's recommended guidelines
- ___ Tie breaking procedures and whether tie breaking sets will be played to 15 pts. or 25 pts.
- ___ Violations for which penalties would be applied

A copy of the tournament schedule should be posted and sent to Team Reps no later than 2 days prior to the tournament.

OFFICIALS

JVA highly recommends that you use [USA Volleyball](#) or [AAU](#) Certified Officials at your event. If you plan to have Certified Officials for your event, you will need to secure them well in advance of your event. This will ensure that they are familiar with the rules and protocol associated with USAV Rules of Domestic Competition. The Officials are independent contractors and can work any events of any affiliation of their choice.

All event information should be communicated to Officials including the time that you want them to arrive. Notify all officials of any change in the schedule or location. Tournament Directors may be responsible for payment of Officials if notification of changes is not made.

Decide what rate you will pay (JVA currently pays \$40 for a normal 2 out of 3 set match). You will need to decide if you will provide mileage, housing or meals.

The Tournament Director may decide to hire an Official to serve as an Assignor and Head Official. The Assignor will recruit officials and make up the work schedule for the event. The Head Official serves as

the supervisor for the Officials during the event, handles issues that may come up with the Officials or questions of rules and protocol. The Head Official will also adjudicate any protests.

Officials should always be paid within one week of any tournament at which they work.

TOURNAMENT FORMATS

Scoring

It is recommended that all competitions use match play, best of 2 or best of 3, 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. Score sheets, Libero tracker sheets and Minimum Standards are available to download [here](#).

Time Allotments

- Allow one hour per round for a best of three games match. Allow 90 minutes per round for a best of five games match.
- The first match of the day 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.
- Warm-ups are generally 10 minutes: 2 minutes shared ball handling; 4 minutes full court for the serving team; and 4 minutes full court for the receiving team. See the section on JVA adaptations for the 1st two rounds of warm-up. Succeeding rounds can be 4 minutes full court for the serving team and 4 minutes full court for the receiving team. It is recommended that the off-team shag balls for the team on the court.

It is highly recommended that matches not be scheduled to start after 9PM on a Friday or Saturday night and not after 5PM on a Sunday.

Pool Play Formats

Round Robin pool play, followed by playoffs, is the most common format for tournaments. It is recommended to schedule to give each team a minimum of 3 matches for a one-day event; 5 matches for a two-day event and 7 matches for a three-day event.

Pools generally consist of three, four or five teams. It is strongly recommended that all five-team pools play on two courts. When a five-team pool is run on two courts, the assigned work team needs to cover two courts. Therefore, the Tournament Director may have to provide a tournament staff person (non-Tournament Director) or certified official to ref as most teams do not have more than one adult coach and there would be no one to ref one of the courts. If any other format is used, teams should be advised in advance.

Three Team Pool

Teams	Official
1 vs 3	2
2 vs 3	1
1 vs 2	3

Four Team Pool

Teams	Official
1 vs 3	2
2 vs 4	1
1 vs 4	3
2 vs 3	1
3 vs 4	2
1 vs 2	4

Five Team Pool (2 courts)

Teams	Official	Teams	Official
1 vs 3	4	2 vs 5	4
4 vs 5	3	1 vs 2	3
3 vs 5	1	2 vs 4	1
BREAK		BREAK	
1 vs 5	2	3 vs 4	2
2 vs 3	5	1 vs 4	5

Playoffs

Should a tournament consist of one pool, it is not necessary to have playoffs *if teams received three matches*. Tournaments having more than one pool should have playoffs to determine a winner.

Suggested Tie Breakers

For all two-way ties: The first place team will be the team that won the pool play match between the two tied teams (head to head).

Teams qualifying for the Championships/Gold Division playoffs tied for position only, and all non-Gold Championships ties, do not need to compete in a playoff game to determine position. Rather, position assignments shall be determined by the following criteria:

1. MATCH PERCENTAGE (Matches won divided by matches played);
2. GAME PERCENTAGE (Games won divided by games played);
3. TOTAL POINT DIFFERENTIAL (Total Number of points won subtracted from total # of points lost);
4. COIN FLIP

If there are more teams tied for the playoffs for the Championships/Gold Division than there are positions, the tied teams must follow the tie breaking procedures below and position assignments shall be determined by the following criteria above. Playoffs shall consist of either a single game to 15 or 25 points (win by 2), rally scored, switch sides at 8 or 13, and no point cap.

If more than two teams are tied for a single playoff position, the minimum number of tiebreaker games shall be played.

- a) Three teams tied for one position advancing into the playoffs: Following the criteria above, a team will be awarded first place of tied teams and will officiate and then play the winner of a single tie breaking game between the two remaining teams. The loser will officiate. The winner of this single tie breaking game will be awarded the one position advancing into the playoffs.
- b) Three teams tied for two positions advancing into the playoffs: Following the criteria above, a team will be awarded #1 of tied teams, will be awarded one of two positions advancing into the playoffs, and will officiate a single tie breaking game between the other two teams. The winner of this single tie breaking game will be awarded the second of two positions advancing into the playoffs.
- c) Four teams tied for one position: Establish bracket following the criteria above.
#1 vs. #4, followed by #2 vs. #3. The winners meet in a final play-off.

Note: For any other tie breaking format, a waiver must be obtained from the Region Tournament Director and advertised on the event flyer. If there is a conflict of interest for the Region Tournament Director to grant a waiver, a member of the Executive Committee would allow or deny the waiver.

SEEDING TEAMS

The Tournament Director is responsible for seeding. Tournament results, strength of participating teams (from the entry form), and requesting current results from participating teams will help your seeding. It is also helpful to ask teams if they feel they should be seeded in the top 1/3, middle 1/3 or bottom 1/3.

Seeded teams are generally snaked into the pools as shown below:

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

Tournament Director RESPONSIBILITIES

The Tournament Director should not participate as a player, coach or official. The Tournament Director is responsible for the on-site management of the event. A Tournament Director's responsibility is to keep the tournament on schedule and maintain accurate standings.

First Aid

A Tournament Director should plan to provide minimal first aid.

Determine what level of First Aid that the facility(s) will be able to provide. Responsibility for providing minimum care should there be an injury during the event should include:

1. Access to a phone to call 911 immediately
2. Medical kit with general supplies: athletic tape (a lot), pre-wrap, band aids (various sizes), gauze pads (various sizes), latex gloves, saline solution, antibacterial solution, tape cutter, skin lube
3. Ice chest/packs or know that you are able to have access to ice
4. Access to an AED
5. Incident Report Forms.

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:

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. It is suggested that the Tournament Director request a copy of the injured player's Medical Release Form to attach to the Incident Report.
3. If there is a serious injury, the completed Incident Report Form should be submitted to the sanctioning group as soon as possible. If the injury does not appear to be serious, the Incident Report Form should be kept in the 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 victim will help he or she keep calm and cooperate. If the victim becomes anxious or excited, the extent of the damage from the injury could be increased.
- BE PREPARED. Learn basic procedures, or have a first aid manual available, so you can care for the victim.
- SEND FOR PROFESSIONAL HELP. Reaching help quickly could save a life.
- BE AN ENCOURAGEMENT TO THE INJURED PERSON. Let the victim know that help is on the way and try to make them as comfortable as possible. Showing care and concern for the victim 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. Tournament Directors can contact their local Red Cross, medical facility or fire department/EMT for additional recommendations. Also, the Mayo Clinic has one of the better websites with instructions on how to administer first aid treatment for common injuries and illnesses. OSHA also provides first aid response advice. Their website addresses are:

- <http://www.mayoclinic.com/findinformation/firstaidandselfcare/index.cfm>
- <http://www.osha.gov/SLTC/medicalfirstaid>

Work Team Assignments

Teams participating in a tournament must be prepared to provide one First Referee (if your event is not providing officials), one Second Referee, one Scorer, one Visual Scorer, one Libero Tracker and two Line Judges. [View Officiating Videos to train your teams.](#)

All teams must fulfill their assigned officiating duties – failure to do so should subject the team to penalty by the Tournament Director.

Note: Only the Scorer, Assistant Scorer and Flip Scorer should be seated at the Scorer's Table. iPods, cell phones, and any other electronic devices are NOT ALLOWED at the Scorer's Table or with Line Judges.

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.

Failure to Officiate

Penalty is generally one point for one minute (starting with the warm-ups of the receiving team) that they do not have an officiating team, up to the loss of their first game of their next match.

TOURNAMENT DAY

Team Check-In

Upon arriving at a tournament site, coaches/team reps should check in, verify, date and sign their official team rosters. Each player should have one jersey number for the duration of the event. The team rep should sign off on the roster. It is the responsibility of the Tournament Director to assure that the coach has a Medical Release Form for each player. This can be accomplished by actually viewing the releases or collecting a "JVA Coaches Sign-In Form".

The Tournament Director may conduct a captain's meeting a minimum of 15 minutes prior to the start of the first match. At the meeting review the playing schedule, warm-up procedures and facility rules.

Roster Situations

No roster additions (players or coaches) may be made once a team has started match play in that event (unless there are extenuating circumstances).

Player Uniforms

The uniform rules can be found in the "USA Volleyball Domestic Competition Regulations" in Chapter 1, under "Equipment."

Team Cancellations/Site Violations

Information should be shared in initial event info and clearly explained.

Outline suggestions:

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 the 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 region sanction as listed on the Individual Membership Code of Conduct.)

Fines may be point or 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.

Refunds

A Tournament Director's nightmare is the teams that drop out, once entered. The event refund policy should be communicated in the event information. The Tournament Director should define a date after which no refunds will be honored. However, if a team is found to replace the dropped team, a partial refund would be appropriate. Prior to this date, it is acceptable to withhold a "pain and suffering fee" of 20-25% to process a refund and find a replacement. The host Tournament Director should not lose money as a result of the withdrawing team's actions.

Inclement Weather Recommendation

The decision to cancel your event due to weather is your responsibility.

If you cancel:

1. All team reps, assigned officials, Region Tournament Director and Officials Assignor MUST BE notified of the cancellation and they MUST confirm that they received the notice.
2. All teams must be given a full refund.

If there is no Cancellation, each Team Rep should be contacted with the following information:

1. Information that the event is not going to be cancelled
2. Teams must use their own discretion as to whether or not they feel safe to drive. No refunds need to be given. If you need to cancel officials, be sure to contact them the night before or early in the day.

Equipment

All equipment, including referee stands, used for the tournament must be free of defects. All net standards and the referee stand must be padded in accordance with the current edition of the Official United States Volleyball Rules. If floor tape is required, Tournament Directors may 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. Facilities used should meet requirements set forth in the current edition of the Official United States Volleyball Rules for clearance around the court.

Protest Committee

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

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.

TOURNAMENT WRAP-UP

Teams should leave areas cleaner than they found them. All coaches should check out with the Tournament Director. Confirm the accuracy of all scores. Compile any complaints, if any. It is recommended that the Tournament Director send out a note or email to all Team Reps, thanking them for participating, providing the final results and asking for feedback.

Appendix A

TOURNAMENT TIPS

Arrive at site 60 to 90 minutes prior to event start time.

Items you will need: pens, pencils, markers, paper clips, file folders, scissors, scotch tape, first aid kit (see 7. Tournament Director) score sheets, libero tracking sheets, lineup sheets, rule books (have extra).

1. Set-up
 - Post pool play results recording grid(s)
 - Post tournament schedule(s)
 - Tape tournament schedule to each court score table
 - Post 2nd round/flight of pool play results recording grids (if necessary)
 - Post play-off results recording grids
 - 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
2. Score tables
 - Place tournament binder or score keep materials on tables
 - Place flip score decks (if needed)
 - Game ball: (see No. 4)
3. Coaches/Captains Check-In
 - Take attendance
 - Check/collect rosters (each coach must verify, date, and sign their STP Roster).
4. Coaches/Captains Meeting
 - (If all information is provided in advance in printed format, a coaches/captains 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
 - Reminder to start warm-ups immediately after the completion of the prior match
 - Review site policies
5. Event Management
 - Keep play moving, monitor slow courts
 - Check on the status of trash cans, eating areas, team benches
 - Monitor team behavior in the facility
 - Collect score sheets, check for accuracy and post results
 - Break ties
7. Conclusion of Tournament
 - Present Awards
 - Clean up site (cleaner than it was)

Appendix B

JVA Tournament Guidelines

JVA Challenge Tournaments

Goal: To provide a national schedule of JVA high quality, regional tournaments to promote visibility of JVA and increase memberships in various areas of the US. Possible Regions: North Pacific, South West, Central West, Midwest, Central Midwest, North East, Atlantic, South East, Mid-South, Texas.

Minimum Requirements:

Host(s) must be JVA Members

Minimum 2 Day Event

Minimum 120 Teams

5 Matches guaranteed, minimum of 2 matches on day 2

Match play competition

Teams must be informed if there is any change to the age division they entered.

R1 for all matches; R2 for Gold Division Semi and Finals

USAV Rules for Domestic Competition with the following variations:

Age waived players are allowed as long as they are not a year older than their peers

Libero is allowed to serve in one rotation

Step in allowed on service for 10's and 11's Divisions

Use of JVA Score Sheets

Use of a results management platform for schedule

No Stay to Play Policy; entry fees and admission fees are within regional standards

JVA Membership Table/Booth Prominent Display of JVA Banners

Include JVA logo on event webpage, event logo, event merchandise, signage, etc.

Send post-event survey and include the JVA on the results

JVA Insurance requirements must be followed (application and payment for insurance in a timely manner, ensuring that proper paperwork is collected by coaches and the "Coaches' Sign-In Form" is collected and attached to the signed copy of the roster).

Recommended Guidelines:

Avoid 5 team pools. If necessary, play on two courts and weave matches to allow for ample work teams.

If 3 team pools are necessary, try to have more than 1 to allow for the 3rd match to be a cross-over match with the other pool. If that is not possible, play 3 sets to 25 points.

Maximum number of matches should not exceed 3 in a multi-day event (may have to play 4 if a challenge match is necessary on day 1).

JVA will provide:

Assistance with promotion via web page, email blasts, social media

JVA Banner(s)

Bulk pricing on custom medals if desired

Use of the JVA Officials Reward Program to incentivize officials to work JVA Challenge Series events

Custom made bag tags with straps for your event participants provided by i

JVA Insured Tournaments

Goal: To ensure that JVA insured events provide a good value and experience for participating teams.

Minimum Requirements:

Host(s) must be JVA Member(s)

USAV Rules for Domestic Competition with the following variations:

- Age waived players are allowed as long as they are not a year older than their peers

- Libero is allowed to serve in one rotation

- Step in allowed on service for 10's and 11's Divisions

Use of JVA Score Sheets

No Stay to Play Policy, entry fees and admission fees are within regional standards

Include JVA logo on web page with event information

Teams must be informed if there is any change to the age division they entered.

Tournament Information Flyer (brochure or event book) must include the following information:

- Guaranteed number of matches;

- Guaranteed number of matches on last day of a multi-day tournament

- Format for Pool Play (match competition, 2 sets to 25 pts., etc.)

- Refund Policy

- Information on whether or not R1 and/or R2 officials will be provided

- Information on tournament formats to be used

Recommended Guidelines:

Match play competition

R1 for all matches

5 Matches guaranteed for 2-day events with 2 matches on day 2

7 Matches guaranteed for 3-day events

Maximum number of matches should not exceed 3 in a multi-day event (may have to play 4 if a challenge match is necessary) or 5 in a single day event

Avoid 5 team pools. If necessary, play on two courts and weave matches to allow for ample work teams.

If 3 team pools are necessary, try to have more than 1 to allow for the 3rd match to be a cross-over match with the other pool. If that is not possible, play 3 sets to 25 points.

JVA Member Events, Sanctioned by USAV or AAU, Posted on JVA Web Page

Goal: To ensure that JVA member events provide a good value and experience for participating teams.

Minimum Requirements:

Hosts must be JVA Members

Tournament Information Flyer (brochure or event book) must include the following information:

- Guaranteed number of matches;

- Guaranteed number of matches on last day of a multi-day tournament

- Format for Pool Play (match competition, 2 sets to 25 pts., etc.)

- Refund Policy

- Information on whether or not R1 and/or R2 officials will be provided

Information on tournament formats to be used
Teams must be informed if there is any change to the age division they entered.

Recommended Guidelines:

USAV Rules for Domestic Competition with the following variations:

Age waived players are allowed as long as they are not a year older than their peers

Libero is allowed to serve in one rotation

Step in allowed on service for 10's and 11's Divisions

No "Stay to Play" Policy

Match play competition

R1 for all matches

5 Matches guaranteed for 2-day events with 2 matches on day 2

7 Matches guaranteed for 3-day events

Maximum number of matches should not exceed 3 in a multi-day event (may have to play 4 if a challenge match is necessary) or 5 in a single day event

Avoid 5 team pools. If necessary, play on two courts and weave matches to allow for ample work teams and rest time.

If 3 team pools are necessary, try to have more than 1 to allow for the 3rd match to be a cross-over match with the other pool. If that is not possible, play 3 sets to 25 points.

JVA Covid-19 Recommendations

Goal: To offer safety recommendations for Tournament Directors to prevent the spread of Covid-19 at practices, clinics, camps and competitions.

These recommendations reflect the advice of the CDC and we urge Tournament Directors to comply with their state and local directives. Recommendations cover facility plans, temperature screening, physical distancing, admissions and team check-in, hotel room precautions, and medical plans. Click [HERE](#) to view the complete guidelines.