



BEACH TOURNAMENT DIRECTOR GUIDEBOOK

A resource for organizing, operating, and elevating junior beach volleyball tournaments through best practices, technology, and club-driven collaboration.

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

This GuideBook is a living document—an evolving compilation of tools and insights shaped by our tournament directors, partners, and affiliated clubs. It offers practical guidance on hosting exceptional beach events with consistency, safety, and professionalism.

The Tournament Director's Guidebook is a work in progress, a living document that will develop as our member clubs share their experiences with us. 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 valuable.

www.jvavolleyball.org

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1. OVERVIEW

This guidebook contains the guidelines to be followed when hosting beach volleyball tournaments. The Executive Director and members of the JVA Event Staff are available to assist Tournament Directors in planning and executing their events.

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

2. SANCTIONING & INSURANCE OPTIONS

JVA Sanctioning

- Insurance Rates:
 - One-Day Tournament:
 - Beach: \$5 per team
 - Indoor: \$15.00 per team
 - Two-Three Day Tournament:
 - Beach: \$7.00 per team
 - Indoor: \$20.00 per team
- Program Insurance:
 - Indoor: \$115 per team
 - Beach: \$12 per player
 - Allows teams of any national affiliation (USAV, AAU, or non-affiliated) to participate in your events.
 - Program Insurance covers players and coaches during all club activities, including tryouts, practices, events, and camps.
- More Information: [JVA Insurance Program](#)

Most spaces will require a “Certificate of Liability”. This document verifies that an organization has Liability Insurance to cover any damage by participants. JVA provides members with access to low cost liability and individual sport accident coverage for their club’s beach tournaments and leagues. JVA does not require all participants to be members of JVA or any other association. Information on current rates and the application process is available [here](#).

AAU (Amateur Athletic Union)

- Membership Fees:
 - Youth Athlete: \$20.00 or \$22.00 per year (depending on coverage level)
 - Adult Athlete: \$20.00 to \$35.00 per year
 - Non-Athlete (e.g., Coaches): \$55.00 to \$79.00 per year
 - Club Membership:
 - Youth Club: \$30.00 per year
 - Adult Club: \$50.00 per year

- More Information: [AAU Membership Fees](#)

USAV (USA Volleyball)

- Membership Fees:
 - USA Volleyball is comprised of 40 Regional Volleyball Associations (RVAs), each with its own fee structure.
 - Membership fees and categories can vary significantly between regions.
- More Information: [USA Volleyball Membership](#)

AVP America

- Membership Fees:
 - Gold: \$59.00 per year
 - Silver: \$35.00 per year
 - Bronze: \$20.00 per year
 - Membership grants access to AVP America promoter tournaments, including the AVP Grass Tour.
 - Silver Membership includes additional benefits such as participation injury insurance coverage.
 - If you are unsure what level is needed, start with bronze as you can always upgrade by paying the difference in fees
- More Information: [AVP Memberships](#)

JVA member clubs can post hosted events on the JVA Tournament Listing. The posting form is found [here](#).

3. USING VOLLEYBALLLIFE.COM TO RUN YOUR EVENT

VolleyballLife.com is now the most widely used platform for managing beach tournaments. As of 2024, JVA recommends VolleyballLife for all sanctioned events.

Key Features

- Team Registration & Rosters: Athletes register as individuals or as part of a team, including parent/guardian information and signed waivers.
- Pool and Bracket Generation: Automatic formatting for any number of teams, with editable options for directors.
- Live Score Entry & Display: Tournament staff or work teams can enter scores in real-time, with live updates viewable by players and spectators.
- Ref Assignment Tool: Assign and rotate officiating responsibilities clearly and efficiently.
- Event Communication via SMS or Email: Easily send updates or alerts to registered teams.
- Automatic Tie-Breaker Calculations: Saves time and eliminates disputes by applying standard rules.
- Public Webpage for Each Event: Every event has a shareable URL with results, schedule, and pool/bracket view.

- Seamless Check-In & Waiver Uploads: Online check-in and centralized waiver management reduce paper clutter.
Tips for Using VolleyballLife
- Open registration early (6–8 weeks out) to allow adequate team sign-up time.
- Include waiver uploads during registration to avoid morning-of paperwork.
- Get started at: volleyballlife.com

4. RULES OF PLAY and JVA ADAPTATIONS

Use [USAVP Regulations](#) as the base

- Match Format: Best of 3 sets (21/21/15), win by 2, no point cap.
- Timeouts: Each team receives one 60-second timeout and one 60-second technical time-out when the score adds up to the set point i.e. in a set to 21, a technical time-out when the score reaches 9-12 would be appropriate.
- You may not leave designated sand area for timeouts
- Injury Timeout: One per player per match; additional timeouts at tournament director discretion.
- Side Changes: Occur every 7 points in sets 1 & 2 and every 5 points in the third set.
- Ball Contact: Players may not receive serve open-handed. Hard-driven balls may be momentarily lifted.
- Coaching Rules: Coaching is allowed during side changes, timeouts, and between sets—but not during rallies. Some governing bodies allow coaching during dead ball at the juniors level without slowing down the pace of the game

Refer to the [JVA Participation Policy for Transgender Athletes](#) for transgender guidelines.

5. TOURNAMENT FORMATS & SCHEDULING

Common Pool Formats

- 3-Team Pools: 2 sets to 21 points (not best of 3)
- 4-Team Pools: 1 set to 28 points
- 5-Team Pools: 1 set to 21 points
- Use Gold, Silver, and Bronze bracket formats as needed.
- Only eliminate pool play teams if absolutely necessary and clearly communicated in advance.
- Playoff matches can be full match or 1 set to 21/28 depending on time constraints.
- Pool Sheets and Score Sheets are available to view and print [HERE](#)

Time Allotments

- Allocate 1 hour for each best-of-3 match.
- Use 5-10 minute warm-ups unless reduced due to weather or delays.

6. OFFICIALS & OFFICIATING TEAMS

- Hire certified beach officials through USAVP or JVA for larger events or showcases

- Standard pay rates are \$125–\$200 per day, plus mileage or lodging if needed.
- Assign one head official to supervise referee assignments, manage protests, and oversee rules enforcement.
- Ensure all officials are paid within 7 days of the event.

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7. MARKETING YOUR EVENT

Promote Your Event

- Post your event on [JVA's Tournament Listing page](#) and [VolleyballLife](#).
- Use social media tools like Instagram Reels, TikTok, and Facebook Groups to generate buzz.
- Email local clubs, share flyers, and cross-promote with facility or beach partners.

Suggested Flyer Info

- Event name and date
- Divisions/age groups offered
- Location and contact information
- Entry fee and registration deadline
- Registration link (VolleyballLife URL)
- Sanctioning affiliation (JVA, AAU, etc.)
- Format and officiating details
- Refund and weather policy
- Whether admission will be charged

8. ENTRY FEES, ADMISSION & BUDGETING

Typical Expenses

- Permit and site rental fees
- Officials and event staff wages
- Medical/trainer coverage
- Event supplies (balls, scorecards, awards)
- Insurance and VolleyballLife service fees

Typical Revenue Streams

- Team entry fees
- Local sponsorships
- Club or event merchandise sales
- Concessions and food vendors
- Admission or parking fees (if applicable)

9. ANNOUNCEMENTS & PRE-EVENT INFORMATION

Send an email or post on your event page 3–5 days before the tournament including:

- Event timeline, wave schedules, and start time
- Site details: parking, restrooms, tents, food rules
- Weather backup or smoke policy
- Link to digital check-in via VolleyballLife

- Reminder list for players: chairs, water, sunscreen, signed forms (if needed)

10. TEAM CHECK-IN & ROSTER RULES

- Use VolleyballLife Online Check-In for a seamless process.
- Rosters lock at the start of pool play.
- No player substitutions allowed unless due to injury and approved by the Tournament Director.

11. WORK TEAM EXPECTATIONS

- Teams must provide one referee, one line judge, and one scorekeeper when assigned.
- Failure to fulfill officiating duties can result in forfeiture or disqualification.
- Players may not use phones while officiating unless used for timing or scoring apps.

12. TOURNAMENT DAY & SITE DIRECTOR DUTIES

Site Directors must not participate as coaches or players. Responsibilities include:

- Keeping tournament on schedule
- Monitoring match scores and brackets
- Maintaining site safety and cleanliness
- Resolving disputes and coordinating with head official
- Supporting medical/emergency response when needed

13. FIRST AID & EMERGENCY PROTOCOL

Minimum On-Site Items

- Stocked first aid kit
- Ice packs or access to ice
- Emergency contact sheet and incident forms
- If an Injury Occurs
 - Administer first aid and notify emergency contact
 - Complete an incident report and document details
 - Send to the sanctioning body if serious or reportable

14. INCLEMENT WEATHER

If Cancelled

- Notify all teams, officials, and staff immediately
- Offer full refunds or credit toward a future event
- If Not Cancelled:
 - Communicate that event is on and teams must use judgment
 - Clearly define protocols: I.e. "In the event of lightning, we will suspend play for 30 minutes until it is clear to proceed"

- No refunds required for non-attending teams

15. EQUIPMENT STANDARDS

- Nets and poles must meet USAV standards
- Padding is required on all standards and referee stands
- Use consistent, high-quality balls across all courts
- Inspect all courts before the event begins

16. PROTESTS, TIE BREAKERS & SEEDING

Tie Breaker Order

1. Head-to-Head (Match results between the tying teams)
2. Match Percentage (Matches won divided by matches played)
3. Set Percentage (Sets won divided by sets played)
4. Point Differential (Total Number of points won divided by total # of points lost)
 - a. Very important that differing pool sizes use the recommended pool play formats to ensure the opportunity for points are equally distributed.
 - b. 3-Team Pools: 2 sets to 21 points (not best of 3)
 - c. 4-Team Pools: 1 set to 28 points
 - d. 5-Team Pools: 1 set to 21 points
 - e. All winning teams play a minimum of 84 points to ensure the ratios stay comparable with the differing pools
5. Coin Flip

Use VolleyballLife's automatic tiebreaker system to streamline this process.

Seeding

- Use the affiliated tournaments points system to seed the teams. This is great to remove subjectivity as a Tournament Director. If the tournament does not have a points system, be clear early on how the seeding was formatted.
- Use a "snaked" seeding format for balance across pools

17. Facility Guidelines

Tournament Directors must inform the players at team meeting of facility/beach rules prior to 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 location regulations and the consequences for any violations.

- For ideal health and safety protocols check out: [JVA Safety](#)
- Be courteous of facility and/or beach rules and adhere to the guidelines of each location.
- No food, drink, glass containers or coolers allowed in or around playing area;
- Excessive garbage that is not properly disposed of in accordance to tournament specifications;
- Any damage incurred to the location and/or its property;

- Any use or possession of ANY ALCOHOLIC BEVERAGE or ILLEGAL DRUG(S) on the premises of the location. (This violation is also subject to region sanction as listed on the Individual Membership Code of Conduct.)

18. TOURNAMENT WRAP-UP

- Verify and post final scores and brackets on VolleyballLife
- Email all team contacts with a thank you message
- Include links to results and a short feedback survey
- Document any incidents, facility notes, or suggestions for improvement
- Post pics to social media!

Appendix A

JVA Run a Beach Event

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)