

Arizona Region of USA Volleyball
Hosting an Arizona Region Jr. Power Tournament
2017-2018

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

Hosts

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. The Site Director should be able to make changes to 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. The Site Director along with the Lead Referee should deal with uncooperative or unruly players, coaches and/or spectators.
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. A coach may NOT Site Direct and Coach at the same time. A parent is not qualified to Site Direct unless they are a current USAV Member with a Background Screen and have gone through the Arizona Region Site Director Training. 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 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. Do not make up the pool sheets until the Friday before the tournament in case of team drops. Provide necessary pencils (2 per court are required but have many extra), tape, scoreboards, medical kit (or ice, baggies, band-aids, athletic tape 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. NEW for 2016 and beyond - all teams must be checked in PRIOR to the Parent/Coaches meetings AND at least 1 coach for each team must attend the Coaches meeting or the team is to be penalized 8 points on their first match of the day. This includes coaches whose team does not play or ref the first match round. Use discretion for late sanctions in the event of an accident or other traffic issue for out of area teams. The penalty points can be reduced, if warranted.
11. Pre-Tournament meetings - The Site Director will hold a Parent/Coaches meeting $\frac{1}{2}$ hour prior to 1st match start. The Parent's should be addressed first about facility rules, camp areas etc. and then released. The coaches will then be addressed by the lead official and site director.
11. Lead Official will fill in Section 4 of the Arizona Region Host of a USAV Sanctioned Event and SIGN IT prior to start of play for the day. Hand the form to the Lead Official before the coach's meetings and collect it from him/her before the start of play. Only one form is needed for the entire day - not one per wave.
12. Site Directors should keep the tournament moving. If there is an open court, make sure to get the next match started, unless unable to do so. DO NOT ALLOW ANYONE (siblings, other players, parents, etc) to play on open courts - especially while another match is going on. Balls get away and can cause injury. USAV Insurance WILL NOT COVER injuries caused by/to unregistered persons or due to negligence in tournament operation.
13. 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.
14. 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.
15. Make sure ALL of the facility is cleaned up. We will be allowed back to facilities if we take care of them.
17. Fill out the Tournament Report Form. Count the number of matches that were played there that day and indicate it on the Tournament Report Form.
18. Fax the following forms to the Arizona Region office (480-626-6743) 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. 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.