

Columbia Empire Volleyball Association  
TOURNAMENT DIRECTORS GUIDE 2009-2010

[www.columbiaempirevolleyball.com](http://www.columbiaempirevolleyball.com)

503-644-7468

Please read through the following material to help your tournament run smoothly

**You should have the following materials in your Tournament Box:**

- |  |   |
|--|---|
| <input type="checkbox"/> Seeding/Pool sheets       | <input type="checkbox"/> Pencils Sharpeners       |
| <input type="checkbox"/> Playoff Brackets          | <input type="checkbox"/> White Out                |
| <input type="checkbox"/> Coaches packets           | <input type="checkbox"/> Highlighters             |
| <input type="checkbox"/> Flip Scores               | <input type="checkbox"/> Permanent Markers        |
| <input type="checkbox"/> Score Sheets              | <input type="checkbox"/> Paper Clips              |
| <input type="checkbox"/> Libero Tracking sheets    | <input type="checkbox"/> Stapler and Staples      |
| <input type="checkbox"/> Tie-breaking Procedure    | <input type="checkbox"/> Scissors                 |
| <input type="checkbox"/> Line-up sheets            | <input type="checkbox"/> Whistles (For sale ONLY) |
| <input type="checkbox"/> Extra Pool Sheets         | <input type="checkbox"/> Prizes (if provided)     |
| <input type="checkbox"/> Incident Report Form      | <input type="checkbox"/> First Aid Kit            |
| <input type="checkbox"/> Medical Claim Form        | <input type="checkbox"/> Pocket Calculator        |
| <input type="checkbox"/> Head Official Rating form | <input type="checkbox"/> Trash Bags               |
| <input type="checkbox"/> Tape (assorted kinds)     | <input type="checkbox"/> Post-it Notes            |
| <input type="checkbox"/> USAV rule book            | <input type="checkbox"/> Zip-Lock Bags            |
| <input type="checkbox"/> Pens and Pencils          | <input type="checkbox"/> Flags                    |

**\*\*You will be held responsible if any of these things are missing from the Tournament Box when you return it.\*\***

**Procedures:**

1. CEVA of Host Club will provide you with a list of participating teams. Before the tournament, fill out (if necessary) the appropriate pool sheets using seeding input from CEVA.
2. Arrive at least one (1) hour before the start of the Tournament.
3. Find an area that you can set up your tournament desk (this may or may not be designated by the host).

4. Post the pool sheets and brackets on a wall where people can look without disrupting foot traffic.
5. Make sure nets are set up with padding and antennae (Head Officials will check the height). Make sure the net buckles are padded and the poles are padded to the 5' mark.
6. Make sure team benches are set up outside of the 10' line with a minimum of 7 chairs.
7. Designate Courts to coaches/officials (Ct. 1, 2, 3, 4) with a visual sign.
8. Get scorekeeper tables ready on each court. (Chairs, score sheets, pens, pencils, sharpener, eraser, daily schedule, game ball, flip scores)
9. Call coaches meeting at scheduled time **(Make sure all coaches and one Head Official are present). \*Follow "Checklist for Coaches Meeting handout"**
10. Any team not present and complete may be dropped from the Tournament. If you must re-seed the pools, remember ORIGINAL SEEDS CANNOT BE IGNORED.
11. The officials will identify ground rules for play and communicate these rules to the coaches and tournament director at the Coaches Meeting prior to play. These ground rules should also be noted on their TIF.
12. The Tournament Director should be the only person posting information on the Pool Sheets and Playoff Brackets.
13. Monitor food in the Gym if prohibited and sanction teams for violations. (normally a 5-10 Point Penalty on the next Game Played)
14. Shortly before the end of pool play, check and verify the results with playoffs in mind. If there is a potential three-way or two-way tie, review the tie breaking procedure and be prepared to inform the teams or set up a playoff.
15. At the end of the Tournament, collect the pool sheets and playoff brackets. Check the gym for Lost and Found items or any damaged equipment.
16. If the Tournament is sponsored by CEVA, all the results must be sent to CEVA Office by the following Monday. Unless otherwise advised, all the Tournament Material and Forms should be brought to CEVA Office on the Monday following the Tournament.

### **Responsibilities:**

1. Make sure you have all the necessary equipment and supplies.
2. Check the facility-nets, lights, padding, scorekeeping tables, etc.
3. Post Pool Sheets, site rules and playoff brackets
4. Review rules with officials
5. Conduct Coaches Meeting at least 20 minutes prior to the start of the first scheduled match.
6. Throughout the day, Post results quickly, keep matches on time, check team areas and score tables, Notify the CEVA office or commissioner if you encounter and problems, and hand out prizes to winning teams if necessary.
7. At conclusion of play, check gym, collect all tournament materials, collect all pool sheets and brackets, and collect all lost and found items.

## **TIE-BREAKING PROCEDURES FOR POOL PLAY**

\*\*\*Remember you must first determine:

1. match win/loss record
2. then move to the following tie-breaking procedure

If there is a **two-way tie in pool play**, then the following criteria determine the higher seed.

1. Head-to-Head Match play

If there is a **three-way tie in pool play**, all three (3) teams will participate in tie-breaking games. All tie-breaking games will be one rally score game to 15 points, with no cap and must win by two points. The following criteria will determine the seeding.

1. The team with the **highest seed** coming in will have the bye, and referee the 1<sup>st</sup> playoff round.
2. The winner of the 1<sup>st</sup> round will play the team with the bye, and the loser of the 1<sup>st</sup> round will referee.
3. The winner of the second round is the highest seed, while the loser of the first round is the lowest seed.

**The Gold and Silver Division's will only play three-way ties in pool play.** All other Division's tie-breaking procedure will be as followed:

2. **Game Winning Percentage – total games won/total games played x 100%**
3. **If teams are still tied by game percentage, then the point differential of the matches played between the tied teams is used.**

**Call Doug if there is any confusion as to where teams should finish within a pool.**

**-See business card in Tournament Box.**

### FORFEIT OF A MATCH

A team forfeiting a match or matches during the Friendship or Power League tournament **will be fined \$50 per match.** Teams must pay the fine(s) in order to participate in the next Power League tournament.

### FOOD AND DRINK POLICY

All tournament hosts designate an area for team food and beverage consumption. All tournament sites and hosts, unless otherwise noted, prohibit food and drinks in the playing gym area, except for team water bottles.

### CLEAN-UP POLICY

All players, teams, participants, or hosts are responsible for cleaning their area during and upon completion of play. The tournament host is ultimately responsible for final clean-up of any gym facility used for CEVA sanctioned tournament events

### FAILURE TO COMPLETE AN OFFICIATING ASSIGNMENT

Teams failing to fulfill their officiating assignments will be fined \$50 the first time and \$75 each time thereafter.