

Tournament Director Packet

2023-2024



USA Volleyball



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USA Volleyball tournament guidelines that are conducted by the Heart of America Region are outlined in this informational packet. All tournament directors must follow these guidelines. All deviations from these guidelines but be approved in writing by HOA staff, before a tournament may be sanctioned or conducted.

This tournament guide draws extensively from the USAV Guidebook and the Official USAV Volleyball Rules. The tournament director guidebook details policies, procedures, and requirements set forth by UDAV as well as other useful information.

You as a tournament director are responsible to follow these policies and procedures set forth in this handbook. Failure to do so may result in disallowing sanction of your events. Remember that all tournaments sanctioned by the Heart of America Region must follow USA Volleyball and Heart of America guidelines.

Only USAV registered teams and participants may compete in a sanctioned tournament for safety and insurance purposes. A person who is not a registered member of USAV is not eligible to participate in a sanctioned tournament. Tournament Directors must strictly enforce these rules. In addition, all personnel involved in the organization and management of a USAV Sanctioned tournament must be registered members of USAV.

Any comments or suggestions should be addressed to:

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CHANGES FOR THIS SEASON AND IMPORTANT REMINDERS

Once you have completed your Sports Engine registration, everyone will need a background screen and complete the SafeSport clinic. Some will need to take the entire clinic that is about 2 hours long, if you are just needing the refresher, it is about 30 min. As for the Tournament Director clinic, you will need to attend the clinic found in your Sports Engine account for that to count as completed. If you do not see the clinic, please contact the office and we will get you enrolled. Once all 3 items are complete and you have sent in your Tournament Sanctions and deposit, then your tournaments can be approved.

For 15 and older teams, a **rostered Head Coach or a rostered adult Assistant Coach** must be either the **R1, the R2 or the Active Scorer**, during their teams officiating duties. For 14 and younger teams, a **rostered Head Coach or rostered adult Assistant Coach** must be the **R1**, during their teams officiating duties. Tournament Director are responsible for enforcing this! **This is not an option.**

We want to make sure that all tournament directors understand that **video footage cannot** be used at tournaments, to override officials calls! Parents or coaches may try to show you video footage of what they perceive as a wrong call. We cannot start accepting this as it will open the door for major complications.

The tournament director will have to set up the tournaments in the HOA online system and send in the appropriate sanction forms and fees via email or mail. Tournament Directors will be able to start entering their tournaments in HOA-online starting **September 18**. Tournaments will not be approved until the sanction fees are paid via Check or Credit Card.

It is extremely important for all tournament directors to have **INCIDENT REPORT FORMS** at hand and to fill those out and submit them to the HOA office ASAP. It is your job to fill out the form and submit them to us! It is not enough just to hand the form to a coach or parent. This is part of your duties as a tournament director or privilege to host tournaments will be suspended. Last season, legal action was pursued in 2 instances, regarding incidents at tournaments. Though your events are covered by USA Volleyball liability insurance, we all need to do all we can, to avoid liability issues if we want to keep insurance fees at a reasonable level.

You do not need to mail in rosters after your tournament, but you need to keep them until the end of the season. If a question comes up about a specific roster, we may reach out to you and you will need to be able to provide the roster.

IN-REGION EVENTS

In-Region Events Select & Combined Events:

Registration opens November 7, 2023 @ 1:00 pm

Premier Events: Registration opens November 7, 2023 @ 3:00 pm

HOAONLINE LIVE UPDATE

Our IT department has created a live tournament updated in HOAonline. You will be able to put in the scores live and the system will create playoff brackets for you and break ties. Instructions on how to access live scoring will be in [Appendix C](#).

Formats for half day tournaments are now standardized and available in HOA Online. We have been working on standardizing all formats. Please familiarize yourself with the online system and make sure you follow the formats. The system will draw the brackets and break ties automatically. Soon we will do away with paper postings once they you get familiar with the system, and everything will be online from our website.

SWITCHING SIDES

Teams will stay on the side they choose during the coin flip for the entire match. The Tournament director will decide if there is a clear disadvantage to one of the sides. If there is an advantage to one side, then teams will switch during sets and at 8 pts during the deciding set. Examples of disadvantage sides; Sunlight on the playing surface, significant difference of ceiling height, serving space, and playable area.

RULES OF PLAY/AGE/GENDER INFORMATION AND ADAPTATIONS

As team sizes have tended to increase over the years, we now require that you have a minimum of 12 (twelve) medals available per team.

The tournament director or site manager must be available, at all-times, during a tournament. It is unacceptable for a tournament director or site manager to be coaching as this can lead to problems when there is an issue involving the tournament director. Or worse, the tournament director is required to resolve an issue while they are coaching.

As the boy's participation in the HOA region is growing, the rules for boys playing in girl's tournaments or on girl's teams:

Boys up to 12 and under can play on girl's teams in Select and Combined tournaments in their own age divisions (a 12 and under boy can play on a 12 and under girls Select level team). Boy's teams 12 and younger can play in Select and Combined girl's tournaments in their own age group.

Boys 13 and 14 and under can play on a girls' team but have to play up one age division. So, a 14 and underage boy (by girls age definitions), can play on a 15 Select girls team. Boys teams 13 and older cannot play in girls tournaments.

ONLINE PAYMENTS

We are working towards a way to make it possible for all tournament directors to collect tournament entry fees online through the HOA Online system. Tournament directors will have to set up specific accounts to make that work. This season we are running a test with a specific Tournament director. If we can get that all to work, it is our plan to make that available for all tournament directors for the 2024-25 season. This will allow clubs to be able to sign up and pay for tournaments run by several tournament directors at once, and the fees get automatically distributed to the respective tournament director's accounts. Tournament directors will be able to issue refunds through their own accounts also.

LANYARDS FOR CREDENTIALS

We will mail lanyards to all tournament directors, to distribute to all coaches, to use with their credentials. It is becoming increasingly difficult to mail lanyards directly to coaches, so we will just have them available at the tournament sites. Contact the HOA office when you run out and we will send you more.

SANCTION FEES PAYABLE ONLINE

Sanction fees can be paid online under Tournament Fees. This will give you a breakdown of what you owe per event, and you can pay all of your events at once. You can still send in a check for the fees.

SANCTIONING A TOURNAMENT

HOW TO GET A TOURNAMENT ONTO THE SCHEDULE

1. Check the HOA Tournament calendar on the HOA website (www.hoavb.org) for conflicting events or contact the HOA Office to determine an available date.
2. Complete your individual registration
3. Logon to HOAonline and set up your tournament (**for directions on HOAonline, see [Appendix C](#)**).
4. Print off the tournament sanction application form and mail/email it to the HOA office with the appropriate sanction fees.
5. Complete an online Tournament director Webinar
6. Clear Background Screen
7. Have a current SafeSport certification

When the HOA office approves the sanction request, your tournament will show up on the HOA calendar. No tournament will be posted unless the tournament director has completed his/her registration process.

No tournament may charge an admission fee without prior written approval from the Heart of America office. Only very special conditions will warrant such an approval (like an event in which all proceeds go to a charity).

SANCTION FEES

Fees required to get a tournament Sanctioned:

- Sanction fee, which is \$5.00 for each court that you plan to use. This fee is not refundable once the tournament is approved and posted on the HOA website.
- Results Deposit: For tournaments up to 5 courts: \$50. Tournaments that sanction 5-10 courts: \$100 per event. Larger tournament sanctions: \$150.
- A team fee of \$3 per team that played in your tournament is required after your tournament is complete. You will receive the results deposit back, minus the number of teams in your tournament times \$3.

Checks are to be made out to the Heart of America Volleyball or you can pay online under Tournament Fees. No dates will be guaranteed until the sanction fee and the tournament sanction form have been received and sanction granted.

No tournament advertising or announcement will be permitted until the sanction fee has been received and the sanction granted in writing or online. Violation of the above regulation will result in refusal of tournament sanctions for that tournament director and/or organization for one full year from the date of infraction.



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To report the results, log on to HOAonline (See [Appendix D](#)) and select the past tournament. If you have been tracking your participating teams through the online system, all you have to do is add the results from each match. Teams will show up on drop down menus to make the process easier. Make sure to mark if a match is a playoff match. Results from tournaments will help properly seed teams for future tournaments. If you used the live tournament management system, your results are already recorded.

The 'Results Deposit' will be refunded only if the results of the tournament are reported to the HOA office by 5 pm on the Monday following your tournament. The fee of \$3 per team that actually participated in your tournament will be subtracted from your result deposit. Tournament Directors who do not post tournament results correctly may face other sanctions, including, but not limited to, removal of the right to host any future events.

Tournament result deposits will be refunded only once a year if a tournament director is in full compliance and has correctly posted all scores. The refunds will be done in the month of May as most of the tournaments are completed by then.

Outside entities organizing a tournament in the HOA region:

Tournaments, hosted by organizations that are not part of the HOA region can be charged a sanction fee of up to twenty-five dollars (\$25) per participating team.

TOURNAMENT LEVELS

Tournaments can be sanctioned for Premier, Select or Combined level. When you request a tournament sanction, make notice of the level of tournament you want to run. Premier level teams are not allowed in Select level tournaments, unless teams play up 2 age levels. The tournament director will be responsible for allowing illegal teams into the tournament and can lose the right to run other tournaments.

Premier level tournaments: A tournament director who gets the permission to run a Premier level tournament will be responsible for the level of the tournament. Premier level tournaments will have to have at least 2 out of 3 teams being Premier level teams for the appropriate age division. The tournament director will need to keep two lists of entry: One with the appropriate teams, and one with the other teams. Once 2 Premier Level teams in the appropriate age division have registered for the tournament, one Select level team or younger age division team can be accepted into the tournament. Keep in mind that if a Premier level team drops out last minute, your tournament does not meet the requirements anymore.

Combined tournaments are not allowed in the following counties:

Missouri: Buchanan, Cass, Clay, Clinton, Jackson, Johnson, Lafayette, Platte, Ray.

Kansas: Atchison, Douglas, Franklin, Jefferson, Johnson, Leavenworth, Miami, Osage, Shawnee, Wyandotte.

We allow these tournaments in rural areas. It is harder for tournament directors to fill events in these areas. Combined tournaments can accept all teams that meet the age requirement.

Invitational tournaments are allowed in circumstances where tournament directors target specific teams for high level competition. These tournaments will not be publicized on the HOA website until they have filled, and a schedule can be posted. Permission in writing from the HOA director is required to host an invitational tournament.

CREDENTIALS

Tournament directors are responsible for enforcing the coach's credentials. We will start mailing credentials to coaches in November. We need tournament directors to strictly enforce the use of credentials. We cannot have coaches slip through that are not background screened or SafeSport certified. Coaches without credentials are not eligible to coach at tournament. We will not mail out lanyards to individuals anymore but will send each tournament director for distribution. ***Other than players, nobody can be on the team bench during tournaments without proper credentials***

1. The only adults that can be on the bench during competition are wearing their green coaches' credentials.
2. The only parents that can help with the scorekeeping and check ball are wearing their red parent membership credentials
3. **Report back to HOA** if coaches forgot to bring credentials, but were able to show their membership card with IMPACT certification, background screen, and SafeSport certification
4. Junior Assistants are older age kids that help out with younger teams. They cannot be official coaches and cannot be the up-official for the age groups 14 and below. They are allowed to be on the bench though during tournaments if they are on the roster and have the proper credentials.

We will be mailing lanyard to tournament directors this year for distribution to coaches. We are having problems with mailing those to the coaches directly, so we will mail larger quantities to the tournament directors to hand out. Let us know once you run out and we can send you more.

TOURNAMENT ENTRY PAYMENTS

We will have the ability to create a link to your own webpage, if you want to take online payments for tournaments. You will have to set up your own payment processing webpage and accounts for that. When teams check out, the link will just direct them to your website to process a payment.

TOURNAMENT FORMAT

FORMAT

Standard tournament format: round robin pool play followed by single elimination playoffs. Deviations from this format need to be noted on the tournament sanction application form and approved by HOA staff.

See [Appendix A](#) for specifics on playing formats for all number of teams.

No more than five (5) teams per court are allowed in a one-day tournament on Saturday and no more than four (4) teams per court on Sunday. Six (6) teams per court may be acceptable in a two-day tournament only. This must be noted on the tournament sanction application form, approved by HOA staff. It must be noted in the pre-tournament information sent to the teams that you plan to accept up to six teams per court.

Finals are not to be scheduled to start any later than 7:00 PM and earlier if possible. Check in section 3, 'Match Allowance Times' on page 8 to determine how much time should be allowed for each match. **Even better: finish around 7:00 pm on Saturday and 5:00 pm on Sunday.**

Exceptions: There may be instances where these requirements or any others listed in this guide cannot be met due to constraints on the facilities, financial considerations, etc. If requirements are altered, tournament directors must get prior approval from the HOA office before proceeding with the tournament. Tournament directors must also inform teams before they enter a tournament, if possible, of the deviations from these requirements and guidelines so they can decide whether or not they wish to enter the tournament.

HALF DAY TOURNAMENT FORMATS

Formats for Half Day tournaments are now standardized. On Saturday's, 2 events can be scheduled back-to-back (8 am till 1:30 pm, 2 pm till 7:30 pm). Half day tournaments on Sundays are only a morning session and need to wrap up no later than 4 pm. The maximum number of teams per court is 3.

SETTING UP POOLS

When arranging teams in a pool, you should consider at least the following:

Do the teams that have the farthest to travel have the latest possible start?

Do the higher seeds in each pool play each other late in the day so that the outcome of the pool is not determined the first thing in the morning?

Are teams from the same club spread over the pools and not all in the same pool?

Is the first match played on each court being officiated by a team that will start the match on time and do a good officiating job? It is important that you, as a tournament director, have a good officiating crew to officiate your first matches.

SEEDING THE POOLS

The HOA-online online system will draw pools for you with the possibility for you to make changes. If you need to move a team, you can select 2 teams to switch position. The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. Ideally, the four (4) top teams will face each other in the semi-finals and the top two (2) teams will appear in the finals. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.



ORGANIZING TOURNAMENTS

TOURNAMENT REQUIREMENTS

Tournament directors and site managers must be registered members of the Heart of America Region. All tournament directors will need to pass a background screen every other year. All tournament directors need to have a current SafeSport certification. WE WILL NOT SANCTION OR POST ANY TOURNAMENTS UNTIL THE TOURNAMENT DIRECTOR HAS COMPLETED HIS/HER REGISTRATION, INCLUDING AN APPROVED BACKGROUND SCREEN AND ALL APPROPRIATE FEES ARE SUBMITTED. An online tournament director webinar has been completed and the SafeSport training needs to be completed. Registered members of HOA are protected by limited liability insurance. You will need to logon to the Online individual registration system and follow the steps to complete your registrations. You can pay your registration fee online or mail to the HOA office.

For tournament directors who run multiple sites on the same day: Every site needs to have a site manager. The site manager needs to be a registered and background screened and SafeSport trained member. If you need to register some people that only help you in this capacity, you can use the parent membership for that (\$30 fee).

Tournament compliance and result deposits will be refunded only once a year. Assuming a tournament director is in full compliance and has correctly posted all scores. The refunds will be done in the month of May as most of the tournaments are completed by then.

Successful tournaments are the result of tournament directors and teams working together. Listed in this section are the basic requirements that a tournament director must provide for the teams that participate in their tournaments. These requirements let teams know what they can expect when they enter your tournament. The teams are, in turn, expected to cooperate with the tournament director to create a successful event. These are just the basic requirements so that prospective tournament directors can determine whether or not they have the facilities to put on a tournament. Other requirements are listed in the following sections.

TEAM ENTRIES

If several entries are postmarked with the same date, the tournament director shall decide which teams will participate. Tournament directors have the right to refuse entries to teams that are entering divisions higher than their own (age or level). Premier teams cannot enter Select tournaments except when playing up two divisions (14 Premier team may enter a 16 Select tournament). Teams are not allowed to play "down". Tournament directors have the right to refuse entries from clubs or teams that have caused problems before, including payment issues and bad fan or coach's behavior.

Teams failing to appear on the tournament date, regardless of reason, shall forfeit all entry fees. (Inclement weather is not a valid reason for failure to appear).



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Prior to a tournament, verify that all players and teams are registered members of USAV, and every team has an IMPACT and SafeSport certified coach (this info is available from the HOA website). The tournament director will also have to verify that each team has both certified referees (1st and 2nd) and scorekeeper and verify the team's current skill level. This may be done by contacting the HOA office or checking the website. The automated tournament system (HOAonline) does these verifications. If in doubt as to the eligibility of a team, contact the HOA office.

TEAM WITHDRAWAL

For a team to receive a refund of the tournament entry fee, after being accepted into a tournament, the team will have to provide at least three weeks written notice to the tournament director. The written notice has to be received by the tournament director, no later than noon on the Friday three weeks prior to the tournament.

A team that withdraws from a tournament while on the waitlist is to be refunded the full entry fee, regardless of the deadline for registration.

If a tournament director places a team in a different division than the team signed up for, the team needs to be notified. The team will have the right to withdraw from the tournament and the tournament entry fee refunded.

TOURNAMENT CANCELLATION OR CHANGES

If, due to unforeseen circumstances, it becomes necessary to cancel a planned tournament, the tournament director should immediately contact the HOA office. You will also have to contact all teams that have registered for the event and inform them of the cancellation. If no proper notice of cancellation has been forwarded to the HOA office, the privilege of running a tournament may be taken away. If a tournament director decides to cancel a tournament, all entry fees need to be refunded.

Sometimes changes are made in tournament plans and the upcoming tournament no longer matches what was approved on the tournament sanction form. In this case the tournament director should contact the HOA office and resubmit a new sanction form showing the plans for the revised tournament format. This can happen if more courts become available and more teams than originally planned for are going to be accepted, or if courts that were reserved suddenly become unavailable. Any change in division's allocation in your tournament has to be approved by the HOA office. A change in divisions or number of teams in the tournament without pre-approval will result in a loss of the result deposit. If a tournament changes from its original posted format, teams have the right to withdraw without the loss of their entry fee.

MINIMUM NUMBER OF SETS/MATCHES

Teams must be guaranteed a minimum of eight (8) sets to twenty-one (21) points during an HOA sanctioned single-day tournament. For a ½ day tournament teams must be guaranteed a minimum of six (6) sets to twenty-one (21) points. Check [Appendix A](#) for all mandated tournament formats.

ROUND ROBIN POOL PLAY SCHEDULES AND PLAYOFF BRACKETS

Mandatory Pool and Play-off schedules for one-day tournaments are in [Appendix C](#). For multiple day tournaments, submit proposed formats with your sanction forms for approval.

TOURNAMENT RULES FOR TEAMS

GHOST PLAYER

In Premier level tournaments, teams must always have six (6) players on the court.

In Select and Combined tournaments, teams are allowed to start with 5 players. Such teams will have a "ghost" player or a hole in their rotation.

- The "ghost" player can start on any position on the court and will rotate accordingly. When it is the turn for the "ghost" to serve, the team will automatically lose the serve term.
- When the "ghost player" occupies a position in the front row, the team will have only 2 regular front row players, the other 3 players are back-row players.
- If a rostered, 6th player for a team shows up, this player can be subbed in for the "ghost" player only, in the position the "ghost player" occupies.
- Teams can only use the "ghost player" if there are only 5 rostered players available.
- On the score and line up sheet a "G" is to be put in for the "ghost player"

TOURNAMENT OFFICIATING RESPONSIBILITY

For all Junior events with host provided Certified Officials the coach must be courtside, either at the scoring table or as a line judge during the entire match.

- For 14 and younger teams, either the rostered Head Coach, or any rostered adult Assistant Coach must be the first referee (R1) for the entire match.
- For 15 and older teams, there must be a rostered Head Coach or a rostered adult Assistant Coach at either the ref stand, scoring table, or as a line judge during the entire match.

Regardless of age group, any adult certified official (Regional rating or higher) may act as an official for any age group team. This does not free the team from having a coach courtside.

Failure to comply will result in a 5 point per set penalty to be assessed in the team's next match.

The tournament director is responsible for assessing this penalty.

If it is the team's last match of the event the HOA office should be notified.

TEAMS RESPONSIBLE FOR OFFICIATING PLAYOFFS

The losing team from a playoff match will officiate the next playoff match. Keep in mind that teams that are eliminated from Play-off competition, cannot be assigned to officiate playoff matches. Follow the mandatory tournament formats that are included with the info packet, and you will have no issues with this.

Normally the 2 losing teams of the semi-finals are to split officiating for the final. If one of the teams has a long distance to travel, usually, as a courtesy, the closer team is asked to fulfill the officiating duties for the final.

BOYS PARTICIPATING IN GIRL'S TOURNAMENTS

Male players up to 14 and under can play on female teams in regional competition only (Combined and Select level events).

Boys 12 and under can play on girl's teams in Select and Combined tournaments in their own age division. Ex. A 12 and under boy can play on a 12 and under girls Select level team. Boy's teams 12 and younger can play in Select and Combined girl's tournaments in their own age group.

Boys 13 and 14 can play on a girls' team but have to play up at least one age division. Ex. A 14 and under-age boy, can play on a 15 Select girls' team.

Boys 15 and over, no longer qualify for the 14 and under-age group (under girls age eligibility rules) cannot participate in girl's competition. Boy's teams 13 and older cannot participate in girls tournaments.

TOURNAMENT SITE CHECKLIST

TOURNAMENT SITE

When trying to ascertain whether a facility would be a suitable site in which to host a tournament, a tournament director should check the following factors:

- Court - The playing surface should be flat, smooth and free of obstructions. There has to be an area free of obstacles surrounding, and adjacent to the court, that is a minimum of 2 meters (6'6") in width, on the sides of the court and a minimum of 2 meter (6'6") on the ends of the court.
- Standards, Nets and Referee stands - Check the standards to ensure that they are safe. The standards, supporting cables (if any) and referee's stand must be padded. Referee stands are required. Boxes or step ladders are not acceptable
- Adequate parking needs to be available for the expected number of teams (approximately 60 cars per court).

- Adequate Seating for Spectators - This is especially important for junior tournaments in which parents often accompany the teams (approximately 60 seats per court) - Restrooms are available. A minimum of one stall per court is required.
- The minimum temperature shall be 60 degrees. The lighting of the playing area should be at least 27.9-foot candles measured one meter above the playing surface.
- If you are running tournaments for 12 and under or younger divisions, make sure that the nets can be brought down to 7' or 6'6" height. Some net systems do not accommodate for that. It is not acceptable for these age groups to play on an incorrect net height.

If sites are used that are not up to those standards, tournament sanctions can be revoked.

TOURNAMENT SITE EQUIPMENT

There are a few equipment matters to check when planning your tournament. Many times, the equipment needed is available and it is simply a matter of asking the correct people ahead of time to ensure that these items are available. These items include:

Net Standards: These have to be padded! WeR1 cadre are to withdraw tournament sanctioning on the spot if standards are not padded.

Referee Stand. Check to see that it is available and if it needs padding. Sometimes tumbling mats may be used to pad these stands. Boxes and Step-ladders are **not allowed** as referee Stands!

Antennae's

Visual Scoreboards (flip scores or electronic score board).

STEP-IN-LINE

For 10, 11 and 12 and under Select and Combined tournaments only: You will need to mark a step-in line for serving. This line will be 6'6" from the end line of the court. No step-in line is used for 11 or 12 Premier tournaments.

TOURNAMENT BALLS

It is recommended that Molten Super Touch balls be used in all HOA sanctioned events. The Molten VB U-12 volleyball, or its equivalent, shall be used for all 12 & under competition. These balls can be purchased from HOA.

AWARDS

For Junior Tournaments - allow a minimum of twelve (12) individual awards. The minimal award is an engraved medal. A paper certificate is not sufficient. If medals are used for individual awards, they should be engraved with the year and the name of the event. High School Association rules restrict what may be presented as awards at athletic events. Nothing of intrinsic value may be given as awards unless all participants receive them. Some of the items that are considered to have an intrinsic value and thus cannot be given as awards include services, cash, and gift certificates. Missouri students may receive a merchandise award that



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shall not exceed \$25.00 in manufacturer's suggested retail price. Kansas students can only receive awards or t-shirts as prize. If you have any questions about the suitability of a possible award, please contact the HOA office. **Team awards:** may also be given but are not required.

Check [Appendix A](#) for the number of teams that should receive individual awards.

TOURNAMENT DAY PROCEDURES

GENERAL

The tournament director or site manager must be available at any time for the duration of the tournament. It is unacceptable for a tournament director or site manager to be coaching as this can lead to problems when there is an issue involving the tournament director or the tournament director is required to resolve an issue while they are coaching.

- Make sure you have printed all updated rosters off from HOAonline, ready to be signed by the coaches/team reps.
- Print of day credentials for out of region coaches and in case a coach has forgotten his credentials (make sure to verify identity, registration and IMPACT certification of these coaches and report back to the HOA office if an HOA coach does not have his/her credentials).
- Start the tournament on time. Have the equipment up and ready. Have schedules posted with any changes noted. Have all special rules of play posted in a visible location. Have a tournament desk where teams will "check-in" for the tournament. If teams have not paid for the tournament they will do so at this time. Coaches/captains must verify rosters, adding and deleting players that are to play for that day. NOTE: Names may not be added to the roster, after teams start their first match. Have team packets prepared, which include the above information, and distribute to the teams as they check-in.
- Have USAV score sheets, lineup sheets, pens and pencils ready for each court. Generally, it is advisable to have these prepared in advance and in a packet for each court.
- If you do not use the HOA Online live scoring system, have a visible "standings sheet" posted at each playing site, which is updated after each match. This may be in the form of a bracket or other easily understood format. You can print standard pool sheets off from HOA-online with all your teams filled out. If you use live scoring, print of the QR code with the link to the schedule.
- It is recommended to have a court manager for two to four courts in use and a site manager for each playing site used for the tournament. The court manager should ensure that play is proceeding in a proper manner and the court is staying on time. The site manager is responsible for ensuring that the site is running smoothly.
- Be available or have an appointed representative to chair the protest committee and to handle unusual circumstances and issues.

COACHES MEETING

If not all information that teams may need is made available before the tournament, it is highly recommended that the tournament will be started with a coaches meeting. See [Appendix D](#) for a suggested guideline for a coaches meeting.

UNIFORMS

Uniforms must conform to the current USAV rules as published in the current Domestic Competition Regulations (DCR) or they will be considered an illegal uniform.

Uniform numbers are required to play. 0 and 00 are illegal numbers.

If the uniform does not have a number, a number must be affixed as permanently as possible, or the uniform is not permitted. Taped on numbers are a safety hazards and cannot be used.

PENALTY FOR ILLEGAL UNIFORM

A 5-point penalty per set shall be assessed against a team playing in illegal uniforms, regardless of the number of illegal uniforms on the court. This penalty will be applied for every set in which illegal uniforms are used. In either case this is treated as an **illegal uniform**.

The officiating team shall assess the penalty automatically and any appeal will be made to the tournament director. This rule will be enforced at all sanctioned tournaments within the Heart of America Region, including the Regional Championships.

WARM-UP PROCEDURE

The standard HOA warm-up protocol to be used for all tournament play:

2 minutes shared ball handling, each team on one side of the net. After that, there will be 4 minutes court time for the serving team, followed by 4 minutes court time for the receiving team. The 10 minutes warm up time starts immediately after the teams from the previous match have shaken hands. A site or court manager should ensure that the coin toss for the next match is conducted immediately after the teams from the previous match have shaken hands. The 2 minute shared ball handling period will proceed during the coin toss. If required, after the coin toss, teams will switch sides during the 2 minutes shared period.

WER1 CADRE

HOA will be randomly sending out officials to tournaments all over the region. The job for these officials is two-fold: 1) they will check to see if tournaments are run in a proper manner and if playing sites are appropriate. 2) they will observe the junior officiating and if needed work with teams on improving their officiating skills.

Feel free to use the WeR1 Cadre as a resource, but keep in mind that these officials are NOT your chief referee or protest committee and are definitely not there to deal with your problems. Additionally, these people have been charged with enforcing all HOA policies and procedures governing tournament play. As such they are empowered to stop tournament play until any and all issues have been corrected.

PROTEST COMMITTEE

In the absence of host supplied Certified Adult Officials, HOA requires that every tournament site have a 3-person protest committee to handle protest situations. The tournament director or site manager shall act as chair of this committee, unless an Adult Certified official (Regional Rating or higher is present). The remaining members shall be coaches currently competing at that site. In the event, a member of this committee has a conflict of interest, such as having a team (either their team or a team from the same club) involved in the match under protest, an alternate coach shall be appointed to the committee. Procedures for protests and escalating protests to the "On-Call Official" will be posted to the HOA website prior to Dec 1.

The tournament director is responsible for ensuring that all accepted protests are handled in accordance to USAV and HOA procedures.

More emphasis will be placed on the correct management of protest situations. Tournament directors must ensure that correct protest procedures are followed on all accepted protests.

DETERMINING PLAYOFF TEAMS

In single day tournaments, no tie-breaking sets will be played **if** ties can be broken on sets or points. The only situation which requires playing a tie-breaking set, is if all other tie-breaking options are depleted and the only remaining option is a coin toss. This is mandatory for all tournaments.

Teams tied for position, should not compete in a playoff set to determine position; rather, position assignment should be determined by the priority system listed below based on point differential to the extent possible.

TIES WITHIN POOLS

2 teams have the same record in SETS after pool play:

1. Head to Head Set record in the match
2. Point differential between tied teams (points won minus points lost)
3. Overall Point differential with all teams in the pool
4. Overall Points won
5. Flip a coin

3 teams have the same record in SETS after pool play:

1. Head-to-Head Set record between the tied teams
2. Point differential between tied teams (points won minus points lost)
3. Overall Point differential with all teams in the pool
4. Overall Points won
5. Flip a coin

4 teams have the same record in SETS after pool play:

1. Overall Point differential between the tied teams
2. Overall Point differential with all teams in the pool
3. Overall Points won

4. Flip a coin

Check [Appendix G](#) for an example of how to break a 3-way tie in a 5 team pool.

POSSESSION OF ALCOHOL OR ILLEGAL DRUGS BY CLUB/TEAM MEMBERS

Any player or persons affiliated with a team, discovered with any alcoholic beverage or illegal drugs within a tournament facility, will be immediately disqualified for the remainder of that tournament. **The tournament director must report the incident to the HOA Office.**

The Commissioner or HOA staff will notify the individual(s) involved that they are immediately suspended from further participation in any HOA sanctioned events for one (1) calendar year from the date of the infraction. An appeal may be made within the guidelines contained in the Appeal Policy – available on the HOA website.

UNSPORTSMANLIKE CONDUCT BY CLUB/TEAM MEMBERS

Occasionally unusual events will occur at a tournament such as: a team fails to appear without prior notice; a team fails to officiate as assigned; or a team exhibits poor sportsmanship. Please report such events to the HOA office by voice mail or e-mail the day after your tournament. If the event warrants, the President or duly appointed representative will investigate and may assess penalties and/or fines against members and/or teams involved in the event.

Any person affiliated with a club/team, who directs a profane remark or gesture toward any official or player seen or heard by any official (first referee, second referee, scorekeeper or line judge, should be immediately sanctioned (carded) in accordance with the severity of the remark and/or gesture. This includes verbal harassment of officials during or after a match. If the infraction occurs after the match, the penalty will be assessed at the start of the team's next match. If the team has no more remaining matches at the event, the tournament director must notify the HOA office.

Any person affiliated with a club/team, who makes physical contact (outside of normal play) with any official or player should be immediately sanctioned (expelled or disqualified by the referee if such an act happens during a match). If further action is deemed necessary, the tournament director should immediately disqualify that person for the remainder of that tournament. **The tournament director must report the incident to the HOA Office.**

The President or HOA staff will notify the individual(s) involved that they are immediately suspended from further participation in any sanctioned events, pending review.

An appeal may be made within the guidelines contained in the Appeal Policy – available on the HOA website. The final penalty decided upon may include, but is not limited to, probation, suspension, and fines.

CREDENTIALS

Tournament play shall be governed by the rules as stated in the USAV rules with any applicable HOA modification. Scheduled match time is the time to start play. Forfeiture shall be in accordance with current USAV rules.

COACHES

All certified coaches must wear, in a visible fashion, an HOA provided ID card during matches in which their team participates (either playing or officiating). Adults, not displaying the proper ID cannot be on the court or in the playing control area including benches, warm-up areas or the court itself during the match **The tournament director has to enforce this.**

Do not give out temporary credentials to any coaches if they do not have a clear background screen or safesport certification. If you do give out a temporary credential, you need to report to HOA the name of the coach(es) you have provided those to.

JUNIOR ASSISTANTS

Older players, who are not 18 years of age yet are allowed to help out with a younger team. These Junior Assistants are not in any capacity official coaches. They cannot coach a team if no adult coach is available. They cannot be the up official for 14 and under team matches. They can help out with other officiating requirements for the team.

A Student Assistant is allowed to be on the bench with the team if they have the blue credentials for Student Assistants. Clubs will have to request the HOA office to supply those credentials. The Student Assistant will have to be written onto the roster before the tournament starts.

PARENTS

Make sure any parent that is helping shag or helping to officiate for their team that they have the proper credential. The Parent badge is required in order to help and need to be displayed.

TOURNAMENT WRAP UP

REPORTING RESULTS AND SUBMITTING ROSTERS

To report the results, log on to HOA-online and select your past tournament. Go to "Post Results" to enter all match results (sets won and lost) of pool and play-off matches.

All results need to be reported by 5 pm the Monday following your tournament, in order to receive your refund. If you used the live scoring system, you do not have to take further action.

Failure to submit your results by Monday at 5 pm to the HOA office will result in a onetime warning and then possibly denial of future tournament sanctions for that tournament director and/or organization, as well as forfeiture of the deposit that was paid with the sanction request.



These reports of results will be used for seeding in future tournaments, including the Regional Championships, and to publicize programs and events within the Heart of America Region.

Tournament Directors must keep all rosters and scoresheets on file till the end of the regular season (May 2024). If there is a question on a roster, HOA will reach out to the tournament director to provide the specific roster.

TOURNAMENT DIRECTORS' FAILURE TO COMPLY

Failure to comply with current USAV rules and guidelines, current Heart of America guidelines and procedures may result in investigation of the situation, and refusal of further tournament sanctions by the Heart of America Region. Tournament directors who are not in compliance will lose their privileges to host tournaments.

It is the Region's wish to present high-quality competition for the Region's members. Only you, the tournament directors, can make this wish a reality. Tournament directors who have run quality tournaments in the past have no problems in filling their events.

OUTDOOR TOURNAMENTS

Tournament directors can host beach volleyball tournaments, sanctioned along the same lines as indoor tournaments. All participants need to be registered HOA members to participate. A special summer membership is available for players who did not play in the indoor season.

No more than 5 teams per court can be accepted for beach tournaments. Play format should be pool play followed by single elimination playoffs in which all teams participate. Other formats will require written approval from the HOA office before the event.

The sanction fee for outdoor tournaments is \$1 per participant. Results will have to be reported to the HOA office, the Monday following the tournament.

APENDIX A

STANDARD TOURNAMENT FORMATS ONE-DAY HOA EVENTS

4 team tournament (1 court):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to single elimination playoff

Awards: First place team

5 team tournament (1 court):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top three teams advance to single elimination playoff

Awards: First place team

6 team tournament (2 courts):

Pool play: 1 pool, single round robin
2 sets to 25 points, starting at 4-4
½ hour break after 4 rounds of pool play

Playoffs: Top three teams advance to single elimination playoff

Awards: First and Second place team

7 team tournament (2 courts):

Pool play: 1 pool, Partial single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top 6 teams advance to single elimination playoff

Awards: First and Second place teams

8 team tournament (2 courts):

Pool play: 2 pools of 4, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to single elimination playoff. Either 2 brackets of 4 teams or one bracket of 8 teams

Awards: First and Second place teams (2 brackets, also for First in Silver)

9 team tournament (2 courts):

Pool play: 1 pool of 5 teams, 1 pool of 4 teams. single round robin
5 team pool: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

9 team tournament (3 courts):

Pool Play: 3 pools of 3 teams. Repool after round 1.
Pool play is 2 sets to 25 points, starting at 4-4



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Playoffs: Numbers 1 and 2 from the 2nd round pools A and B will play a 4 team playoff for Gold. The numbers 3 from 2nd round pools A and B and the numbers 1 and 2 from pool C will play in the Silver bracket. Number 3 from 2nd round pool C is eliminated after pool play

Awards: First and Second place teams in Gold, First place in Silver

10 team tournament (2 courts):

Pool play: 2 pools of 5 teams, single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

10 team tournament (3 courts):

Pool play: 2 pools of 5 teams, single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

Pools have to cross officiate assignments on the shared court

Playoffs: Top three teams from each pool advance to single elimination playoff.

Awards: First and Second place teams

11 team tournament (3 courts):

Pool play: 1 pool of 3 teams, 2 pools of 4 teams. Single round robin

3 team pool: 3 sets to 25 points, starting at 4-4

4 team pool: 2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs: Top 2 from each pool to Top bracket, Numbers 3 and 4 to Bottom Bracket

Awards: First and Second place teams of Top bracket, 1st Place team of Bottom Bracket

12 team tournament (3 courts):

Pool play: 3 pool of 4 teams, Single round robin

2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs: Top 2 from each pool to Top bracket,

Numbers 3 and 4 to Bottom Bracket (Can be split in 2 brackets if time constraints require)

Awards: First and Second place teams of Top bracket, 1st Place team of Bottom Bracket

13 team tournament (3 courts):

Pool play: 2 pools of 4 teams, 1 pool of 5 teams, Single round robin

5 team pool: 2 sets to 25 points, starting at 4-4

4 team pools: 3 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to single elimination playoff.

Awards: First, second and third place teams.

14 team tournament (3 courts):

Pool play: 1 pool of 4 teams, 2 pools of 5 teams, Single round robin

5 team pools: 2 sets to 25 points, starting at 4-4

4 team pool: 3 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to single elimination playoff.

Awards: First, second and third place teams.

15 team tournament (3 courts):

- Pool play:** 3 pools of 5 teams, Single round robin
2 sets to 25 points, starting at 4-4
- Playoffs:** Top two teams from each pool advance to single elimination playoff.
- Awards:** First, second and third place teams.

15 team tournament (4 courts):

- Pool play:** 4 pools of 3 or 4 teams, Single round robin
2 or 3 sets to 25 points, starting at 4-4
- Playoffs:** Top two teams from each pool advance to Gold Bracket, rest to Silver bracket.
- Awards:** First, second place teams Gold, First place team in Silver

16 team tournament (4 courts):

- Pool play:** 4 pools of 4 teams, Single round robin
2 sets to 25 points, starting at 4-4
- Playoffs:** All teams advance to playoffs: Top 2 from each pool to Top bracket, Numbers 3 and 4 to Bottom Bracket
- Awards:** First and Second place teams of Top bracket, First Place of Bottom Bracket

17 team tournament (4 courts):

- Pool play:** 3 pools of 4 teams, 1 pool of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4
- Playoffs:** Top 2 teams from each pool advance to Gold bracket, 3rd place team from each pool goes to Silver bracket. single elimination playoffs. Start with Quarter finals (4 matches) of the Top bracket. Then play the Semi-finals of the Gold and Silver brackets.
- Awards:** First, second and third place teams of Gold Bracket, First place team of Silver Bracket.

18 team tournament (4 courts):

- Pool play:** 2 pools of 4 teams, 2 pools of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4
- Playoffs:** Top 2 teams from each pool advance to Gold bracket, 3rd place team from each pool goes to Silver bracket. single elimination playoffs. Start with Quarter finals (4 matches) of the Top bracket. Then play the Semi-finals of the Gold and Silver brackets.
- Awards:** First, second and third place teams of Gold Bracket, First place team of Silver Bracket.

19 team tournament (4 courts):

- Pool play:** 1 pool of 4 teams, 3 pools of 5 teams, Single round robin
5 team pools: 2 sets to 25 points, starting at 4-4
4 team pool: 3 sets to 25 points, starting at 4-4
- Playoffs:** Top 2 teams from each pool advance to Gold bracket, 3rd place team from each pool goes to Silver bracket. single elimination playoffs. Start with Quarter finals (4 matches) of the Top bracket. Then play the Semi-finals of the Gold and Silver brackets.
- Awards:** First, second and third place teams of Gold Bracket, First place team of Silver Bracket.

20 team tournament (4 courts):

- Pool play:** 4 pools of 5 teams, Single round robin

5 team pools: 2 sets to 25 points, starting at 4-4

Playoffs: Top 2 teams from each pool advance to Gold bracket, 3rd place team from each pool goes to Silver bracket. single elimination playoffs. Start with Quarter finals (4 matches) of the Top bracket. Then play the Semi-finals of the Gold and Silver brackets.

Awards: First, second and third place teams of Gold Bracket, First place team of Silver Bracket

STANDARD TOURNAMENT FORMATS 1/2-DAY HOA EVENTS

3 team tournament (1 courts):

Pool play: 1 pool of 3 teams, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: All teams advance to playoffs top team has a bye then 2 vs 3 play, winner advances to semifinals of the bracket

Awards: First place team

6 team tournament (2 courts):

Pool play: 2 pools of 3 teams, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to Gold single elimination playoff. 3rd Place teams advance to Silver single elimination playoff. Gold bracket will play semi's then the 2nd round will be the championship and 3rd place finals.

Awards: First and Second place teams in Gold Bracket

9 team tournament (3 courts):

Pool play: 3 pools of 3 teams, single round robin
2 sets to 25 points, starting at 4-4

Playoffs: Top two teams from each pool advance to Gold single elimination playoff. 1A and 1B will have bye 1C vs 2 A, 2B and 2C will play then winners will advance to semifinals. 3rd Place can either play a bracket or round robin pool.

Awards: First and Second place teams in Gold Bracket

APPENDIX B

PLAY OFF SCHEDULES

(Officiating assignment between brackets, lpm = loser previous match)

All Playoff Matches are best 2 out of 3 sets. First 2 sets to 25 points, starting at 4-4. Third set, if needed to 15 points, starting at 0-0. Switch sides at 8 points.

4 team Division (4 team Gold bracket):

Court 1

1st vs 4th (3rd)

2nd vs 3rd (lpm)

Winners (lpm)

5 & 6 team Divisions (3 team Gold bracket):

Court 1

2nd vs 3rd (1st)

1st vs Winner 2nd/3rd (lpm)

7 team Division (6 team Gold bracket):

Court 1

4th vs 5th (1st)

1st vs winner 4th/5th (lpm)

Final (lpm)

Court 2

3rd vs 6th (2nd)

2nd vs winner 3rd /6th (lpm)

8 team Division (4 team Gold and 4 team Silver bracket):

Court 1

1st PI A vs 4th PI B (3rd PI A)

2nd PI B vs 3rd PI A (lpm)

Winners matches above (lpm)

Final (lpm)

Court 2

1st PI B vs 4th PI A (3rd PI B)

2nd PI A vs 3rd PI B (lpm)

Winners matches above (lpm)

9, 10 team Divisions – 2 courts (6 team Gold bracket):

Court 1

2nd PI B vs 3rd PI A (1st PI A)

1st PI A vs Winner previous match (lpm)

Final (lpm)

Court 2

2nd PI A vs 3rd PI B (1st PI B)

1st PI B vs Winner previous match (lpm)

11 team Division (6 team Gold and 5 team Silver bracket)

Court 1

2nd pl B vs 2nd PI C (1st PI A)

1st PI A vs previous winner (lpm)

Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (4th PI A)

1st PI B vs previous winner (lpm)

3rd PI C vs Win 4A/4B (lpm)

Silver Final (lpm)

Court 3

4th PI A vs 4th PI B (3rd PI B)

3rd PI A vs 3rd PI B (lpm)

12 team Division (6 team Gold and 6 team Silver bracket)

Court 1

2nd pl B vs 2nd PI C (1st PI A)
1st PI A vs previous winner (lpm)
Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (4th PI A)
3rd PI C vs 4th PI A (lpm)
3rd PI B vs Win 3C/4A (lpm)
Silver Final (lpm)

Court 3

4th PI B vs 4th PI C (3rd PI A)
3rd PI A vs Win 4B/4C (lpm)
1st PI B vs Win 1C/2A (lpm)

12 team Division (6 team Gold, 3 team Silver and 3 team Bronze bracket)

Court 1

2nd pl B vs 2nd PI C (1st PI A)
1st PI A vs previous winner (lpm)
Gold Final (lpm)

Court 2

1st PI C vs 2nd PI A (1st PI B)
1st PI B vs Win 1C/2A (lpm)
1st PI C vs winner 3A/3B (lpm)

Court 3

3th PI B vs 3th PI C (4th PI A)
4th PI B vs 4th PI A (lpm)
4th PI C vs winner 4B/4A (lpm)

13, 14 & 15 team Divisions (6 team Gold bracket):

Court 1

2nd PI B vs 2nd PI C (1st PI A)
1st PI A vs Winner previous match (lpm)
Final (lpm)

Court 2

2nd PI A vs 1st PI C (1st PI B)
1st PI B vs Winner previous match (lpm)

16 team Division (8 team Gold bracket and 8 team Silver bracket):

Court 1

1st PI A vs 2nd PI B (2nd PI C)
1st PI D vs 2nd PI C (lpm)
Winners matches above (lpm)
Final (lpm)

Court 2

1st PI B vs 2nd PI A (2nd PI D)
1st PI C vs 2nd PI D (lpm)
Winner matches above (lpm)

Court 3

3rd PI A vs 4th PI B (4th PI C)
3rd PI D vs 4th PI C (lpm)
Winners matches above (lpm)
Final (lpm)

Court 4

3rd PI B vs 4th PI A (4th PI D)
3rd PI C vs 4th PI D (lpm)
Winner matches above (lpm)

17, 18, 19, 20 team Divisions (8 team Gold bracket and 4 team Silver bracket):

Court 1

(A) 1st PI A vs 2nd PI B (3rd PI D)
Win (A) vs Win (C) (lpm)
Gold Final (lpm)

Court 2

(B) 1st Pool B vs 2nd PI A (3rd PI C)
Win (B) vs Win (D) (lpm)

Court 3

(C) 1st PI D vs 2nd PI C (3rd PI A)
3rd PI A vs 3rd PI D (lpm)
Silver Final (lpm)

Court 4

(D) 1st PI C vs 2nd PI D (3rd PI B)
3rd PI B vs 3rd PI C (lpm)

APPENDIX C

HEART OF AMERICA INTERACTIVE© (HOA-ONLINE) TOURNAMENT MANAGEMENT

ADD/EDIT EVENT

Add Event

Required Field

• **Event Type:**

• **Event Date:**

• **Event Name:**

Event Note:

• **City:**

• **Site:**

• **Gender:** Boys Girls

• **Registration Deadline:**

• **Number of days:**

• **Entry Fee:**

Number of Courts:

Director:

• **Payee:**

• **Contact:**

• **Email:**

• **Street:**

• **City:**

• **State:**

• **Phone:**

Alternate Phone:

Web Page:

Payment Web Page:

Event Information

• **Tournament Admission Fee will be charged:** Yes No

If Yes, select amount:

EVENT TYPES

When adding a tournament:

Select the 'Event Type': The Event Type determines how the Level/Divisions are created and how the match results are recorded.

Event Types	Description
<ul style="list-style-type: none"> • Full Day • Half Day – AM • Half Day – PM • Beach 	<p>When adding Level/Divisions, you select the pool format Pool Format.</p> <p>Match scores are entered in a new form that show pool standing and tournament brackets.</p>
<ul style="list-style-type: none"> • Full Day • National Qualifier • Heart (4 Team Pools) • Boys HS 	<p>When adding Level/Divisions, specify the number of Teams. (Office Only)</p> <p>Results are added by selecting the teams and setting the sets won and setting the team placement in the tournament. Or by importing results from AES.</p>

NUMBER COURTS

The number of courts is calculated by the number of courts specified when add divisions.

ENTRY OPEN DATE

The 'Entry Open Date' is date and time when team can start registering in the tournament.

EVENT ENTRY

(HOA office staff only) Here we determine who will manage the tournament with registration, tournament format, and results.

HOAONLINE

The tournament will be managed by HOAonline (default).

OTHER (EXTERNAL)

All management to the tournament will be done outside HOAonline. The event calendar will direct you to the tournament directors web page.

TOURNAMENT DIRECTOR INFO

Then director is the person creating the tournament.

PAYEE

The name used when team paying their entry fee.

CONTACT

The contact person and email, address, and phone number accessible on the event calendar.

WEB PAGE

This is where the tournament directors web site can be added to the tournaments contact page.

PAYMENT WEB PAGE

If a payment web page is specified, the teams can select this link on the tournament status page.

EDIT EVENT

Buttons for DIVISIONS, COMMENTS, EVENT STAFF edits moved to Menu BAR at Bottom

Edit Event
• Required Field

<p>Event Type: Full Day (Std. Formats)</p> <p>• Event Date: 08/20/2022</p> <p>• Event Name: Test Full Day - Sue</p> <p>Event Note: Add note here...</p> <p>City: Gardner</p> <p>Site: New Century</p> <p>• Gender: <input type="radio"/> Boys <input checked="" type="radio"/> Girls</p> <p>Registration Deadline: 08/19/2022</p> <p>Number of days: 1</p> <p>Entry Fee: 100</p> <p>Number of Courts: </p> <p>Entry Open Date: 11/15/2021 19:00</p>	<p>Director Payee</p> <p>Contact Email</p> <p>Street City State</p> <p>Phone</p> <p>Alternate Phone</p> <p>Web Page</p> <p>Payment Web Page</p>
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Event Information

Divisions: (Select the Divisions button to Set Level/Division and number of teams)

Tournament Admission Fee will be charged: Yes No

If Yes, select amount: \$5.00

[Divisions](#)
[Comments](#)
[Event Staff](#)
[Save](#)
[Delete Event](#)
[Back to Event Menu](#)

Additional options now appear at the bottom of the form.

- Divisions - Add divisions with the number of teams and courts required.

- Additional comments about the tournament will be add to the event calendar.
- Give access to event staff to help manage the tournament.

ADD LEVEL/DIVISION

Adds division to the tournament.

GENDER

Select gender.

DIVISION

Select the division.

LEVEL

Select the age level.

STANDARD FORMAT

Event Divisions				
Add Level/Division		Delete	Update	Back to Edit Event
Gender	Division	Level	Pool Format	
<input type="checkbox"/>	F	Premier	14	5 Courts - 20 Teams (10 Gold, 5 Silver, 5 Bronze)
<input type="checkbox"/>	F	Premier	13	3 Courts - 12 Teams (6 Gold, 6 Silver)

When creating Divisions, the following information is need:

- Number of teams
- Number of courts
- Playoff Bracket format used.

Here are the court, number of teams, and playoff bracket formats allowed when creating division.

Event Type	Pool Format
Full Day	<p>Saturday:</p> <ul style="list-style-type: none"> • 1 Court – 4 Teams (4 Gold) • 1 Court – 5 Teams (3 Gold) • 2 Courts – 8 Teams (8 Gold) • 2 Courts – 8 Teams (4 Gold, 4 Silver) • 2 Courts – 10 Teams (6 Gold) • 2 Courts – 10 Teams (4 Gold, 4 Silver) • 3 Courts – 12 Teams (6 Gold, 6 Silver) • 3 Courts – 12 Teams (6 Gold, 3 Silver, 3 Bronze) • 3 Courts – 15 Teams (6 Gold) • 4 Courts – 16 Teams (8 Gold, 8 Silver) • 4 Courts – 20 Teams (8 Gold, 4 Silver) • 5 Courts – 20 Teams (10 Gold, 5 Silver, 5 Bronze)

Sunday:

- 1 Court – 4 Teams (4 Gold)
- 2 Courts – 8 Teams (4 Gold, 4 Silver)
- 3 Courts – 12 Teams (6 Gold, 3 Silver, 3 Bronze)
- 4 Courts – 16 Teams (8 Gold, 8 Silver)
- 5 Courts – 20 Teams (10 Gold, 5 Silver, 5 Bronze)

Half Day – AM

Half Day – PM

- 1 Court – 3 Teams (3 Gold)
- 2 Courts – 6 Teams (4 Gold, 2 Silver)
- 3 Courts – 9 Teams (3 Gold, 3 Silver, 3 Bronze)

DELETE

Delete division what have the checkbox checked.

UPDATE

Save changes to the form

DIVISION STATUS

When the 'Teams' or 'Post Match Results' button is selected.

A form showing each Level/Division and its status.

Select Level/Division			
Level/Division	Pending	Approved	Format
Girls 14 Premier (20 team limit)		20	5 Courts - 20 Teams (10 Gold, 5 Silver, 5 Bronze)
Girls 13 Premier (12 team limit)		9	3 Courts - 9 Teams (Repool, 4 Gold, 3 Silver)

Team limit	No of team allow in the Level/Division
Pending	Number of teams wanting into the tournament.
Approved	Number of teams approved into the tournament.
Format	This is the Pool and Bracket format that will be used based upon the team limit and current number of approved teams.

POOL AND BRACKET FORMATS

See Tournament Directors Packet for details about each Pool and Bracket format.

The actual pool and brackets used in the tournament is determined by a combination of the following factors:

- Team Limit
- Number of Teams
- Day of week (No Playoffs for 5 team pools on Sunday)

HALF DAY TOURNAMENTS

Pool and Brackets for half day tournaments:

- 1 Court - 3 Teams (3 Gold)
- 1 Court - 4 Teams (No Playoffs)
- 2 Court - 5 Teams (No Playoffs)
- 2 Courts - 6 Teams (4 Gold, 2 Silver)

- 2 Courts - 7 Teams (3 team pool advances to playoffs, 4 team pool – No Playoff)
- 2 Courts - 8 Teams (No Playoffs)
- 3 Courts - 9 Teams (3 Gold, 3 Silver, 3 Bronze)

SATURDAY ONE DAY TOURNAMENTS

Pool and brackets for One Day Tournaments (Saturday):

- 1 Court - 3 Teams (3 Gold)
- 1 Court - 4 Teams (4 Gold)
- 1 Court - 5 Teams (3 Gold)
- 2 Courts - 6 Teams (Crossover, 3 Gold, 3 Silver)
- 2 Courts - 7 Teams (6 Gold)
- 2 Courts - 8 Teams (8 Gold)
- 2 Courts - 8 Teams (4 Gold, 4 Silver)
- 2 Courts - 9 Teams (6 Gold)
- 2 Courts - 10 Teams (6 Gold)
- 2 Courts - 10 Teams (4 Gold, 4 Silver)
- 3 Courts - 9 Teams (Re-Pool, 4 Gold, 3 Silver)
- 3 Courts - 10 Teams (6 Gold)
- 3 Courts - 11 Teams (5 Gold, 5 Silver)
- 3 Courts - 12 Teams (6 Gold, 6 Silver)
- 3 Courts - 12 Teams (6 Gold, 3 Silver, 2 Bronze)
- 3 Courts - 13 Teams (6 Gold)
- 3 Courts - 14 Teams (6 Gold)
- 3 Courts - 15 Teams (6 Gold)
- 4 Courts - 13 Teams (8 Gold, 8 Silver)
- 4 Courts - 14 Teams (8 Gold, 8 Silver)
- 4 Courts – 15 Teams (8 Gold, 8 Silver)
- 4 Courts - 16 Teams (8 Gold, 8 Silver)
- 4 Courts - 17 Teams (8 Gold, 4 Silver)
- 4 Courts - 18 Teams (8 Gold, 4 Silver)
- 4 Courts - 19 Teams (8 Gold, 4 Silver)
- 4 Courts - 20 Teams (8 Gold, 4 Silver)
- 5 Courts - 17 Teams (10 Gold, 7 Silver)
- 5 Courts - 18 Teams (10 Gold, 8 Silver)
- 5 Courts - 19 Teams (10 Gold, 5 Silver, 4 Bronze)
- 5 Courts - 20 Teams (10 Gold, 5 Silver, 5 Bronze)
-

SUNDAY ONE DAY TOURNAMENTS

Pool and brackets for One Day Tournaments (Sunday)

- 1 Court - 3 Teams (3 Gold)
- 1 Court - 4 Teams (4 Gold)
- 1 Court - 5 Teams (3 Gold)
- 2 Courts - 6 Teams (3 Gold)

- 2 Courts - 7 Teams (6 Gold)
- 2 Courts - 8 Teams (4 Gold, 4 Silver)
- 3 Courts - 9 Teams (Re-Pool, 4 Gold, 3 Silver)
- 3 Courts - 10 Teams (6 Gold)
- 3 Courts - 11 Teams (5 Gold, 5 Silver)
- 3 Courts - 12 Teams (6 Gold, 3 Silver, 3 Bronze)
- 4 Courts - 13 Teams (8 Gold, 8 Silver)
- 4 Courts - 14 Teams (8 Gold, 8 Silver)
- 4 Courts - 15 Teams (8 Gold, 8 Silver)
- 4 Courts - 16 Teams (8 Gold, 8 Silver)
- 5 Courts - 17 Teams (10 Gold, 7 Silver)
- 5 Courts - 18 Teams (10 Gold, 8 Silver)
- 5 Courts - 19 Teams (10 Gold, 5 Silver, 4 Bronze)
- 5 Courts - 20 Teams (10 Gold, 5 Silver, 5 Bronze)

POOLS & SCHEDULE

SET DIVISION STATUS ON THE EVENT CALENDAR.

Options	Description
Show Confirmed Entries	Display list of approved teams when selecting the Division button on the Event Calendar.
Show Schedule	Display the division schedule when selecting the Division button on the Event Calendar.
Cancel Division	Indicate the division has been canceled buttons on the Event Calendar.
Registration Closed	Will block team from entering the tournament.

Girls 16 Combined Show Confirmed Entries ▾ 2 Courts - 10 Teams (6 Gold)

Pool	Gym	Court #	Start Time
Girls 16 Combined	<input type="text" value="Kansas City"/>	<input type="text" value="6"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; font-family: sans-serif; color: #444; padding: 2px 5px;" type="text" value="8:00a"/>
Girls 16 Combined	<input type="text" value="Kansas City"/>	<input type="text" value="7"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; font-family: sans-serif; color: #444; padding: 2px 5px;" type="text" value="8:00a"/>

SET THE GYM, COURT NUMBERS, AND START TIME FOR EACH POOL.

Girls 16 Combined Show Confirmed Entries ▾ 2 Courts - 10 Teams (6 Gold)

Pool	Gym	Court #	Start Time
Girls 16 Combined - Pool A	<input type="text" value="Davies, Kansas City"/>	<input type="text" value="6"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; font-family: sans-serif; color: #444; padding: 2px 5px;" type="text" value="8:00a"/>
Girls 16 Combined - Pool B	<input type="text" value="Davies, Kansas City"/>	<input type="text" value="7"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; font-size: small; font-family: sans-serif; color: #444; padding: 2px 5px;" type="text" value="8:00a"/>

FOR POOLS PLAYED ON MULTIPLE COURTS

Specify each court number with a comma separator.

Girls 16 Premier Show Confirmed Entries 3 Courts - 10 Teams (6 Gold)

Pool	Gym	Court #	Start Time
Girls 16 Premier - Pool A	Davies, Kansas City	1,2,3	8:00a
Girls 16 Premier - Pool B	Davies, Kansas City	1,2,3	8:00a
Girls 16 Premier - Pool C	Davies, Kansas City	1,2,3	8:00a

SAVE YOUR CHANGES

You must select the 'Save' button at the bottom of the form to save your changes.

EXAMPLE SCHEDULE WITH POOL ON MULTIPLE COURTS

Note the Court numbers (1,2,3)

Girls 16 Premier - Pool A		Girls 16 Premier - Pool B	
Court 1,2,3 Davies, Kansas City		Court 1,2,3 Davies, Kansas City	
1	adidas DYNASTY G16-1	A	adidas DYNASTY G16-3
2	417 Juniors G16-1	B	adidas DYNASTY G16-2
3	417 Columbia G16-1	C	Apex Volleyball Club G16-3
4	adidas Legacy Jrs G16-1	D	417 Juniors G16-2
5	417 Columbia G16-2	E	ATTACK VOLLEYBALL CLUB G16-1

10 Team Pool On 3 Courts							
Match	Time	Play	Ref	Play	Ref	Play	Ref
1	8:00a	1 - 4	2			A - D	B
2	8:50a	2 - 5	4	1 - 3	D	B - E	C
3		4 - 5	1	D - E	3	B - C	A
4		1 - 5	4	2 - 3	E	A - C	B
5		2 - 4	5	A - E	3	B - D	C
6		3 - 4	5	1 - 2	D	C - E	A
7		3 - 5	1	C - D	2	A - B	E

POOL ASSIGNMENTS

Here you can adjust which pool a team is placed. By default, the team a place according to the recommended seeding.

Recommended Seeding

Girls 14 Select Teams					
Seed	Team Code	Team Name	Seed	Team Code	Team Name
1	G14TMDYN4HA-S	adidas DYNASTY G14-4	7	G14ACAVB3HA-S	Air Capital Aces G14-3
2	G14NETRE3HA-S	417 Juniors G14-3	8	G14ATTAC2HA-S	ATTACK VOLLEYBALL CLUB G14-2
3	G14ALPHA2HA-S	Alpha Volleyball Academy G14-2	9	G14BSKSV1HA-S	BSKS Volleyball G14-1
4	G14ACAVB2HA-S	Air Capital Aces G14-2		G14ACTMO1GP-S	Action Motion 14 Thunder
5	G14BOONE1HA-S	Boonville VB G14-1		G14ADRVA1IA-S	Adrenaline 14 Maggie
6	G14ACACE1HA-S	Allen County Aces G14-1		G14AWVBV1LS-S	AsicsWillowbrook14Gold

Pool Assignments

Girls 14 Select - Pool A		Girls 14 Select - Pool B		Girls 14 Select - Pool C	
1	<input type="checkbox"/> adidas DYNASTY G14-4	1	<input type="checkbox"/> 417 Juniors G14-3	1	<input type="checkbox"/> Alpha Volleyball Academy G14-2
2	<input type="checkbox"/> Allen County Aces G14-1	2	<input type="checkbox"/> Boonville VB G14-1	2	<input type="checkbox"/> Air Capital Aces G14-2
3	<input type="checkbox"/> Air Capital Aces G14-3	3	<input type="checkbox"/> ATTACK VOLLEYBALL CLUB G14-2	3	<input type="checkbox"/> BSKS Volleyball G14-1
4	<input type="checkbox"/> AsicsWillowbrook14Gold	4	<input type="checkbox"/> Adrenaline 14 Maggie	4	<input type="checkbox"/> Action Motion 14 Thunder

Save Reset Swap Comments View Schedule

SWAP

Select the check box for the 2 teams you wish to swap placement, then select the Swap button.

RESET

The Reset button will restore the team placement based upon the recommended seeding.

SAVE

If you swap team placement or reset team placement, you need to select the Save button.

COMMENTS

The Comments button will navigate to a Comments form that will allow you to add comments to the schedule.

VIEW SCHEDULE

The View Schedule button will navigate to view of the pool schedule.

Comments:

My pool schedule comments goes here....

Girls 14 Select - Pool A	
Court 22 Davies, Kansas City	
1	adidas DYNASTY G14-4
2	Allen County Aces G14-1
3	Air Capital Aces G14-3
4	AsicsWillowbrook14Gold

4 Team Pool			
Match	Time	Play	Ref
1	8:00a	1 - 4	2
2	8:50a	2 - 3	1
3		3 - 1	4
4		2 - 4	1
5		4 - 3	2
6		1 - 2	3

SCHEDULE COMMENTS

Add you schedule comments here. Select the Save Changes button. Make sure you are typing into the comments. If you use word make sure there is no extra special formatting ex: Bold, underline, tabs, this will cause it to give you an error.

Add Comments to Schedule

Use Ctrl+V (Windows) or Cmd+V (Apple) to Paste Copied Content

← → Div ▼ **B** *I* ≡ ≡ ≡ ≡ ≡ ≡

My pool schedule comments goes here....

DIV

Save Changes
Back to View Schedule

PRINT EVENT DOCUMENTS

Print tournament related documents.

SELECT DIVISIONS

Select division you wish to print documents for, then select the 'Apply Filter' button.

Print Tournament Documents

Div/Level
<input checked="" type="checkbox"/> Girls 14 Premier
<input checked="" type="checkbox"/> Girls 13 Premier

Apply Filter
Back to Event Menu

APPLY FILTER

Select the 'Apply Filter' button to navigate to a list of form to print.

PRINT TOURNAMENT DOCUMENTS

Select documents to print or download.

Print Tournament Documents

Div/Level	Print
<input checked="" type="checkbox"/> Girls 14 Premier	Tournament Entry Forms
<input checked="" type="checkbox"/> Girls 13 Premier	Tournament Program Pool Scoresheet Labels Table side Pool Schedules Pool Results Grid Pool Scoresheet Labels2 Covid Fan List Tournament Team Rep Data Download

Select Print Filter
Back to Event Menu

TOURNAMENT ENTRY FORMS

Print all team tournament entry forms for all divisions selected.

TOURNAMENT PROGRAM

Print tournament program for all divisions selected.

POOL SCORESHEET LABELS

Print scoresheet labels for each match in pool play.

TABLE SIDE POOL SCHEDULE

Print table side pool schedule for all divisions selected.



POOL RESULTS GRID

Print pool results grid for all divisions selected.

TOURNAMENT TEAM REP DATA DOWNLOAD

Download a .csv file with team rep data for each team in selected divisions. Fields include Division, Status, Team Code, Team Name, Team Rep, Phone, and Email.

POST MATCH RESULTS

For One day and half day tournaments Select the division.

Post Match Results Select Level/Division			
Level/Division	Pending	Approved	Format
Girls 15 Combined (9 team limit)		9	3 Courts - 9 Teams (3 Gold, 3 Silver, 3 Bronze)
Girls 15 Premier (9 team limit)	1	8	2 Courts - 8 Teams (No Playoffs)

STANDARD FORMAT

**Girls 15 Combined
Post Results**

[View Bracket](#)

[Back to Select Level/Division](#) [Back to Event Menu](#)

Pool: Pool A Court: 1

Teams	Wins	Losses	Place
adidas DYNASTY G15-1	0	0	
28:1 Lions Club G15-1	0	0	
ATTACK VOLLEYBALL CLUB G15-1	0	0	

[- Match Results](#)

Pool A Court: 1

A 1
adidas DYNASTY G15-1 vs ATTACK VOLLEYBALL CLUB G15-1 **0-0**

adidas DYNASTY G15-1			
ATTACK VOLLEYBALL CLUB G15-1			

A 2
28:1 Lions Club G15-1 vs ATTACK VOLLEYBALL CLUB G15-1 **0-0**

28:1 Lions Club G15-1			
ATTACK VOLLEYBALL CLUB G15-1			

A 3
adidas DYNASTY G15-1 vs 28:1 Lions Club G15-1 **0-0**

adidas DYNASTY G15-1			
28:1 Lions Club G15-1			

[Update Pool A](#)

[Back to Select Level/Division](#) [Back to Event Menu](#)

POOL

The pool dropdown displays a list of Pools and Courts to navigate to each pool in the division.

Pool: Pool A Court: 1

- Pool A Court: 1
- Pool B Court: 2
- Pool C Court: 3

POOL SCHEDULE

The pool schedule will populate the wins and losses as well as calculate the team placement.

MATCH RESULTS

Enter the match scores for each set.

Tip: Use the tab key to move from set score to set score.

As matches are entered and saved. The match results will be read only with a gray background.

To edit a match score, select the link (+A 1) in the upper right corner of each match. This will expand the match to allow editing.

Pool A	Court: 1
+ A 1	adidas DYNASTY G15-1 vs ATTACK VOLLEYBALL CLUB G15-1 2-0 25-22, 25-18
A 2	28:1 Lions Club G15-1 vs ATTACK VOLLEYBALL CLUB G15-1 0-0
	28:1 Lions Club G15-1
	ATTACK VOLLEYBALL CLUB G15-1
A 2	

The winning team is now listed first and appear is bold text. Hover over team or results display winning team and how they won.

+ A 2	ATTACK VOLLEYBALL CLUB G15-1 vs 28:1 Lions Club G15-1 1-1 21-25, 25-18
A 3	adidas DYNASTY G15-1 vs 28:1 Lions Club G15-1 0-0

SAVE POOL

Select the Update Pool button to:

- Save changes to the match scores.
- Update the pool schedule.
- Seed team into the tournament brackets.

When all matches for a pool have entered. The match results are hidden. To see the match results select the Match Results link.

Pool A	Court: 1																
	<table border="1"> <thead> <tr> <th>Teams</th> <th>Wins</th> <th>Losses</th> <th>Place</th> </tr> </thead> <tbody> <tr> <td>28:1 Lions Club G15-1</td> <td>3</td> <td>1</td> <td>1</td> </tr> <tr> <td>adidas DYNASTY G15-1</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>ATTACK VOLLEYBALL CLUB G15-1</td> <td>1</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	Teams	Wins	Losses	Place	28:1 Lions Club G15-1	3	1	1	adidas DYNASTY G15-1	2	2	2	ATTACK VOLLEYBALL CLUB G15-1	1	3	3
Teams	Wins	Losses	Place														
28:1 Lions Club G15-1	3	1	1														
adidas DYNASTY G15-1	2	2	2														
ATTACK VOLLEYBALL CLUB G15-1	1	3	3														
	+ Pool Calc + Match Results																

BRACKET RESULTS

Once all pools matches have been entered. The bracket matches will appear and auto populated with team.

Gold Bracket								
<table border="1"> <thead> <tr> <th>Rnd 1 G1</th> </tr> </thead> <tbody> <tr> <td>Air Capital Aces G15-1 vs 417 Juniors G15-1 0-0</td> </tr> <tr> <td>Air Capital Aces G15-1</td> </tr> <tr> <td>417 Juniors G15-1</td> </tr> <tr> <th>Rnd 2 G2</th> </tr> <tr> <td>28:1 Lions Club G15-1 vs 28:1 Lions Club G15-1 0-0</td> </tr> <tr> <td>28:1 Lions Club G15-1</td> </tr> <tr> <td>28:1 Lions Club G15-1</td> </tr> </tbody> </table>	Rnd 1 G1	Air Capital Aces G15-1 vs 417 Juniors G15-1 0-0	Air Capital Aces G15-1	417 Juniors G15-1	Rnd 2 G2	28:1 Lions Club G15-1 vs 28:1 Lions Club G15-1 0-0	28:1 Lions Club G15-1	28:1 Lions Club G15-1
Rnd 1 G1								
Air Capital Aces G15-1 vs 417 Juniors G15-1 0-0								
Air Capital Aces G15-1								
417 Juniors G15-1								
Rnd 2 G2								
28:1 Lions Club G15-1 vs 28:1 Lions Club G15-1 0-0								
28:1 Lions Club G15-1								
28:1 Lions Club G15-1								
Update Gold Bracket								

BRACKET TREE VIEW

Gold		
Rnd 1 G1 Air Capital Aces G15-1 417 Juniors G15-1 WT: 28:1 Lions Club G15-1	Rnd 2 G2 28:1 Lions Club G15-1 Winner Rnd 1 G1 WT: Loser Rnd 1 G1	Winner Rnd 2 G2
Silver		
Rnd 1 S1 Alpha Volleyball Academy G15-1 417 Juniors G15-2 WT: adidas DYNASTY G15-1	Rnd 2 S2 adidas DYNASTY G15-1 Winner Rnd 1 S1 WT: Loser Rnd 1 S1	Winner Rnd 2 S2
Bronze		
Rnd 1 B1 Action Motion 15 Chaos 501 Volley 15.2 National WT: ATTACK VOLLEYBALL CLUB G15-1	Rnd 2 B2 ATTACK VOLLEYBALL CLUB G15-1 Winner Rnd 1 B1 WT: Loser Rnd 1 B1	Winner Rnd 2 B2
Court 1	Court 2	Court 3
Rnd 1 G1	Rnd 1 S1	Rnd 1 B1
Rnd 2 G2	Rnd 2 S2	Rnd 2 B2

[- Pool Results](#)

MATCH FORMAT

Rnd 1 G1 Air Capital Aces G15-1 25, 25 417 Juniors G15-1 22, 18 WT: 28:1 Lions Club G15-1

EVENT STAFF

The tournament director can assign staff to have access to their tournaments.

- Staff can be given full access (same as the tournament director) or only access to enter match results.
- Staff are assigned on a per tournament basis. If you run multiple tournaments, you will have to add staff to each one separately.

MANAGE EVENT STAFF

Select the 'Event Staff' button to gain access to the 'Manage Event Staff' form.

Event Staff Successfully Added/Updated --- Please Select Action
Manage Event Staff

New Event Staff Info

Add Up to 5 Staff Members UserID (Email Address) of New (Team Level Access) Event Staff
 TDir UserID: sue.daugherty2424@att.net

New Event Staff 01:

New Event Staff 02:

New Event Staff 03:

New Event Staff 04:

New Event Staff 05:

Please Make Any Desired Changes to Access Level Below and Click [Save Changes] Above

No Action	Delete	Current	Full Access	Post Results Only	UserID (Email) - Event Staff Members
<input checked="" type="radio"/>	<input type="radio"/>	Post Results Only	<input type="radio"/>	<input type="radio"/>	nacega@msn.com

Add as many as 5 staff at a time.
 Assign staff 'Full Access' or 'Post Results Only' access.
 The program checks each staff entry to make sure they have a valid UserID.

EDIT EVENT COMMENTS

When you click on the event in the Event Calendar, a window will appear with tournament related information. Please do not copy and paste from Word. The system is very touchy, and it will give you a forbidden error. If you do copy and paste from Word make sure it doesn't have example: bold, underline, italic or any other special formatting.

Apex Power League Warm Up Series 1
 Date: Sat Dec 11, 2021
 Site: The Clubhouse of Springfield
 Springfield, Mo.

Divisions: Girls 18 Combined

Contact: Girls 18 Combined

Address:

Phone:

Email: sue.daugherty2424@att.net

Tournament Admission Fee: \$5.00

@Apex-vbc (Venmo)

Seniors - \$2.00 (60 and over)
 Children under 11 years old Free

The 'Edit Event Comments' form allows the tournament director to add additional information specific to their tournament.

Add Comments to Event Calendar
 Use Ctrl+V (Windows) or Cmd+V (Apple) to Paste Copied Content

← → Div **B** *I*

@Apex-vbc (Venmo)

Seniors - \$2.00 (60 and over)
 Children under 11 years old Free

DIV

TEAMS

Display a list of teams linked to this division.

Set Team Entry Status Girls 14 Combined Fee: \$150.00						
12 team limit 13 Teams Found 3 Gold 9 Silver						
Update Status		Add/Remove Pending Teams		Move	Post Results	Back to Select Level/Division
Status	# Tms	Date Fee Received	Team Code (Hover for Entry Info)	Team	Team Rep	
P	A	D				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	G14SPIKE2HA-S	Spikers G14-2	Chally Downing	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	G14PFMVB1HA-P	Performance Volleyball G14-1	Aleah Hayes	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14REPMO1HA-S	REPMO VBC G14-1	Brandy Claxton	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14CLBLJ1HA-S	Club Bluejays Volleyball G14-1	Madison Newnan	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14CJOMO1HA-S	JOMO G14-1	Karia Gaines	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14LOTOV1HA-S	LOTOVC G14-1	Kaitlyn Blain	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14LOTOV2HA-S	LOTOVC G14-2	Sam Vito	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14APXVB4HA-S	Apex Volleyball Club G14-4	SUE DAUGHERTY	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14OCVBC1HA-S	Osage County Volleyball Club G14-1	Ellie Crede	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14HTNXA1HA-P	Tamates Volleyball Club G14-1	Hannah Knoth	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14APXVB1HA-P	Apex Volleyball Club G14-1	SUE DAUGHERTY	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14CEVBC1HA-S	Central Elite G14-1	sarah jones	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	G14REPMO2HA-S	REPMO VBC G14-2	Kacie Callison	
WAIT LIST			@@@ Team in multiple events on this date. Hover over team code for more info.			

Field	Description
P - Pending	Team is awaiting approval of the tournament director to play in this tournament.
A – Approved	Team has been approved but could be on the wait list depending on date received and the number of teams approved.
D - Dropped	Team Dropped for the tournament.
# Tms	Incremental sequence of approved teams.
Date Fee Received	Approved Teams are listed in priority by date fee received.
Team Code	Team Code
Team	Team name is a link which displays the team's tournament entry form.
Team Rep	Team Rep name

BUTTONS

UPDATE STATUS

Save changes to the team status.

ADD/REMOVE PENDING TEAMS

Navigate to the 'Add/Remove Pending Teams' form.

MOVE

Navigate to the 'Move' form to allow the tournament director to move team from division to division.

POST RESULTS

Navigate to the 'Post Results' form.

BACK TO SELECT LEVEL/DIVISION

Navigate back to 'Select Level/Division' form.

BACK TO EVENT MENU

Navigate back to main 'Event Menu' form.

MOVE TEAM

Move Team to a different division.

Select 'From' and 'To' teams for the drop-down list.
Select the team in the 'From' list, then select the 'Move' button.

OUT OF REGION TEAMS

ADD OR SELECT TEAM

Select	NO	Code	Name
1	2381	B13HIFLY1GP	High Flyers 13 Red
2	2586	B14KZNR1OK	Kaizen Boys 14 Black
3	2587	B14KZNR2OK	Kaizen Boys 14 Gold
4	2575	B14OHANA1IA	Ohana 14U Boys
5	2256	B14OJVBC1DE	Ozark Juniors Boys 14

FILTER

Filer list of Out of Region Teams

BY NAME

Enter part or all of team name.

BY CODE

Enter part or all of team code.

ADD TEAM

Navigates to the Add Team form.

SELECT

Select team to navigate to the 'Edit Out of Region Team' form.

ADD TEAM

Please select Find By method and enter Necessary Info

Add Out of Region Team

• Required Field

• Team Code:

• Team Name:

• Level of Play: Premier Select

[Add Team](#) [Back to Select Team](#) [Back to Event Menu](#)

EDIT OUT OF REGION

Please select Find By method and enter Necessary Info

Edit Out of Region Team

• Required Field

• Team Code:

• Team Name:

• Level of Play: Premier Select

[Update](#) [Delete](#) [Coaches](#) [Players](#) [Back to Select Team](#)

COACHES

Add Coaches crashes.

PLAYERS

Add Players crashes.

APPENDIX D

REPORTING RESULTS

POSTING TOURNAMENT RESULTS

Posting the tournament results has become very easy. First, click "**Set Past Event**". Select the event you want to post results for. Then select the division you want to post results for. Since all the teams that played in your tournament are showing up, all you have to do is select the teams that actually ended up playing in your event. Click "**OK**".

If you have set up your pools correctly, all pool matches will automatically populate in the system. You will only have to put in the results.

Then add enough lines to the tournament results page to enter all your playoff results (click "**Add Match**"). From the drop-down menu select the 2 teams that played each other and enter the "**Sets Won**" for each team. Make sure you click the check box if it is a "**Playoff Match**". Make sure you click "**Update**" to register the result.

SETTING THE FINAL FINISHES

To get more consistency in the final finishes, follow this procedure:

If teams get eliminated in the same round of playoffs, they will all get the same finish. Teams who do not make it into playoffs also will get the same finish.

For example, a 10-team tournament:

Winner of the tournament finishes as #1, the loser of the final will be #2. The 2 teams that lost in the semi-finals will get a 3rd place finish. The 2 teams who lost in the first round of the 6-team playoff will be 5th. The 4 teams that did not make it into the playoffs will get a 7th place finish

For example, a 12-team tournament with all teams going to either a Gold or Silver playoff bracket:

Gold bracket: Winner is 1st, loser of the final is 2nd. The 2 teams that lost in the semi-final are 3rd and the 2 teams that lost in the first round are 5th

Silver Bracket: Winner takes 7th place in the tournament (6 teams finished higher, in the Gold bracket). The loser of the final is 8th, the 2 teams that lost in the semi-final are 9th and the 2 teams that lost in the first round are 11th in the tournament.

APPENDIX E

COACHES MEETING

SUBJECTS TO ADDRESS IN A COACHES MEETING:

- Coaches check in, verifying rosters
- Coaches and Parent credentials
- Playing Schedule
 - Pool format
 - Play-off format
 - Length of sets
- Tie-breaking procedures
- Officiating duties in pool and play-offs
 - No headphones while line-judge or scoring/reffing
 - No food on score table
 - Coach needs to be courtside where his/her team officiates o Losing team in play-offs has to officiate
- Warming up procedure (HOA standard)
 - 2 minutes ball handling (shared court) and 4 minutes per team for hitting and serving
- Reporting of scores
- Expectations on behavior of players and parents
- Specifics on facility
 - Playing area (any nonstandard issues like basketball goals and overhead obstructions)
 - Outside food and coolers o Hangout areas for teams
 - Emergency exits o Warming up areas
 - Space for scorekeeper's table
 - Audience areas
- Lunch break details, if applicable
- Cleaning up hang out area before teams depart
- Picking up water bottles from the bench area

APPENDIX F

TOURNAMENT DAY CHECK LIST

Court Equipment

- Standards with padding
- Good net
- Referee stands with padding
- 2 antennae per court
- Charis for team benches
- Game Balls (1 per court and spare)
- Scoring table and 3 chairs per court
- Towels
- Floor Tape or floor paint if court lines are not complete
- Measuring device for checking net height and court dimensions
- Air Pump and needle for inflating balls
- Trash Cans and extra trash bags

Balls

- Indoor: 4.3-4.6 lbs./sq.in, 25 ½" to 27" in circumference, 9-10 ounces.

Medical Equipment

- First aid kit and blood clean up and disposal kit
- Ice and bags or instant ice packs
- Copies of current Incident Report and Medical Claim Form

Scoring Table Checklist

- Flip Score or electronic scoreboard
- Pens and Pencils
- Line Up Sheets
- Score Sheets
- Liberto tracking sheets
- Pool Play and playoff schedule with team names
- Whistle for officials that did not bring their own
- Outdoor: 2.5-3.2 lb.sq.in, 25 ½" to 26 ½" in circumference, 9-10 ounces.

Net Height

- | | |
|-------------------------------|-----------|
| ▪ Men (Boys 16 and up) | 7'11 5/8" |
| ▪ Women (Girls 13 and up) | 7'4 ¼" |
| ▪ Boys 14 and under | 7'4 ¼" |
| ▪ Girls and Boys 12 and under | 7'0" |
| ▪ Girls 10 and under | 6'6" |

Court Dimensions

- Playing area 18m x 9m (59' x 29'6")
- The surrounding free zone should be a minimum of 2m (6'6")

Serving Line for 12 and under Select Competition can be set at 7m (23") from the axis of the center line. For all Premier teams the regular serving lines is used.

- Red & Yellow cards
- Table and 3 chairs for each court

Tips for Scoring Table

- Official team roster signed by coaches it at check-in
- Playing schedules
- Event and facility rules
- USAV Rule book
- Pens and Pencils for registration and posting scores
- Wall charts for pool play and playoffs
- Misc. items: towels, stapler, paper clips, tape, scissors
- Awards
- Hand Sanitizer/Clorox Wipes

Some of the things listed above may not be needed. It depends on the equipment already at your site, clean-up arrangements made with the facility, etc.

APPENDIX G

TIE-BREAKING EXAMPLE

TIES WITHIN POOLS

2 teams have the same record in SETS after pool play:

6. Head to Head Set record in the match
7. Point differential between tied teams (points won minus points lost)
8. Overall Point differential with all teams in the pool
9. Overall Points won
10. Flip a coin

3 teams have the same record in SETS after pool play:

6. Head to Head Set record between the tied teams
7. Point differential between tied teams (points won minus points lost)
8. Overall Point differential with all teams in the pool
9. Overall Points won
10. Flip a coin






4 teams have the same record in SETS after pool play:

5. Overall Point differential between the tied teams
6. Overall Point differential with all teams in the pool
7. Overall Points won
8. Flip a coin

TIES BETWEEN POOL

To determine best 3rd or 4th:

1. Overall Set percentage
2. Overall Point percentage
3. Overall Points Won
4. Flip a Coin

	HEART OF AMERICA REGION TOURNAMENT					Pool: A		Place	
	Division: 13 Gold					Matches		Sets	
	Success	Tornado	SW Iowa	KS West	MO VBC	Won	Lost	Won	Lost
Club Success	 25-18, 25-13 (+19)	25-21, 25-11 (+18)	25-12, 24-26 (+11)	25-19, 25-20 (+11)			7	1	1
Tornados	18-25, 13-25 (-19)	 25-17, 25-23 (+10)	25-12, 25-18 (+20)	21-25, 25-27 (-6)			4	4	2
SW Iowa VBC	21-25, 11-25 (-18)	17-25, 23-25 (-10)	 25-23, 25-22 (+5)	25-19, 25-23 (+8)			4	4	4
Kansas West	12-25, 26-24 (-11)	12-25, 18-25 (-20)	23-25, 22-25 (-5)	 17-25, 15-25 (-18)			1	7	5
Missouri VBC	19-25, 20-25 (-11)	25-21, 27-25 (+6)	19-25, 23-25 (-8)	25-17, 25-15 (+18)			4	4	3

Club Success wins the pool.

To break the tie for second and third place:

Take the (bolded) matches between the 3 tied teams (Tornados, SW Iowa and MO VBC)

The head to head set record between the 3 teams:

Tornados is 2-2

SW Iowa is 2-2

MO VBC is 2-2

The head to head point differential between the 3 teams:

Tornados: 10-6 (25-17+25-23+21-25+25-27) = 4

SW Iowa: -10+8 (17-25+23-25+25-19+25-23) = -2

MO VBC: 6-8 (25-21+27-25+19-25+23-25) = -2

At this point, Tornados will be in second place in the pool. The other teams are still tied and 3 teams advance to play offs.

Next step is the overall point differential:

SW Iowa: -18-10+5+8 (21-25+11-25+17-25+23-25+25-23+25-22+25-19+25-23) = -15

MO VBC: -11+6-8+18 (19-25+20-25+25-21+27-25+19-25+23-25+25-17+25-15) = +5

MO VBC will be third. SW Iowa ends in 4th place and is eliminated together with Kansas West.

We recommend you write in the point differential when you post the score. It makes it easier to do the math at the end of pool play.



APPENDIX H

FORMS

You will need to forms below for your events. They are available from the HOA website on the “Resources” page under the “General Info” tab.

You will also find all playoff brackets there for your use. USA Volleyball forms for 2017 will be updated on our website as soon as they become available.

Event Forms:

Official Score-sheet - (2 up per page)

Official Deciding Set Score-sheet

Line-up Sheet

Libero Tracking Sheet

Incident Report

Certificate of Insurance Request Form

Tournament