

2016



GUIDELINES AND POLICIES FOR CONDUCTING OKLAHOMA REGION TOURNAMENTS



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To assure maximum efficiency and consistency throughout USA Volleyball in the conduct of sanctioned competition, as well as fair and equitable treatment of teams and players, principles and guidelines have been established by USA Volleyball. These Guidelines should be considered as the national minimum standard and should be an integral part of the sanction agreement with USA Volleyball and/or the Oklahoma Region Volleyball Association.

The rules offer many options to allow for a wide range of use. It is the responsibility of the Tournament Director to specify in writing which options or modifications to the rules will be enforced. Players must be notified of all Tournament Regulations prior to the start of play and preferably before the acceptance of any entries.

APPLYING TO HOST AN EVENT

The Oklahoma Region encourages all clubs to host sanctioned USAV tournaments. The size and classification of the events depends on the facilities and number of courts available, as well as type of event you would like to put on. The Tournament Director assumes the responsibility for conduct of the event, enforcement of the rules of the facility, posting and reporting results, awards and the cost of the tournament. The region, through USA Volleyball, provides sanctioning approval, liability, health and accident coverage for participants, host and facilities, providing the proper paperwork has been filled out and submitted appropriately. Any host of an event must be a registered member in good standing who has passed the USA Volleyball approved background screening.

Hosting a tournament can be beneficial to your club program in many ways. As well as offering the opportunity to compete without the expenses associated with traveling, it is a great way to expose your parents to the structure of club volleyball, provide community awareness and establish your club within the region. However, to accomplish this, you must run a successful event by carefully planning the entire tournament.

The guidelines and policies outlined in this section help you organize your event and understand your responsibilities, as well as restrictions. These guidelines were developed through the Oklahoma Region and are not to be deviated from unless approved by the Commissioner. The Region Office reserves the right to modify any of the policies if deemed necessary.

The following list will assist you with hosting a tournament:

1. Pick a date and secure the facilities. Make sure you have or have applied for a Certificate of Insurance for each facility.
2. Determine the length and format of your event.
3. Decide how many teams you can properly accommodate and what age groups will be participating.
4. Contact the Region Office to sanction your event. This will allow your event and it's specifics to be placed on the regional event schedule. All tournaments must be sanctioned by the Region Office prior to advertising or soliciting teams for event.
5. Organize your tournament entry packet (if warranted).
6. Hotel info sheet - you may want to contract with area hotels for a block of rooms to be held for your participants or you may simply want to list area hotels and their phone numbers.



GENERAL INFORMATION

All tournament regulations must be within the guidelines of the governing organization. Common sense may dictate that adaptations to the rules may enhance the playing experience in certain situations.

All adaptations to the rules and tournament guidelines must be for the improvement of the game for the participants involved. Principles of fairness and increased participation should guide decisions to adapt playing rules. When in doubt, contact the Oklahoma Region volleyball office.



APPLICATION/FOLLOW-UP

Tournament Directors should apply for and receive sanction from the Oklahoma Region office. Tournament Sanction Request Forms can be found on our website – www.okrva.com. Dates for tournaments must be applied for in writing to the Region office prior to September 1st. Clubs in good standing will be given first priority on dates corresponding to the previous season's schedule. Upon approval of the sanction request the Tournament Director will receive an official USAV sanction number from the Region Office.

- 1) Once a tournament is sanctioned by the Region Office, it will be posted on the Region Event Schedule. This is the primary method of tournament notifications. Tournament directors may also solicit entries by other methods if deemed necessary.
- 2) Boys teams are allowed to play in the girls tournaments up to the 16's division and shall play at least one age division up from team's actual division unless an exemption is granted by Region Commissioner. Boy's teams are not allowed to play in the Regional Championships unless there is a "Boy's" Division.
- 3) Tournament information must also state firmly and clearly that the primary roster coach must be present during each team's officiating duties.

- 4) Only USAV registered teams and players may participate.
- 5) Tournament Directors must require written entry forms and printed online team rosters accompanied by the appropriate fee. Telephone entries should not be accepted. The online registration roster available in the Oklahoma Region includes current player and team registration, along with certified official's listing, so that questions of eligibility may be resolved. Tournament Directors should insist that teams from the Oklahoma Region (and any other team whose Region uses the online registration system) submit on-line rosters with their tournament entries.
- 6) A minimum of three (3) weeks before the tournament date start accepting entries. The ONLY criteria used in deciding which entries are accepted are: timeliness of the entry, regional affiliation, or registered level of play. All Region Teams should be accepted on a first-come, first-served basis.
- 7) Tournament Directors are responsible for requiring Webpoint rosters for all teams entered into the event. This will help ensure that all players are properly registered. If there is a question of a player's eligibility, please contact the region office.
- 8) Teams failing to show for a tournament without notifying the Tournament Director shall be reported in writing to the region office.
- 9) Immediately following the tournament, the Tournament Director will submit any report of violations, incidents or injuries to the Region Business Office. Not later than 2 days after the tournament, the Tournament Director will submit complete tournament results including final standings to the Region Office in Excel format. No later than two weeks after the tournament, the tournament director shall submit: score sheets; Financial Report (can be found on website) and check for sanction fees (\$22/team). The sanction fee is due for all teams participating in the event regardless if they paid an entry fee. If Financial Report and Sanction Fees are not received by region office within two weeks of tournament, the Sanction Fees shall be increased to \$30/team and further sanctions up to and including cancellation of any future tournaments can be assessed by Region Office.



MINIMUM FACILITY REQUIREMENTS

For regionally sanctioned competition, the Oklahoma Region must approve all playing court surfaces. It is recommended the surface of the playing court be a light color or that other contrasting colors be used for the playing court and free zone. The service zone shall have a minimum depth of 2 m (6'6 3/4"). If this zone is less than 2 m (6'6 3/4"), a line shall be marked on the court to provide the minimum depth. After the service, the line is ignored and becomes part of the court.

If the posts are secured by barrels or other supporting apparatus, there must be some means of clearly identifying the barrels or supporting apparatus. All other dangerous or obstructing devices must be eliminated. Metal cables, tensioning devices and other exposed wires may need to be covered if the referees determine these items may cause injury to players. All wires that support posts from the floor will be eliminated, or if that is not possible, then all exposed wires must be padded with at least 1.25 cm (1/2") thick, resilient, shock absorbing material throughout the entire length. The padding must be clearly recognizable. Posts shall be padded to a minimum height of 1.7 m (5'6") with at least 1.25 cm (1/2") thick, resilient, shock absorbing material. A referee's platform is required. The platform must be on a support

and adjustable in height; the referee's eye position shall be approximately 50 cm (19") above the top of the net. It should be constructed so that it presents the least potential hazard for players. Step ladders, jump boxes and other devices not specifically designed as referee platforms shall not be used. The front and sides of the referee's platform must be padded in the same manner as the posts to a height of 1.7 m (5'6").



TOURNAMENT PREPARATION

1. Obtain the correct forms and equipment to have available at the site such as: Appropriate equipment (nets, standards, antennae, new volleyball, etc.) for conducting competition consistent with the rules of the game. Tournament sites and equipment must meet requirements for safe/enjoyable competition as outlined in the USA Volleyball Domestic Competition Regulations. All net supports, guy cables, and referee stands must be padded. All referee stands are to be constructed for this purpose, not made from ladders, tables, etc.
2. A copy of the current Domestic Competition Regulations and any specific tournament guidelines.
3. USA Volleyball score sheets, line-up sheets and Libero tracking sheets. These may be obtained from the region website at www.okrva.com.
4. USAV and/or Oklahoma Region banners to hang on score tables and in facilities.
5. Spectator/Parent Code of Conduct sheet to be posted at all playing sites.
6. For large, multi-court tournaments, the following is recommended:
 - a) A non-playing tournament director/manager with the sole responsibility of keeping the tournament on schedule and properly recorded.
 - b) A court manager for every 1-4 courts, all of whom are collectively charged with the above responsibilities.
 - c) A non-playing certified referee who shall be designated to handle all referee assignments
 - d) The duties of the Head Official may include identifying a protest committee and working with the tournament director to identify ground rules. He/she may also be charged with setting a referee schedule when certified match officials are used.
7. For smaller tournaments, some of these duties may be combined.
 - a) A one-court facility may require only one person to act as the site director and the referee.
 - b) A two- to four-court facility with a paid referee on each court might require only one tournament director, who may also act as head official.
 - c) It is recommended that the host provide and identify a qualified trainer. If a qualified trainer cannot be provided, a list of local medical offices or hospitals should be listed.
8. It is the Tournament Director's responsibility in regards to safety and protection of athletes inside a practice or tournament venue. It is recommended a security person be identified to resolve any security or safety situations.
9. The Tournament Director or Site Manager shall conduct a Coaches/Captains meeting prior to the start of competition to provide the tournament schedule, including playoffs, ***unless this has been provided to the team reps in advance***. The head official, if one is available, should attend this meeting to explain facility-specific ground rules. If there is no head official, the Tournament Director or Site Manager will cover these rules.

10. Schedules shall be posted prior to the first match so all teams will be informed of their playing schedule and officiating duties.
11. No more than five (5) teams per court will be scheduled.
12. A Tournament Protest Committee shall be appointed by the Tournament Director and posted at each tournament site. It shall be composed of three persons who are senior certified referees (if available) and other experienced coaches present at the tournament site. If a protest is filed and one or more of the Committee members are affiliated with any of the teams involved in the protest, these members should recuse themselves and be replaced on the Committee when it considers the protest. The committee shall rule on all protests.
13. Each Team Captain (adult competition), Coach or Junior Club Director (junior competition) must print a team roster from the online registration system (when applicable) and submit it to the Tournament Director with the tournament entry form. This is the official roster for the tournament. Only those persons listed on the roster may occupy the team bench. The online registration roster will include current player and team registration numbers so that questions of eligibility may be resolved. Tournament Directors should insist that teams submit online rosters with their tournament entries.



FEES/AWARDS

1. Each tournament situation is unique. The entry fee should be commensurate with expenses incurred. Some considerations should be:
 - a) Paid officials
 - b) Cost of facilities, equipment and administrative supplies/costs
 - c) Award
 - d) Sale of food items, merchandise, etc., to help defray expenses
 - e) Contribution to USA Volleyball Foundation, Endowment Fund or other charity
 - f) Gate admission for spectators (coaches and athletes should always be admitted free of charge).
 - g) The maximum admission fee is \$3.00 unless a waiver is approved by Region Office.
2. Selection of awards is generally dependent upon the number of teams entered, the age of the participants and the financial resources available. The region logo (or USAV logo, if region is not available) should be included on all printable awards.
3. Awards may include: Team trophies/plaques or individual awards such as medals, plaques, t- shirts or other merchandise. It is suggested that when possible, the Oklahoma Region logo be placed on all awards presented.
4. The maximum entry fees allowable are listed below:
 - One-day tournament with no paid officials - \$150
 - One-day tournament with paid R1 and/or other paid officials - \$200
 - Two-day tournament with no paid officials - \$250
 - Two-day tournament with paid R1 and/or other paid officials - \$325
 - Three-day or longer tournaments – To be determined by Region Office

5. Tournament entry fees cannot be higher than the aforementioned fee schedule without written approval from the Region Office. Tournament directors are allowed to charge fees lower than the aforementioned fee schedule if they so desire.



TYPES OF TOURNAMENTS

Double Elimination: Because of the obviously limited play potential for the weaker teams, this type of tournament is discouraged.

Round Robin: This is more universally accepted because all teams are guaranteed a reasonable number of sets/matches. It also is more practical for the assignment of support officials. A multi-court round robin in the same division/class will require a championship playoff. A single-court round robin does not require a playoff. Such an arrangement is discouraged.

Many large national-level and festival-type tournaments have more than one round of pool play (round robin) culminating in a single- or double-elimination round.



SEEDING

Teams should be seeded with respect to their expected playing strength. Prior tournament results and previous meetings between teams may be utilized to aid the tournament host in judging the relationships of the teams. The Region office is available to assist in this process after tournament hosts have made their own evaluations. All preliminary seeding shall be submitted to Region Office for approval prior to posting.

The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

Example: *Eight (8) teams evaluated with respect to their related strengths and assigned to two (2) pools as follows: Pool A: (1,4,5,8) Pool B: (2,3,6,7)*



SCHEDULING PARAMETERS

Scheduling matches for a tournament must be realistic. These time allowances provide for a six-minute warm-up between matches and three minutes between sets.

- a) Two 25 rally point sets... 50 minutes
- b) Two 21 rally point sets... 45 minutes
- c) 2/3 25 rally point sets per match (15-pt third game)... 1 hr. 5 min.
- d) 2/3 21 rally point sets per match (15-pt third game)... 1hr
- e) One 15 rally point set... 20 minutes
- f) One 25 rally point set... 26 minutes

At least five additional minutes of warm-up shall be allotted for the first match for each team except in those facilities that provide an adequate warm-up area not in conflict with the playing areas.

Teams should play at the announced time when their match is sequentially ready to be played, regardless of the time schedule. The time schedule is only a guideline. EXCEPTION: The first match of the day for each team should be governed by the announced/scheduled starting time only.

- a) The tournament schedule and forfeit procedures should be clearly posted and all teams informed.
- b) Various examples of round robin schedules can be found in the Domestic Competition Regulations rulebook.

Round	Four-Team Pools	Three-Team Pools	Five-Team Pools on 2 courts
Match 1	1 vs. 3 (ref 2)	1 vs. 3 (ref 2)	1 vs. 5 and 2 vs. 4 (ref 3)
Match 2	2 vs. 4 (ref 1)	2 vs. 3 (ref 1)	1 vs. 4 and 2 vs. 3 (ref 5)
Match 3	1 vs. 4 (ref 3)	1 vs. 2 (ref 3)	Break
Match 4	2 vs. 3 (ref 1)		1 vs. 3 and 4 vs. 5 (ref 2)
Match 5	3 vs. 4 (ref 2)		2 vs. 5 and 3 vs. 4 (ref 1)
Match 6	1 vs. 2 (ref 4)		1 vs. 2 and 3 vs. 5 (ref 4)

**5 Team Pool playing on 1 court
PLAYING SCHEDULE**

MATCH: TM VS TM: OFF

- (1): 2 - - 5: 4
- (2): 1 - - 4: 3
- (3): 3 - - 5: 1
- (4): 2 - - 4: 5
- (5): 1 - - 3: 2

- (6): 4 - - 5: 1
- (7): 2 - - 3: 4
- (8): 1 - - 5: 2
- (9): 3 - - 4: 5
- (10): 1 - - 2: 3



METHOD OF PLAY (ONE-DAY TOURNAMENTS): Teams shall be guaranteed a reasonable number of sets (8).

1. When round robin competition is scheduled, a maximum of five teams only should be accepted per available court.
2. When round robin play qualifies teams for a championship playoff, no more than 50 percent of the teams entered should advance to the championship playoff bracket.
3. The championship bracket is not to exceed eight teams.
4. When two four-team brackets are scheduled, a championship and consolation pool may be formed from a first-round robin competition. Subsequent competition utilizing the top two and bottom two teams will determine first, second, third from the championship pool and fourth place by winning the consolation pool.
5. In round robin play the following will prevail:
 - a) If five teams are entered and a championship play-off is scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time might not allow the use of either the best of three or three-set matches
 - b) If five teams are entered and a championship play-off is not scheduled, matches may consist of either two 21 rally point sets or two 25 rally point sets. Time may not allow the use of the best of three or three-set matches.
 - c) If four teams are entered, matches may consist of any format, as long as it meets a reasonable time frame and is fair to all team entries proportionate to their entry fee and travel time. Some options include four-team pool play three sets to 25 rally points or best two-out-of- three 25 rally point sets (15 rally point third set).
 - d) Where there is only one pool, and a total round robin is scheduled, additional matches are not recommended. If a championship playoff is scheduled, the following criteria should be met:
 - i. Projected time schedule will permit such additional scheduling.
 - ii. Playoffs should be restricted to the first-and second-place teams only.
 - iii. The second-place team should win at least 75 percent of its sets in round robin competition.



GENERAL GUIDELINES FOR THE DETERMINATION OF PLAYOFF POSITION(S) IF TIED -- METHOD ONE

1. Teams qualifying for the playoffs, but tied for position only, 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.
2. Results of the match(es) between the tied teams, first on the won-lost record, and second on the point spread. If still tied, then
3. Comparison of the point differential based on the total round robin competition. Point differential should be determined by subtracting the total points lost from the total points won. The highest plus or the lowest minus remainder should be considered the superior team for tie- breaking purposes. If still tied, then;
4. Coin toss.

5. If there are more teams tied for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition. Teams should NOT be eliminated from assignment to championship competition by point differential or any other non-competition system.
6. If two or more teams are tied for a single playoff position, an additional 25 rally point set should be played. Teams should change sides at 13 points. No cap shall be in effect. Where tournament guidelines stipulate, 15-point sets may be used. For example:
 - a) Two teams tie for last position: One 25 rally point set.
 - b) Three teams tie for last position: Superior as determined by the criteria in G1 shall be the bye team and play the winner of the match between the two remaining teams. Two 25 rally point sets total.
7. If three teams tie for two playoff positions, the team with the greater point spread shall be awarded first place. The other two teams shall play one 25 rally point set for the remaining playoff position. The same priorities as listed in #1 shall prevail, except that if a tie shall exist after the second priority, the flip of a coin shall determine the bye team, and all teams must play for position as follows:
 - a) Team Blue wins over Team White and gains one playoff berth.
 - b) Team Red plays the loser, in this case Team White, for the second playoff berth. Two 25 rally point sets total.

These are only guidelines. Other methods are acceptable, as long as they are approved by the Region Office, printed and distributed before the start of the event.



PROCUREMENT/ASSIGNMENT OF REFEREES (Coach listed on the team roster must remain courtside throughout their team's officiating assignments.)

1. All referees assigned to sanctioned Oklahoma Region competition shall be members of USA Volleyball, have a current Background Screening on file (background screenings are good for two years) and be certified USAV Referees and Scorekeepers or "In- Process" candidates. "In-Process" officials may serve for one year in order to receive ratings and complete the certification process. Each team representative will provide the name(s) of their certified officials on the team entry form. Teams unable to provide certified officials may be required to pay a fee to the tournament host in which to hire officials to work their matches (team must still supply two lines-people and an assistant scorekeeper). This fee is not refundable at any time.
2. Non-player certified referees, as well as available certified player referees, may be used in all sanctioned competition. It is recommended that certified player officials only work matches as an R2. Coaches or chaperones certified to officiate should work as R1s.
3. All USAV certified referees (other than players, chaperones and coaches) are required to wear the approved volleyball officials' uniform.
4. All match assignments shall be made by the designated Head Referee. In the absence of a Head Referee, the Tournament Director will act in this capacity.

5. It is the responsibility of the Tournament host to check Official's certification of all hired officials working their tournament (paid or non-paid). A violation could result in loss of future tournament request.



ASSIGNMENT OF SUPPORT OFFICIALS

1. The primary responsibility for the assignment of support officials should lie with the Tournament Director.
2. Participating teams may be expected to furnish required officials as requested. Required officials are the first referee, second referee, the scorer, the assistant scorer, two line judges and visual scoreboard operator. Only USA Volleyball certified referees and scorers, if available, should serve in this capacity.
3. A working schedule, including playoff sets, should be posted prior to the first match of the day so teams will be properly informed as to respective responsibilities. In addition, teams assigned to work the first scheduled matches should be notified at least three days in advance of the tournament.
4. As part of item "3" above, teams playing in the final round robin match of the day, if not otherwise a participating team, will be assigned to the first level of the playoff matches. Losers of the playoff matches will be required to work the next level of the playoffs. Teams not fulfilling these assignments may be subject to discipline from the Region Office.
5. Any penalties for teams that do not fulfill their officiating responsibilities should be posted prior to play. One commonly used method is to penalize the assigned officiating team one point per minute up to a maximum of 25 points(one set), which would be imposed at the beginning of the team's next match.



INCLEMENT WEATHER POLICY

It is the decision of each coach and/or club whether their team should attempt to travel to a tournament in bad weather. However, it is the decision of the individual tournament director whether or not to cancel a tournament due to bad weather. Teams deciding not to attend a tournament that has not been cancelled will not receive a refund of their tournament entry fee. In addition, those teams must notify the Tournament Director prior to the tournament that they will not participate or they may be subject to further sanctions.



WAIVERS ALLOWED

Age waivers may be granted to junior players within the Oklahoma Region, to play in the next lower age group only. These waivers will be valid only within the Oklahoma Region and will not be valid at the national level. Age-waivered players may participate in the Oklahoma Region Championships but cannot participate, in any National Qualifier or the Junior Olympic National Championships unless the player plays with her age-appropriate team.

Other regions **MAY** choose to allow the participation of age waived players. Contact the individual Tournament Director to check on the eligibility of waived players within the region you will be playing. If an outside region does not accept waived players then said player may not participate in sanctioned tournaments within that region unless the player plays with her age appropriate team as directed by the USAV Age Definitions.

The Club Director must notify the Oklahoma Region Office in writing with any request for an individual waiver. Teams with age waived players must be registered with the region at the beginning of the season.



12 AND UNDER COMPETITION

1. Will use a lighter ball called a Volley Lite
2. Can use "step-in" (service line is 6'6" into the court) serving for regional domestic tournaments. Note: This step-in rule is used by domestic club programs in the Oklahoma Region. Other Regions may not allow the step-in rule; it is the decision of each region.
3. Will use the lower net height (7').
4. 10s, 11's, 12s, 13s, 14s are allowed to have a second toss per each service attempt. The tossed or released ball must land without being touched by the server before a new service authorization can be granted. Second service must happen within 5 seconds.
5. Male athletes are eligible to play in domestic Junior Girl's competition within the Oklahoma Region in the girls 10's - 16's Division: Other Regions may not accept these waivers; it is the decision of each region.



COACHING PROTOCOL DURING MATCH

During the match the coach is authorized to speak to the referees to verify the positions of the teams. During play, the coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, no closer to the court than 1.75 m (5'10") from the sideline and its extension without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 m (5'10") from the sideline. One assistant coach at a time may leave the bench to give instructions to the players on the court. During play, this assistant coach may give these instructions while standing or walking within the free zone in front of his/her team's bench from the extension of the attack line up to the warm-up area, and no closer to the court than 1.75 m (5'10") from the sideline and its extension, without disturbing or delaying the match. The extension of the attack line is drawn to a distance of 1.75 (5'10") from the sideline.

For junior competition, both team coaches sign the score sheet after the match to verify the results.



DUTIES OF TEAM CAPTAIN

DURING THE MATCH and while on the court, the team captain is the game captain. When the team captain is not on the court, the coach or the team captain must assign another player on the court, but not the Libero, to assume the role of game captain. This game captain maintains his/her responsibilities until he/she is substituted, or the team captain returns to play, or the set ends. When the ball is out of play, only the game captain is authorized to speak to the referees:

- In the absence of the coach to request time-outs and substitutions
- If an explanation of an application or interpretation of a rule is not satisfactory to the game captain;

he/she must immediately indicate his/her disagreement and file a protest prior to the authorization of the next service. If the disagreement with the referee's explanation involves the last point of the set, the official protest must be recorded within the first 60 seconds of the timed interval between sets. If the final point of the match is disputed, the protest must be recorded before the referees leave the playing area. (Protest is ruled upon by the Protest Committee either immediately or prior to the start of the next set.) It is advisable to have an assigned Protest Committee available to rule upon a protest as soon as possible prior to the first service following the protest. Such action should preclude playing the match over from the point of protest if the protest is upheld. Protests considered by the first referee (Protest or Tournament Committee) include:

- 1) Misinterpretation of a playing rule
 - 2) Failure of the first referee to apply the correct rule to a given situation
 - 3) Failure to charge the correct penalty-sanction for a given fault.
 - 4) Protest facts recorded on the score sheet include the:
 - a) Score of the set at the time of the protest
 - b) Players and positions at the time of the protest
 - c) Player substitutions and team substitutions made up to the protest
 - d) Team time-outs taken up to the protest
 - e) Situation that caused the protest
 - f) Signatures of the scorekeeper, both coaches and first referee, indicating the facts are correct.
- To ask authorization (For nationally sanctioned 14- and-under competition, the coach may act instead of the game captain to perform the functions stated):
 - 1) To change all or part of the equipment
 - 2) To verify the positions of the teams
 - 3) To check the floor, the net, the ball, etc.



DUTIES OF COURT MANAGER

The court manager is responsible for getting matches and officials on and off the court: the officials for each match at major tournaments include a first referee, second referee, scorer, assistant scorer, timekeeper/visual scoreboard operator and two line judges.

The court manager needs to check equipment (nets, standards, volleyballs, antennas, etc.) to make certain they are in good condition at all times.



TWO LIBERO SYSTEM

Beginning with the 2011-2012 Season, two Libero may be used USAV competition. One Libero should be designated by the coach before the start of the match as the starting Libero. The Libero on the court is the Acting Libero. If there is another Libero he/she will act as the Second Libero. Only one Libero may be on court at any time. The Libero cannot be either team captain or game captain at the same time as performing the Libero function. Replacements involving the Libero are not counted as substitutions. They are unlimited, but there must be a completed rally between two replacements involving a Libero (unless a penalty causes a rotation to position 4, or the Acting Libero becomes unable to play, making the rally incomplete.) The Libero can only be replaced by the player whom he/she replaced. The Acting Libero can only be replaced by the regular replacement player for that position, or by the second Libero. The regular Replacement player may replace either Libero. The coach has the right to replace the Acting Libero with the second Libero for any reason after a completed rally at any time during the match.

Each Libero will be allowed to serve in one position during a set in Oklahoma Region domestic competition. Libero serving will not be allowed at the Oklahoma Region Bid Qualifier, any National Qualifier or the Junior Olympic National Championships. Other Regions may not allow the Libero to serve; it is the decision of each region. Contact the individual Tournament Director to check on their region's policy prior to attending the event.



WARM-UP PROCEDURES

Because of limited time, the teams preparing to play the next match must be ready to take the court immediately at the end of the previous match. Warm-up time for the teams will probably vary from 5 to 10 minutes, depending on the tournament guidelines.

After the coin toss, the following warm-up procedure is specified: The warm-up time is split evenly in two, with the serving team taking the court for the first half and the receiving team taking the court for the second half. The teams may use the entire court in whatever manner they choose during their time, including serving practice.

For National Junior Olympic Volleyball events, the 2-4-4 format is used and may be used at any event. The first two minutes are for ball handling on a team's own side of the court, followed by four minutes of the entire court use by the serving team and then 4 minutes for the receiving team. Serving is conducted during each team's four minutes.



GUIDELINES FOR DEALING WITH BLOOD

If a player incurs an injury that causes bleeding, the first or second referee shall immediately stop the set in accordance with Rule 17.1.1. The player shall leave the court for evaluation/treatment. If the player cannot continue play and must be replaced, this should be done within the guidelines of Rule 15.6 or 15.7. If substitution cannot be made, refer to Rule 17.1.2. If a player's uniform becomes saturated with blood, a change of uniform will be authorized. This change should be accomplished as quickly as possible to cause no additional delay of set. The replacement uniform should be of a similar color and style. Though duplicate numbers will not be allowed, no sanction will be assessed if the player's uniform number is different than the original number. If a replacement uniform is not available, the player must be replaced by a legal substitution. If the referee observes blood on the playing surface or equipment, the set shall be stopped immediately and measures taken to clean any contaminated area or equipment using universal precautions.



JUNIOR MATCH PROTOCOL AT CONCLUSION OF WARM-UPS

Referees line-up on bench sideline in front zone. Teams line-up on bench sideline in back zone (captain first). First referee leads all to center and whistles for teams to shake hands, and then teams return to benches for final talk. Referees shake hands and then to positions. Starter's line-up on court while Libero awaits second referee's approval to enter, substitutes in the warm-up area or seated on the bench. Second referee check line-ups and gives the ball to the first server. First referee whistles for the first serve.



Junior Match Protocol

AM Waive Countdown	ACTIVITY in the CONTROL AREA	Match Protocol Sequence after First match
7:44:00 AM	REFEREES: Check net height. TEAMS: Stretch/Pepper on own courts.	Start of 2 Minutes Shared court
7:44:30 AM	REFEREES/CAPTAINS: Coin Toss Head Coaches receive line up forms from 2nd Referee. TEAMS: Continue to Stretch/Pepper on own courts.	
7:46:00 AM	REFEREES: 2nd Referee whistles start of 4' warm-up for serving team 1st Referee instruct line judges; 2nd Referee instruct Scorers; both referees inspect equipment TEAMS: Serving team has entire court; receiving team warms up off court.	Start of 1st 4 minute warm-up
7:50:00 AM	REFEREES: 2nd Referee whistles end of 4' warm-up for serving team, and start of warm-up for receiving team TEAMS: Receiving court has entire court; serving team warms up off court.	Start of 2nd 4 Minutes warm-up
7:51:00 AM	REFEREES: 2nd Referee collects line ups from coaches for the scorer.	One minute remaining in warm-up
7:53:00 AM	REFEREES: 2nd Referee whistles end of warm-up period. TEAMS: Go to benches/Prepare for Presentation of Match.	End of 4 minute warm-up Conclusion of warm-ups
7:54:00 AM	REFEREES: Line-up on bench sideline in front zone. TEAMS: Line-Up on bench sideline in back zone (captain first).	Immediately
7:55:00 AM	National Anthem	
7:59:00 AM	REFEREES/TEAMS: 1st referee leads all to center and whistles for teams to shake hands; then teams return to benches for final talk. REFEREES: Shake hands and then to positions. TEAMS: All at benches to prepare for start.	As soon as all are in-line
7:59:30 AM	REFEREES: 2nd referee checks line-ups and gives ball to first server. TEAMS: Starters line-up on court while Libero awaits 2nd referee's approval to enter; substitutes in the warm-up area or seated on bench.	Prior to start of match
8:00:00 AM	REFEREES: 1st referee whistles for first service.	Match Begins



NET HEIGHT

AGE GROUPS	FEMALE/REVERSE CO-ED	MALE/CO-ED
70 years and above	2.19 m (7'2 1/8")	2.29 m (7'6")
60 years and above	2.19 m (7'2 1/8")	2.38 m (7'9 5/8")
55 years and above	2.19 m (7'2 1/8")	2.38 m (7'9 5/8")
45 years and above	2.19 m (7'2 1/8")	2.43 m (7'11 5/8")
15/18 years and under	2.24 m (7'4 1/8")	2.43 m (7'11 5/8")
13/14 years and under	2.24 m (7'4 1/8")	2.24 m (7'4 1/8")
11/12 years and under	2.13 m (7'0")	2.13 m (7'0")
10 years and under	1.98 m (6'6")	2.13 m (7'0")



METRIC CONVERSIONS

- Length of playing court 18 m = 59'
- Width of playing court 9 m = 29'6"
- Diagonal of half the playing court 12.728 m = 41'8 1/2"
- Minimum length of net 9.5 m = 32'
- Minimum width of free zone 3 m = 9'10"
- Recommended height of posts 2.55 m = 8'4"
- Height of men's net 2.43 m = 7'11 5/8"
- Height of women's net 2.24 m = 7'4 1/8"
- Height of 12 & under net 2.13 m = 7'
- Height of 10 & under net 1.98 m = 6'6"
- Length of antenna 1.8 m = 5'11"
- Net width: Max. side line – post distance 1 m = 39"
- Length of antenna above net 0.8 m = 32"
- Circumference of ball 65-67 cm = 25 1/2-27"
- Referee's view above net 50 cm = 19 1/2"
- Size of net mesh squares 10 cm = 4"
- Max. width of side line band 8 cm = 3 1/8"
- Min. width of side line band 5 cm = 2"
- Max. width of side line rope 1 cm = 3/8"
- Min. width of side line rope 0.5 cm = 3/16"
- Max. distance of net height must not exceed the official height from side line to center by more than 2cm = 3/4"
- Min. temperature 16° C = 61° F
- Max. temperature 25° C = 77° F
- Weight range of ball 260-280 gm. = 0.5-0.6 lb.
- Internal air pressure of ball (indoor) 0.30-0.325 kg/cm² = 4.3-4.6 lb./sq. in

SPECTATOR/PARENT CODE OF CONDUCT

All spectators of privately sanctioned events are granted entry to the facility as a courtesy. Anyone that enters/attends any Oklahoma Region sanctioned Event, must agree to abide by the following Code of Conduct Guidelines:

I WILL:

1. I WILL abide by the official rules of USA Volleyball.
2. I WILL display good sportsmanship at all times.
3. I WILL encourage my child and his/her team, regardless of the outcome on the court.
4. I WILL educate myself on the unique rules of this facility.
5. I WILL honor the rules of the host and the host facility.
6. I WILL generate goodwill by being polite and respectful to those around me at this event.
7. I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
8. I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.
9. I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club as opposed to contacting the Head Official directly.
10. I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
11. I WILL support the policies and guidelines of the team/club that I represent.
12. I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
13. I WILL model exemplary spectator behavior while attending this event.
14. I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

I WILL NOT:

1. I WILL NOT harass or intimidate the officials.
2. I WILL NOT coach my child from the bleachers and/or sidelines.
3. I WILL NOT criticize my child's coach or his/her teammates.
4. I WILL NOT participate in any game or game-like activities unless I have a current membership with the Oklahoma Region or USA Volleyball.
5. I WILL NOT bring and/or carry any firearms at any Oklahoma Region event.
6. I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.

Note: Any violation of this Code of Conduct will result in the individual being asked to leave the site/facility, and may result in them being banned from attending future Oklahoma Region sanctioned events. The Event Director has the final say regarding their individual event. Local law enforcement will be contacted if necessary to resolve any disputes or altercations. Questions or concerns may be directed to the Oklahoma Region office.

This legally binding document may be reproduced as often as necessary and should be posted at all Oklahoma Region events.

CALENDAR OUTLINE FOR HOSTING A TOURNAMENT

1. SETTING THE DATE

- Contact the Oklahoma Region office about the regional schedule
- Obtain gym space for the desired date. Gym space must be confirmed before applying for the sanctioning of the event.

2. NO LATER THAN 6 WEEKS BEFORE TOURNAMENT (PREFERABLY EARLIER)

Send Tournament Sanction request form to the Oklahoma Region office.

3. FIVE WEEKS BEFORE

- Send out invitations or provide a link on the Oklahoma Region website.
- Order any needed equipment (balls, antennae, nets, etc.). Volleyballs should be new.

4. FOUR WEEKS BEFORE

Order prizes and/or any items for sale at the tournament. Include, if possible Oklahoma Region logo (or USAV if region is not available) to all printed materials.

5. TWO WEEKS BEFORE, UP TO TOURNAMENT DATE

Procure necessary auxiliary equipment:

- Scorer's table
- Referee stand(s)
- Visual scoreboards
- USAV banners
- Pens and pencils
- Chairs
- Copies of score sheets, line-up sheets and rosters
- Red and yellow cards
- Domestic Competition Regulation books
- Draw sheets (or generate from the computer) one for each pool
- Arrange for any support personnel such as a gym supervisor (someone with a key to open the gymnasium) and a janitor.
- Check the courts to see if any adjustments are needed before play can begin. For example: raising backboards, removing equipment or bleachers or lining the courts.

6. **ONE WEEK BEFORE**

- Close entries and submit for preliminary seedings to region office for approval.
- Set up pools, playing and play-off procedures.
- Send confirmation to entered teams.
- Pick up equipment and prizes.
- Assign work duties to club members.

7. **NIGHT BEFORE THE TOURNAMENT**

- Set up courts.
- Hang USA Volleyball banners in gym and on score tables
- Buy food and drinks, if providing them.

8. **DAY OF THE TOURNAMENT**

- Open gym early.
- Hold coach/captains' meeting at designated time.
- Explain the ground rules
- Announce gym restrictions
- Form protest committee
- Find out if any teams need referees or scorekeepers
- Remind refs to begin matches promptly.
- Verify rosters with Team Reps. Request USAV membership proof from any questionable entries.
- Identify any medical personnel
- Make sure all teams are in proper uniform. Do not permit play if regional rules are not complied with.
- Start matches on time!

9. **IMMEDIATELY AFTER THE TOURNAMENT**

The Tournament Director will submit the following to the Oklahoma Region office: Report of violations, incidents or injuries

The Tournament Director will submit complete final rankings in Excel format to region office.

10. **NO LATER THAN TWO (2) WEEKS AFTER THE TOURNAMENT**

The Tournament Director will submit the following to the Oklahoma Region office: Complete tournament results including final standings (not just top three). Tournament forward report (can be found on region website www.okrva.com)

TOURNAMENT DAY CHECKLIST

THINGS TO REMEMBER TO BRING TO THE TOURNAMENT

- Score sheets (Deciding and Non-deciding sheets - 2 per court per match)
- Lineup sheets (2 per court per match)
- Parent/Spectator Code of Conduct to hang
- Pens, pencils, pencil sharpener and erasers for scorers
- Folders for court results (matches)
- Folders for court score sheets (scorer's table)
- New volleyballs (game balls)
- Pressure guage, air pump and needle
- Antennas
- Tape measure/"Right height" for net
- Poster board (or computer generated sheets) for pool results and playoff brackets
- Folder with team rosters (copies left on scorer's table)
- Team packets
- Extra schedules (for scorer's table)
- Red and Yellow cards
- Extra whistles
- Current USA Volleyball Domestic Competition Regulations (rule book): for each score table
- Visual scoreboard for each court
- Referee stand(s)
- Score table and chairs for score table/team benches
- Floor tape (to mark lines)
- Official's Rating Forms
- Masking tape (to hang signs)
- Sharpies
- Stapler and staples
- Ice & plastic bags for first aid
- Garbage bags
- Awards & trophies
- Paper Towels
- Floor Towels
- First Aid Kit / Blood Clean-up Kit
- Insurance incident and claim forms
- Lunch for Site Manager

NOTE: Some of the items may or may not be needed depending on the equipment/supplies already at the facility.

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