

CHESAPEAKE REGION VOLLEYBALL ASSOCIATION

TO: Tournament Host

FROM: Ron Sommer, Tournament Chair

SUBJECT: Instructions and Host Requirements for Adult Regular Season Sanctioned Tournaments (revised 7 Nov 2006)

1. **IMPORTANT NOTE:** The information contained in these instructions highlight your basic requirements as a tournament host. **NOT ALL SITUATIONS ARE COVERED.** The forms and documents identified in this information packet are for your use as the tournament host and are self-explanatory. For specific information pertaining to planning, filling, and the conduct of sanctioned tournaments, refer to the current Chesapeake Region Handbook or contact your Division Coordinator or the Tournament Chair.

2. **BEFORE THE DAY OF YOUR TOURNAMENT**
 - a. Not less than six (6) weeks prior to the date of your tournament, complete the CHESAPEAKE REGION TOURNAMENT SANCTION REQUEST FORM (CHRVA Form 2). Do not complete the "ACTUAL" Column at this time. It is suggested that you download and fill out the "Tournament Host Expense Worksheet" which will help you to estimate the "TOURNAMENT EXPENSES" part of the Sanction Request Form. Also complete the TOURNAMENT INVITATION AND TOURNAMENT CONTRACT (CHRVA Form 3). **Send both the CHRVA Form 2 and CHRVA Form 3 to the Tournament Chair.** The original copy of CHRVA Form 2, approved or disapproved, will be returned to you. Any conditions/restrictions placed on your tournament will be indicated on the Sanction Form.
 - (1) After your Sanction Request has been approved, any changes you wish to make, prior to the date of your tournament, must be approved by the Tournament Chair.
 - (2) If you want to invite an out-of-region team(s), you must inform the appropriate Division Coordinator. You must provide the team name, and the name, address, and telephone number (e-mail address) of the team representative. You are authorized to reserve one pool position per court for identified out-of-region teams. If you desire to invite out-region teams at-large, they will accepted in your tournament on a space available basis only.
 - b. You are responsible for obtaining insurance coverage for your tournament. This coverage is provided by the Region and is free to all tournament hosts. Insurance forms with application instruction can be downloaded from the Region Commissioner or from the forms archives at <http://www.chrva.org/Forms/forms-archive.html>. Contact the Region Commissioner if you have additional questions regarding insurance.
 - c. You are responsible for providing nets, net supports, referee stands, antennas, lineup sheets and scoresheets (copies of which may be downloaded from the fo4rms archives and reproduction is authorized), volleyballs, and all other equipment, etc., necessary to conduct your tournament in accordance with Region rules and the Official United States Volleyball Rules. It is also recommended that you have blank roster forms available for teams that need to submit a roster.
 - d. The Division Coordinator will send you, at least 10 days before the date of your tournament, the tournament playing schedule, the rosters of teams accepted in your event, and the entry fees. If your event is not "full" as of its Closing Date, the Coordinator will work with you to fill all pool positions up until the day of the event. Filling a tournament AFTER

2. **BEFORE THE DAY OF YOUR TOURNAMENT** (continued)

the Closing Date technically the responsibility of the tournament host. However, we make it a joint effort between you and the Coordinator and YOU must maintain contact with and assist the Coordinator up to the date of your event.

- e. Make sure **your** own team(s) applies for your tournament! Unless your team(s) applies, in accordance with Region Rules and Procedures, they may possibly be rejected for play in their own event. It has happened in the past!!!

3. **ON THE DAY OF YOUR TOURNAMENT**

- a. The original signed and approved Chesapeake Region Tournament Sanction Form (CHRVA Form 2) must be available at the tournament site. It must be annotated with any changes approved by the Tournament Chair, except in cases as specified in paragraph e, below.
- b. **Your Tournament Director MUST be a non-playing individual and MUST be on site at all times.** He/she will be responsible for the administrative operation of your tournament and must be "visible"; that is, he/she must make every effort to make himself/herself known to all team captains, coaches, and/or representatives. Your Tournament Director will make all decisions pertaining to the operation of your tournament, except those decisions involving the Rules of the Game which is the responsibility of the Head referee assigned. Your Tournament Director must have a current copy of the Chesapeake Region Handbook and a current copy of the USAV Official Rules available for reference and for decision making.
- c. The Head Referee will be assigned by the Referee Assignor for your tournament. The Head Referee and your Tournament Director must work together to ensure a well conducted event. Your Tournament Director must remind the Head Referee to **appoint a PROTEST COMMITTEE prior to the first matches of the day.** The Head Referee is responsible for the work schedule for both playing and non-playing referees and has full authority over all referees supporting your event. The Head Referee **WILL NOT** be responsible for making decisions pertaining to the management of your tournament, although your Tournament Director may request the Head Referee's opinion.
- d. Player Eligibility, Team Rosters, Referees, and Scorekeepers.
 - (1) The team roster sent to you by your Division Coordinator **MUST** be checked by the team's captain, coach or representative prior to the team's first match of the day, and corrections to the roster made as necessary. These corrections include, but are not limited to, deleting the names of players not playing, adding or changing uniform numbers and registration numbers, etc. Your Tournament Director should have blank roster forms available in the event a team needs one. This roster check is very important because the roster may be used to settle any future dispute concerning a player or team's eligibility or other problems. Your Tournament Director should establish a "check in area" to complete this requirement.
 - (2) The Head Referee **MUST** be informed as soon as possible when a player-referee listed on the team's application/roster will not be present to perform his/her assignment. In this instance, the Head Referee is responsible for assigning a referee to replace the absentee. **You will be charged for this match by the Head Referee – so it is up to your Tournament Director to collect any referee fee and/or penalty the absent referee's team may owe you.**

3. ON THE DAY OF YOUR TOURNAMENT (continued)

- (3) When the scheduled work team for a match cannot provide a certified scorekeeper, your Tournament Director is responsible for providing a certified scorekeeper for the match. He/she is also responsible for paying the replacement scorekeeper for working the match, and for collecting the scorekeeping fee from the scheduled work team.

e. Changes to the Playing Schedule.

- (1) Your Tournament Director is **NOT** authorized to make any changes to the playing schedule, playoff schedule, and/or pool seeding sent to you by your Division Coordinator **EXCEPT WHEN:**
 - (a) Your Division Coordinator has approved your requested change(s) **PRIOR TO** the day of your tournament.
 - (b) A team is a "late withdrawal" (less than 24 hours before the start of your tournament) or a "No Show" the day of your tournament. In this case, your Tournament Director is authorized to make limited adjustments to the playing and working schedule; i.e., moving team #5 from one court to the "no shows" court to make 2 4-team pools, etc. The reason for any change(s) will be reported on **the TOURNAMENT RESULTS REPORT FORM (CHRVA Form 4)**.
- (2) Your Tournament Director **MUST** prominently **POST** all changes to the playing, work and/or playoff schedule, and must ensure that all team captains, coaches or representatives are made aware of the change(s) as soon as possible.

- f. It is the responsibility of your Tournament Director to collect any team fees due. Unless a prior agreement has been reached with the Referee Chair, under no circumstances will a Tournament Director pay a referee or player-referee for service.
- g. Your Tournament Director is responsible for enforcing all Region rules, the USAV Participant Code of Conduct, and the rules pertaining to the host facility. Your Tournament Director has the right to evict any individual who violates any rule, policy or the Code.
- h. At the conclusion of your tournament, you or your Tournament Director will receive a statement from the Head Referee listing your tournament costs for the Region's Sanction Fees and Referee fees. Unless you have made prior arrangements with the Referee Chair, you must remit full payment at this time.

4. AFTER YOUR TOURNAMENT

- a. **Within 24 hours** after the completion of your tournament, you must telephone or E-mail the results of your tournament to the appropriate Division Coordinator. Staff contact information can be found online at www.chrva.org/staff.html. Using the POINT AWARD CHART (found in the forms archives), provide the name of the 1st, 2nd, 3rd, etc., place teams and the points earned by each team.
- b. **Within 48 hours** after the completion of your tournament, you must call the Eligibility Chair or Referee Chair if you have any complaints to make against any individual, team, or referee. Your complaint may include, but is not limited to, a violation of Region rules or policy, the USAV Participant Code of Conduct, a violation of rules and/or policy pertaining to the use of your facility, and or a team "No-Show" or an early withdraw of a team already at your tournament. Remember – the statute of limitations for such complaints is **48 hours!**

4. AFTER YOUR TOURNAMENT (continued)

c. **Within 7 days** after the completion of your tournament:

- (1) Complete the “Actual” column on the original copy of the Tournament Sanction request Form (CHRVA Form 2), and mail the completed form to the **Tournament Chair**.
- (2) Mail all team rosters to the **Region Registrar**.
- (3) Mail all scoresheets to the appropriate member of the **Scorekeeper Review Committee**.
- (4) Mail or email copies of the TOURNAMENT RESULTS FORM (CHRVA Form 4) to;
 - (a) your **Division Coordinator** (see <http://www.chrva.org/tsc.html> for contact information),
 - (b) the **CHRVA Website Administrator**

**Jeff Maynard
Website Administrator
1223A Francis Avenue
Relay, MD 21227**

IMPORTANT – Complete both sides of the form!

5. **QUESTIONS:** If you have any questions pertaining to the hosting of your tournament, do not hesitate to contact me:

Ron Sommer
CHRVA Tournament Chair
2516 Bauernschmidt Drive
Baltimore, MD 21221-1738
(H, FAX) (410) 391-6687
(E-mail) ron.sommer@chrva.org

HAVE A GREAT AND SUCCESSFUL TOURNAMENT!