



**KRVA**  
KEYSTONE REGION VOLLEYBALL ASSOCIATION

# Tournament Director Manual

2023-2024 Season  
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It is the responsibility of each event host and director to know the procedures and rules for hosting and conducting an event in the Keystone Region. All necessary information is available on the Keystone Region website, [www.KeystoneRegionVolleyball.org](http://www.KeystoneRegionVolleyball.org). Lack of information or help is not an excuse for hosting substandard events. The Keystone Region has a history of sanctioning well-managed tournaments and has faith and confidence that local event hosts and directors will help maintain this high standard. Your cooperation and commitment are appreciated.

The following Keystone Region procedures and rules supplement USA Volleyball (USAV) requirements and rules and are to be used for all Keystone Region sanctioned juniors' indoor regular-season tournaments during the 2023-2024 USA Volleyball season (September 1, 2023– August 31, 2024). Girls' regular-season tournaments can begin the first weekend in January and end the last weekend in July. Boys' regular-season tournaments can begin the first weekend in December through the last weekend in February, and again from the first weekend in May until the last weekend in August.

Events held in large arenas or convention centers, and the Pennsylvania Kick Starter, Boys Atlantic Northeastern Qualifier, Capital City Freeze, Lucky Charm Classic, and Championships Cup may have formats, expenses, and entry fees different from regular-season events.

A copy of this document and the 2021-2023 USA Volleyball Rules Book are to be available at each Event site.

For additional assistance, or for questions or requests for clarification of these Keystone Region procedures, contact Valerie Podczasy, Keystone Region Events Manager ([results@krva.org](mailto:results@krva.org)).

For questions regarding USA Volleyball playing rules, contact Neal Kenzakowski, Keystone Region Officials Advisor ([n.kenzakowski@yahoo.com](mailto:n.kenzakowski@yahoo.com)).

Tournament Directors not adhering to the policies outlined in this document risk forfeiture of their Tournament Bond, fines, and can potentially be sanctioned.

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## ARTICLE I. TOURNAMENT DIRECTOR QUALIFICATIONS

1. Current KRVA adults with juniors' member in good standing
2. Be 25 years of age or older
3. Current USAV background screen
4. Current Safesport Certification
5. Concussion Training Certificate on file with the KRVA office
6. Not be a coach or Official at the event

### Section 1.01 MEMBERSHIP

A current Coach or Adult with Safety Requirements membership in the Keystone Region is required to be an eligible Tournament Director and to request Event sanctions. Your membership is not complete until your registration fee, signed USA Volleyball Waiver and Release of Liability, and signed USA Volleyball Juniors Club Personnel Code of Ethics are received. These documents are available for electronic signature during the KRVA registration process on SportsEngine.

### Section 1.02 BACKGROUND SCREEN

Each juniors' event host, site director, and all other juniors' event staff must have a completed USA Volleyball background screen. Background screens through other agencies do not meet this requirement. Any person with a failed background screen will not be permitted to be a Tournament Director in the Keystone Region. Please note that it can take up to 10 business days for a background screen to be completed.

### Section 1.03 CERTIFICATIONS

Each juniors' event host, site director, and all other juniors' event staff must have the following certifications registered with the Keystone Region office: Concussion Training Certification, and Safe Sport Certification (see 1.03a and 1.03b below). These must be completed and submitted to the Keystone Region Office by November 1st.

#### (a) CONCUSSION TRAINING

TD's are also required to have a Concussion Training certificate on file with the KRVA office. This is a once and done requirement.

#### (b) SAFESPORT CERTIFICATION

All Tournament Directors, Site Directors and any other Keystone Region Member who has frequent contact with athletes, including but not limited to officials, coaches, club directors, staff, and chaperones are required to have a current SafeSport Certification for each season. The coursework is mandated by the US Center for SafeSport, and all regions and their members must comply. The requirements may change from year to year. Any changes will be posted to the SafeSport page of the KRVA website.

### Section 1.04 ADHERING TO REGION RULES

It is the responsibility of each Tournament Director to know the procedures and rules for conducting an event in the Keystone Region (KRVA). All necessary information is available on the KRVA website and in the Tournament Director Manual. Lack of information or help is not an excuse for hosting substandard events.

The KRVA procedures and rules supplement the USA Volleyball requirements and rules and are to be used for all KRVA sanctioned tournaments during the current season.

A copy of this document and the current USA Volleyball Rulebook are to be available at each event site. The Rulebook is available for download on the USA Volleyball Ref Training website.

### **Section 1.05 COMPLIANCE**

TDs with persistent compliance issues will be subject to disciplinary sanctions as KRVA deems necessary. This can include fines, loss of Tournament Bond, probationary period in which KRVA events works close with the TD to assist in administrating events, as well as losing the privilege of running tournaments in the region. TDs with persistent compliance issues will be considered “Out of Good Standing” with the Region.

Failure to comply with current USAV rules and guidelines, current Keystone Region guidelines and procedures may result in investigation of the situation, and refusal of further tournament sanctions by the Keystone 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.

## Article II. EVENT FACILITIES AND INSURANCE

### Section 2.01 FACILITIES

Event sites having facilities and equipment that are considered to be unsafe will not receive a Keystone Region Event sanction. A Tournament Sanction Request will not be accepted if a permanent building for the event has not been designated.

Minimum requirements for volleyball courts and equipment can be found in the 2021-2023 USA Volleyball Rules Books. All posts and referees' stands must be padded. Referees' stands are required and should elevate the referee's head approximately 18" above the height of the net and be clear of any obstacles. Jump boxes, ladders, or other similar equipment that is not specifically designed as a referee stand is not permitted. Support wires must be either eliminated or clearly marked and padded.

Event sites that have less than the required minimum two meters behind the end line for the service zone will not be considered for tournaments. There must be sufficient free space around each court. The recommended minimum free zone surrounding a court is 2 meters (6'6-3/4"). Players must be permitted to pursue volleyballs without endangering themselves, other participants, or spectators. The second referee should be able to transition freely from one side of the net to the other, positioned outside the net post, without any obstacles. All court lines must be 2-inches wide and contrast with the floor surface and any other lines.

The Free Zone is defined as the area surrounding the court along the sidelines. The Service Zone has a separate requirement to be two meters in depth and that space cannot be shared with another court per USAV playing rules (USAV 9b). If courts are adjacent, they may share this two-meter free zone. In other words, each court does not need its own two-meter free zone. The distance between two courts can be two meters, and the rule requirements are considered met. In the situation when adjacent courts share a common two-meter free zone, coaches, substitutes, and team benches are not permitted in the area between the courts. If the adjacent courts have team benches back-to-back in the shared free zone, and each court still maintains at least two meters of free zone excluding those bench areas, this may be permitted.

Event hosts, site directors, or facility managers may not establish local ground rules or modify USAV playing rules, particularly if those ground rules do not consider the safety issues they may present. Referees will establish the ground rules for each court according to USA Volleyball Rules Book.

### Section 2.02 VENUE SPECIFICATIONS

To ensure the safety and compliance of the facilities, each Event venue and court(s) must follow the rules of the current Rulebook, as well as KRVA and USAV rules. Before events are entered into the system, the Tournament Director must inspect each venue with a venue representative to ensure it meets safety and compliance criteria. The Rulebook, KRVA, and USAV rules have been outlined in Appendix C. Appendix C will serve as the Venue Specification Agreement that must be signed by the TD and the venue representative, acknowledging the compliance rules stated in the Appendix C. This agreement is required from each Tournament Director for each venue that will be used throughout the season. One agreement per venue is due back to KRVA once the events are "pre-sanctioned" and before they are entered into the Event System unless another agreement is made with KRVA. The Tournament Director will receive their COI back after the Venue Specifications Agreement, along with all other required documents, have been received.

## **Section 2.03 VENUE CONTRACTS**

TDs must provide proof of agreement with the venue for the date(s) requested. It is incumbent upon the TD to submit a copy of the executed contract to the KRVA office. The Tournament Director will receive their COI back after the Venue Contracts, along with all other required documents, have been received.

If the TD does not have a full contract with a facility but has a different type of agreement, that should be communicated to the Event Coordinator. The Event Coordinator will work with each TD individually as needed. Some form of agreement will need to be provided in place of a contract.

## **Section 2.04 CERTIFICATE OF INSURANCE**

Event facilities often require proof of insurance. The Certificate of Insurance (COI) shows that USA Volleyball has liability coverage for each Keystone Region sanctioned Event. Please keep in mind that if you fail to submit a COI request for your Event, the venue and all event staff may not be covered for any lawsuits resulting from any issues that may occur during the Event. Failure to submit an insurance request will result in an Event not being sanctioned. In addition, should the Event not meet all the conditions of being a sanctioned Event (i.e. No handwritten players or coaches on a roster; all Event staff meeting background check requirements; etc.) the COI that has been issued will be considered null and void and the Event no longer sanctioned by KRVA.

An Event host/facility conducting a sanctioned KRVA/USAV event with a non-sanctioned event must assume liability for any damages to the facility or injuries to participants or spectators. The KRVA/USAV Certificate of Insurance applies only to KRVA/USAV members participating in the sanctioned event. Participation of nonmembers in the sanctioned event will be void all liability coverage provided by KRVA/USAV.

## **Article III. TOURNAMENT SANCTION REQUEST**

The Tournament Sanction Request (TSR) is the official request of Event dates and their locations by an TD to the KRVA office.

### **Section 3.01 TOURNAMENT CLASSIFICATION**

Tournaments can be sanctioned for Boys, Girls Regional, Girls American or Girls National level. When you request a tournament sanction, make notice of the level of tournament you want to run. The tournament director will be responsible for allowing illegal teams into the tournament and can lose the right to run other tournaments.

### **Section 3.02 FORMATS**

All Tournaments must have a minimum of six (6) teams with three (3) different clubs in order to be sanctioned. If there are less than 6 teams, the Tournament Director must ask the coaches/club directors if they still want to participate while still maintaining the (3) different clubs. If all teams agree, the Event can still be sanctioned. If there are less than (3) different club represented the Event CANNOT be sanctioned.

Tournament Directors may not advertise multiple events in excess of the number of courts available. They must request permission from the Keystone region office to expand their Event. Age Divisions or classification also cannot be combined unless they have permission from all club directors involved in that combined Event. Teams electing not to participate will receive a full refund of the entry fee.

Standard tournament format: round robin pool play followed by single elimination playoffs. Deviations from this format need to be noted on the TSR and approved by KRVA Office.

**For full day tournaments: 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.** This must be noted on the TSR, approved by the KRVA Office. It must be noted in the pre- tournament information sent to the teams that you plan to accept up to 5 teams per court.

**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 KRVA 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.

### **Section 3.03 MATCH GUARANTEE**

A single-day Event will guarantee 3 matches or set equivalent for each team. A two-day Event will guarantee 5 matches or set equivalent over the course of 2 days. A three-day Event will guarantee 7 matches or set equivalent over the course of 3 days.

### **Section 3.04 ADMISSION AND PARKING FEES**

The Keystone Region does allow regular season Event that intend to charge an admission and/or parking fee. These fees must be made on the Event Sanction Request and/or updated no later than November 1<sup>st</sup> of each season.

### **Section 3.05 TOURNAMENT BOND AND SANCTION FEES**

Fees required to get a tournament Sanctioned:

- TD Bond: which is \$50.00 for each court that you plan to use.
- Sanction fee: which is \$7.50 per team that played in your tournament
- You will receive the Tournament Bond back, minus the number of teams in your tournament times \$7.50.

Checks are to be made out to the Keystone Region Volleyball. No dates will be guaranteed until the tournament sanction Request have been received and sanction granted.

The 'TD Bond' will be refunded only if the results of the tournament are reported to the KRVA office. The fee of \$7.50 per team that actually participated in your tournament will be subtracted from your TD Bond. Tournament Directors who do not submit tournament results correctly may face other sanctions, including, but not limited to, removal of the right the host any future events.

TD Bonds will be refunded only once a year if a tournament director is in full compliance and has correctly submitted all results. The refunds will be done in the month of June as most of the tournaments are completed by then.

## **Article IV. HOW TO GET A TOURNAMENT ONTO THE SCHEDULE**

Each year, the Keystone Region office will open Tournament Director Registration and Sanctioning of Single day events on July 1<sup>st</sup> and will end on November 1<sup>st</sup>. All prospective Tournament Directors, new and returning must complete all step to be considered eligible to request sanctions.

Prospective TD's that do not complete all requirements by November 1st may face penalties such as ineligibility to run events for the season, limited sanctions, and/or more.

Prospective Tournament Director who wish to propose large multi-day tournaments should contact the Keystone Region Events Manage for instructions.

### **Section 4.01 ELIGIBILITY/APPROVAL PROCESS**

#### **(a) STEP ONE: TOURNAMENT DIRECTOR REGISTRATION**

Fill out Tournament Director Registration Form found on the Keystone Region website.

After submitting the registration, the prospective TD's eligibility to run tournaments in the Keystone Region for that season will be approved or denied via email. Examples of reasons for denial: history of non-compliance with KRVA / USAV requirements, low safety standards, missing payments, SafeSport issues, Not in Good Standing with Region, etc.

#### **(b) STEP TWO: TOURNAMENT DIRECTOR APPROVAL**

Upon receiving an email indicating that the prospective Tournament Director has been approved and is now eligible to request Single day Event sanctions. Please submit the next list of requirements found below. Once all requirements are received, the Tournament Sanction Requests (TSR) will be evaluated.

1. Tournament Sanction Request (TRS) spreadsheet
2. Tournament Director Agreement

#### **(c) STEP THREE: TSR APPROVAL**

Upon Review of the TSR, Tournament Directors will receive an email with the approved TSR. This document will contain approved events, changes, and/or denied events. Once the TSR is finalized, the Tournament Director can submit the last requirement found below. These are due within 2 weeks of receiving the approved TSR.

1. Contracts from facilities for the approved dates
2. Signed Venue Specifications for all approved venues
3. Insurance request for each facility
4. Required Tournament Bond\* and Bond Form

The Tournament Bond must be paid via check made out to KRVA and sent to: 1013 Brookside Rd, Suite 203, Allentown, PA 18106. Tournament Bond may be increased if non-compliant the previous year (see Article III Section 3.04) The standard deposit for new and seasoned Tournament Directors is \$50 per sanctioned court for single day events and \$80 per sanctioned court for multiday events.

#### **(d) STEP FOUR: FULL SANCTION.**

Once the last requirements are received, the information for approved Events will be entered into Advanced Event Systems (AES)

## **Article V. EVENT ENTRY**

Junior Boys Events open for regular registration on November 1st each year. All age groups open on the same date at the same time.

Junior Girls Events open for regular registration on a specific date and time as set forth by the KRVA Office each season. Generally, the events open for team registration the first full week of

December as follows:

Sunday night – 12's, 16's, and 18's

Tuesday night – 13's and 17's

Thursday night – 14's and 15's

### **Section 5.01 EARLY EVENT REGISTRATION**

The Early Event Registration begins after the TD has received their Approved TSR for their event(s) from the KRVA office and closes when the event opens to the public. This phase is optional for single day events and does not have to be used by the TD. Multi-day tournaments are not eligible for Early Event Registration.

Single Day Events are allowed TWO (2) early team registrations PER sanctioned court. This number DOES NOT include the TD's affiliated club teams.

The TD can invite specific teams and/or clubs to participate in their event(s). Club Directors are also allowed to request an Early Event Registration space for their teams. The TD can be selective when choosing the team(s). The TD is responsible for maintaining their list of Early Event Registration.

When the TD receives their access the AES, they will be able to add their early event registered teams. You need to let the office know that you are utilizing the early event registration and can either be added by the office during the acceptance process or the TD after acceptances. If we are not notified that you do have early registrations, we will accept teams in the order they are registered.

### **Section 5.02 TEAM ACCEPTANCE**

The Keystone Region office will complete the initial acceptances within one week of the opened date. Tournament Directors will then be added to their tournaments the following Tuesday.

Teams are accepted in the order in which they registered (indicated by time stamp on registration). Any teams in excess of the maximum number of spaces available will be waitlisted.

Team codes must match with the corresponding team names and must be activated and paid for with the KRVA Office, prior to being accepted.

The Keystone Region Office will provide TD's with an updated list of teams and codes activated and paid for to reference for subsequent registrations. Any teams not on the list or with an incorrect code should not be accepted and must be reported to the Event Coordinator ASAP.

### **Section 5.03 ENTRY FEES**

Payment for Boy's Event is due December 1<sup>st</sup>, 2020 or within 5 days of acceptance to the Event whichever is later. Payment for Girl's tournaments is due January 1<sup>st</sup>, 2021 or within 5 days of acceptance to the Event whichever is later.

TD's should enter their received payments into the appropriate team registration on AES.  
TD's may drop teams not paying by the deadline from the Event to fill with the next team in line if they wish.

The Keystone Region has no legal position to enforce payment of entry fees for events managed by an Tournament Director. The Keystone Region sanctions the Event but is not subject to the contract in the determination of entries. That agreement is between the club/team representative requesting entry and the Tournament Director. A club cannot be required by the Keystone Region to pay the fees asked.

### **Section 5.04 WAITLISTED TEAMS**

Waitlisted teams should be offered a slot in an Event, if one should come open, in the order of time stamp registration. Tournament Directors must provide written notice to the waitlisted team of their change in status. The team then has 48 hours to respond if they will take the open Event spot.

If no communication is received from the team after 48 hours, the Tournament Director is allowed to offer the spot to the next team on the waitlist. Payment arrangements will be made with the TD.

TD's must monitor their events for subsequent registrations and approve or waitlisted newly registered teams according to the space available in their event.

### **Section 5.05 WITHDRAWALS, DROPS, AND REFUNDS**

Accepted or Waitlisted Teams that have not paid their entry fee and wanting to withdraw/drop from a Event must provide the TD with written notice.

Accepted or Waitlisted Teams that have paid their entry fees and wanting to withdraw/drop from a Event MUST provide the Tournament Director with written notice before the drop date. Refund to the club should be provided within two weeks.

IF Accepted or Waitlisted Teams that have paid their entry fees and want to withdraw/drop AFTER the drop date MUST still provide the Tournament Director with written notice. However, the refund is at the sole digression of the Tournament Director.

If a major change is announced, the teams must be allowed to drop with a full refund. Teams must provide written notice to the Tournament Director of their decision with 48 hours of the announcement. Tournament Directors must then refund the Event entry fee within two weeks. Major changes include but are not limited to switching dates or venues.

Accepted Teams that have paid fail to show for Event without written notification to the Tournament Director, that team will be subject to a \$300 fine paid to the region and will not be refunded their entry fee.

### **Section 5.06 DENIAL OF EVENT ENTRY**

Tournament Directors may deny entry when any of the following apply:

1. the Event is filled
2. club repeatedly exhibits unsportsmanlike behavior or cancels from events
3. club fails to submit payment and/or required Event entry information

## **Article VI. EVENT PERSONAL**

Tournament Directors are responsible for providing qualified personnel to conduct tournaments and to provide safe and clean facilities. Such personnel can include Tournament Directors, building/site supervisors, and referees. Coaches and referees may not act as Tournament Directors if they are actively participating in the actual Event. Any person (paid or volunteer) provided by the Event host that comes in direct contact with junior players must have a completed Keystone Region membership and a current, "clear" USAV background screen.

### **Section 6.01 PROFESSIONAL REFEREES**

All Keystone Region sanctioned regular-season tournaments are required to have at least one referee with a Provisional (or higher) rating. Referees may not officiate at tournaments in which they are acting as coaches for any participating team or acting as the Tournament Director or site director for the same Event.

A Conflict of Interest occurs when a referee has direct (as a coach, club director, etc.) or indirect (as a parent, chaperone, etc.) affiliation with a particular club or team. Should a conflict of interest occur, the referee may not officiate matches involving that club or team. In the case of direct affiliation, the referee should not officiate tournaments run by the affiliated club.

Within the Keystone Region, professional referees are classified as International, National, Junior National, Regional, and Provisional.

Tournament Directors must hire registered, certified USAV referees with completed, "clear" USAV background screens. Each Event is required to have one Chief Official (CO) and additional qualified officials for a total of 1.5 officials per court. The TD is ultimately responsible for securing the officials to staff their events.

The Keystone Region Officials Assignor will assist TD's with obtaining referees by assigning available officials to work events if indicated on the TSR. TD's are responsible to communicate any changes in court numbers no later than three weeks prior to the event to the Assignor and/or Keystone Region Office so they can attain the correct number of officials.

The Officials Assignor will begin assigning for tournaments in December, so the TD must let the Event Coordinator know in the Fall if they have any CO requests or is contracting with officials on their own. The TD may request a specific Chief Official for their events. The request should be made in the Fall before assigning begins (ideally, when their TSR is submitted). If the official is available and qualified, the Assigner will try to honor the TD's request.

The TD also has the right to find all his/her own referees without the Assigner as long as the referees are in good standing with KRVA and are current with their membership, background screening, and certification requirements.

If the TD is attaining officials on their own, the list of officials must be sent to the Assigner NO LATER than December 15th and the assignments must be accepted by each official in the assigning system.

If the TD wants to use less officials than 1.5 per court and works it out with the chief official and all other assigned referees agree, the TD may staff the event with less than 1.5 per court. The TD MUST let the Keystone Region Office and Assigner know early (ideally in December) and both must receive confirmation from the CO that all officials are in agreement with the different staffing arrangement.

The very minimum is one (1) official per court for sanctioned tournaments.

The hiring of non-USAV referees or suspended referees will cause loss of the Tournament Director deposit and potentially other associated fines.

### Section 6.02 CHIEF OFFICIAL AT A REGION EVENT

A Chief Official will be designated for each Event (or each site in the case of multiple venues for a single event). It is recommended that the referee with the highest certification assume this role. If all referees have the same certification level, the most experienced referee should fulfill this responsibility.

Suggested duties and responsibilities:

- Arrive approximately 45 minutes before the scheduled start time to meet with the Tournament Director to determine playing formats and ground rules.
- Be available to the coaches to answer questions about the facility ground rules or USAV Rules Book.
- Confirm playing ground rules with all referees for each court to ensure the consistent application of the ground rules by the crew of referees.
- Assist referees with court assignments and the referee rotation scheme and help to ensure that referees are working match levels appropriate for their certification.
- If appropriate, designate referees for any play-off matches (adults) and bracket play.
- Remain present at the Event until the final match has concluded. At least two referees must remain present at the Event until the conclusion of the final match. They should depart the playing venue together.
- Serve as a liaison with the Keystone Region Official Assignor in the event that any concerns arise related to the playing facilities, officiating performances or conduct of participants or spectators.
- Recommended: Carry a copy of the Procedures and Rules for Junior's Tournaments.

### Section 6.03 COMPENSATION FOR OFFICIALS

All listed officials' fees are mandatory for Region Hosted and Club Hosted events. Officials should contact the specific tournament of Club Hosted Events for clarification of fee amount.

Tournament Directors for Club Hosted Events are allowed to discuss compensation with the KRVA Officials Assigner. Tournament Directors must also list the fee on the Tournament Sanction Request form and the information will be posted on the event on the assigning system for officials to see prior to signing up for an event.

#### Compensation

Rating	National	Jr National	Regional	Provisional
Best of 3	\$40.00	\$40.00	\$38.00	\$36.00
Auto 3	\$48.00	\$48.00	\$46.00	\$44.00
2 Sets	\$34.00	\$34.00	\$32.00	\$30.00
1 Set	\$22.00	\$22.00	\$20.00	\$18.00

**Working Chief Referee:** minimum \$20; unless TD handles scheduling of the officials

**Head Referee/Rater:** TBD

### **Travel Fee**

- One way mileage (driver only)
- Multi-day events: a shared hotel room will be provided if an official lives 50 miles or more (one way) from their assigned tournament site
- Google Maps will be the site used to determine the accurate mileage (shortest route)
- Per Diem \$20 per full day and \$10 per half day

Officials should contact the specific tournament director of Club Hosted events for clarification of their Travel policy. A tournament director is not required to provide the official a room. If they do, consider that a benefit. There is also no requirement that a tournament director help you with parking fees. Again, if they do, consider that a benefit.

Official's fees for Partnered Event(s) with USAV will be the USA Volleyball schedule of fees

## **Section 6.04 TOURNAMENT DIRECTORS, BUILDING/SITE DIRECTORS**

If the requesting Tournament Director will not be in attendance, they need to use Site Director with the following qualifications:

1. Current KRVA adults with juniors' member in good standing
2. Be 18 years of age or older
3. Current USAV background screen
4. Current Safesport Certification
5. Concussion Training Certificate on file in the KRVA office

A list of site directors should be presented with the Event Sanction Request (TSR) and any changes must be submitted to the Keystone Region Events Manager no later than two weeks prior to the event. All of those listed must have the above requirements fulfilled

Any courts not under the same roof will require a separate Site Director. Event and site directors may not officiate during the tournaments they are directing. Coaches for a participating team cannot serve as referees, Tournament Directors, or site directors.

It is the Tournament Directors' responsibility to be in compliance with any Pennsylvania state requirements governing employees, independent contractors (including officials), and volunteers at each event.

## **Article VII. PRE-EVENT**

### **Section 7.01 SETTING UP POOLS**

The schedule must be created using an approved KRVA Event format and be distributed NO LATER than the Monday prior to the event. The TD will distribute the Event schedule to the Club Director, Head Coach for each team, and the Event Coordinator.

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.

### **Section 7.02 SEEDING THE POOLS**

The objective of seeding is to insure 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.

Seeding of a Event does require some thought and effort. Tournament Directors are to use the Keystone Region rankings found on the region website to create pools for their tournaments.

Pools are established using the most recently published team rankings. However, problems can occur at the beginning of the season when few team results are available; if tournaments consist of different age groups and divisions; not having teams from the same club in the same pool; and out of region teams.

### **Section 7.03 PRE-EVENT INFORMATION**

Monday, the week of the Event, seed the pools according to the format specified for the number of teams entered. Through your AES account, e-mail the club directors, coaches, and referees with a link to the Event information or e-mail the following information:

1. Event site Policies
2. Time of team check-in
3. Starting time of the first match and officiating assignments
4. Pool play format with the schedule of play
5. Event format
6. Availability of concessions

### **Section 7.04 CHANGES AND CANCELLATIONS**

The Tournament Director can cancel tournaments having fewer than four teams or less than 3 clubs represented within one month of the Event date. If, for other reasons, a Event is cancelled, contact the Keystone Region Office immediately. Notify all teams and Chief Official must have written notification. Refunds should be issued within 2 weeks of the cancellation.

If a Event needs to be altered, the Tournament Director must notify all club directors and the Chief Official. Due to circumstances beyond a Tournament Director's control, changes may be necessary for starting time, pool play or Event formats, and occasionally Event sites. Tournament Directors are

responsible for providing information in a timely manner to allow club directors and their teams to plan accordingly.

## **Article VIII. WEATHER**

The decision to delay, suspend or cancel an Event due to weather related issues is a difficult decision. The safety of the individuals traveling to or from an Event site or occupying a Event site will take precedence over any other considerations.

Tournament Directors need to be cognizant of the current weather conditions and travel conditions for the teams entered in their tournaments. The safety of the travelers should always be the first consideration.

Once a Event begins, each Event Host is responsible for the safety and health of the Event site occupants. Every Event site should have a policy or plan concerning weather-related situations. Contact the local emergency management office to obtain community information and procedures.

## **Article IX. Event**

### **Section 9.01 BANNED SUBSTANCES**

Use of tobacco products and alcoholic beverages is prohibited at USA Volleyball events. This includes gyms, locker rooms, and facilities. Event sites may not sell CBD (cannabidiol) products.

### **Section 9.02 FORMS**

Tournament Directors should print copies of the USAV incident report and Medical Claim Form. The USAV Incident Report Form is required for ALL injuries that occur at a USAV sanctioned event. The Medical Claim Form is required for ALL parties wishing to submit a claim against USAV insurance, provided by your membership.

### **Section 9.03 NET HEIGHTS**

Boy's Net:

14 & Under: 7 feet, 4 1/8 inches.

15 & Older: 7 feet, 11 5/8 inches.

Girls' Net:

12 & Under: 7 feet.

13 & Older: 7 feet, 4 1/8 inches.

### **Section 9.04 10.6 TEAM ROSTERS**

It is the responsibility of the club director to provide complete and correct rosters prior to team check in. All team rosters must be submitted through AES for the appropriate Event by the roster deadline indicated on the event description and notes.

If no roster has been entered by the deadline, the TD may charge a late roster fee or drop the team and replace with a waitlisted team at their discretion.

In-Region, out-of-Region, and International teams must submit rosters through AES.

TD's should monitor AES for roster submissions and contact clubs that have not submitted a roster.

### **Section 9.05 TEAM CHECK IN**

Prior to the start of pool play, the Tournament Director should hold team check in. Each coach should verify his or her team's roster with a printed name and signature. The Tournament Director should also review pool play, Event formats and remind coaches of the Keystone Region's policy regarding electronic devices, including cell phones and music players, at the scorer's table or by the officiating team. Any changes or alternate formats should be explained at this time. Those attending the coaches' meeting should be reminded that all team members, coaches, spectators, and referees must conduct themselves in a professional, sporting, and ethical manner.

### **Section 9.06 AWARDS**

First- and second-place team awards for coaches and players are required. There is no minimum or maximum cost for prizes but must be age appropriate. Awards are required only for the Gold division. Awards are recommended for all division champions below Gold.

## **Article X. TOURNAMENT DAY PROCEDURES**

### **Section 10.01 INFORMATION DISPLAY**

Pool play, Event schedule, and order of matches should be posted online or at a common location at the beginning of the day for viewing by coaches, players, and spectators. The Tournament Director or site manager should regularly update pool play results and Event schedules for the benefit of coaches, players, and spectators.

### **Section 10.02 WARM-UPS**

Only registered USAV members with a “clear” USAV background screen may be in the playing area to assist with warm-ups. Such individuals must also be listed on that team’s roster.

Prior to each team’s first match of the day, Juniors boys’/girls’ mandatory warm-ups are to consist of 15 minutes (7 minutes shared, no hitting across net), 4 minutes serving team, 4 minutes receiving team. After each team’s first match, the mandatory warm-up time between all matches is will be 10 minutes, consisting of 2 minutes of shared ball handling on-court, 4 minutes full-court for the serving team, and 4 minutes full-court for the receiving team.

During each team’s full-court warm-up segment, the opposing team must be in their bench area and not interfere with the team using the court. However, for purposes of risk management, the “off team” may help with retrieving balls for the team warming up, provided both teams’ coaches agree.

Teams that wish to practice serving during the warm-ups may ask to be informed when they have one minute (or more/less) remaining in their 4-minute period. Shared serving between the two teams is not permitted. This applies to all matches. The time between sets is 3 minutes. Teams may warm up with balls on their respective courts or free zone during the 3-minute set intervals. Spiking at the net is not permitted. Balls may not be used for warm-ups during time-outs.

### **Section 10.03 WORK ASSIGNMENTS**

As a condition of participation in all USAV events sanctioned by KRVA, teams are required to provide rostered individuals to serve as the officiating team when scheduled. The officiating team includes a certified or qualified scorekeeper, assistant scorekeeper, two line judges and a Player Referee or higher second referee. If the TD is providing a second referee or down official, then the work team must include a rostered adult at the scorers table. If the rostered adult is the down official, that satisfies the requirements.

An adult Player Referee or higher is required to work as the second referee at all playoff matches in the 12 and 13 divisions. There will be no electronic devices (i.e. cell phones, ipods, etc.) permitted at the scorer’s table unless being used as a timing device. A 10-point penalty will be awarded to the next opponent for failing to comply with this rule. If this infraction occurs during the last set of the day, a \$100 fine will be imposed before this team’s next event.

Work teams must report to the playing area a minimum of 5 minutes before the start of the match. Failure to provide a complete officiating crew for assigned matches could result in the forfeit of the first set of the work team’s next match: for every minute the officiating team is late, two (2) points are given to their next opponent - up to the 25-0 forfeit. The clock starts at the scheduled time of the match, or when the First Referee believes the match would start, in case of an ASAP start time. The second occurrence during the same event will result in a forfeit of the work team’s next match. Any team failing to provide a work team is subject to sanctions, which may include fines, loss of points or sets, or suspension from sanctioned

events including the regional championship. If a team is scheduled to work either the last match of pool play or any playoffs and leaves prior to fulfilling their assignment, unless released by the Tournament Director, they shall be fined \$100.00.

#### **Section 10.04 PLAY OFF WORK ASSIGNMENTS**

The team in each division that is not playing the first round of the playoffs might have to officiate the first playoff match.

For subsequent Playoff rounds, the work team for each match is the loser of the previous match on that court. If more teams are eliminated than work teams are required, the team with the least amount of travel will be designated to work. Travel distance is based on the distance from the playing site to the Club Representative's address. The decision of the Site/Tournament Director is final. The designated work team may find a suitable replacement work team, but only with the permission of the Site/Tournament Director.

#### **Section 10.05 TEAM BENCHES**

The purpose of the roster is to identify the individuals who can participate in a match, including team members who may be on the bench. Once a match has started, the roster cannot be changed to add another coach, player, etc. The roster must be complete prior to the start of warm-ups.

A club director is permitted to sit on the bench for any of his/her teams, and he/she should be listed on the team roster(s). The club director is subject to conduct sanctions by the referees, if appropriate. The club director is not a coach and has no right to intervene in the match or to interact with the officiating crew. They also do not have coaching privileges and have no right to leave the team bench to stand to give instructions to players on the court, even if no assistant coaching is currently standing for this purpose. The club director may participate in time-outs.

As for other coaches from other teams in that club, they are NOT permitted to join the bench during a match in progress.

#### **Section 10.06 ADJACENT COURTS**

When adjacent courts are being used but one of the courts is not currently scheduled for play (either a break during the day or after play has finished at the end of the day), spectators and other teams may NOT move onto the empty adjacent court to watch the match(es).

Many facility have rules regarding the use of chairs on hardwood floors or Sport Courts, and we can't allow spectators to bring their folding chairs, food or drinks onto these surfaces and risk damaging the floor.

An adjacent court that has no further matches scheduled for the rest of the DAY is a playable area for the teams involved in subsequent matches. If an adjacent court becomes vacant while a nearby match is in progress, the adjacent court will remain a non-playing area for the duration of that match. This assumes there is no break/gap between Sport Courts if playing on that kind of surface. And even if the adjacent court is NOT playable because of the gap/break between the two courts, spectators still cannot be there.

#### **Section 10.07 PROTESTS COMMITTEE**

One protest committee at each Event is required. The committee must consist of the Tournament Director/Site Director and the Chief Referee (if not officiating matches).

To ensure impartiality, it is recommended that the protest committee not include members of any volleyball teams or clubs scheduled to compete at the event, or that any two members of the protest committee be related by lineage of marriage.

If deemed practical and efficient by the TD, a protest committee may be designated for each site, consisting of the Site Director and Site Chief Referee.

In an emergency, the Commissioner may be called to fill in as a member of the Protest Committee or handle issues.

### **Section 10.08 EJECTION FROM EVENT**

The Tournament Director may eject any persons violating the site rules and regulations, or the USAV code of conduct as set forth in the USAV Membership Agreement. Rostered players and coaches engaged in, or scheduled to be engaged in (including as a work team) competition at the event may appeal an ejection to the event protest committee, whose ruling will be a final determination of the ejection issue.

The Tournament Director may use any lawful means to enforce ejection of person(s) ejected from the event site.

### **Section 10.09 TIE-BREAKING PROCEDURE**

**2 WAY TIES:** If two teams are tied in match record, the team winning the Head-to-Head match wins the tie and finishes in the higher position in the pool.

**3 WAY TIES:** If three or more teams are tied in match record, the tie will be broken using the following steps in order, without repeating any step (Head-to-Head results will not be used at any time in the process for breaking a three-way tie):

(1) Set percentage (determined by dividing each team's total sets won in the pool by the total sets played). The team with the highest percentage is first. If some or all the teams have the same percentage, then:

(2) Point percentage of the teams still tied (determined by dividing each team's total points scored by the total points scored by all the team's opponents in that pool). Of the teams still tied, the team with the highest percentage has either the highest or the second highest finish in the pool (depending on the outcome of Step 1). If two or more teams are still tied, then:

(3) Coin toss.

## Article XI. TOURNAMENT WRAP UP

After the Event is over the Tournament Director must complete all required paperwork within the time frame provided. The Event Coordinator will monitor the submission of post event requirements and track late submissions. TD's that are late with submissions or do not submit requirements will be at risk of being fined or losing their Tournament Director deposit or both. TDs unable to comply with the deadlines must contact the event coordinator immediately. Exceptions can be made on a case by case basis. Please retain copies of all Event results until the end of the season.

### Section 11.01 POST-EVENT PROCEDURES

#### Monday:

- All results, finishes, and other required info must be submitted to events@krva.org via the Event Format (pool & playoff sheet)
- Submit injury reports to registration@krva.org. The insurer requires notification of injury within 48 hours.

#### Wednesday:

- TD post event report submitted via the online form
- Rosters sent electronically to events@krva.org. If you choose to only mail the originals, the envelope should be postmarked to the Wednesday after the event.
  - Only one copy is required, hard copy or electronic

#### Thursday:

- ensure all requirements have been completed and that the Chief official filled out the post-event Chief official report

### Section 11.02 RETURN OF TOURNAMENT BOND

The Tournament Bond serves as leverage to ensure that Tournament Directors will follow through on the requirements and policies set by KRVA in the Tournament Director Manual. The difference between the Bond and tournament sanction fee will be returned in May.

Each Event is graded on the following criteria and given points according to the follow through of the TD for that particular Event:

Was a KRVA approved Event format used	8 points
Was the Event schedule posted by Monday?	2 points
Was the Site Director (or change of) communicated to the Event Coordinator?	10 points
Did KRVA receive all of the rosters from the Event?	8 points
Were they on time?	2 points
Were all results submitted via the approved Event format pool sheets?	8 points
Was it submitted on time?	2 points
Did the TD fill out a post event report?	8 points
Was it on time?	2 points

The total possible points per event is 50. The point values are given to each item for various reasons that are important for KRVA.

All requirements will be due on the dates outlined in this Manual in order to receive the points. If a requirement for an event was not fulfilled on or before the due date, the points for that will be forfeited and the TD will receive 0 points for whatever was missing.

A percentage will be calculated for each Tournament Director after adding up the total points received and dividing that with the total points possible.

The refund scale will be as follows, with the percent being the compliance percentage and **the dollar amount being the amount of the TD Bond minus the Team Sanction Fee** that will be refunded:

95-100% = 100% returned

90-94% = 90% returned

85-89% = 80% returned

80-84% = 70% returned

75-79% = 60% returned

70-74% = 50% returned

< 70% compliance will not receive any of the Bond back

Other factors will be considered in determining whether a Tournament Director will receive their Bond back.

Some of those factors include, but are not limited to:

- Timeliness of refunding teams
- Posting/sending the schedule on time
- Communication of team numbers, schedules, and other issues to the teams / club directors
- Making lots of changes
- Not communicating with assignor or using a chief official not assigned by KRVA
- Using uncertified officials or officials missing requirements
- Paying roster violations and other fines on time
- Not honoring initial acceptance of team into event
- Number of roster violations accumulated
- Using unqualified and unapproved site director
- Accepting non – USAV teams into event
- Missing foreign team documents, if applicable

The Refund of the TD Bond is at the total discretion of KRVA, and KRVA reserves the right to not refund the Tournament Director for other factors not listed above.

## Appendix A: Fees and Fines

### Fees

Tournament Bond Single Day Events	\$50 per Sanctioned Court
Tournament Bond Multi Day Events	\$80 per Sanctioned Court
Team Sanction Fee	\$7.50 per team

**Fines:** warning will be issued for all first offenses

TD accepting illegal Roster	\$50 per Roster
TD using ineligible Site Director(s)	\$300
TD using ineligible Official(s)	\$300
TD Late Fee Paying Bill	\$20 per week
Club Submitting Illegal Roster	\$50x per Roster x = number of offenses
Club Missing Work Assignment	\$100 per team
Club accepted/paid Team and no show	\$300 per team

### Sanctions

Failure to comply with KRVA rules and policies or to pay fines manner may result in the loss of the Tournament Director Bond and the ability to run KRVA sanctioned events the following season. If sanction fees and other fines are not paid by the due date, the TD may be placed on a region hold until the money is received. If problems with compliance persist, the TD may be given the option of being on "probation" for a year. Probation will result in KRVA working closely with the TD to administrate the TD's events. The specific nature of the working relationship will be determined and discussed with the TD at that time. KRVA may also take away the privilege of running tournaments in the region.

## APPENDIX B: CHECKLIST OF EVENT PROCEDURES

### Before and at the Event

- Obtain and read the current seasons KRVA Tournament Directors Manual
- Apply to become a Keystone Region Tournament Director
- Complete the Event Sanction Request
- Hire officials or request assistance from the Keystone Region Assignor
- Purchase awards.
- Check team rosters
- Seed Event, send the schedule out, and contact accepted teams by Monday the week of the event.
- Have necessary equipment required for Event day
- Procedures and Rules for Keystone Region Single Day Tournaments
- nets, antennas, padded standards, and referee stands
- scorer's table, 3-4 chairs, scorekeeping device (per court)
- new or like new volleyballs (1 per court, have extra volleyballs available)
- awards
- USA Volleyball scoresheets (have extras)
- USA Volleyball line-up sheets (have extras)
- blue or black pens
- 2019-2021 USA Volleyball Rule Book
- first-aid kit
- marking pens, tape measure, masking tape, scissors, folders, etc.
- Copies of Insurance, Injury, and Incident forms
- Copies of Waiver and Release of Liability/Code of Conduct
- Pay officials

### Post-Event Procedures

- Monday, after the Event, send the Results Packet to the [results@krva.org](mailto:results@krva.org). Submit injury reports to [registration@krva.org](mailto:registration@krva.org).
- Wednesday, after the Event, complete TD post event report submitted via the online form. Submit rosters to [results@krva.org](mailto:results@krva.org).
- Thursday, after the Event, make sure Chief official filled out the post-event Chief official report

## APPENDIX C: VENUE SPECIFICATIONS

Venue Name \_\_\_\_\_

Venue Address \_\_\_\_\_

Courts – Ref stands should not block passage between courts nor have the legs of two adjacent stands cross over one another.

Netting – All netting separating courts should be free of any object that could cause a player or spectator to injure themselves. Nets must not be allowed to pool on the floor.

Referee Stands – Referee stands must be used in accordance with manufacturer's specifications and must be padded, they must elevate the referees head approximately 18" above the height of the net and be clear of obstacles. Jump boxes, ladders, or other similar equipment that is not specifically designed as a referee stand is not permitted.

Free Space – There should be sufficient space for spectators and participants to move about the facility without undue encumbrances due to insufficient space.

Wall Protrusions – must be removed or sufficiently marked and padded so as not to cause injury.

Playing Space/Courts – Must conform to specifications found in the most current published version of the USAV Rulebook and the TD Manual (the following excerpt is from most current published version of the USAV Rulebook) The entire manual is available from KRVA or can be downloaded from the Team USA website ([https://volleyballretraining.com/rules\\_interpretations\\_indoor.php](https://volleyballretraining.com/rules_interpretations_indoor.php))

Court separators may not have legs/feet that extend more than 10" from the net.

### SECTION I - THE GAME

#### CHAPTER 1 FACILITIES AND EQUIPMENT

##### 1 PLAYING AREA

The playing area includes the playing court and the free zone. It shall be rectangular and symmetrical.

##### 1.1 DIMENSIONS

The playing court is a rectangle measuring 18 x 9 m (59' x 29'6") surrounded by a free zone which is a minimum of 3m (9'10") wide on all sides.

The free playing space is the space above the playing area which is free from any obstructions. The free playing space shall measure a minimum of 7 m (23') in height from the playing surface.

USAV 1.1a: The free zone may be a minimum of 2 m (6'6 3/4").

It is not required that the free zone be symmetrical. USAV 1.1b: For nationally sanctioned competition and recommended for all other competitions, 7 m (23') is the minimum free playing space (ceiling height).

For FIVB, World and Official Competitions, the free zone shall measure a minimum of 5 m (16'5") from the side lines and 6.5 m (21'4") from the end lines. The free playing space shall measure a minimum of 12.5 m (41') in height from the playing surface.

##### 1.2 PLAYING SURFACE

1.2.1 The surface must be flat, horizontal and uniform. It must not present any danger of injury to the players. It is forbidden to play on rough or slippery surfaces.

USAV 1.2.1: Players may mop the floor provided the

1st referee does not judge the action to be a delay. For FIVB, World and Official Competitions, only a wooden or synthetic surface is allowed. Any surface must be previously approved by the FIVB.

USAV 1.2.1: For nationally sanctioned competition, USA Volleyball must approve the surface.

1.2.2 On indoor courts the surface of the playing court must be of a light color.

USAV 1.2.2: 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.

See Rules 1.1, D1a, D1b D2

For FIVB, World and Official Competitions, white colors are required for the lines. Other colors, different from each other, are required for the playing court and the free zone.

1.2.3 On outdoor courts a slope of 5 mm per meter is allowed for drainage. Court lines made of solid materials are forbidden.

### 1.3 LINES ON THE COURT

1.3.1 All lines are 5 cm (2") wide. They must be of a light color which is different from the color of the floor and from any other lines.

USAV 1.3.1: Lines are not required to be of a light color as long as they contrast with the color of the floor.

#### 1.3.2 Boundary lines

Two side lines and two end lines mark the playing court. Both side lines and end lines are drawn inside the dimensions of the playing court.

#### 1.3.3 Center line

The axis of the center line divides the playing court into two equal courts measuring 9 x 9 m (29'6" x 29'6") each; however, the entire width of the line is considered to belong to both courts equally. This line extends beneath the net from side line to side line.

#### 1.3.4 Attack line

On each court, an attack line, whose rear edge is drawn 3 m (9'10") back from the axis of the centerline, marks the front zone.

For FIVB, World and Official Competitions, the attack line is extended by the addition of broken lines from the side lines, with five 15 cm (6") short lines 5 cm (2") wide, drawn 20 cm (8") from each other to a total length of 1.75 m (70"). The "coach's restriction line" (a broken line which extends from the attack line to the end line of the court, parallel to the side line and 1.75 meters [70"] from it) is composed of 15 cm (6") short lines drawn 20 cm (8") apart to mark the limit of the coach's area of operation.

USAV 1.3.4: For nationally sanctioned competitions, the extensions of the attack lines outside the court are required as described above. These extensions are optional for all other events. The coach's restriction line is optional for all events.

### 1.4 ZONES AND AREAS

#### 1.4.1 Front zone

On each court the front zone is limited by the axis of the center line and the rear edge of the attack line. The front zone is considered to extend beyond the side lines to the end of the free zone.

#### 1.4.2 Service zone

The service zone is a 9 m (29'6") wide area behind each end line. It is laterally limited by two short lines, each 15 cm (6") long, drawn 20 cm (8") behind the end line as an extension of the side lines. Both short lines are included in the width of the service zone. In depth, the service zone extends to the end of the free zone.

USAV 1.4.2: The service zone shall have a minimum depth of 2 m (6'6 3/4"). If this zone is fewer than 2 m (6'6 3/4") [Rule 1.4.2], 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.

#### 1.4.3 Substitution zone

The substitution zone is limited by the extension of both attack lines up to the scorer's table.

#### 1.4.4 Libero Replacement Zone

The Libero Replacement Zone is part of the free zone on the side of the team benches, limited by the extension of the attack line up to the end line.

#### 1.4.5 Warm-up area

For FIVB, World and Official Competitions, the warm-up areas, sized approximately 3 x 3 m (9'10" x 9'10"), are located in both of the D1b bench-side corners, outside the free zone. USAV 1.4.5: The warm-up area is at the end of the bench or bench area, and no nearer to the court than the front of the team bench. Substitutes must not interfere with play or the officials' duties.

#### 1.4.6 Penalty Area

A penalty area, sized approximately 1 x 1 m (39" x 39") 21.3.2.1 and equipped with two chairs, is located in the control area, outside the prolongation of each end line. They may be limited by a 5 cm (2") wide red line.

USAV 1.4.6: Inclusion of a penalty area is recommended.

### 1.5 TEMPERATURE

The minimum temperature shall not be below 10° C (50° F).

For FIVB, World and Official Competitions, the maximum temperature shall not be higher than 25° C (77° F) and the minimum not lower than 16° C (61° F).

### 1.6 LIGHTING

For FIVB, World and Official Competitions, the lighting on the playing area should be 1000 to 1500 lux measured at 1 m (39") above the surface of the playing area.

USAV 1.6: For nationally sanctioned USA Volleyball competition, the lighting on the playing area should be 300 lux (27.9 foot candles) measured at 1 m (39") above the playing surface.

## 2 NET AND POSTS

### 2.1 HEIGHT OF THE NET

2.1.1 Placed vertically over the center line there is a net whose top is set at the height of 2.43 m (7'11 5/8") for men and 2.24 m (7'4 1/8") for women.

USAV 2.1: The height of the net may vary for specific age groups as follows:

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")
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")

2.1.2 Its height is measured from the center of the playing court. The net height (over the two side lines) must be exactly the same and must not exceed the official height by more than 2 cm (3/4").

## 2.2 STRUCTURE

The net is 1 m (39") wide and 9.50 to 10 meters (31'6"-33') long (with 25 to 50 cm [10"-19 1/2"] on each side of the side bands), made of 10 cm (4") square black mesh.

For FIVB, World and Official Competitions, in conjunction with specific competition regulations the mesh may be modified to facilitate advertising according to marketing agreements.

At its top a horizontal band, 7 cm (2 3/4") wide, made of twofold white canvas, is sewn along its full length. Each extreme end of the band has a hole, through which passes a cord, fastening the band to the posts for keeping its top taut.

USAV 2.2: At its top, a horizontal band 5 to 7 cm (2 to 2 3/4") wide, made of two-fold white canvas, is sewn along its full length. Within the band, a flexible cable fastens the net to the posts and keeps its top taut.

At the bottom of the net there is another horizontal band, 5 cm (2") wide, similar to the top band, through which is threaded a rope. This rope fastens the net to the posts and keeps its lower part taut.

## 2.3 SIDE BANDS

Two white bands are fastened vertically to the net and placed directly above each side line. They are 5 cm (2") wide and 1 m (39") long and are considered as part of the net.

USAV 2.3: The side bands are optional.

## 2.4 ANTENNAE

An antenna is a flexible rod, 1.80 m (5'11") long and 10 mm (3/8") in diameter, made of fiberglass or similar material. An antenna is fastened at the outer edge of each side band. The antennae are placed on opposite sides of the net. The top 80 cm (32") of each antenna extends above the net and is marked with 10 cm (4") stripes of contrasting color, preferably red and white. The antennae are considered as part of the net and laterally delimit the crossing space.

## 2.5 POSTS

2.5.1 The posts supporting the net are placed at a distance of 0.50-1.00 m (20"-39") outside the side lines. They are 2.55 m (8'4") high and preferably adjustable.

For all FIVB, World and Official Competitions, the posts supporting the net are placed at a distance of 1 m (39") outside the side lines.

2.5.2 The posts are rounded and smooth, fixed to the ground without wires. There shall be no dangerous or obstructing devices.

USAV 2.5.2: Ceiling mounted net systems are allowed.

## 2.6 ADDITIONAL EQUIPMENT

All additional equipment is determined by FIVB regulations.

USAV 2.6:

a. 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.

b. 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.

c. 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.

d. Basic equipment includes a referee stand, which should be adjustable to allow the referee's eye position to be approximately 50 cm (19") above the top of the net. It should be constructed so that it presents the least potential hazard for participants. Step ladders, jump boxes

and other devices not specifically designed as referee stands shall not be used. If an appropriate referee stand cannot be provided, the 1st referee performs his/her functions from the floor.

e. The front and sides of the referee's stand must be padded in the same manner as the posts to a height of 1.7 m (5'6").

f. The scoreboard must be divided into two parts with numbers that provide the score for each team. The score displayed on the scoreboard is not official and may not be used as a basis of protest.

I hereby state and affirm that I have inspected the venue \_\_\_\_\_ and it meets all of the above mentioned specifications. Should the venue, in fact, not meet these standards the insurance provided by KRVA for the protection of claims made for bodily injury, or damages to persons or property will not be available to cover and/or defend against any claims arising from any venue conditions that did not meet the above mentioned specifications.

VENUE ACKNOWLEDGEMENT:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TOURNAMENT DIRECTOR ACKNOWLEDGEMENT:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_