



Tournament Director Manual

2025-2026 Season

KEYSTONE REGION OF USA VOLLEYBALL

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Updated July 1st, 2025

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. 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 2025-2026 USA Volleyball season (September 1, 2025–August 31, 2026). 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 2025-2027 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).

For questions regarding USA Volleyball playing rules, contact Neal Kenzakowski, Keystone Region Officials Advisor (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. 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

All Tournament Director's must complete all the requirements set by the KRVA office to host events for the club season. Approved Club Director's may request certificates of insurance and request tournament dates. On September 1, all memberships for 2025-2026 will be available to purchase on our website, and this handbook will be sent to all tournament directors. To be an approved tournament director for the current season, you must fulfill the following requirements:

- The Tournament Director must purchase a USAV membership for the upcoming club season and have a current background screen & current SafeSport certification on file.
- The Tournament Director must reside within the boundaries of the Keystone Region.
- The Tournament Director must sign the Agreement Form electronically.
- The Tournament must have no outstanding financial balances with the Region.
- Any other requirements as outlined by KRVA in the Tournament Directors Manual or on the KRVA website.

Section 1.02 ADHERING TO REGION RULES

Each Tournament Director is responsible for knowing 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 1.03 COMPLIANCE

Tournament Directors (TD) 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 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 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 director, 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

Club Hosted Tournaments must do a facility walk-through to review the site and eliminate any potential safety hazards. Event sites with facilities and equipment considered 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 2023-2025 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 similar equipment not 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 the 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 Contract(s), 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. Facility insurance certificates should be requested at least two (2) weeks prior to desired submission. 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 invalid 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. SANCTIONED EVENT REQUIREMENTS

KRVA hosts several tournaments throughout the season. For other competitions to take place, clubs must take the initiative and host tournaments. Before a club officially declares an intention to host a tournament, the following steps should be taken:

- Choose a date & location: The KRVA website lists the dates of all sanctioned events in the region and some national events during the year. Research possible conflicting tournaments scheduled for the same level that weekend. KRVA will not sanction a club-hosted tournament on the same date as Region Hosted Multi Day events
- Apply for tournament sanctioning through KRVA by completing the Tournament Sanction Request (TSR) found on the KRVA website. Applying for a tournament sanction DOES NOT guarantee sanctioning will be granted.

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 could lose the right to run other tournaments.

Section 3.02 FORMATS

All Tournaments must have at least six teams with three (3) different clubs 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 more than 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 if they wish to enter the tournament.

All tournament schedules must be submitted to the Region no later than Friday of the weekend preceding the event** so they can be created in **VBschedule.com. Once the schedule has been created, the tournament director (TD) will receive both the public event link and TD login credentials. Use of the software for day-of-

event operations is at the discretion of the tournament director. All event results must be entered into VBschedule.com. This is a required step to help the Region maintain accurate team rankings for Bid Events..

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 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 1st of each season.

Section 3.05 TOURNAMENT BOND AND TOURNAMENT 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 \$9.00 per team that played in your tournament
- You will receive the Tournament Bond back, minus the number of teams in your tournament times \$9.00.

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

The ‘TD Bond’ will be refunded only if the results of the tournament are reported to the KRVA office. The \$9.00 fee per team that 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 removal of the right to 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 processed in June as most tournaments are completed by then.

Article IV. SANCTIONED TOURNAMENT APPLICATION PROCESS

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

KRVA reserves the right to, at KRVA's sole and complete discretion: (1) refuse to grant a tournament sanction to any person, individual, business or organization ("Applicant"), when it is determined by KRVA, following review of a complete tournament sanction request application ("Application"), the Application fails to meet KRVA's tournament sanctioning criteria; (2) refuse to grant a tournament sanction to an Applicant when it is determined the Applicant failed to provide all required information, or failed to provide truthful information; and (3) refuse to grant a tournament sanction to any and all Applicants where either the Applicant and/or the Application is/are determined to not be in the best interests of KRVA and its members.

Section 4.01 TOURNAMENT SANCTION REQUEST

A Tournament Sanction Application Form must be completed & submitted to the KRVA office for approval. A tournament will lose sanctioning if it does not follow the guidelines listed and may subject the tournament host to region-imposed penalties. KRVA does not sanction tournaments until a Tournament Sanction Request Form has been submitted and approved. Once the required information is received and sanctioning is granted, the tournament date is placed on the AES website.

(a) STEP ONE: TOURNAMENT DIRECTOR APPLICATION

Fill out Tournament Director Application 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: TSR SUBMISSION

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

All teams must be registered with KRVA or other regions of USA Volleyball. If teams from outside the KRVA Region or USA Volleyball ask for entry, contact the KRVA office. Accepting ineligible teams may result in a fine and nullified event insurance.

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. The events open for team registration the first full week of November as follows:

11/16/25 Sunday night – 12's, 16's, and 18's

11/18/25 Tuesday night – 13's and 17's

11/20/25 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). TD is responsible for maintaining their list of Early Event Registration.

When the TD gets access to AES, they can add their early event registered teams. You must tell the KRVA office you are utilizing the early event registration, and can be added by the office during the acceptance process or the TD after acceptances. If we are not notified that you 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 opening date. Tournament Directors will then be added to their tournaments the following Tuesday.

Teams are accepted in the order in which they register (indicated by timestamp on registration). Any teams more than the maximum number of spaces available will be waitlisted.

Team codes must match the corresponding team names and be activated and paid for with the KRVA Office before 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 1st, 2024, or within 5 days of acceptance to the Event whichever is later. Payment for Girl's tournaments is due January 1st, 2025, or within 5 days of acceptance to the Event whichever is later.

TD's should enter their payments received 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 a 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 can 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 an Event must provide the TD with written notice.

Accepted or Waitlisted Teams that have paid their entry fees and want to withdraw/drop from an Event MUST provide the Tournament Director with written notice before the drop date. A 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 within 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 PERSONNEL

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 must 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. TDs are responsible for communicating 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 assignment 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 arrangements.

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

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 Assigner if 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

Minimum referee pay scale for tournaments hosted by Keystone Region/USAV and clubs that are hosting through the Region:

Tournament Directors for Club Hosted Events can 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 (R1/R2)	National	Jr National	Regional	Provisional
Best 2/3	\$55.00	\$53.00	\$48.00	\$45.00
3 Sets to 25	\$83.00	\$80.00	\$72.00	\$68.00

2 Sets to 25	\$49.00	\$47.00	\$42.00	\$38.00
Tie Breaker	\$28.00	\$27.00	\$24.00	\$23.00

Rating	National Scorer	Non-National Scorer	Line Judge
Best 2/3	\$53.00	\$45.00	\$43.00
3 Sets to 25	\$80.00	\$68.00	\$55.00
2 Sets to 25	\$48.00	\$40.00	\$34.00
Tie Breaker	\$27.00	\$23.00	\$18.00

Payment: Event directors should pay their officials within two weeks of the event. Please be sure to have a W9 with you the first time you work for a tournament director each year and confirm your address so that the check goes to the right place. If you have moved since the last submitted W9, please submit another one. If you have not been paid within three weeks of the event, please contact the tournament director, or if uncomfortable with this, please contact the Keystone Region official's assignor and they will investigate.

For Keystone Region hosted events, the Region utilizes electronic deposits through Quickbooks into your bank account. Once you work an event for us, email instructions will be sent to you to set up your account.

Hotel Policy: For events hosted by the Keystone Region, a shared hotel room will be provided if an official lives 35 miles or more (one way) from their assigned tournament site. Google Maps will be the site used to determine the accurate mileage (shortest route)

Mileage: The Keystone Region does not provide a mileage payment for officiating. Please contact your tax professional to learn how to recoup those costs on your year-end tax filing.

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.

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 comply with any Pennsylvania state requirements governing employees, independent contractors (including officials), and volunteers at each eve

Article VII. PRE-EVENT

Section 7.01 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 7.02 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 7.03 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 them with a waitlisted team at their discretion.

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

TDs should monitor AES for roster submissions and contact clubs that have not submitted a roster.

Section 7.04 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 7.05 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 first 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 7.06 SEEDING THE POOLS

The objective of seeding is to ensure that the more skilled teams will not eliminate each other early in the tournament. Ideally, the four (4) top teams will face each other in the semi-finals and the top two (2) teams will appear in the finals. The fairest and most effective method of seeding will result in the stronger teams being spread out over the entire tournament field.

Seeding of an 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 teams out of region.

Section 7.07 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, an 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 an 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 promptly 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 an 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 an 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. TOURNAMENT DAY PROCEDURES

Section 9.01 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.

Club Hosted Tournaments are encouraged to post the USAV/KRVA Parent & Spectator Code of Conduct in a prominent location at their facility.

Section 9.02 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 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 on the net is not permitted. Balls may not be used for warm-ups during time-outs.

Section 9.03 WORK ASSIGNMENTS

As a condition of participation in all USAV events sanctioned by KRVA, teams must 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 scorer's 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 at least 5 minutes before the match starts. 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 9.04 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 9.05 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 can sit on the bench for any of his/her teams, and he/she should be listed on the 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 9.06 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 facilities have rules regarding the use of chairs on hardwood floors or Sport Courts, and we cannot 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, it will remain a non-playing area for 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 9.07 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 9.08 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 9.09 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 X. TOURNAMENT WRAP UP

After the Event is over the Tournament Director must complete all required paperwork within the timeframe 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 10.01 POST-EVENT PROCEDURES

Starting for the 2024-2025 season, at the completion of each event, the Tournament Director must complete all required paperwork within the timeframe provided. Tournament Directors 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. Tournament Directors unable to comply with the deadlines must contact the Event Coordinator immediately. Exceptions can be made on a case-by-case basis.

Tuesday:

- Submit injury reports to registration@krva.org. The insurer requires notification of injury within 48 hours.
- 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
- Ensure all requirements have been completed and that the Chief official filled out the post-event Chief official report

Section 10.02 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.

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	\$9.00 per team

Fines: warning will be issued for all first offenses

TD accepting illegal Roster	\$50 per Roster
TD using ineligible Site Director(s)	\$500
TD using ineligible Official(s)	\$500
TD Late Fee Paying Bill	\$20 per week
Club Submitting Illegal Roster	\$50x per Roster x = number of offenses
Club Missing Work Assignment	\$250 per team
Club accepted/paid Team and no show	\$250 single day or \$450 Multi day

Sanctions

Failure to comply with KRVA rules and policies or to pay fines 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. KRVA may also take away the privilege of running tournaments in the region.

APPENDIX B: Policies

Food & Drink Policy

Some tournament sites designate an area for team food and beverage consumption while other tournament sites and hosts prohibit food and drinks in the playing gym area, except for team water bottles. A violation of the Food and Drink Policy consists of any parent, coach, club director, player or affiliated spectator who violates the individual facility's food and drink policies. For KRVA and Club hosted tournaments, the sanctions for violations of a facility's food and drink policy are as follows:

1. First violation, the team receives a verbal warning.
2. Second violation by the same team, there is a five-point penalty on the next set played.
3. Third violation, there is a ten-point penalty on the next set played.
4. For each additional violation by the same team, there is a five-point increase to the penalty (i.e., six violations by the same team would result in the forfeit of a 25-point set.)

Clean Up Policy

Teams are responsible for cleaning their area during and upon completion of play.

Failure to complete Officiating Assignments

Teams failing to fulfill their officiating assignments will be fined \$50. Coaches and/or adult team representatives must be courtside each match their team is acting as the work team at all KRVA-licensed tournaments or be the R2 for that match. Teams who are late to their scheduled officiating assignments may be penalized one point per minute, starting at the scheduled game time, on their next played set, up to a maximum of 25 points.

Red Cards & Ejections

Keystone Region strives to create a positive environment at its events. We take a stance against coaches or other team personnel who receive red card sanctions from officials, as well as anybody, including a spectator, who is asked to leave a facility due to their behavior.

After consultation with officials, tournament directors, and the club director, KRVA may fine clubs up to \$250.00 for a red card sanction or a removal from a facility. Removal may also be grounds for prohibition from attending future KRVA-licensed events. Repeated occurrences by the same individual or club may lead to harsher sanctions, including a \$250.00 increase to the fine for each subsequent instance (i.e., a second occurrence by the same individual or club results in a \$500.00 fine).

Ball Handling Policy

Some tournament sites do not allow ball handling off the playing surface. A team in violation of this policy consists of any parent, coach, club director, or player who violates the individual facility's ball handling policies. For KRVA and Club-hosted tournaments the sanctions for violations of a facility's policy are as follows:

1. First violation by any team member, a verbal warning will be given, and athlete(s) in question will need to provide the Coach and Team names.
2. Second violation, the ball will be taken to the desk where the head coach can retrieve it.
3. Third violation, there is a five-point penalty on the next set played.
4. For each additional violation by the same team, there is a five-point increase to the penalty (i.e., six violations by the same team would result in the forfeit of a 25-point set.)
5. Club directors will be notified of all violations of the Ball Handling Policy.