



Florida Region of USA Volleyball, Inc.

Tournament Director & Official's Director ("Head Official") Policy

The purpose of the Tournament Director (TD) & Official's Director (OD) aka "Head Official" Policy is to outline the specific requirements of TDs and ODs when operating a USA Volleyball sanctioned event in the Florida Region.

• SECTION 1 – TOURNAMENT DIRECTOR (TD) REQUIREMENTS

○ Pre-Tournament

- Conduct a site visit/inspection to ensure that the facility in question meets USAV requirements for safety, ceiling height, and lighting. Verify that all courts will be located a safe distance from all obstacles, columns, or potentially hazardous fixtures in the venue.
- Request an event sanction from the Florida Region office using the Online Event Sanction Form and pay the required event sanction fee.
- Request a Certificate of Insurance (COI) from the Florida Region office using the Online COI Request Form for the facility/facilities in question.
- Designate an Official's Director (aka Head Official) and communicate that information to the Florida Region staff via email: events@floridavolleyball.org.
- Identify and secure a site manager/director for each playing location.
- Rank/seed the teams using the most recent posting of the Florida Region Ranking Report. If deviations are made by the TD, please be prepared to defend/explain the change if questioned by an attending team.
- Post the Florida Region Spectator Code of Conduct poster on all entry points.
- Verify the membership status for each participant (athletes, coaches, chaperones, staff, etc.) through the Membership Management System or the tournament management system of choice.
- Ensure that all staff members working the event (that will have any direct contact with junior athletes in an authoritative capacity) are current members of USAV with a current USAV background screen and be currently SafeSport trained.
- Prepare an emergency action plan in writing and have it available for event staff at the tournament desk to ensure a consistent response by all staff members during the event. Items to address should include: power outages, building fires, fire alarm activations, bomb threats, missing children, spectator fights/altercations, excessive code of conduct violations, and gun related incidents at a minimum.
- Verify and retain signed team rosters for each team prior to the beginning of the competition.
- Ensure that the event will prohibit the possession, sale, purchase, and consumption of alcoholic beverages to be in compliance with the Florida Region Alcohol Policy.

- During Tournament
 - Address any safety issues and make adjustments to ensure that all participants will be provided a safe environment during the event. Have a specific plan in place for addressing liquid spills that may cause a slip and fall situation.
 - Record all match results, post results, and provide details on any tie-breaking procedures in writing to attending teams.
 - Form a protest committee of at least three (3) qualified individuals and inform participating teams of the protest guidelines. Protest committee may consist of any of the following: TD, Assistant TD, OD, National Official, Florida Region Board Member, Florida Region Staff Member, or a neutral Club Director.
 - Provide at least one certified athletic trainer (ATC) for each location of the event with a recommended ratio of 1 trainer per 20 courts.
 - Address all minor incidents/complaints onsite at the time of occurrence, or when reported to the tournament staff. Event management shall do their best to resolve the matter before the event concludes.
 - Document all incidents/complaints/accidents on the appropriate Florida Region forms and retain those documents for submission after the event concludes.
 - Document all behavior/code of conduct violations immediately after receiving notification and collect written statements from all involved parties. Those incidents requiring in-house security or local law enforcement should be immediately relayed to the appropriate parties and notification should be made to the Executive Director or a Board Member of the Florida Region.
 - Monitor event to ensure it is in compliance with the Florida Region Alcohol Policy.
- Post Tournament
 - Maintain the original team rosters used for the respective event for the remainder of the season in case of a roster and/or eligibility related issue. (Note: Team rosters with sensitive athlete information must be shredded upon disposal.)
 - Submit final finishes via email to the Florida Region office using the approved format within three (3) days after the event concludes.
 - Remit any & all fully completed and legible incident/accident forms to the Florida Region office within five (5) days.
 - Remit the \$7 per team sanction fee (less the initial \$35 pre-sanction fee) to the Florida Region office within seven (7) days. Make checks payable to: Florida Region USAV.
 - Remit any Regional Uniform Waiver Forms approved and granted by the OD.
 - Complete and remit the Tournament Director Checklist to the Florida Region office within seven (7) days.
- **SECTION 2 – OFFICIAL’S DIRECTOR (OD) REQUIREMENTS**
 - Pre-Tournament
 - Request the approximate number of USAV certified officials and their recommended preferred certification level through the Official’s Coordinator (Regional Assignor) at least 4-6 weeks in advance of the event.

- Communicate the rate of pay for officials and what items will be covered (lodging, travel, meals, parking, etc) to the Official's Coordinator. The rate of pay may be set by the TD and/or OD. Region hosted events will use the Florida Region pay scale for officials. This pay scale is available in the Florida Region corporate documents as it is updated by the Florida Region Board of Directors.
 - Confirm the exact number of officials desired for the event at least 2 weeks in advance of the event.
 - Prepare a rooming list of officials for the TD at least 7 days in advance of the event start date.
 - Provide the official's work schedule/match assignments (for at least the first day of competition) prior to the start of the event and preferably by the day before the event begins.
 - Meet with officials (if desired) to discuss event specific guidelines and/or requirements for the venue/event. Address protest guidelines, team officiating requirements, match protocol, how altercations should be handled and any other relevant items as needed.
- During Tournament
 - Update and post the work schedule/match assignments for any subsequent days of competition if they were not provided before the start of the event.
 - Enforce Florida Region work team policies/requirements throughout the event.
 - Review scoresheets as they are submitted for completion and accuracy. Provide feedback to clubs/teams that may need additional scorer training. (Also notify the Regional Scorer Representative of any material discrepancies noted after the conclusion of the event by sending the score sheets with noted discrepancies.)
 - Observe provisional level officials throughout the event and provide feedback if a regional rating/training team is not present at the event.
 - Serve as the protest committee lead, as often as possible, for protests filed during the event. Follow the USAV/Florida Region model for addressing and resolving protests.
 - Step 1 – Upon arriving at the court, address the court official to find out which team/coach filed the protest and what was protested.
 - Step 2 – Introduce yourself to the coach/captain that filed the protest and ask what is being protested then determine if the protest is valid. If the protest is valid, ask the protesting coach/captain to explain their perspective of the situation.
 - Step 3 – Introduce yourself to the opposing coach/captain and obtain their perspective of the situation.
 - Step 4 – Return to the protesting coach/captain if necessary for clarification.
 - Step 5 – Discuss the information obtained with the court official and the protest committee members and obtain any additional information necessary to make a ruling.

- Step 6 – Notify the protesting coach/captain of the committee’s decision/ruling, then the opposing coach/captain, then the court official. Make sure that the scoresheet and score board reflects the correct score.
 - Step 7 – Release the match back to the court official and either depart the area or maintain vigilance of the situation if necessary.
 - Note: The ultimate goal of the protest committee is to respond, obtain information, and rule on the protest as quickly as possible.
 - Address any potential uniform violations immediately upon notification and/or observation. Determine if a uniform waiver is necessary or if the matter can be solved by using a tournament vendor or local store to correct the discrepancy. If a uniform waiver is granted, complete the Regional Uniform Waiver Form and submit a copy to the TD for submission after the event.
 - Post Tournament
 - Collect pay sheets and verify that a W-9 is turned in or is currently on file for each person being paid as an independent contractor.
 - Verify match counts and approve/prepare payments for the officials per the TD or event policy.
 - Submit any completed Regional Uniform Waiver Forms or COPS Report Forms to the TD for submission to the Florida Region office.
- **SECTION 3 – APPENDIX/FORMS**
 - **Florida Region Spectator Code of Conduct** – This document is required to be posted at the entrances of all USAV sanctioned events in the Florida Region. It may also be posted throughout the event at the discretion of the TD.
 - **C. O. P. S. Report Form** – The purpose of this form is to allow individuals in the Florida Region to submit a Compliment or Complaint regarding Coaches, Officials, Players, or Spectators (COPS) at a USAV sanctioned event in the Florida Region.
 - **Regional Uniform Waiver Form** – This form is to be completed by the OD (aka Head Official) or the TD of the respective event. It should only be issued for a single event unless the Regional Official’s Chair (or their designee) authorizes a longer period of time. Once issued, the head coach must present it to the R1 prior to the start of each match for verification.
 - **Florida Region Alcohol Policy** – This document lists out the official Alcohol Policy for the Florida Region of USA Volleyball.
 - **Tournament Director Checklist** – This document is required to be completed and mailed to the Florida Region office within (7) days of the end of the event.
 - **Medical Treatment Consent Form** – This document should be required by all medical providers before they can give any medical treatment or care to a minor.