

Arizona Region of USA Volleyball  
Tournament Host Checklist  
2014-2015

Facility

- Courts should be set up prior to opening gym - including antenna and padding
- Open facility 1 hour prior to first match start time
- All courts should be regulation for appropriate division and format
- Each court is equipped with a regulation ref stand, antenna, centerline and 3 meter line
- All poles and ref stands are padded
- All lines are solid - gaps are filled with floor tape
- Each court has a score desk with 3 chairs
- Each court is equipped with a scoreboard and pencils

Tournament Desk

- There is a central tournament desk
- Tournament Desk should be ready for "check in" when gym is opened
- All official results are posted at the tournament desk
- There is one large set of pool sheets/brackets posted on the wall adjacent to the tournament desk that is kept current with results. There is one set of pool sheets/brackets at the tournament desk that is kept current with results and that will be sent to Region Office at completion of play

Site Director

- The Site Director is over 18 years of age, capable of handling difficult situations, knowledgeable of tournament procedures and a registered USAV member.
- The Site Director has and wears the red AZ Region Site Director polo shirt.
- The Site Director is not coaching, officiating, selling concessions /merchandise or acting in any other duty than that of Site Director.
- The Site Director will not leave the tournament during their assignment unless replaced by another qualified Site Director.
- If the host is not able to provide an AZ Region trained Site Director, one needs to be requested and assigned by the Arizona Region PRIOR to the site being assigned.

Please make sure you have the following materials and information available:

- Pool/Bracket Sheets - One set for tournament desk and one large set for the wall. Have extra blank pool sheets in case of no shows.
- Concussion Education poster
- Parent/Spectator Code of Conduct poster
- Tape - masking and floor tape (if needed)
- Rule Book
- 2 Pencils per court, plus additional pencils in case of loss or breakage
- Forms - Check-in sheet, current Official USAV score sheets, Line Up Sheets, Libero Tracking Sheets, Tournament Report Form, Match Comment Forms, Incident Report Forms, Court #'s, No Food In Gym Signs, AZ Region Host of Sanctioned Event Form

- Small Medical Kit (ice, zip type bags, band-aids, athletic tape, blood clean up kit, etc) in case of injury

## Reporting Results

- The following information will be faxed (480-626-6743), emailed or delivered to the Arizona Region office **no later than Noon Monday following the tournament**:
  - Tournament Report Form
  - Signed Coach/Captain Check-In sheet
  - Pool and/or Bracket Sheets - please make sure all results are recorded on the pool/bracket sheets before sending
  - AZ Region Host of Sanctioned Event Form, both sides signed and complete. The back side must be signed by Lead Official
  - Any Match Comment Forms
  - Any Incident Report Forms
  - Official's Pay Sheet and Tournament Report Form - from Lead Official
- The following information will be kept by the Host until the division hosted has another tournament:
  - All score sheets - in case of discrepancy in results.
  - Copies of all of all the forms sent to the Region Office.