

Director's Checklist to make sure all is accounted for.

10. Open gym and restroom facilities at least one hour prior to the tournament start time. The Tournament Desk should be ready for the teams to "check in" as they arrive.
11. Site Director will hold Coaches meetings ½ hour prior to 1st match start.
12. Lead Official will fill in Section 4 of the Arizona Region Host of a USAV Sanctioned Event and SIGN IT prior to start of play for the day. Hand it to the Lead Official before the coaches meetings and collect it from him/her before the start of play. Only one form is needed for the entire day - not one per wave.
13. Site Directors should keep the tournament moving. If there is an open court, make sure to get the next match started, unless unable to do so. DO NOT ALLOW ANYONE (siblings, other players, parents, etc) to play on open courts - especially while another match is going on. Balls get away and can cause injury. USAV Insurance WILL NOT COVER injuries caused by/to unregistered persons or negligence in tournament operation.
14. It is advised to check bathrooms and food areas several times during the day to avoid problems and pick up trash.
15. At the conclusion of play, Site Directors will make sure all finishes are noted on pool sheets and each team knows where they have finished.
16. Make sure ALL of the facility is cleaned up. We will be allowed back to facilities if we take care of them.
17. Fill out the Tournament Report Form.
18. Fax the following forms to the Arizona Region office (602 454-1427) anytime Saturday evening, Sunday or Monday following the tournament date:
 - A. Tournament Report Form
 - B. Pool Sheets - Complete with results
 - C. Both Sides of the AZ Region Host of a USAV Sanctioned Event - signed and complete.
 - D. Any Match Comment Forms
 - E. Any Incident Report Forms
 - F. Any Volunteer Forms filled out at the tournament
 - G. Official's Tournament Report Form - Received from Lead Official at end of day

Hold on to the score sheets for a minimum of 3 weeks or until that Division has had another Power Tournament - whichever comes last - in the event of disputed results.

Following these guidelines will help your tournament run smoother and will put all the paperwork in the proper order. This will also help speed up your payment for hosting.

Arizona Region of USA Volleyball
Hosting an Arizona Region Jr. Power Tournament
2005-2006

The following is the Guideline for Hosting an Arizona Region Jr. Division Power Tournament:

1. Let the Arizona Region office know your site availability ASAP.
2. Make sure that you have a Certificate of Insurance for your site. If you do not have a Certificate of Insurance, order one at least 2 weeks prior to the tournament date (see Insurance Section of Handbook).
3. Make sure your Site Director is over 18 years old, knowledgeable of tournament procedures and operations, capable of handling difficult situations and a current USAV Member. The Site Director should be able to make changes to format should teams not show up and think on their feet. The Site Director should not be waiting on anyone else to handle the hard stuff.
4. If you do not have someone to act as the Site Director, let the Arizona Region Office know and one will be assigned. A coach may NOT Site Direct and Coach at the same time. A parent is not qualified to Site Direct unless they have gone through the Arizona Region Site Director Training. If the Region assigns a Site Director, it is still your responsibility as Host to provide all set-up and support of the facilities and the tournament. The Site Director will "run the tournament".
5. Fill out an Arizona Region Host of USA Volleyball Sanctioned Event form - front side. The Lead Official will fill out the back and sign the form the morning of the tournament. Notify the Region Office of the name of the Site Director and a contact phone number (cell #) to use for the day of the tournament.
6. The Arizona Region will post the pool format on the website for the tournament 5-8 days prior to the tournament date. If you have any questions or problems, call immediately.
7. Make all necessary copies for the tournament - score sheets (2 sets on one side and deciding set on back side) court #s, line up sheets (cut into strips for each team/match), pool sheets (1 set large for the wall), No Food In Gym signs, Match Comment Forms, Incident Report Forms, Medical Claim Forms, ground rules for coaches. Do not make up the pool sheets until the Friday before the tournament in case of drops. Provide necessary pencils (2 per court are required but have many extra), 1 pen per court, tape, scoreboards, medical kit (or ice, baggies, band-aids, athletic tape and blood clean up kit) in case of injury, etc.
8. Print the Certified Coaches List off the AZ Region Website on Friday afternoon or evening. This is the list that each coach must be on in order to coach. If their name is not on the list they are either not registered or not current in their certification. They should not be coaching if their name is not on the list.
9. If possible, set up the gym the night before the tournament. This avoids problems with equipment on the morning of the tournament. It gives you time to "fix" the problems. Refer to Tournament