

Arizona Region of USA Volleyball
Site Director Duties
2007-2008

Site Director Qualifications

- Must be over 18 years old, capable of handling difficult situations, knowledgeable of tournament procedures and a registered USAV member.
- Must not perform any other duties (eg, coaching, selling concessions, etc) during the Site Director assignment.
- Must be trained either by the Arizona Region or the Host Club Director as a Site Director.

Set Up and Clean Up

- Will be available for set up if they are Host supplied. If the Arizona Region assigns the Site Director, set up will be done entirely by the Host.
- Will assist in the clean up of the facility during the day and at the conclusion of play.

In Cooperation with the Facilitator or Lead Official

- Will give the Lead Official/Facilitator the Arizona Region Host of a Sanctioned Event Form to perform the checklist of the facility and sign prior to the coaches meeting.
- Will determine if any disciplinary action should be taken in regards to unruly behavior by participants or spectators (eg, ejecting someone from the site, etc). Will submit an account of any action on the Tournament Report Form or Match Comment Form.
- Will coordinate with Lead Official/Facilitator their schedule of R1, R2 or Scorekeeping duties for the tournament.

Pre-Match Duties

- Will be available at Tournament Desk for teams to "Check In" as they arrive. The Site Director will collect a signed roster from each coach, check to see that each coach has a picture ID and is listed on the roster collected, and the coach has in their possession the medical release and waiver forms for each player on their roster.
- Will hold the coaches meeting $\frac{1}{2}$ hour prior to first match start time.
- Will hold the parents meeting following the coaches meeting. (See Sample Parent Meeting Speech)
- Will give each coach a handout containing pool/bracket schedule and format, and the ground rules (provided by the Host).
- Will go over the format, any changes to posted division schedule, ground rules and the location of restrooms/locker rooms with the coaches.
- Will revue sanctions for misconduct and missing ref assignments with coaches.
- Will revue emergency procedures in case of fire, severe injury, power outages, etc.
- Will introduce the Lead Official/Facilitator to the coaches and let him/her make any announcements in regards to their duties and play for the day.

Site Director Duties Continued -

During the Tournament

- Will be responsible for keeping the tournament moving.
- Will enforce all the ground rules to ensure the safety of all participants and spectators.
- Will ready a score sheet, 2 line-up sheets and a Libero Tracking sheet for each match for the official to take to the court. The official or member of the officiating team will return the score sheet when the match is over and take the materials for the next match.
- Will periodically make a sweep of the gym to check restrooms for trash and paper needs, to check areas of the facility (indoor and outdoor) for trash and team camp areas for compliance with food and drink restrictions of the facility. If needed the site director will replace trash bags when they become full or contact the appropriate janitor to do so.
- Will keep all pool/bracket sheets current and accurate.
- Will confirm each team's finish at the end of play.

Post Play

- Will help clean up and tear down the facility to preserve a good working relationship with the facility
- Will fill out and sign the Tournament Report Form
- Will give the Host all score sheets, completed pool/bracket sheets, Arizona Region Host of Sanctioned Event Form - signed by Lead Official, any Match Comment Forms, any Incident Report Forms, the signed Tournament Report Form and the Official's Pay Form if it was given to them for transmittal to Region Office.