

Reporting Results

- The following information will be faxed or delivered to the Arizona Region office **no later than Monday following the tournament**:
 - Tournament Report Form
 - Pool Sheets/Brackets
 - 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
 - Any Volunteer Forms filled out at the tournament
 - Official's Tournament Report Form - received from Lead Official at the end of the day.

- 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.

Arizona Region of USA Volleyball
Tournament Host Checklist
2005-2006

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.
- All poles and standards are padded
- All lines are solid – gaps are filled with floor tape
- Each court has a scorekeeper desk with 2 chairs.
- Each court is equipped with a scoreboard and pencils with sharpening devises.

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 will be sent to Region Office at completion of play
- Warm up procedures should be posted

Site Director

- The Site Director is over 18 years of age, capable of handling difficult situations and a registered USAV member
- The Site Director is not coaching, selling concessions or t-shirts or acting in any other duty than that of Site Director.
- The Site Director will not leave the tournament during their assignment.
- If the host does not provide a Site Director, one has been requested and assigned by the Arizona Region PRIOR to the tournament.

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

- Seeding – pool format for the entire tournament
- 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.
- Handout for the Coaches – includes a line up sheet, pool/bracket sheet and ground rules for each coach.
- Tape – masking and floor tape (if needed)
- Rule Book
- 1 Pen and 2 Pencils with sharpeners per court, plus additional in case of loss or breakage
- Forms – Official USAV score sheets, Tournament Report Form, Match Comment Forms, Incident Report Forms, Medical Claim 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