



## 2021 USA Volleyball 18s Girls Junior National Championship Tournament Procedures Reference Guide

### New or emphasized information

Topic	Tournament Procedure/Information
Venue	<ul style="list-style-type: none"> <li>Greater Columbus Convention Center 400 N. High Street, Columbus, OH 43215</li> </ul>
Hotel Information	<ul style="list-style-type: none"> <li>If you have difficulty checking in to your hotel room, contact Team Travel Source: TTS Main Office: 502-354-9103</li> <li><b>If you plan to check-in after 8:00 PM, it is recommended that you call the hotel earlier in the day to confirm your reservation information</b></li> </ul>
Payment	<ul style="list-style-type: none"> <li>Payment is made directly by USAV. Officials must set up <a href="#">Direct Deposit Enrollment</a> and complete <a href="#">Online W9 Form</a>, if you have not already done so               <ul style="list-style-type: none"> <li>When asked for the name of a USAV employee on the direct deposit form, use Pati Rolf</li> </ul> </li> <li>If you have worked other events for USAV in the past two years, you do not need to complete these forms again unless your information has changed</li> </ul>
Officials Lounge	<ul style="list-style-type: none"> <li>Room A112-A115 (enter through A112)</li> </ul>
Championship Desk	<ul style="list-style-type: none"> <li>Hall B near Court 16</li> </ul>
Check-In Procedures	<ul style="list-style-type: none"> <li>We have decided not to have an in-person check-in the evening before to allow people time to arrive in Columbus and get settled</li> <li><b>Please text Rachael Rodriguez at 904-699-8985 when you arrive in Columbus so that we can be sure everyone has arrived; if you will arrive after 9:00 PM, please text no later than 9:00 PM with your anticipated arrival time</b></li> <li>Check-in will begin at <b>6:30 AM on Friday, April 23, in the Officials Lounge (Room A112-A115)</b>; you will pick up your food coupons and credential at that time</li> </ul>
Check-Out Procedures	<ul style="list-style-type: none"> <li>Verify accuracy of match count prior to leaving the tournament</li> <li>If you did not have any changes to your schedule during the tournament, you are not required to check out; however, if you do not check-out, you cannot dispute your pay</li> </ul>
Pre-Tournament Meeting	<p><b>On the first day of play, there will be a pre-tournament meeting at 7:00 AM in the Officials' Room for all officials with an 8:00 AM match; there will be a meeting at 8:00 AM for all officials who start at 9:00 AM</b></p>
Arrival at Playing Site	<ul style="list-style-type: none"> <li>After the first day, be at the playing site in complete uniform at least 45 minutes prior to your first assigned match</li> <li>Be at your court or picking up equipment at least 30 minutes before match time</li> </ul>
Match Assignments	<p>Assignments will be posted at: <a href="http://rsvb.net">rsvb.net</a></p> <ul style="list-style-type: none"> <li>Assignments may only be changed by a head official/assignor</li> <li>If assignments change due to courts running late, consult head official</li> <li>If a replacement referee is sent to your court, the replacement referee keeps the match</li> </ul>
Officials Uniform and Equipment	<ul style="list-style-type: none"> <li><b>Officials may wear any of the approved shirt colors (blue, gray, or white)</b></li> <li>Approved outerwear may be worn on all courts</li> <li>If two officials are assigned, officials are not required to match</li> <li><b>Masks are required at all times; face shields and gaiters are not permitted</b></li> <li><b>Electronic whistles must be used by all first referees</b></li> </ul>

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Logistics	<ul style="list-style-type: none"> <li>• Wooden referee stand boxes available near results area (please return for others to use)</li> <li>• Food coupons may be used at convention center vendors</li> <li>• Tournament credentials are required to enter playing area, but do NOT wear while officiating</li> <li>• Do not clean up blood on the court; call for assistance from trainer</li> </ul>
Forfeits	<ul style="list-style-type: none"> <li>• Call a head official if a team is missing or has insufficient players</li> <li>• A head official should be there when the first set is forfeited at actual match time</li> <li>• The second set is forfeited 10 minutes after the first set</li> </ul>
Match Start Times	<ul style="list-style-type: none"> <li>• First match of a wave may not start early.</li> <li>• Other matches may start 15 minutes before scheduled start time (timed warm-ups may begin up to 25 min before match time) if ALL participants (including work team) agree</li> <li>• Last match of wave may start more than 15 minutes early if ALL participants agree</li> <li>• First match of each day: <ul style="list-style-type: none"> <li>– The National Anthem will occur at 7:45 AM</li> <li>– Conduct captains meeting AFTER the National anthem</li> <li>– Start timed warm-ups</li> </ul> </li> </ul>
Match Responsibilities	<p><u>General Procedures</u></p> <ul style="list-style-type: none"> <li>• Pick up score sheet, paperwork, game ball, and towel at Championship (unless on court from previous match) <ul style="list-style-type: none"> <li>– Ensure you have the correct score sheet for your court and time; if you are working multiple matches in a row, you can pick up multiple score sheets</li> </ul> </li> <li>• At the end of the morning wave, return game ball to Championship; leave towel at the court</li> <li>• At the end of the evening wave, return game ball and towel to Championship; leave flip charts on the court</li> </ul> <p><u>Entering Results</u></p> <ul style="list-style-type: none"> <li>• <b>Match results must be entered immediately following the match on a mobile device; if you have multiple matches in a row, you must still enter the results after every match. If you are unable to enter your results on a mobile device, you must return your score sheet to the Championship Desk after each match</b></li> <li>• Directions for mobile device entry <ul style="list-style-type: none"> <li>– Enter mobile score entry URL (<a href="https://www.advancedeventsystems.com/scores/mobile">https://www.advancedeventsystems.com/scores/mobile</a>)</li> <li>– Select 2021 USAV Girls 18s Junior National Championships and enter mobile score entry password (provided at the tournament)</li> <li>– Enter match code found on score sheet</li> <li>– Verify match information before entering result</li> <li>– Select the winner (be careful that you do NOT select a winner by forfeit)</li> <li>– Enter the scores for each set and press “Save”</li> <li>– A success message confirms the scores were saved</li> </ul> </li> <li>• Return score sheets to Championship after the results have been entered</li> </ul> <p><u>Sanctions / Unusual Situations</u></p> <ul style="list-style-type: none"> <li>• In the event of an Expulsion/Disqualification, send a responsible person to the Championship desk to request a head official and arbitrator to come to the court; do not delay the match while waiting for them to arrive</li> <li>• Report individual sanctions (red card penalties) to a head official at the end of the match</li> <li>• Report any other unusual situations to a head official after the match</li> </ul>
Score Sheet Procedures	<ul style="list-style-type: none"> <li>• Prior to match: Check header and ensure referee names are correctly recorded on score sheet</li> <li>• After each set: Second referee ensures winning/losing teams, scores, and results section are all accurate</li> <li>• End of match: Check for scorer and first referee signatures and return rosters to coaches</li> </ul>

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Rules of Play	<ul style="list-style-type: none"> <li>• Best of 3 sets unless noted on score sheet</li> <li>• Pools playing auto-3 matches <ul style="list-style-type: none"> <li>– 3 sets to 25 points</li> <li>– Coin toss between sets 2 and 3</li> </ul> </li> <li>• <b>There will be no tie-breakers at this event</b></li> <li>• <b>Teams will NOT switch sides between sets or during a deciding set</b></li> </ul>
Match Protocol	<ul style="list-style-type: none"> <li>• <b>Higher seed (listed first on the score sheet) chooses their bench prior to the captains meeting; winner of coin toss chooses serve/receive</b></li> <li>• <b>Conduct captains meeting with captains at their respective 3-meter line for social distancing</b></li> <li>• <b>Substitutes and all bench personnel must wear a mask at all times; players on the court are not required to wear masks</b></li> <li>• <b>Players will not shake hands before or after the match</b></li> </ul>
Match Warm-Ups	<ul style="list-style-type: none"> <li>• First match of day for team <ul style="list-style-type: none"> <li>– 5 minutes shared court</li> <li>– 4 minutes for serving team</li> <li>– 4 minutes for receiving team</li> </ul> </li> <li>• All other matches <ul style="list-style-type: none"> <li>– 2 minutes shared court</li> <li>– 4 minutes for serving team</li> <li>– 4 minutes for receiving team</li> </ul> </li> <li>• Off team at bench or assisting with ball shagging for opponent <ul style="list-style-type: none"> <li>– No ball handling on concrete</li> </ul> </li> <li>• Players may not wear unauthorized devices during warm-ups (headphones, etc.)</li> <li>• Only USAV members are allowed on the playing surface</li> </ul>
Roster – General Rules	<ul style="list-style-type: none"> <li>• Rosters are only on colored paper</li> <li>• Coaches are responsible for their rosters</li> <li>• Do not start play without rosters</li> <li>• Check rosters every day before every match; initial roster when check is complete <ul style="list-style-type: none"> <li>– Player’s numbers</li> <li>– Total number of players</li> <li>– Player not on roster may not play</li> <li>– If player not present, do NOT cross off name/number</li> </ul> </li> <li>• No marks other than initials on roster</li> <li>• Any changes to roster must be done by Championship; do not delay the start of a match, but if a player was missing from the roster, the player may not play until they have been cleared by Championship</li> <li>• Maximum of 15 players and 5 bench personnel (must be adults)</li> <li>• Identify head coach and assistant coaches</li> </ul>
IMPACT Certified Coach	<ul style="list-style-type: none"> <li>• All coaches must possess minimum IMPACT certification</li> <li>• At least one IMPACT certified coach must be on bench at all times; if there is not a coach, the match cannot start or cannot continue (no delays) <ul style="list-style-type: none"> <li>– Call a head official early if there are issues</li> </ul> </li> </ul>
ID Checks	<p>Championship staff or Arbitrators may require random ID checks; if required, a note will be on the roster, and each individual must show photo ID. If someone does not have ID, notify Championship</p>

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Roster Procedures	<p>Team's first match:</p> <ul style="list-style-type: none"> <li>• Two rosters are distributed with score sheet for each team's first match; give one to the coach and keep one at the score table</li> <li>• Check roster (no marks on roster except for initials) <ul style="list-style-type: none"> <li>– Players may wear jerseys or have them clearly visible on chairs</li> </ul> </li> <li>• Return roster at the end of the match</li> </ul> <p>Subsequent matches:</p> <ul style="list-style-type: none"> <li>• Get roster from coach</li> <li>• Check roster (no marks on roster except for initials)</li> <li>• Return roster at end of match</li> </ul>
Player Uniforms	<ul style="list-style-type: none"> <li>• Look at uniforms at the start of warm-ups to ensure they are legal</li> <li>• Jerseys must be identical with legal numbers <ul style="list-style-type: none"> <li>– Sleeve length may differ</li> </ul> </li> <li>• Numbers centered in chest area and centered on upper back <ul style="list-style-type: none"> <li>– Minimum 4" on front</li> <li>– Minimum 6" on back</li> </ul> </li> <li>• <b>Players on a team may wear a mixture of uniform bottoms (spandex, shorts, pants, etc.) as long as all are the same color</b></li> <li>• Get assistance from a head official if a team has illegal uniforms <ul style="list-style-type: none"> <li>– Referees cannot default a match due to illegal uniforms</li> <li>– Teams cannot protest the legality of their opponents' uniforms</li> </ul> </li> </ul>
Libero Jersey	<ul style="list-style-type: none"> <li>• Must be clearly contrasting</li> <li>• If the Libero jersey is not clearly contrasting, ask the team for another option</li> <li>• If the team does not have another option, call for a head official to make a final determination <ul style="list-style-type: none"> <li>– Do not delay the match to wait for a head official</li> <li>– The Libero may play until the head official makes a final determination on the legality of the uniform</li> </ul> </li> </ul>
Sport Court Rule	<p>Playing ball over non-playing area</p> <ul style="list-style-type: none"> <li>• One body part in contact with surface when playing near the edge of the playing surface; players may not play a ball while standing off the playing surface</li> <li>• Player may follow through off surface after playing ball</li> <li>• Server must be on surface for entire service action; before beckon, have players step onto legal surface <ul style="list-style-type: none"> <li>– <b>Part of a player's foot/feet can be in contact with the non-playing area as long as part of both feet are on the playing surface</b></li> </ul> </li> </ul>
Work Teams	<ul style="list-style-type: none"> <li>• A full work team must report by start of receiving team's warm-up</li> <li>• <b>A rostered adult must be the 2nd referee for the team's officiating assignment</b></li> <li>• <b>Line judge flags will not be used at this event</b></li> <li>• If a work team is missing, check with Championship staff to find out if team is coming from another court</li> <li>• Note late work team on score sheet and notify a head official immediately <ul style="list-style-type: none"> <li>– Penalty: 1 point per minute up to 25-0 forfeit of first set, starting at the receiving team's warm-ups</li> <li>– A head official will make the final determination if penalty points will be assessed</li> </ul> </li> <li>• A match cannot start early if officiating team is not present</li> <li>• Ensure the work team is not using any unauthorized devices (headphones / cell phones) while officiating</li> </ul>

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Arbitrator Issues	<p>When a referee determines that an Arbitrator is needed courtside, send someone from the work team with the following instructions:</p> <ul style="list-style-type: none"> <li>• Go to the Championship Desk and tell them we need an Arbitrator on Court # ____</li> <li>• Remember, you are responsible for the behavior of the participants while your match is in progress—from first whistle to final whistle You can call for an Arbitrator anytime during your match when there is an eligibility question or when spectators are a concern</li> <li>• After you have signaled the end of the match and you sense a problem with coaches, players, or spectators, call for an Arbitrator and head official, as both can help facilitate the situation and your safe exit, if necessary</li> </ul>
Protest Procedures	<ul style="list-style-type: none"> <li>• <b>First referee gets off the stand and consults the rules book (or reviews the score sheet in the case of a scoring discrepancy)</b> <ul style="list-style-type: none"> <li>– <b>If the referee can resolve the issue by showing the rule to the coach (or by correcting the score sheet), they may do so, and play will continue</b></li> </ul> </li> <li>• Send a responsible party to Championship to report a protest has been filed <ul style="list-style-type: none"> <li>– Indicate whether the protest is a rules or scoring protest</li> </ul> </li> <li>• Wait without discussion for protest committee to arrive, hear protest, and resolve issue <ul style="list-style-type: none"> <li>– Answer questions from protest committee honestly and succinctly</li> <li>– After protest is resolved, finish refereeing match; further discussion with head officials may be appropriate after the match</li> </ul> </li> <li>• Protest is recorded on score sheet only to show the reason for delay to the match (review S24.1 on page 168 in the rules book for the correct way to record a protest)</li> </ul>
Head Officials and Tournament Staff	<p>Head Officials:</p> <ul style="list-style-type: none"> <li>• Bill Stanley – 402-880-3891</li> <li>• Lena Gustafson – 708-476-8517</li> <li>• Rachael Rodriguez – 904-699-8985</li> </ul> <p>Assignor:</p> <ul style="list-style-type: none"> <li>• Rachael Rodriguez – 904-699-8985</li> </ul> <p>Arbitrators:</p> <ul style="list-style-type: none"> <li>• Sean Doheny and Kevin Twohig</li> </ul> <p>Communication Guidelines:</p> <ul style="list-style-type: none"> <li>• Do not rely on phone/text to communicate with tournament staff—go to Championship or send a responsible person</li> <li>• When texting head officials, please provide the following information: <ul style="list-style-type: none"> <li>– Your name</li> <li>– Court number</li> <li>– Reason for text</li> </ul> </li> <li>• Always text all head officials in case one is busy and cannot get to the court</li> </ul>