



USA***Volleyball***

Tournament Directors Guide

Indoor & Outdoor Events

FLORIDA REGION OF USA VOLLEYBALL

15010 US Highway 441, Eustis, FL 32726

(352) 742-0080 | events@floridavolleyball.org



USAVolleyball

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Importance of Your Role as Tournament Director

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

Dear Tournament Director,

Thank you for your continued support of the Florida Region of USA Volleyball. We appreciate your commitment to growing the sport of volleyball and providing meaningful opportunities for junior athletes to compete, learn, and thrive.

As a Tournament Director, you play a critical role in shaping the overall experience of our events. Your leadership sets the tone for professionalism, sportsmanship, and competitive excellence - core values we aim to uphold throughout every tournament across Florida.

From managing match schedules and working with officials to creating a welcoming and safe environment for players, coaches, and families, your role is essential to the success of each event. We know that a well-run tournament leaves a lasting impression on athletes and can be the difference between a player simply participating in the sport or developing a lifelong passion for volleyball.

To support your efforts, the Florida Region Tournament Director Guide has been developed as a practical resource to lay out the Florida Region event sanction process. This guide provides the tools, policies, and information you need to host a high quality event that aligns with USA Volleyball and Florida Region standards. Whether you're a seasoned host or directing your first event, we hope you'll find this guide helpful throughout your planning process.

Our staff is here to support you, and we encourage you to reach out with any questions along the way. Together, we can continue to grow the game and create unforgettable experiences for athletes throughout the Florida Region.

Thank you for your dedication to the sport. We look forward to partnering with you this season.

Florida Region of USA Volleyball
15010 US Hwy 441, Eustis, FL 32726
(352) 742-0080 | events@floridavolleyball.org



USA Volleyball



Tournament Director & Official's Director Policy





Tournament Director/Official's Director Policy

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

OVERVIEW: The purpose of the Tournament Director (TD) & Official's Director (OD), a.k.a. "Head Official", Policy is to outline the specific requirements of TDs and ODs when operating a USA Volleyball sanctioned event in the Florida Region. The Florida Region of USA Volleyball reserves the right to adjust or alter the procedures and policies outlined in the Tournament Director/Official's Director Policy.

By applying for and receiving an event sanction number from the Florida Region office, Tournament Directors agree to complete the following items prior to, during, and after the event to be considered an Event in "Good Standing." Failure to comply with all items may result in the subsequent event being suspended and/or future events being denied a USAV sanction number and/or a monetary fine being imposed.

SECTION 1 - TOURNAMENT DIRECTOR (TD) REQUIREMENTS

- **Pre-Tournament**

- Register your organization with the Florida Region of USA Volleyball as a club or as an event affiliate and remit the required application fee for each USA Volleyball season prior to requesting an event sanction. Once approved, this annual registration is valid for the current season only.
- Conduct a site visit/inspection to ensure that the facility in question meets USAV requirements for safety, ceiling height, and lighting. Verify that all courts will be located a safe distance from all obstacles, columns, or potentially hazardous fixtures in the venue.
- Request an event sanction from the Florida Region office using the online Event Sanction Request Form and pay the required event sanction fee.
- Post the sanction level (Level I - Ranking or Level II - Non-Ranking) on the event website.
- Request a Certificate of Insurance (COI) from the Florida Region office using the online COI Request Form for the facility/facilities in question. A COI must be requested for each sanctioned event. Please allow 7-10 business days for creation and distribution.
- Designate an Official's Director (a.k.a. Head Official) and communicate that information to the Florida Region staff via email: events@floridavolleyball.org. Secure USAV certified officials through the Regional Official's Assignor (Email assignor@floridavolleyball.org with event details at least 60 days in advance).
- Identify and secure a site manager/director for each playing location.
- Rank/seed the teams using the most recent posting of the Florida Region Ranking Report. If deviations are made by the TD, please be prepared to defend/explain the change if questioned by an attending team.
- Provide at least one certified athletic trainer (ATC) for each location of the event, with a recommended ratio of one (1) trainer per twenty (20) courts.

- Post the Florida Region Spectator Code of Conduct poster on all entry points.
- Verify the membership status for each participant (athletes, coaches, chaperones, team staff, etc.) through the Membership Management System or the tournament management system of choice. Each individual must have a valid USAV membership. All coaches must be IMPACT certified.
- Ensure that all staff members (staff, officials, medical personnel, etc.) working the event that will have any direct contact with junior athletes in an authoritative capacity are eligible members of USAV with a current USAV background screen and are currently SafeSport trained.
- Prepare an emergency action plan in writing and have it available for event staff at the tournament desk to ensure a consistent response by all staff members during the event. Items to address should include: power outages, building fires, fire alarm activations, bomb threats, missing children, spectator fights/altercations, excessive code of conduct violations, and gun related incidents at a minimum.
- Verify and retain signed team rosters for each team prior to the beginning of the competition. SportsEngine rosters are the official rosters of the Florida Region and are to be accepted.
- Ensure that the event will prohibit the possession, sale, purchase, and consumption of alcoholic beverages to be in compliance with the Florida Region Alcohol Policy.

- **During Tournament**

- Address any safety issues and make adjustments to ensure that all participants will be provided a safe environment during the event. Have a specific plan in place for addressing liquid spills that may cause a slip-and-fall situation.
- Record all match results, post results, and provide details on any tie breaking procedures in writing to attending teams.
- Form a protest committee of at least three (3) qualified individuals and inform participating teams of the protest guidelines. Protest committee may consist of any of the following: TD, Assistant TD, OD, National Official, Florida Region Board Member, Florida Region Staff Member, or a neutral Club director.
- Address all minor incidents/complaints onsite at the time of occurrence, or when reported to the tournament staff. Event management shall do their best to resolve the matter before the event concludes.
- Document all incidents/complaints/accidents on the appropriate Florida Region forms and retain those documents for submission after the event concludes.
- Monitor event to ensure it is in compliance with the Florida Region Alcohol Policy.
- Follow the USAV Championship Manual, unless a waiver is requested and granted. Document all behavior/code of conduct violations immediately after receiving notification and collect written statements from all involved parties. Those incidents requiring in-house security or local law enforcement should be immediately relayed to the appropriate parties and notification should be made to the Executive Director or a Board Member of the Florida Region.

- **Post-Tournament - Tournament Director Responsibilities**

- Maintain the original team rosters used for the respective event for the remainder of the season in case of a roster and/or eligibility related issue. (Note: Team rosters with sensitive athlete information must be shredded upon disposal.)
- **Process payments for officials** within **three (3) days after the event concludes**.
- Submit the following items to the Florida Region office by the deadlines listed below.
 - **E-MAIL** the following items to results@floridavolleyball.org by **12pm on the Tuesday after the event concludes**.
 - **Level I - Ranking Events Only:** Submit final finishes via email to the Florida Region office using the approved Microsoft Excel formats. Approved format templates can be found on the [Sanctions](#) page of the Florida Region website.
 - **Events hosted in SportWrench** - download the "Final Finish Report" file and the "USAV National Ranking System Export" file.
 - **Events hosted in AES** - submit the final finish results using the Florida Region Results Template, as posted on the Florida Region website.
 - **Events hosted in any other platform** - submit the final finish results using the Florida Region Results Template and the USAV National Ranking System Template, as posted on the Florida Region website.
 - Scan any and all completed and fully legible incident/accident reports.
 - Scan any Regional Uniform Waivers that were approved/granted by the OD.
 - Scan any miscellaneous forms (COPS, Code of Conduct violations, etc.)
 - **MAIL** the following items within **seven (7) days after the event concludes** to our office. Florida Region of USA Volleyball - 15010 US Hwy 441, Eustis, FL 32726 .
 - Any and all original incident/accident report forms.
 - Completed [Indoor Tournament Director Checklist](#).
 - **Level I and Level II Events Only:** Remit the per-team sanction fee (less the initial \$35 pre-sanction fee). Make checks payable to: Florida Region USAV
 - **Level I - Ranking Sanction Fee:** \$7 per team
 - **Level II - Non-Ranking Sanction Fee:** \$5 per team

- **Policy Violations**

- Failure to comply with all items in this policy may result in the subsequent event being suspended, and/or future events being denied a USAV sanction number, and/or monetary fine being imposed.
 - 1st Policy Violation - \$50 fine
 - 2nd Policy Violation - \$50 fine
 - 3rd Policy Violation - \$100 fine
 - At the discretion of the Florida Region, one or more policy violations may result in the event being considered "Not in Good Standing".

SECTION 2 - OFFICIAL'S DIRECTOR (OD) REQUIREMENTS

• Pre-Tournament

- Request the approximate number of USAV officials and their preferred certification level through the Official's Coordinator (assignor@floridavolleyball.org) at least 4-6 weeks prior to the event.
- Communicate the rate of pay for officials, as well as what items will be covered (lodging, travel, meals, parking, etc.) to the Official's Coordinator. The rate of pay may be set by the TD and/or OD. Region-hosted events will use the Region pay scale for officials. This pay scale is available in the Region corporate documents, as it is updated by the Florida Region Board of Directors.
- Confirm the final number of officials desired for the event at least 2 weeks prior to the event.
- Provide an officials hotel rooming list (if necessary) to the TD at least 7 days prior to the event.
- Provide the officials work schedule/match assignments (for at least the first day of competition) to the TD prior to the start of the event, and preferably by the day before the event begins.
- Meet with officials (if desired) to discuss event-specific guidelines and/or requirements for the venue/event. Address protest guidelines, team officiating requirements, match protocol, how altercations should be handled, and any other relevant items as needed.

• During Tournament

- Update and post the work schedule/match assignments for any subsequent days of competition if they were not provided before the start of the event.
- Enforce Florida Region work team policies/requirements throughout the event.
- Review score sheets as they are submitted for completion and accuracy. Provide feedback to clubs/teams that may need additional scorer training. (Also notify the Regional Scorer Representative of any material discrepancies noted after the conclusion of the event by sending the score sheets with noted discrepancies.)
- Observe provisional level officials throughout the event and provide feedback if a regional rating/training team is not present at the event.
- Serve as the protest committee lead, as often as possible, for protests filed during the event. Follow the USAV/Florida Region model for addressing and resolving protests.
 - **Step 1** - Upon arriving at the court, address the court official to find out which team/coach filed the protest and what was protested.
 - **Step 2** - Introduce yourself to the coach/captain that filed the protest and ask what is being protested, then determine if the protest is valid. If the protest is valid, ask the protesting coach/captain to explain their perspective of the situation.
 - **Step 3** - Introduce yourself to the opposing coach/captain and obtain their perspective of the situation if necessary.
 - **Step 4** - Return to the protesting coach/captain for clarification if necessary.

- **Step 5** - Discuss the information obtained with the court official and the protest committee members and obtain any additional information necessary to make a ruling.
- **Step 6** - Notify the protesting coach/captain of the committee's decision/ruling, then the opposing coach/captain, then the court official. Make sure that the scoresheet and score board reflects the correct score.
- **Step 7** - Release the match back to the court official and either depart the area or maintain vigilance of the situation if necessary.
- **Note** - The ultimate goal of the protest committee is to respond, obtain information, and rule on the protest as quickly as possible.
- Address any potential uniform violations immediately upon notification and/or observation. Determine if a uniform waiver is necessary or if the matter can be solved by using a tournament vendor/local store to correct the discrepancy. If a uniform waiver is granted, complete the Regional Uniform Waiver Form and provide a copy to the TD for submission.

- **Post-Tournament - Official's Director Responsibilities**

- Collect pay sheets and verify that a W-9 is turned in or currently on file for each person being paid as an independent contractor.
 - If you do not wish to collect W-9 forms for independent contractors, ArbiterPay is an electronic option for payment.
- Verify match counts and approve/prepare officials' payments per the TD or event policy.
- Submit any completed Regional Uniform Waiver Forms or C.O.P.S. Report Forms to the TD for submission to the Florida Region office.



SECTION 3 - APPENDIX/FORMS

- The following documents can be found on the [Florida Region Policies & Procedures page](#).
 - **Florida Region Spectator Code of Conduct** - This document is required to be posted at the entrances of all USAV sanctioned events in the Florida Region. It may also be posted throughout the event at the discretion of the TD.
 - **C.O.P.S. Report Form** - The purpose of this form is to allow individuals in the Florida Region to submit a Compliment or Complaint regarding Coaches, Officials, Players, or Spectators (COPS) at a USAV sanctioned event in the Florida Region.
 - **Regional Uniform Waiver Form** - This form is to be completed by the OD (aka Head Official) or the TD of the respective event. It should only be issued for a single event unless the Regional Official's Chair (or their designee) authorizes a longer period of time. Once issued, the head coach must present it to the R1 prior to the start of each match for verification.
 - **Florida Region Alcohol Policy** - This document lists out the official Alcohol Policy for the Florida Region of USA Volleyball.
 - **Tournament Director Checklist** - This document is required to be completed and mailed to the Florida Region office within seven (7) days of the end of the event.
 - **Medical Treatment Consent Form** - This document should be required by all medical providers before they can give any medical treatment or care to a minor.
 - **Additional Resources** - A complete list of event policies, forms, and other resources can be found on the [Florida Region Policies & Procedures page](#).

Please contact the Florida Region Office at (352) 742-0080 or events@FloridaVolleyball.org with questions about the Tournament Director / Officials Director Policy.





Event Sanctioning Guide





Event Sanctioning Guide

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

The Florida Region of USA Volleyball has implemented a tiered event option system to give tournament and event directors more freedom to deliver an event that suits their target market. Each level will have specific benefits and requirements. This applies to tournaments, pre-season tournaments, power leagues, camps, clinics, scrimmages, leagues, and tryouts.

OVERVIEW OF SANCTIONED EVENT LEVELS

- **Level I (Ranked)**
 - Tournament (Junior Girls Ranked, All Junior Boys)
 - **WILL** receive ranking points
- **Level II (Non-Ranked)**
 - Tournament (Junior Girls Non-Ranked) or Power League
 - **WILL NOT** receive ranking points
- **Level III (Non-Ranked)**
 - Camp, Clinic, Two-Club Scrimmage, League, Tryout, or Practice
 - **WILL NOT** receive ranking points.

EXPLANATION OF SANCTIONED EVENT LEVELS


- **Level I (Ranked) - Tournament (Junior Girls Ranked Tournaments, All Junior Boys Tournaments)**
 - Definition
 - A Level I event applies to a tournament in which teams **WILL** receive ranking points and the event will appear on the FL Region Ranking Report.
 - Benefits
 - Event will reward ranking points to all participating teams
 - Event will have access to the Florida Region Official's Assignor
 - Event will be listed on the Florida Region of USAV Indoor Event Schedule
 - Requirements
 - Event will remit a non-refundable \$35 sanction fee, then a \$7 per team sanction payment (less the \$35 fee)
 - Event will follow all USAV DCR rules and regulations
 - Event will accept teams on a first come, first served basis once all tournament entry requirements are met
 - Event will meet all requirements of the Florida Region Tournament Director Checklist
 - Event must comply with all USAV sanctioned event rules

- **Level II (Non-Ranked) - Tournament (Junior Girls Non-Ranked Tournaments) or Power League**
 - Definition
 - A Level II event applies to a tournament in which teams WILL NOT receive ranking points. Level II events also include pre-season tournaments and power leagues.
 - Benefits
 - Event will have access to the Florida Region Official's Assignor
 - Event will be listed on the Florida Region of USAV Indoor Event Schedule
 - Event can request a Tournament-Only Uniform Waiver in advance of the event
 - Requirements
 - Event will remit a non-refundable \$35 sanction fee, then a \$5 per team sanction payment (less the \$35 fee)
 - Event will meet all requirements of the Florida Region Tournament Director Checklist
 - Event must comply with all USAV sanctioned event rules, unless a waiver is granted
- **Level III (Non-Ranked) - Camp, Clinic, Two-Club Scrimmage, League, Tryout, or Practice**
 - Definition
 - A Level III event applies to camps, clinics, two-club scrimmages, leagues, tryouts, and practices.
 - Benefits
 - USAV uniform rules do not apply
 - No sanction fees apply
 - Requirements
 - Event must comply with all USAV sanctioned event rules, unless a waiver is granted

CHANGING THE LEVEL AFTER THE EVENT IS SANCTIONED

- If an event director wishes to change the level of an event after the event is sanctioned, they must complete the following steps:
 - Email events@floridavolleyball.org to request the change. Do not submit an additional Event Sanction Application.
 - After the change has been approved by the Florida Region
 - Pay any additional sanction fees that are requested by the Florida Region. This applies to events that are requesting a change from a lower level to a higher level. The Florida Region office will notify the Event Director if additional fees are required.
 - Immediately Notify all impacted parties (registered teams, athletes, coaches, clubs, officials, etc.) in writing to make them aware of the change.
 - Send proof of written communication to events@floridavolleyball.org

Please contact the Florida Region Office at (352) 742-0080 or events@FloridaVolleyball.org with questions about the Florida Region Event Sanctioning Guide.





How to Sanction Your USAV Event





How to Sanction Your USAV Event

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

STEP 1 - Review all information on the FL Region Host an Event page (floridavolleyball.org/sanctions)

- All Florida Region of USA Volleyball sanctioned events are required to follow the policies and procedures listed on this page. Please review the information carefully.

STEP 2 - Apply to be a FL Region Club OR an Event Affiliate

- It is not necessary to submit both applications. Please read the information on the website carefully to determine which application is best for your organization. Please note that both of these are annual applications and are valid for the current season only (each USAV season runs from September-August).

STEP 3 - Request an Event Sanction

- Please submit an Event Sanction Application for each event (tournament, scrimmage, clinic, league, etc.) you are hosting. If you are running a league, please submit one Application for each section of the league (i.e., Summer Beach League, Fall Indoor League, etc.).

IMPORTANT NOTE: Your sanction will not be valid until you receive an official sanction number from our office.

STEP 4 - Request a Certificate of Insurance (COI)

- Use the online form (linked on the Host an Event page) to request a certificate of insurance for a facility being used to host a USAV sanctioned activity. Please submit a request for each USAV sanctioned event or activity.
- All persons participating in a USAV sanctioned event must have a current ELIGIBLE membership.
 - If any participants do not have a current eligible membership at the time of the event, your event sanction will be considered invalid and insurance coverage will not apply. This includes but is not limited to all adults with active roles, coaches, club directors, club admins, chaperones, all athletes, officials, etc.

IMPORTANT NOTE: You must have a COI on file for each event location in order for insurance coverage to apply. Please allow 7-10 business days for creation and distribution.

Please contact the Florida Region Office at (352) 742-0080 or events@FloridaVolleyball.org with questions about Florida Region Sanctioned Events.



Indoor Tournament Director Checklist





Indoor Tournament Director Checklist - Revised for the 2025-2026 Season

EVENT NAME: _____



EVENT DATE: _____ DIRECTOR: _____

By applying for and receiving a sanction number from the Florida Region Office, Tournament Directors agree to complete the following items prior to, during, and after the event to be considered an Event in "Good Standing". Failure to comply with all items may result in subsequent events being suspended and/or future events being denied a USAV sanction number and/or a monetary fine being imposed. If hosting a tournament, please refer to the Tournament Director & Official's Director policy for a clarification on items below. The Florida Region reserves the right to adjust or alter this list.

PRE-EVENT:

- _____ Register your organization with the Florida Region of USA Volleyball as a club or as an event affiliate and remit the required application fee for each individual USA Volleyball season.
- _____ Conduct a site visit/inspection to ensure the facility meets USAV requirements for safety, ceiling height, and lighting. Verify court will be a safe distance from any building hazards.
- _____ Submit an Event Sanction Request with the Florida Region Office and pay the Event Sanction Fee, if applicable.
- _____ Request a Certificate of Insurance (COI) for the facility/facilities. Certificates will be issued via email. Please allow 7-10 business days for creation and distribution.
- _____ Identify and secure a site manager/director for each playing location.
- _____ Post event sanction level (Level I or Level II) on the event webpage.
- _____ Secure USAV certified Official's Director (OD)/Head Official.
- _____ Secure USAV certified officials through the Regional Official's Assignor. Email assignor@floridavolleyball.org with event details at least 60 days in advance.
- _____ Rank/seed the teams using the most recent posting of the Florida Region Ranking Report.
- _____ Provide at least one(1) certified athletic trainer (ATC) per location. Recommended one(1) ATC per twenty(20) courts.
- _____ Verify and retain signed team rosters for each team prior to the beginning of the competition. SportsEngine rosters are the official rosters of the Florida Region and are to be accepted.
- _____ Post the [FL Region Spectator Code of Conduct](#) poster on all entry points.
- _____ Ensure that all staff members working the event (that will have direct contact with junior athletes in an authoritative capacity) are current members of USAV with a current USAV background screen and are currently SafeSport trained.
- _____ Verify membership status for each participant (player) and adult participant (coaches, chaperones, club admin, club director, etc.). Each individual should have a valid USAV membership. All adult participants are required to have a USAV background screen and SafeSport certification. All coaches must be IMPACT certified.
- _____ Have an emergency action plan in writing.

DURING EVENT:

- _____ Address safety issues and make adjustments to ensure that all participants will be provided a safe environment.
- _____ Record all match results, post results and have USAV approved tie-breaking procedures in place.
- _____ Form a protest committee and inform participating teams of the protest guidelines.
- _____ Have printed USAV Incident Report Forms, COPS Forms, and Emergency Action Plan on-hand at each location.
- _____ Document all incidents/accidents on the appropriate forms. Complete all information legibly.
- _____ Follow USAV Championship Manuals, unless a waiver is requested and granted.

POST-EVENT:

- _____ **PROCESS PAYMENTS** for officials within **three (3) days after the event concludes**.
- _____ **E-MAIL** the following items to results@floridavolleyball.org by **12pm on the Tuesday after the event concludes**.
 - _____ Level I (Ranking) tournaments only - submit final finishes in approved Excel formats (**2 files** - FL & National)
 - _____ Scanned copies of any/all completed and fully legible incident/accident report forms.
 - _____ Scanned copies of any/all Regional Uniform Waivers that were approved and granted by the OD.
 - _____ Scanned copies of any miscellaneous documents (COPS forms, Code of Conduct violations, etc.).
- _____ **MAIL** the following items within **seven (7) days after the event concludes**. Mail to:
 - Florida Region of USA Volleyball - 15010 US Hwy 441, Eustis, FL 32726
 - _____ Any/all original incident/accident report forms.
 - _____ Completed and signed Indoor Tournament Director Checklist.
 - _____ Remit the sanction fee (calculated below). Make checks payable to: Florida Region USAV.
_____ (# of teams) x _____ (**Level I** = \$7, **Level II** = \$5) - \$35 (Sanction fee) = _____ (Amount to be paid)
- _____ Certify that the event complied with the Florida Region of USA Volleyball Alcohol Policy.

BY SIGNING BELOW, I CONFIRM THAT ALL ITEMS LISTED ABOVE HAVE BEEN COMPLETED.

Event Director Signature: _____ Date: _____

Once completed, please mail this document to the Florida Region Office with your final sanction fee payment.
Address: 15010 US Highway 441, Eustis, FL 32726 | Phone: 352-742-0080 | Fax: 352-414-5304
www.floridavolleyball.org



How to Submit Your Tournament Results





How to Submit Your Tournament Results

Florida Region of USA Volleyball



Revised for the 2025-2026 Season

Final finishes must be submitted via email to results@floridavolleyball.org in the approved Microsoft Excel formats by the deadline listed in the Indoor Tournament Director Checklist. No other formats will be accepted. Please see below for more information about the approved formats.

FLORIDA REGION RESULTS - Template can be found at floridavolleyball.org/sanctions

- Submit this file for Level I FL Region USAV sanctioned tournaments (ranked tournaments only). The Florida Region final finishes must include tournament name, division name, final place, team name, and USAV team code.
 - If your event is run on SportWrench, download the Final Finish Report under the Event Info tab.

	A	B	C	D
1	Tournament Name			
2				
3	Division Name	Place	Team Name	USAV Team Code
4				
5		1st	Sample Team Name	G18SAMPLE1FL
6		2nd	Sample Team Name	G18SAMPLE1FL
7		3rd	Sample Team Name	G18SAMPLE1FL
8		3rd	Sample Team Name	G18SAMPLE1FL
9		5th	Sample Team Name	G18SAMPLE1FL
10				
11	Division Name	Place	Team Name	USAV Team Code
12				
13		1st	Sample Team Name	G18SAMPLE1FL
14		2nd	Sample Team Name	G18SAMPLE1FL
15		3rd	Sample Team Name	G18SAMPLE1FL
16		3rd	Sample Team Name	G18SAMPLE1FL
17		5th	Sample Team Name	G18SAMPLE1FL
18				
19				

USAV NATIONAL RESULTS

- Submit this file for Level I FL Region USAV sanctioned tournaments (ranked tournaments only). The USAV National Results final finishes must include event name, division name, team name, team code, opposing team name, opposing team code, match date, match time, outcome, and scores for sets 1-5.
 - **AES Tournaments do not need to submit this file.**
 - If your event is run on SportWrench, download the USAV National Ranking System Export under the Event Info tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Event Name	Division Name	Team Name	Team Code	Opposing Team Name	Opposing Team Code	Match Date	Match Time	Outcome	Score 1	Score 2	Score 3	Score 4	Score 5
2	2023 Music City Volleyball Championship	18 Open	H Skyline 18 Royal	G18HOSKY1LS	Tx Performance 18s Black	G18TPFEP1SU	2/25/23	8:00 AM	Won	28-26	25-21			
3														

Please contact the Florida Region Office at (352) 742-0080 or results@FloridaVolleyball.org with questions about submitting tournament results.



Basic Event Planning Checklist





Basic Event Planning Checklist - Not Required

This checklist is not an official Tournament Director requirement and does not need to be submitted to the Florida Region. The items on this list are suggestions and may not include all Florida Region requirements. Please refer to USA Volleyball rules and the Florida Region Tournament Directors Policy for official sanctioning requirements.

PLANNING & PREPARATION

- ☐ Initial Considerations
 - ☐ Define purpose of the event (ranking, non-ranking, fundraiser, showcase, scrimmage, etc.)
 - ☐ Determine target age groups/divisions (12U–18U, Open/Club, coed, adults, etc.)
 - ☐ Indoor, beach, or grass?
 - ☐ Estimate number of teams & format (pool play, bracket, round robin, etc.)
 - ☐ Type of awards (individual medals, team plaques, prizes, shirts, etc.)
 - ☐ Housing requirements (stay-to-play, no requirements, etc.)
- ☐ Date & Venue Selection
 - ☐ Secure venue with sufficient courts, seating, restrooms, parking. The playing area and equipment must meet the guidelines listed in the USA Volleyball rulebooks.
 - ☐ Confirm availability and rental costs
 - ☐ Check for date conflicts (regional/national schedules, holidays)
 - ☐ Evaluate proximity to hotels/restaurants
- ☐ Sanctioning
 - ☐ Review Florida Region Sanction page (www.floridavolleyball.org/sanctions)
 - ☐ Apply to be a Florida Region club OR an Event Affiliate (annual application)
 - ☐ Submit an online sanction request to the Florida Region.
 - ☐ Request a Certificate of Insurance (COI).
 - ☐ Pay sanction fees as required by the Tournament Director Policy.
- ☐ Budgeting
 - ☐ Estimate income (team entry fees, concessions, admissions, sponsorships, etc.)
 - ☐ Estimate expenses (sanction fees, facility, officials, awards, equipment, staff, marketing, etc.)
 - ☐ Determine minimum number of teams needed to break even
 - ☐ Build in contingency funds for emergencies or unexpected expenses

EVENT SETUP & ADMINISTRATION

- ☐ Registration & Rosters
 - ☐ Use SportWrench/AES/other platform for team registration
 - ☐ Set registration, housing, and payment deadlines
 - ☐ Post the refund policy to the event website
 - ☐ Require all participants to have current USAV memberships
 - ☐ Verify all roster/membership eligibility in the team registration system
- ☐ Tournament Format & Scheduling
 - ☐ Choose format (pools, brackets, etc.)
 - ☐ Plan match times, warm-up schedules, and breaks
 - ☐ Schedule referees and scorers
 - ☐ Create score sheets, work team assignments
 - ☐ Include tiebreaker rules in advance
 - ☐ Confirm total match count vs. available time/space

Basic Event Planning Checklist - Florida Region of USA Volleyball

- ☐ Officials
 - ☐ Request certified officials through the Florida Region (assignor@floridavolleyball.org)
 - ☐ Assign R1/R2 for each court per match
 - ☐ Communicate schedule and expectations clearly
 - ☐ Provide hospitality area, water/snacks, pay info
- ☐ Staffing & Volunteers
 - ☐ Assign staff roles (site director, admissions, set up/teardown crew, medical, security, etc.)
 - ☐ Provide at least one certified athletic trainer (ATC) per twenty courts at each event location.
 - ☐ Have clearly defined job duties and a master event contact list
 - ☐ Require all staff to have current USAV memberships
 - ☐ Conduct staff/volunteer briefing before the event

LOGISTICS & SUPPLIES

- ☐ Facility Layout
 - ☐ Printed Emergency Action Plan for facility
 - ☐ Court maps and signage
 - ☐ Score tables, chairs, benches
 - ☐ Net systems and antennae
 - ☐ Referee stand, padding, floor tape
 - ☐ Concessions or food trucks (if allowed)
 - ☐ Admissions and merchandise tables
 - ☐ Medical station
- ☐ Essential Supplies
 - ☐ Volleyballs and carts (1 ball per court minimum - account for lost or damaged balls)
 - ☐ Pens and pencils
 - ☐ Score sheets, lineup and libero tracking cards
 - ☐ Medical first aid kit and AED access
 - ☐ Radios or phones for staff communication
 - ☐ Lost & found station

MARKETING & COMMUNICATIONS

- ☐ Promotion
 - ☐ Design digital flyer with all event info
 - ☐ Share to social media, regional clubs, and newsletters
 - ☐ Use consistent branding
- ☐ Event Website or Page
 - ☐ Include: date, venue, format, registration link, rules, schedule, parking info
 - ☐ Post updates and final results
 - ☐ Link to hotel partners, local attractions, refund policy
- ☐ Communication to Teams
 - ☐ Pre-event welcome email with:
 - ☐ Facility rules & address
 - ☐ Parking instructions
 - ☐ Team check-in process and schedule link
 - ☐ Early admissions purchase
 - ☐ Contact information for questions

EVENT EXECUTION (DAY-OF)

- ☐ Opening the Day
 - ☐ Arrive early for setup & walk-through
 - ☐ Hold staff/volunteer & official meeting
 - ☐ Set up check-in table
 - ☐ Confirm court setups and safety standards
 - ☐ Greet teams, answer questions
- ☐ During Competition
 - ☐ Keep event on schedule
 - ☐ Address issues quickly (score disputes, injuries, crowd behavior, safety concerns, etc.)
 - ☐ Ensure court and facility cleanliness
 - ☐ Monitor sportsmanship and rule adherence
 - ☐ Post real-time results if possible
- ☐ Spectator & Team Management
 - ☐ Enforce spectator guidelines (code of conduct, seating areas, etc.)
 - ☐ Keep coaches informed and engaged
 - ☐ Provide weather shelter or plan if outdoors

WRAP-UP & FOLLOW-UP

- ☐ Post-Event Tasks
 - ☐ Submit match results to the Region in the approved format(s), found on the Sanctions page.
 - ☐ Return borrowed equipment or signage
 - ☐ Pay referees and staff
 - ☐ Clean and break down the venue
 - ☐ Submit any and all incident reports, waivers, (if any) to the Region
- ☐ Follow-Up Communication
 - ☐ Send thank-you notes to:
 - ☐ Officials
 - ☐ Volunteers
 - ☐ Venue staff
 - ☐ Sponsors
 - ☐ Others as necessary
- ☐ Feedback & Reporting
 - ☐ Request feedback from teams & coaches
 - ☐ Debrief with staff (what went well, what to improve, etc.)
 - ☐ Submit post-event form to Florida Region
 - ☐ Archive documents, schedule templates, and budget files for future use

This checklist is not an official Tournament Director requirement and does not need to be submitted to the Florida Region. The items on this list are suggestions and may not include all Florida Region requirements. Please refer to USA Volleyball rules and the Florida Region Tournament Directors Policy for official sanctioning requirements.





8.5" x 11"

Spectator Code of Conduct





SPECTATOR CODE OF CONDUCT

Florida Region of USA Volleyball, Inc.

(This legally binding document may be reproduced as often as necessary)

IMPORTANT NOTICE - ENTRY TO THIS PRIVATELY SANCTIONED EVENT IS GRANTED AS A COURTESY. IF YOU ENTER OR ATTEND THIS, OR ANY, FLORIDA REGION SANCTIONED EVENT, YOU AGREE TO ABIDE BY THE FOLLOWING CODE OF CONDUCT GUIDELINES.

I WILL:

- 1. I WILL abide by the official rules of USA Volleyball.**
- 2. I WILL display good sportsmanship at all times.**
- 3. I WILL encourage my child and his/her team, regardless of the outcome on the court.**
- 4. I WILL educate myself on the unique rules of this facility.**
- 5. I WILL honor the rules of the host and the host facility.**
- 6. I WILL generate goodwill by being polite and respectful to those around me at this event.**
- 7. I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.**
- 8. I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.**
- 9. I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club, as opposed to contacting the Head Official directly.**
- 10. I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.**
- 11. I WILL comply with the applicable alcohol policy governing the event and/or program.**
- 12. I WILL support the policies and guidelines of the team/club that I represent.**
- 13. I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.**
- 14. I WILL model exemplary spectator behavior while attending this event.**
- 15. I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.**

I WILL NOT:

- 1. I WILL NOT harass or intimidate the officials.**
- 2. I WILL NOT coach my child from the bleachers and/or sidelines.**
- 3. I WILL NOT criticize my child's coach or his/her teammates.**
- 4. I WILL NOT participate in any game or game-like activities unless I have a current membership card with the Florida Region.**
- 5. I WILL NOT bring and/or carry any weapons at any Florida Region event.**
- 6. I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.**

Note: Any violation of this Code of Conduct will result in you being asked to leave the site/facility and may result in you possibly being banned from attending future Florida Region sanctioned events. The Event and/or Program Director has the final say regarding their individual event. The Florida Region will enforce all applicable policies and/or guidelines as necessary. Local law enforcement will be contacted if necessary to resolve any disputes or altercations. Questions or concerns may be directed to the Florida Region office.



11" x 17"

Spectator Code of Conduct





SPECTATOR CODE OF CONDUCT

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13. I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
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Regional Alcohol Policy





Regional Alcohol Policy

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

OVERVIEW: This policy applies to all youth and junior events sanctioned by the Florida Region of USA Volleyball.

POLICY: The Florida Region of USA Volleyball prohibits the possession, sale, purchase, and consumption of alcoholic beverages at all sanctioned youth/junior volleyball events. Alcoholic beverages are not permitted to be present or consumed on the premises of any sanctioned/insured space of any venue, including common areas inside the sanctioned/insured area.

NOTES: These guidelines are intended to clarify how to address certain situations that may arise.

1. If a rented/owned venue has a space dedicated to serve food/drinks inside the sanctioned/insured area, alcohol may not be served during the posted event hours if youth/junior athletes are training or competing. This prohibition applies to a gymnasium/sports venue that may be in use by multiple, unrelated organizations at the same time. Failure to comply with this guidance will void and cancel all USAV insurance coverages.
2. If a rented/owned venue has a separate outside entrance to a space where alcohol is being served in the same building/address, there can be no shared internal entryway/hallway/access to the competition space where the youth/junior athletes are training or competing.
 - a. Note 2.1: The venue operator in this example would need to provide proof of the required liquor licenses to sell alcohol and would need to provide proof of liquor liability insurance naming the event promoter and the Florida Region of USA Volleyball as an additional insured.
 - b. Note 2.2: In this example, no spectators attending the youth/junior volleyball training or event may take alcohol from the separate space into the sanctioned/insured space.
3. If a rented/owned venue has a common overlook area inside the sanctioned/insured event space that has visible access to the playing courts by attendees, alcohol may not be served or consumed in that area.
4. If a rented/owned venue has allocated meeting room space as a lounge for spectators inside the building, alcohol may not be served or consumed in that area.
5. If a youth/junior beach or grass event is adjacent to an establishment that sells alcohol, the alcohol may not be brought back into or consumed inside the event perimeter.
6. Additional situations that may not be covered above are also subject to this policy and must be disclosed by the event promoter/tournament director and subsequently cleared by the Florida Region in advance of the event to avoid any sanctioning penalties.
7. As part of this policy, the following requirements for event promoters/tournament directors will be in effect:
 - a. Event promoters/tournament directors will be required to indicate if any alcohol is available to be purchased or consumed from the venue within the sanctioned event space or in any common area or adjacent space within the same building when requesting an event sanction and insurance coverage from the Florida Region and/or USA Volleyball.
 - b. Event promoters/tournament directors will be required to indicate if any alcohol was available or consumed within the sanctioned event space or in any common area or adjacent space within the same building on their post-event report.

IMPORTANT: A violation of this policy will result in the activity in violation forfeiting all USAV insurance coverages and if an event, it would not be awarded ranking points. A violation may result in additional sanctions by the Florida Region, up to and including loss of Good Standing status as an event promoter.

Please contact the Florida Region Office at
(352) 742-0080 or events@FloridaVolleyball.org
with questions about the Florida Region Alcohol Policy.



Medical Claim Process





USAV Medical Claim Process

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

USAV Medical Claim* Process - www.usavolleyball.org/forms-and-information

***Medical claims are handled by the national USA Volleyball office and their insurance company**

- If an injured person requests information about submitting a medical claim, please follow these steps:
 1. Verify that the on-site medical staff completed a Florida Region Incident Report Form to document the injury.
 2. Direct the injured person to the USA Volleyball Forms & Information page (www.usavolleyball.org/forms-and-information)
 3. Instruct them to scroll down to the "Insurance Forms" section, where they will find the current Medical Claim Form.
 4. The injured person will need to complete the Medical Claim Form and submit it, along with any supporting documentation, to the contact information listed at the top of the form.
 5. If there are any follow up questions, the injured person should be instructed to contact the insurance company. Their contact information is listed on the Medical Claim Form.

Medical Forms (found on the FL Region Policies & Procedures Page) - www.floridavolleyball.org/procedures

- **Florida Region Incident Report Form**
 - This form should be filled out by the on-site medical personnel to document an injury or accident that took place at a USAV sanctioned event or activity.
- **Medical Consent Form**
 - To receive medical care at a USA Volleyball sanctioned event or activity in Florida, the completed form will need to be presented to any medical provider before care may be administered.
- **Medical Release Form**
 - This form is no longer required. However, the Florida Region recommends that clubs collect this form from every athlete.
- **USAV Medical Claim* Form**
 - If an injured person wishes to file a medical claim, they should follow the instructions on this form. A Florida Region Incident Report Form must be completed by on-site medical personnel in order for the injured person to file a claim.

Please contact the Florida Region Office at (352) 742-0080 or events@FloridaVolleyball.org with questions about the USAV Medical Claim Process.



Additional Resources





Resource List

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

Any document or resource you may need throughout the season can be found on the following pages of our website. If you need a resource that is not listed, please email your request to events@floridavolleyball.org

Florida Region Event Sanctions Page - www.floridavolleyball.org/sanctions

- This page contains the following
 - A link to the Policies & Procedures Page
 - Tournament Director/Official's Director Policy
 - Tournament Director Checklist
 - Florida Region Club Application
 - Florida Region Event Affiliate Application
 - Event Sanction Request
 - Certificate of Insurance Request
 - Various Event Resources
 - Medical forms
 - Tournament results templates (Florida Region and National Rankings)
 - Line up sheets, libero trackers, and score sheets
 - COPS Forms
 - And more

Florida Region Policies & Procedures Page - www.floridavolleyball.org/procedures

- This page contains the following
 - USAV Championship Manuals
 - SafeSport Reporting & Requirements
 - USAV Junior Age Definitions
 - USAV Code of Conduct
 - Spectator Code of Conduct
 - USAV Event Waivers
 - Foreign Participation
 - Florida Region Alcohol Policy
 - Mixed Gender Policy
 - COPS Report Form
 - A link to USAV Forms and Information
 - And more

Please contact the Florida Region Office at (352) 742-0080 or events@FloridaVolleyball.org with questions about the Florida Region Event Sanctioning Resource List.



Contact List

Florida Region of USA Volleyball

Revised for the 2025-2026 Season

A full list of Florida Region contacts can be found on our website at www.floridavolleyball.org/contact

- **Kristin Stanley** - Director of Events - kristin@floridavolleyball.org
- **Briana Roderick** - Sr. Events Coordinator - briana@floridavolleyball.org
- **Post-Event Reports** - Submit results and other scans here - results@floridavolleyball.org
- **Indoor Events** - General - events@floridavolleyball.org
- **Outdoor Events** - General - beach@floridavolleyball.org
- **Certificates of Insurance (COI)** - coi@floridavolleyball.org
- **Official's Coordinator** - Official's Assigning - assignor@floridavolleyball.org
- **Case Management** - casemanagement@floridavolleyball.org
- **Florida Region Office** - office@floridavolleyball.org - www.floridavolleyball.org
15010 US Hwy 441, Eustis, FL 32726 - (352) 742-0080 - Monday-Friday, 9a-5p