



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.

