



# Checklist of Juniors' Tournament Procedures

## *Before and at the tournament:*

- Obtain the complete *Juniors' Tournament Packet* ([www.ovr.org/juniors/tournament\\_packet/](http://www.ovr.org/juniors/tournament_packet/)).
- Complete online *Application for Sanction for Juniors' Tournaments* ([www.ovr.org/juniors/sanction/](http://www.ovr.org/juniors/sanction/)).
- Mail to the Juniors' Tournament Director the \$200 tournament sanction bond.
- As a service to OVR members, sanctioned tournaments are published on the OVR Juniors' Tournament Schedule ([www.ovr.org/juniors/tournaments.php](http://www.ovr.org/juniors/tournaments.php)). Update your tournament information whenever necessary.
- Hire officials.
- Provide new or like-new Molten® volleyballs.
- Purchase awards.
- Check team rosters for completeness. Contact the club director if there are membership or uniform concerns.
- Seed your tournament and send out confirmations and/or contact accepted teams by Tuesday the week of the event.
- Have necessary equipment required for tournament day
  - OVR Procedures and Rules for Juniors' Regular-Season Tournaments*
  - nets, antennas, padded standards, and referee stands
  - scorekeeper's table, 3 chairs, scorekeeping device (per court)
  - volleyballs (1 per court)
  - awards
  - USA Volleyball scoresheets (have extras)
  - USA Volleyball line-up sheets (have extras)
  - blue or black pens
  - prepared poster(s) for recording pool play scores
  - prepared poster(s) for recording playoff results
  - 2009-2011 Domestic Competition Regulations as Presented by USA Volleyball*
  - first-aid kit
  - marking pens, tape measure, masking tape, scissors, folders, etc.
  - concession stand and change money if you sell food/drink
  - Copies of all forms in the OVR Juniors' Tournament Packet, in particular:
    - OVR Participant Code of Conduct, Waiver, and Release of Liability* ([www.ovr.org/forms/OVR\\_Waiver.pdf](http://www.ovr.org/forms/OVR_Waiver.pdf))
    - OVR Incident Report* ([www.ovr.org/forms/Incident\\_Report.pdf](http://www.ovr.org/forms/Incident_Report.pdf))
    - USAV Medical Claim Form* ([www.ovr.org/forms/Medical\\_Claim\\_Form.pdf](http://www.ovr.org/forms/Medical_Claim_Form.pdf))
    - USAV Injury or Property Damage* ([http://www.ovr.org/forms/Injury\\_Damage\\_Report.pdf](http://www.ovr.org/forms/Injury_Damage_Report.pdf))
- Pay officials
- Post-Tournament Procedures
  - Monday, after the tournament, post the tournament results, <http://www.ovr.org/juniors/results.php>.
  - Tuesday, after the tournament, mail, email or fax the Report of Event, all team rosters, pool play and play-off brackets to the OVR Juniors' Tournament Director (Tom Kohl, 955 East Snodgrass Road, Piqua, OH 45356, [kohl@ovr.org](mailto:kohl@ovr.org), 937-773-7273).
  - Incident Reports* should be mailed to the OVR Commissioner (address on form). Any concerns regarding officials should be reported to Brian Hemelgarn ([hemelgarn@ovr.org](mailto:hemelgarn@ovr.org)), OVR Referees' Chair, and to Bob Price ([price@ovr.org](mailto:price@ovr.org)).
  - Mail *Injury or Property Damage* forms to the address on the form.