



Checklist of Juniors' Tournament Procedures

Before and at the tournament

- Obtain the complete Juniors' Tournament Packet (http://www.ovr.org/juniors/tournament_packet/).
- Complete the online *Application for Sanction for Juniors' Tournament*. Send the Juniors' Tournament Director a \$200 deposit (see below for address.).
- As a service to OVR members, sanctioned tournaments are published on the OVR Juniors' Tournament Schedule. Update your tournament information as necessary.
- Hire officials
- Provide new or like-new Molten® volleyballs: Super-Touch™ (for girls' 13s-18s and coed), VB Lite™ (for girls' 10s-12s). Molten® Pro-Touch™ or Molten® Flistatec™ balls are to be used for boys' regular season tournaments by the discretion of the TD.
- Purchase awards.
- Check team rosters for completeness. Contact the club director if there are membership or uniform concerns.
- Seed your tournament, send confirmations, and contact accepted teams by Wednesday the week of the event.
- Have necessary equipment required for tournament day
 - Procedures and Rules for Juniors' Regular-Season Tournaments*
 - nets, antennas, padded standards, and referee stands
 - scorer's table, 3-4 chairs, scorekeeping device (per court)
 - new or like new Molten volleyballs (1 per court, have extra volleyballs available)
 - 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
 - 2007-2019 USA Volleyball Domestic Competition Regulations*
 - first-aid kit
 - marking pens, tape measure, masking tape, scissors, folders, etc.
 - concession stand and change money if you sell food/drink
 - Copies of Insurance, Injury, and Incident forms
 - Copies of *Waiver and Release of Liability/Code of Conduct*
- 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 (Tom Kohl, 955 East Snodgrass Road, Piqua, OH 45356,) e-mail (PDF document to tkohl@woh.rr.com), or fax (937-615-9377) a *Juniors Tournament Report*, volleyball officiating contracts, all verified team rosters, pool play brackets and play-off brackets.
- 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), OVR Referees' Chair, and to Bob Price, OVR Commissioner.
- Mail *Injury or Property Damage Reports* to the address on the form.