

# COURT MANAGERS' RESPONSIBILITIES

## BEFORE FIRST MATCH

1. Tape Tournament Information onto walls.
  - Brackets.
  - Scoreboards.
  - Maps.
  - Playoff determinations.
2. Equipment check.
  - Net heights & tensions.
  - Antenna adjustments.
  - Scorekeeper's desk. (Scoreboard, schedules & brackets. scoresheets & lineup sheets, game balls, whistles, red & blue pens, penalty cards)
  - Court markings.
3. Check-in each team.
  - Teams will be available to play at scheduled time.
  - Schedules should not be adjusted because a team is not available.
4. Conduct Team Captains' meeting as scheduled.
  - A Team Rep should be available for each team.
  - Remind representatives of registration requirements & referee assignments.
  - Facility requirements. (No food or drink in the gym, cooler areas should be provided, if possible. No alcoholic beverages anywhere on property. Also, cover restrictions on smoking at the playing site.)
  - Cover ground rules. (Set ground rules for floor or ceiling obstructions.) **See Official US Volleyball Rules**

## BEFORE EACH MATCH

1. Alert officiating crew for the next match.
2. Initiate coin flip and obtain lineups.
3. Notify playing teams that warm-up time starts immediately following the last match. (**Note:** Warm-up period will be 5 minutes, except for the team's initial match of the day. In this case, an additional 5 minutes will be allowed.
4. Secure referee and start match. Game will be defaulted for failure to have sufficient players. **See Official US Volleyball Rules**

## GENERAL TIME GUIDELINES

1. Match Time - As scheduled or 5 minutes between matches, except for the team's first match of the day, when an additional 5 minutes is allowed.
2. Game Time - Maximum of 3 minutes between games of a match.
3. Default Time - Match time/game time is default time. For a team's first match of the day, consideration should be given for poor directions as well as weather conditions. After defaulting the first game, 10 minutes will be allowed before defaulting the second. **See Official US Volleyball Rules**

## AFTER EACH MATCH

1. Retrieve game ball. (Remember balls can disappear in a hurry)
2. Verify completed scoresheets.
3. Post scores & mark-off brackets.
4. Make sure whistles remain on nets.

## PLAYOFFS

1. Keep on top of your scoring & recording, so as to be ready when close to the end of pool play.
2. Know before the last match, who may be in the first round of the playoffs; and who will be responsible for refereeing assignments. **NOTIFY TEAM REPRESENTATIVES.**
3. Use USA Volleyball Playoff Determination for tie-breaking situations.

## FOLLOWING PLAYOFFS

1. Complete clean-up of gym, lobby areas, restrooms, and gym entry.
2. Collect all equipment & game balls.
3. Return equipment, SCORESHEETS & PLAYOFF RESULTS, and court packets to the Tournament Director.
4. Thank gymnasium employees for their support. **REMEMBER, PLAYING FACILITIES ARE GETTING HARDER TO FIND, EACH YEAR.**

## GENERAL RESPONSIBILITIES

1. **BE AVAILABLE** at all times to answer questions & keep things running smoothly and on time.
2. **KEEP FOOD/DRINKS OUT OF GYM.** Be strict, team default may be assessed against non-complying teams. Talk to Team Reps for difficult team members; enlist Rep's aid in securing cooperation from team fans.
3. Make sure all **TEAMS/MEMBERS ARE REGISTERED; VERIFY PROPER UNIFORMS.** Do not rely on referee to spot & enforce uniform & jewelry issues.
4. **GAME BALLS** are game balls, not warm-up balls. Rotate game balls whenever one becomes wet or slick. (Dry wet ball & keep secure)
5. **TOURNAMENT SCHEDULE & TIME** are major concerns. **Only you** will keep things on time, keep teams & referees alerted, ahead of time.
6. **GYMNASIUM REQUIREMENTS** are **your** responsibility. Do not rely on gym staff to enforce rules. Check with gym attendants for problems you may be able to resolve.
7. **SCORES** should be posted **immediately** and brackets marked. Keep duplicates for official court records, especially regarding all playoffs.
8. **SCHEDULING PLAYOFFS & REFEREE ASSIGNMENTS** are by your determination. Do not rely on teams to **know** they are in, or that they are supposed to referee. You may have to "juggle" & reassign, or change.
9. **PUBLIC RELATIONS** are both fun & necessary. Establish working relationships with gym staff and Team Reps.
10. **USAV RULES, QUESTIONS & INTERPRETATIONS:** Use the Official US Volleyball Rule Book freely, not knowing the answer "right-off" is not a problem. Use National/Regional USA Referees playing in your gym. Settle disputes quickly and with authority. Do not allow further argument and disagreement.
11. **RULE REVIEW:** (See Official US Volleyball Rules & Lone Star Region Player's Handbook, Regional Rules)
  - **OVERHEAD/CEILING CLEARANCE/OBSTRUCTIONS:** Official US Volleyball Rules
  - **INJURIES: TIME-OUT/ABNORMAL SUBSTITUTIONS:** Official US Volleyball Rules
  - **DETERMINATION OF PLAYOFF POSITION(S) IF TIED:** Lone Star Region Player's Handbook, *Tournament Sanctioning Guidelines* (in pack)
  - **ASSIGNMENT OF OFFICIALS:** Lone Star Region Player's Handbook, *Tournament Sanctioning Guidelines* (in pack)
  - **UNIFORMS:** Official US Volleyball Rules and Lone Star Region Player's Handbook, *Lone Star Regional Rules*