

Instructions for Tournaments Host

1. Acquire gyms at the time of sanctioning and follow up on court availability well in advance of the tournament.
2. Recruit knowledgeable court managers and review assignment duties. Insurance liability requires court managers to be Lone Star Region members with cleared background and current SafeSport certification.
3. Accept Region teams in order of entry by postmark or time of acceptance. (Lone Star Region teams will receive priority over non-region teams if in compliance with the entry deadline). All teams/individuals entered in your tournament must be USAV registered for the current season or USAV approved foreign teams.
4. Notify teams by mail, phone, or email of their acceptance and location of play. Teams need to receive notification as soon as possible after your entry deadline. **Note** – listing teams on your website does not satisfy the requirement of contacting teams for tournament acceptance.
5. Once teams have entered a tournament by the entry deadline, the tournament director should look at their numbers and make a decision if they have enough for each age division. If they do not have the numbers for a particular age division **AND** get permission from the Region to combine divisions, the tournament director is to immediately notify the teams that will be affected. Teams should be allowed to drop, with a refund, if they do not wish to continue to participate in a combined age division. This will give teams time to find an additional tournament in their own age division.
6. Notify the Junior Director, Dick Kappel or Gloria Cox, if tournament is canceled or full in order to find a host for overflow teams.
7. If your tournament is to require spectator fees, you must have prior approval from the LS region office. If approved, “spectator fee” will be listed on the Lone Star Region Schedule. Also, the amount of the fees must be included in your tournament information or listed on your website. All tournament facilities, excluding convention centers, have a set maximum entry fee of \$5 per adult per day and \$3 for children 12 and under per day. The tournament host has the option to offer a discounted weekend pass, but must provide the spectator the option to purchase a single (one) day pass. Note – the spectator fee will not apply to rostered members (coaches/chaperones), LS board directors, Nat & Jr Nat referees.
8. At two weeks prior to tournament event, submit pretournament team list complete with registered teams and team codes to LSRregistrar@gmail.com with copy to kappel@att.net for roster approval. Excel format should be used.
9. Utilize the LS Website <http://www.lsvolleyball.org/> for ranking information listed for each age group to seed the teams in the tournament. One week prior to tournament, submit seeded teams to the Junior Director for approval.
Note:
 - a) Teams may only play an age division higher after winning a tournament with approval from the Junior Director or the Registrar,
 - b) Teams may play an age division higher if ranked in Division I of the Tour of Texas, or HPL,
 - c) Non-region teams are to be seeded by the tournament host.
10. Do not place teams in a higher division than the one in which they are registered except as noted above. For one day tournaments, 12 year old boys teams may play against 12 year old girls teams, 13 year old boys teams may play against 13 year old girls teams, and 14 year old boys teams may play against 14 year old girls teams; however, a boys’ team cannot advance to the playoffs.
11. Place teams into pools using the 4 and/or 5 team pool schedules and make seeding adjustments to prevent teams from the same club being assigned to the same pool. The 6 and 7 team pool schedules are to be used only for abnormal situations.
 - 4 team pool play matches shall be 2 of 3 sets and 5 team pool play shall be 2 sets.
 - Top two teams from each pool to advance to playoffs.
 - Playoffs are 2 of 3 sets
 - For one day tournaments, it is permissible to play one set to 25 points for quarter-finals.
12. Photocopy, and provide as needed, the forms for court managers (pool sheets, lineup sheets, score sheets, etc.) Tournament information and forms are located on the LS website under Reference, Tournament Package.
13. Supply game materials and equipment as necessary (game balls, towels, floor tape, etc.)

14. Start on time and give awards the day of the event.
15. By Monday, after your tournament, post the tournament results on the appropriate website (this info is automatic if you are using the AES tournament system.) It is permissible to show results on your website if it indicates the final standings of all team names, 11 digit code, age group/division. If you do not have a website, then email the Tournament Results Form to the Junior Director.
16. Send completed tournament Sanction Fee and Financial Report and sanction fee of \$3.00 per team to Junior Director. **Your tournament is not over** until all reports have been completed and mailed.
17. The host will provide a financial report one month after the conclusion of each tournament. These reports will provide needed information in order to set tournament entry fees for future tournaments. Failure to submit financial reports may limit the hosting of tournaments in the future.

Dick Kappel
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