

Aurora Conference

Volleyball

TOURNAMENT HANDBOOK

Adopted 3/12/05, amended 4/24/09

I. Region Responsibilities

- A. Determine site of Aurora Conference Tournaments at the fall meeting.
- B. Determine date of Aurora Conference Tournaments at the fall meeting.
- C. Determine and order awards. Trophies and medals have been standardized by Region II. The Region will seek bids for the awards to assure competitive prices are secured.

II. Host School Responsibilities

- A. Provide playing facilities and officials. Assist with sleeping facilities for visiting teams.
- B. Select tournament director.
- C. Purchase awards. (As determined by Region II handbook and ordered by Secretary after the fall meeting when sites are set).
- D. Make arrangements for food for visiting teams (not provide).
- E. Provide lounge for visiting coaches, sponsors, and officials.

III. Tournament Director's Responsibilities

- A. Send appropriate information to all schools in the Aurora Conference.
 1. Preliminary letter should be sent the first week of the season and state the tournament site, date, and other pertinent information, such as availability of meals and lodging, and form requesting such information as:
 - a. intent to participate
 - b. entire team roster (to be sent 30 days prior to the tournament)
 - c. team photograph (same as above)
 - d. academic information (grade point average of prior semester)
 - e. seeding criteria
 - f. teams that leave early forfeit their tournament reimbursement (except for an act of God)
 2. Subsequent letters should be sent to the schools intending to participate and should provide such information as (suggested 30 days prior to the tournament):
 - a. seeding
 - b. bracketing
 - c. coaches meeting date, time, and location
 - d. teams participating
 - e. admission costs
 - f. housing for fans

- g. selection of Board of Control
- h. availability of radio broadcast services
- i. reminder that any team that indicates their intent to participate with the tournament director but backs out of the tournament within 2 weeks of the tournament, must pay the conference tournament entry fee regardless of participation.

3. Forward the names of the teams that advance to the State Tournament to ASAA within the required timeframe.

B. Selection of Officials

1. Tournament director is responsible for providing officials for all tournament contests.
2. These officials will include:
 - a. scorekeeper
 - b. timekeeper
 - c. libero tracker
 - d. first referee (must be state certified)
 - e. second referee (must be state certified)
 - f. non -tournament officials such as ticket takers will be provided by the host school

C. Selection of Board of Control

Tournament director will select three (3) principals * from participating schools to form a Board of Control for the tournament prior to the first contest of the tournament. Members of the B.O.C. will excuse themselves from decisions involving their own school* (or their designees).

D. Tournament director will provide for the preparation and maintenance of the facility as well as all necessary equipment for the operation of the tournament.

E. Assign locker rooms and sleeping areas (if appropriate) to tournament participants.

F. Provide for awards ceremony at the end of the tournament. Trophies and awards follow the Region II trophy format (see Region II trophies). The Aurora Conference will present a trophy to each team going to State at the Conference Tournament.

G. Announce (when announcing team rosters) and post criteria for team sportsmanship award (this includes fans).

H. The tournament director is charged with assessing the estimated costs and revenues and sending the participating teams a bill for their share of the difference. The participating schools will each pay a fee to offset the tournament expenses that are over and above the gate. Any team that indicates their intent to participate with the tournament director but backs out of the tournament within 2 weeks of the tournament, must pay the conference tournament entry fee regardless of participation. When the tournament is over, the director must produce a final profit / loss statement for participating schools and the Region II Executive Board (within 30 days) and refund any difference between estimated loss and actual loss prior to making a profit for his school. The tournament costs that may be shared are such things as: trophies, officials, direct

custodial costs, and tournament director's fee. Monies gained from the sale of advertisement is not considered tournament income and does not have to be figured into the tournament income prior to refunding the extra money from the participating teams assessment. The tournament director will provide a tournament financial statement to the participants and the Region II secretary within 30 days of the completion of the tournament. Failure to submit this report will result in:

1. Letter sent to host school principal.
2. Letter sent to host school superintendent.
3. Letter sent to host school's school board.

I. Publicity.

Publicity shall be the responsibility of the host school, and the Tournament Director.

- J. The tournament director shall receive a stipend of \$400. This fee is to be paid from tournament revenue prior to reimbursing schools' their tournament entry fee.

IV. Scheduling and Seeding

A maximum 22-match schedule in one season, exclusive of post-season tournament play is allowed. All matches must be scheduled between schools that are ASAA members and Region II schools (using the ASAA contract or an acceptable substitute) to be considered for seeding. Seeding is based on the winning percentage of the required games between Conference schools. For seeding purposes, a minimum of one match against all participating Conference teams that participated in the Aurora Conference Tournament the preceding year, (unless the match is cancelled due to weather or other circumstances beyond the control of the schools), is required for the seeding at the Conference Tournament. Teams may play matches for seeding in the Aurora Conference Tournament that consist of best 3 out of 5 games, or, if at an invitational tournament, may play matches that are best 2 out of 3 games for seeding. Any team who is new to the Conference or did not participate in the previous year's Conference Tournament, may schedule the minimum one match per team in the Conference to be seeded. It is the new team's responsibility to schedule the matches. If the new team does not play all Aurora Conference teams who are participating, that team will come into the Conference Tournament unseeded. Scheduling is usually done at the Conference Tournament. Conference teams may fill their schedules and are not required to break contracts in order to accommodate schools that did not participate in the previous year's Aurora Conference Tournament. A maximum of two matches against participating Conference teams will count for seeding in the following manner:

1. First contest home and home.
2. First contest home and neutral site.
3. First two contests.
4. Games between schools participating in the Aurora Conference tournament are the only games that will be used in tournament seeding.

Each school in the region is encouraged to play each other on a home and away basis annually or an alternating home-away biannual basis.

V. Tournament Bracketing

Teams will be seeded according to the following criteria in this priority order:

1. Aurora Conference record (home and away)
2. Head to head competition
3. Common opponents
4. Overall season record percentage
5. Toss of coin

In the case of a three or four way tie, only the head -to-head records between the teams that are tied will be considered. Once the original tie is broken, head -to- head competition must be considered first between the remaining teams before using steps three, four, and five.

VI. Equipment

1. Check the rule book to verify that the court is properly marked.
2. Check that the net is the proper height.
3. Net antennae must be properly placed.
4. Score book and table.
5. Referee stand.
6. Team benches.
7. Clock and scoreboard.
8. Regulation volleyballs.
9. Line-up cards.
10. Flags for line judges.

VII. Scheduling of Matches and Sessions

Matches and sessions must be scheduled in order that the tournament may proceed in an orderly fashion with no teams being placed at a disadvantage (such as back to back matches) due to an arbitrary arrangement. Otherwise, the tournament director may place the matches on the opening day of the tournament in time slots to maximize the gate. Subsequent matches must follow the natural path established by the bracket. Matches are best three of five games to twenty-five points, but winner must win by two points. The first team reaching fifteen points, if necessary, will decide the fifth game, but the winner must win by two points. Rally scoring will be used.

VIII. Other

Team rosters are limited to 12 players.