

Arizona Region of USA Volleyball  
Site Director Duties  
2018-2019

Site Director Qualifications

- Must be over 18 years old, capable of handling difficult situations, knowledgeable of tournament procedures and a registered USAV member with a Background Screen.
- Must not perform any other duties (eg, coaching, selling concessions, etc) during the Site Director assignment.
- Must wear the red AZ Region Site Director polo shirt during assignment.
- Must be trained by the Arizona Region as a Site Director.

Set Up and Clean Up

- Will be available for set up if they are Host supplied. If the Arizona Region assigns the Site Director, set up will be done entirely by the Host.
- Will make sure all score tables are duly equipped with pencils, scoreboard and 3 chairs.
- Will make sure all courts are numbered appropriately.
- Will assist in the clean up of the facility during the day and at the conclusion of play.

In Cooperation with the Facilitator or Lead Official

- Will give the Lead Official/Facilitator Page 2 of the Arizona Region Host of a Sanctioned Event Form to perform the checklist of the facility and sign prior to the coaches meeting.
- Will determine if any disciplinary action should be taken in regards to unruly behavior by participants or spectators (eg, assessing penalty point sanctions, ejecting someone from the site, etc). Will submit an account of any action on the Tournament Report Form or a Match Comment Form.
- Will coordinate with Lead Official/Facilitator the play schedule with the schedule of officials for the tournament to make sure all matches and courts are covered and the match count is accurately listed on the Officials pay sheet.

Pre-Match Duties

- Will be available at Tournament Desk for teams to Check-in as they arrive. The Site Director will collect a signed Webpoint roster from each coach, require the coach sign the roster and the check-in sheet, check to see that each coach has a picture ID and is listed on the roster, check off the medical release forms for each player the coach has against the roster. Note: The roster must be a current Webpoint roster. In January only, if the Webpoint roster is not yet built for a team, they may turn in a copy of the Team Registration Form. NO OTHER ROSTER is to be accepted.
- ALL teams must be checked in PRIOR to the Coach's meeting AND the coach must attend the Coach's meeting or the team is penalized 8 points on their first match. This includes teams that are not scheduled to play or ref the first match round. Use discretion in penalizing a coach if there is an accident or other unforeseen incident that may cause out of area teams to be late.
- Will hold a Coach's meeting and Parent Rep meeting  $\frac{1}{2}$  hour prior to start time to go over:
  - The parents should be addressed first about facility rules, camp areas, etc. and then released. The coaches will then be addressed by the lead official and site director.
  - Will hand out the pool/bracket sheet assigned to each team. Keep track of who does not show up to the Coach's meeting.

- the format and any changes to the posted division schedule
- ground rules and the location of restrooms/locker rooms
- recommend to all traveling teams that they have a rostered adult work at least 1 match as an R2 during the team's ref assignment to keep proficient.
- review sanctions for misconduct and missing ref assignments with coaches
- review team camp rules including no heating/cooking of any kind and no alcohol
- review parent behavior at tournaments and cover the Parent/Spectator Code of Conduct
- review emergency procedures in case of fire, severe injury, power outages, etc.
- introduce the Lead Official/Facilitator to the coaches and Parent Reps and let him/her make any announcements in regards to their duties and play for the day

### During the Tournament

- Will be responsible for keeping the tournament moving. If there is an open court DO NOT ALLOW ANYONE (siblings, other players, parents, etc) to play on open courts - especially while another match is going on. Balls get away and can cause injury. USAV Insurance WILL NOT COVER injuries caused by/to unregistered persons or due to negligence in tournament operation.
- Will enforce all the ground rules to ensure the safety of all participants and spectators.
- Will ready a score sheet, 2 line-up sheets and a Libero Tracking sheet for each match for the official to take to the court. The official or member of the officiating team will return the score sheet when the match is over and take the materials for the next match.
  - The minimum information that should be listed by the site director on each score sheet is Court #, Match #, scheduled match time, team names of both teams playing and the ref team.
- Will review all score sheets returned by officials/officiating team and notify the Lead Official if the score sheet does not have set scores listed, is missing the winning/losing team and set results, and is missing the signature of the official.
- Will periodically make a sweep of the gym to check restrooms for trash and paper needs, to check areas of the facility (indoor and outdoor) for trash and team camp areas for compliance with food and drink restrictions of the facility. If needed the site director will replace trash bags when they become full or contact the appropriate facility personnel to do so.
- Will keep all pool/bracket sheets current and accurate.
- Will use the proper tie break procedure in the event of a tie
- Will confirm each team's finish at the end of play.
- Will confirm the number of matches, single games and 3 sets to 25 (Auto 3) matches played at the site for the day and record on the Tournament Report Form.

### Post Play

- Will help clean up and tear down the facility to preserve a good working relationship with the facility
- Will fill out and sign the Tournament Report Form
- Will send via fax, email or hand deliver the following to the Region Office before noon on Monday following the tournament: completed pool/bracket sheets, Arizona Region Host of Sanctioned Event Form - signed by Lead Official, signed Check-in sheet, any Match Comment Forms, any Incident Report Forms, the signed Tournament Report Form and the Official's Pay Form if it was given to them for transmittal to Region Office.
- Will give the above paperwork to the Host along with all completed score sheets in the event of a discrepancy in results.