



STAFF MANUAL

CACTUS CLASSIC INVITATIONAL

Club Cactus Juniors Volleyball Club | Tournament Staff Manual

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A Letter from the Director

#ONECLUBONEFAMILY

On behalf of the players and coaching staff at Club Cactus Juniors Volleyball Club, I want to thank you for being an important part of the annual Cactus Classic Invitational. Our Tournament Staff plays an integral part of the successful administration of the event.

We appreciate your time this weekend to support CCJ. We know your time is valuable and your willingness to contribute some of that valuable time this event shows your commitment to the tournament and to the club – but more importantly, it shows your commitment to your daughter and the experience that she will have this weekend.

As you know, CCJ works to create a community that empowers the highest standards of training, commitment, social, and emotional growth. The efforts of volunteers like you are a vital part of that community.

STAFF MANUAL

The purpose of this manual is to provide direction and guidance for our staff and volunteers to conduct the event in an organized and efficient manner. It is essential that **all staff members** become familiar with the information and policies included in this manual.

CCJ considers hosting the Cactus Classic Invitational a partnership between the club, participating teams, and the Tucson Volleyball Community. The primary objective of the CCJ coaching staff shall be to provide a memorable experience for each participating athlete, coach, official, and tournament spectators.

I look forward to working with you this weekend.

Bill Lang
CLUB CACTUS JUNIORS VOLLEYBALL CLUB
Tournament Director; Cactus Classic Invitational

Event Staff and Contacts

CHAMPIONSHIP DESK

Tournament Director	Bill Lang	Club Cactus Juniors Volleyball	(520) 906-6668	director@clubcactusvolleyball.com
Volunteer Coordinator	Myrna Azares	Club Cactus Juniors Volleyball	(520) 275-5268	info@clubcactusvolleyball.com
Lead Official	Ron Pelham	WAC Officials Coordinator	(520) 661-4695	pelham2@yahoo.com
Site Director (TCC)	Cheryl Wojdyla	Club Cactus Juniors Volleyball	(520) 349-1289	cheryldilla@live.com
Site Director (SCC)	Rich Revis	Club Cactus Juniors Volleyball	(520) 971-5500	rrevis@raintunnel.com
Officials Coordinator	Earl Capps	Arizona Region Official	(602) 705-2238	earl.l.capps@gmail.com

CLUB CACTUS JUNIORS VOLLEYBALL CLUB STAFF

Finance Director	Charmaine Lang	Club Cactus Juniors Volleyball	(520) 834-2354	charmaine_lang@msn.com
Social Media Director	Cosette Lang	Club Cactus Juniors Volleyball	(520) 282-2376	cosettelang@gmail.com
Team Check-In Supervisor	Cheryl Wojdyla	Club Cactus Juniors Volleyball	(520) 349-1289	cheryldilla@live.com
Court Set-Up Coordinator	Jeff Lang	Club Cactus Juniors (Parent)	(520) 907-7241	usa.lang@gmail.com
Box Office Coordinator		Club Cactus Juniors (Parent)		

EVENT SUPPORT CONTACTS

Athletic Trainers	John Valencia	Tucson Orthopedic Institute	(520) 403-3378	jvalencia1@tucsonortho.com
Equipment Supervisor	Rob Hebel	Courts Galore	(512) 791-8956	txhebel@aol.com
Technology Coordinator	Erik Pike	DataDrive, Inc.	(520) 820-5058	erik@datadriveit.com
Technology/Audio (TCC)	Bill Kuel	Inspire Solutions	(520) 982-0766	bill.kuehl@inspiresolutions.com
Catering (TCC)	Logan Reichard	Catering Coordinator	(520) 837-4775	logan.reichard@tucsonaz.gov
Security (TCC)				
Security (SCC)	Andy Brown	A-Team Security	(520) 306-9551	ateamtucson@gmail.com
Tucson Sports	Nick Pazzi	Visit Tucson	(520) 770-2157	npazzi@visittucson.org
Tucson Sports	Breanna Lopez	Visit Tucson	(520) 770-2178	blopez@visittucson.org
JVA Operations	Erin Lehman	Junior Volleyball Association	(920) 621-4460	erin.lehman@jvavolleyball.org
Staff Radios	Tuan Tran	Airwave Communications	(520) 269-6006	t.tran@airwavecommunication.com

TEAM HOUSING CONTACTS

ConferenceDirect	Meredith Charbonnet	(256) 762-8713	meredith.charbonnet@conferencedirect.com
	Beth Ann Heid	(205) 657-4162	bethann.heid@conferencedirect.com

CACTUS CLASSIC VENUES: EVENT CONTACTS

Tucson Convention Center	Brian Chavez	Director of Events	(520) 419-1994	brian.chavez@tucsonaz.gov
	Meagan Burke	Event Manager	(520) 649-7183	meagan.burke@tucsonaz.gov
Sporting Chance Center	Tom Carle	General Manager	(954) 906-4330	tcarle@sactucson.org

The point of contact for the site contacts should be the Tournament Director, Event Coordinator, and/or the Site Directors. Please do not contact the TCC and/or SCC unless Bill Lang is not immediately available or there is an urgent or serious issue.

Event Set-Up Schedule

MONDAY | JANUARY 8

6:00 PM	Championship Desk Advance Meeting	All Key Staff	Sporting Chance Center
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WEDNESDAY | JANUARY 10

2:00 PM	Advance Meeting/Walk-Through	Bill lang	Tucson Convention Center
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THURSDAY | JANUARY 11

8:00 AM	Layout Exhibit Hall/Stage Set-up	Bill Lang/Rob Hebel/Jeff Lang	Exhibit Halls
9:00 AM	Load-In (Trucks arrive at 8:00 AM)	Rob Hebel	Exhibit Halls
10:00 AM	Championship Desk/Office Set-up	Bill Lang/Myrna Azares	East Manager Show Office
12:00 PM	Volunteer Set-Up Crew I Arrives (Court Set-Up)		Exhibit Halls
3:00 PM	Volunteer Set-Up Crew II Arrives (Court Set-Up)		Exhibit Halls
6:00 PM	Volunteer Set-Up Crew III Arrives (Court Set-Up, Ref Stands)		Exhibit Halls
9:30 PM	CCJ Equipment (Volleyball/Carts) Move-In		SCC --> TCC

FRIDAY | JANUARY 12

9:00 AM	Administrative Staff Meeting	Bill Lang/Myrna Azares/Charmaine Lang	East Manager Show Office
1:00 PM	Volunteer Set-Up Crew VI Arrives (Tape Courts, Etc)		Exhibit Halls
2:00 PM	Prepare Coach/Team Packets	Myrna Azares	Tournament Office
3:00 PM	SCC Set-up (Banners, Technology, Court Numbers)		Sporting Chance Center
3:00 PM – 9:00 PM	Ticket Box Office	Charmaine Lang/TBD	TCC Lobby
4:00 PM – 8:00 PM	Team Check-in	Cheryl Wojdyla/Rich Revis	TCC Lobby
6:00 PM – 7:30 PM	Team Practices (if the courts are ready by 3:30 PM)		Exhibit Halls
8:00 PM	CCJ Staff Dinner		Director's Suite (TCC)

PICK-UP/DELIVERY SCHEDULE

	Molten Volleyballs/Clip Boards	Delivery to Lang Residence
	Wristbands (CCJ/Cactus Classic)	Delivery to Lang Residence
	Coaches Check-In Bags	Delivery to Lang Residence
1/10/2024	Technology (iPads/Stands)	Delivery to Lang Residence
1/11/2024	Credentials	Delivery to Tucson Convention Center at 10:30 AM
1/11/2024	Graphics/Court Banners	Available for pick-up at Graphic Impact
1/12/2024	Radios/Chargers	Available for Pick up at Creative Communications
1/12/2024	Team Awards/Player Medals	Available for pick-up at Creative Awards

Event Schedule

SATURDAY | JANAURY 13

6:30 AM	Administrative Staff/Security Arrival at site	TCC/SCC
7:00 AM	Doors open for players and coaches to arrive	TCC/SCC
8:00 AM	Competition Begins (18U, 14U)	TCC/SCC
3:00 PM	Competition Begins (16U, 15U, 12U)	TCC/SCC
9:30 – 11:00 PM	Cleaning Crew (Sport Courts once competition has ended)	TCC
9:00 PM	Cactus Classic Coaches Social Mixer	Downtown

SUNDAY | JANAURY 14

6:30 AM	Staff/Security Arrival at site	TCC/SCC
7:00 AM	Doors open for players and coaches to arrive	TCC/SCC
8:00 AM	Competition Begins	TCC/SCC
3:00 PM	Competition Begins	TCC
9:30 – 11:00 PM	Cleaning Crew (Sport Courts once competition has ended)	TCC

MONDAY | JANAURY 15

6:30 AM	Staff Arrival at both sites (CCJ, UAVBC: Admissions)	TCC/SCC
7:00 AM	Doors open for players and coaches to arrive	TCC/SCC
8:00 AM	Competition Begins	TCC/SCC
5:00 PM	Tear-Down Crew Arrives at TCC	TCC
10:00 PM	Load-Out	

WEDNESDAY | JANAURY 17

7:00 PM	Executive Staff Review of Event	TBD
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Cactus Classic Staff Expectations

Welcome to our #CACTUSCREW that is dedicated to orchestrating an outstanding volleyball tournament!

Your role is pivotal in shaping the experience of volleyball participants, officials, and spectators. Embracing the spirit of hospitality is not just a duty; it is a commitment to creating an environment where everyone feels welcomed, supported, and part of something special at the Cactus Classic Invitational!

Your commitment and contribution are integral to creating a successful event that represents Club Cactus Juniors and the Tucson Volleyball Community. To maintain a high standard of professionalism and efficiency, we have outlined the following staff expectations in this manual.

HOSPITALITY

Your welcoming demeanor sets the tone for the entire tournament. Greet participants (athletes and coaches) and fellow staff members with a friendly smile and a positive attitude. Foster an atmosphere of inclusivity, making everyone feel at home and ready to engage in the tournament.

You play a crucial role in creating a supportive environment for both staff and participants. Listen actively, help, and be attentive to the needs of others. A compassionate and understanding approach goes a long way in ensuring everyone has a positive experience.

Provide exceptional customer service to participants, spectators, and other staff members.

Be approachable, friendly, and willing to assist with inquiries.

Handle challenging situations with professionalism and seek assistance if needed

PUNCTUALITY

Please arrive on time for all assigned shifts and meetings. Once on site, please be prepared to start working promptly and adhere to the tournament schedule.

CODE OF CONDUCT

Always maintain a professional and respectful demeanor. Treat participants, spectators, and fellow staff members with courtesy and fairness. Avoid engaging in any behavior that could tarnish the reputation of the tournament.

COMMUNICATION

Effective communication is key to success. Share information promptly and accurately with your team. Report any issues to the Tournament Director immediately. Attend scheduled meetings and respond promptly to emails and other forms of communication.

Cactus Classic Staff Responsibilities

CHAMPIONSHIP DESK

The Tournament will be administered in whole from the Championship Desk, located in the Exhibit Halls at the Tucson Convention Center. It is important that the only personnel allowed on the Championship Desk riser is the Executive Staff; this includes the Tournament Director, the Competition Coordinator, and Director of Officials.

Coaches, Parents, Referees, Staff, Volunteers, and/or Players **ARE NOT ALLOWED** on the Championship Desk riser at any time unless accompanied by a member of the Tournament Desk. This will allow the Tournament to be conducted in an efficient and organized manner.

At the Sporting Chance Center, the Tournament will use the SCC's staff office and conference room. Only Authorized Staff members will be allowed in the office.

TOURNAMENT OFFICE

The Tournament Office will be located upstairs at the Tucson Convention Center. The office is for official business and a quiet work-space for the Tournament Director, the Competition Coordinator, the Volunteer Coordinator, Finance Committee, and the Site Directors. No other staff or coaches (or athletes) will be using the office during the tournament unless accompanied by Executive Staff.

SITE DIRECTOR

The Site Director manages the playing site and leads all site operations to insure proper organization and management of the tournament. Site Directors are responsible for communicating with the Tournament Director, Event Coordinator, and Lead Official and keeping them updated about the status of the site.

Site Director will ensure that the playing site is open and available for all teams, coaches, and spectators to enter, including assisting the Box Office Staff to make sure that all cash boxes, wristbands, and computers are set-up for ticket sales. After facility is open, they will be available at the Championship Desk for questions and concerns from coaches and/or spectators.

During competition, Site Director will coordinate with the Lead Official to ensure that all matches are moving along. This includes monitoring the play schedule and results in AES; along with assisting the Lead Official in any way. If there is an open court, **DO NOT ALLOW ANYONE** (other players, parents, siblings, etc.) to play on open courts – especially when other matches are going away. USA Volleyball Insurance **WILL NOT COVER** injuries caused by/to unregistered persons due to negligence in tournament operations.

With the cooperation of the assigned Security Staff, the Site Directors will enforce all ground rules and ensure the safety of all participants and spectators. If needed, allow Security to handle all situations that require removal from the site.

At the end of each wave, make sure that all results have been properly entered and that teams are aware of the next playing (or officiating) assignment. If there is any tie-break sets to be played, help coordinate with the Lead Official so that teams and officials are aware of the court and format of the tie break – see Tie-Break Section of this manual.

At the end of the day/shift, Site Directors will ensure that all equipment is properly stored (and all computers and mobile devices charging) for the evening; and that the Championship Desk is prepared for the next day of competition. Report any issues to the Tournament Director so that they can be resolved by the following day.

TEAM CHECK-IN

All teams are required to check-in prior to competition. At check-in, the CCJ Coaching Staff will verify all rosters to ensure that all players, coaches, and players are duly registered with USA Volleyball and listed on the roster. There will be three stations at the check-in desk:

Roster Verification: Event Rosters will be verified by CCJ Staff only. Once verified, the staff will determine the number of credentials that each team will receive. Credentials must be worn at all times and will be used for entry at all sites.

Hotel Verification: All teams must verify their Team Lodging if not booking within the Cactus Classic Hotel Block.

Coaches Packet and Credentials: Once the above steps are complete, each team will receive one (1) Coaches Packet the contains all tournament gifts and flyers along with Credentials: One (1) **Head Coach Credential and Wristband**; up to two (2) **Assistant Coach Credentials and Wristbands**; one (1) **Chaperone Wristband** for teams booking rooms in the Hotel Block; and up to fifteen (15) **Player Credentials**.

Team Check-In Parking Attendant – the check-in will need a Staff Volunteer to monitor the TCC Lobby Driveway for those teams needing to check-in only. This will help visiting Club Directors and Coaches park for 20 minutes without having to pay for parking at the TCC. Those teams that are practicing after checking in will have to use the TCC Parking Lot or other surface parking near the TCC.

FINANCE AND ACCOUNTING

All invoices and receipts need to be forwarded to Charmaine Lang. During the event, all cash deposits need to be turned in as soon as possible to avoid large amounts of cash on site – please contact the Site Director to plan to have the cash picked up and reconciled. No staff member or volunteer should hold on to cash overnight.

BOX OFFICE: SPECTATOR ADMISSION

[More information coming...](#)

INFORMATION DESK

The Information Desk will be the liaison between Championship Desk and the tournament coaches and parents.

PRACTICE COURTS RESERVATIONS

[Staff for checking credentials and supervising the turning of courts](#)

ANNOUNCER

The public address announcer fulfills an important role in the administration and conduct of the tournament.

SECURITY AND COURT RUNNERS

SEEDING COMMITTEE

AWARDS PRESENTATION

See Hardware

COURT ASSEMBLY AND MAINTENANCE

See Court Set-up Section

Cactus Classic Volleyball Officials

All officials need to be registered with USA Volleyball (or JVA) and have current SafeSport Certification.

DRESS CODE

The Officials Uniform for all Cactus Classic Invitational matches will be as follows:

- ALL WHITE leather athletic shoes and white socks
- Navy blue dress slacks (NO denim, faded cotton or corduroy)
- Black Belt if pants have belt loops
- Cactus Classic Officials polo shirts
 - **Saturday:** all officials wear the Mizuno Cactus Classic Officials Shirts
 - **Sunday:** Cactus Classic Shirt or all-white collared polo-style shirt with “Certified Volleyball Official” logo on the left sleeve.
 - **Monday:** TBD
- Cold-weather gear MUST BE APPROVED by the Lead Official

REQUIRED EQUIPMENT

Please check with the Lead Official for all required equipment, including whistles, coin, stopwatch, sanctioning (red/yellow) cards, and flags for line judges.

OFFICIALS’ PROTOCOL

- Arrive at least 30 minutes before the start of competition in proper attire.
- Contact the Lead Official or Officials Coordinator and attend daily briefing for match and court assignments.
- Check your court/playing area to ensure it is safe to play and report any equipment issues to Equipment Crew.
- Start your match on time and utilize good court and bench management.
- Enforce the NO ELECTRONICS policy at the scoring table. Assess the appropriate penalty points.
- **Make sure score sheets are completed properly and turned in to Championship Desk. The Officials Coordinator will review all score sheets and return any incomplete or improper score sheets to the match referee for correction.**
- Apply your rules knowledge in resolving issues occurring on your court. Be familiar with the Cactus Classic PROTEST procedure and accept them properly and professionally – when it applies only to a misinterpretation of a rule, and NOT a judgment.
- Keep track of the game balls on your court – do not allow teams to use the game balls for warm-up. **Each court will have two game balls to use during the match; coordinate with the officiating team to retrieve errant balls while using the second ball to keep the match moving.** Return the game balls to the Tournament Desk after each match.
- Check out the Lead Official before leaving the facility – make sure your match counts are recorded correctly.

TOURNAMENT HOSPITALITY

Please check with the Lead Official for all required equipment, including whistles, coin, stopwatch, sanctioning (red/yellow) cards, and flags for line judges.

Cactus Classic Athletic Trainers

All Athletic Trainers will be provided by Tucson Orthopedic Institute.

INJURY PROTOCOL

Cactus Classic Box Office (Ticket Sales)

Spectator Admission

TICKET SALES

RECONCILIATION (BEGINNING AND END OF SHIFT)

WILL CALL

Court Assembly and Maintenance

COURT SET-UP LABOR

The #CactusCrew Volunteers will be organized groups of six to eight. **Six (6) people** can set up **one court** in approximately 75 minutes and can usually complete a maximum of 4 courts – noting that each court takes a little longer due to fatigue. Each shift will work to get at least 8 courts completed.

Additional volunteer labor will be organized into groups to help upload and load the trucks on the docks and to move the portable standards and nets into place. These volunteers need to be able to move heavy equipment.

What to bring: Volunteers should wear work boots (or acceptable shoes), jeans, and bring gloves.

FLOW OF THE SET-UP | COURT SET-UP PROCEDURES

The courts will be laid out by the Supervisors. There will be crates of tile near each court – it’s important all tile from the designated crate stay on the designated court. Do not take tile from another court’s crate.

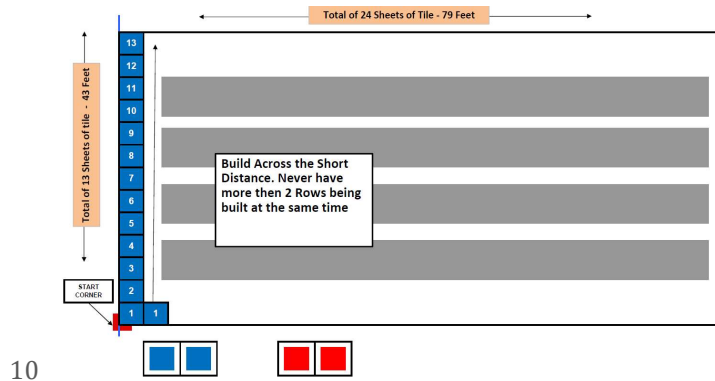
Carpet underlayment: Each court will have 4 rolls of carpet under the tile. This will help keep the volleyball court in place along the concrete floor. Make sure the carpet is laid flat and even to avoid bumpy tile placement.



SportCourt Tiles: Start with the court’s baseline tile. The

baseline is 3 meters by 13 meters. After the baseline is established, lay the rest of the court. Tiles come in one

meter squares. The total length of the court is 24 meters. The playing area is 9 meters by 9 meters on each side of the net for a total playing area of 9 by 18 meters with 3meters on each baseline and 2 meters on each sideline.

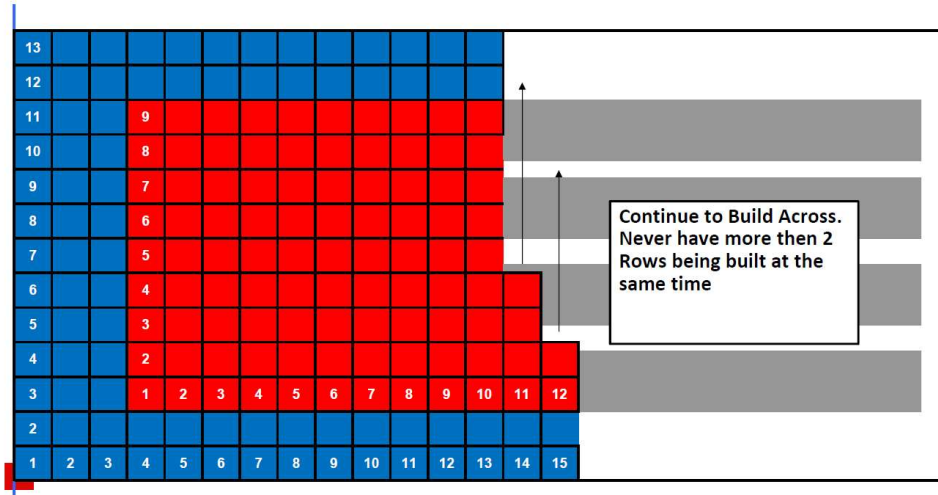


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The courts should be built no more than 3 rows at a time to avoid misalignment. If tiles stop fitting together the court can be adjusted by getting everyone getting on the side that is out and kicking it at the same time until it is back in alignment.

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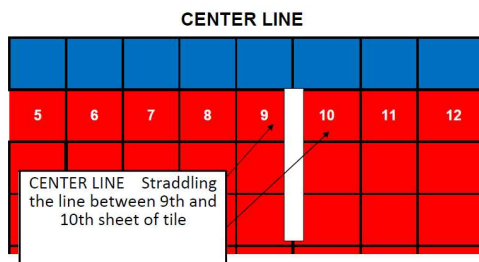
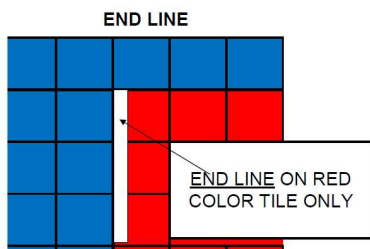
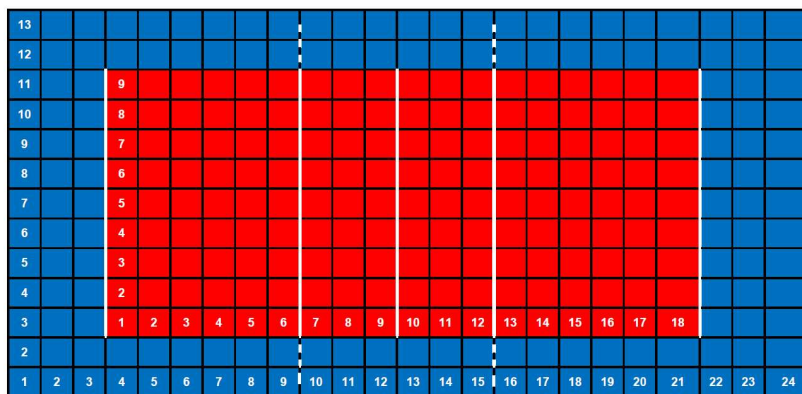
Tile should be fitted in the corner first while still in the air and then laid down and tapped into place with your foot until the joints are tight. Loose joints cause misalignment and are a trip hazard for the players. It goes the fastest if 2 people lay each tile as a team. It also so speeds up the process if some volunteers stock the tile for those teams laying it. Recommend only carrying 2 or 3 tiles at a time or they start to come apart and have to be put back together.



Net Equipment: Mark the center of each court for the pole base placement and the tape placement. Poles must be one meter from the play area or the nets cannot be tightened properly for the 7'4-1/8" height. The height is set in the middle of the net and is usually one inch higher at the edges of the court than in the middle.

Tape Lines: The tape is placed on the inside of the court and inside of the 10' line. It is only centered on a seam at the centerline under the net. The tape is cut with single edge.

TAPE ALL SHORT LINES FIRST (END LINES, ATTACK LINES, & CENTER LINE)



COURT TEAR-DOWN LABOR

Tear down is a numbers game the key to a quick and successful one comes down to having enough hard-working #CactusCrew Volunteers – this is the strength of our club at work! Volunteers will be organized into groups of five. **Five (5) people** should be able to tear down **one court** in an hour and can complete a maximum of 4 courts.

Additional volunteer labor will be organized into groups for **Equipment Tear-Down Labor** (responsible for taking down the nets and moving the portables off the court and to the correct place as assigned by the Supervisors) and **Truck Loaders/Dock Helpers** (to help load the trucks help move). These volunteers need to be able to lift and move heavy equipment.

What to bring: Volunteers should wear work boots (or acceptable shoes), jeans, and bring gloves.

TEAR-DOWN FLOW

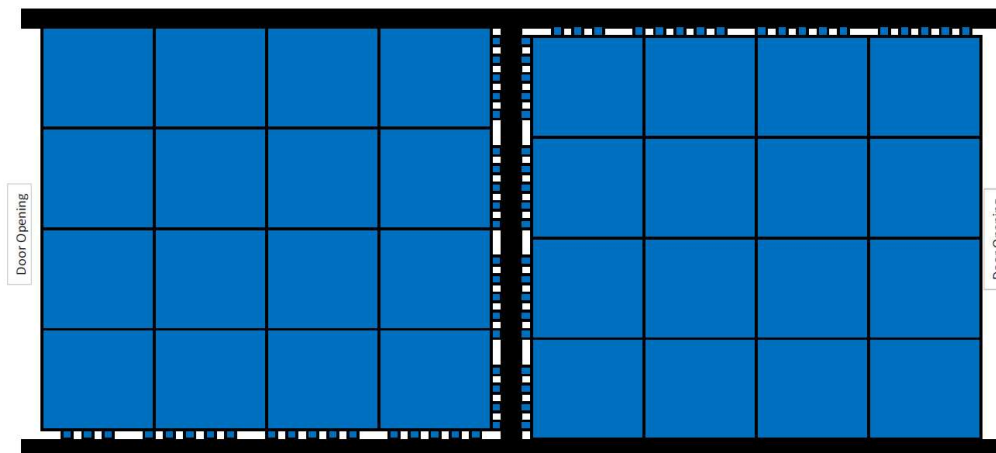
Please remember that all equipment is rented! **Please take care of all the equipment and court tile as if it was your own.** The volleyball courts will be heading to another event – therefore it is critical that everything on the trucks are packed correctly AND on the right truck.

Remove Court Lines (Tape) and Un-Zip Floor: Once the tape is removed and the pads and nets are removed, court tiles are separated into one-meter squares (4x4 tiles) with the use of separation tools (or hockey sticks) or by hand.

Crates will be staged (by Supervisor and the forklift drivers) to each court. Once tiles are unzipped ready to be brought to the designated crate, it *works best to only carry two or three sheets at a time* to avoid them falling apart. If the tear-down gets ahead of the forklift, the tile can be stacked in piles and then put in crates later.

IMPORTANT! The following four steps are critical to the loading of the crates. If these four things do not happen, the crate doors will not close and we will have to unload the reload each crate all over again!

- **Only one color in each crate (both sides)** and the court should only load into **two crates**.
- **The loops will always be to the back and to the right** – the flat side is always to the door.
- Make sure that all the tile **is pushed ALL THE WAY IN** – every row needs to be pushed all the way to the back.
- Count the tile as you are loading – each side will have **81 sheets of tile**.



Carpet: Once the tile is removed, the carpet is rolled up (not folded) and placed on the carpet storage racks. Make sure each roll of carpet is rolled up tight and even – each piece of carpet needs to be rolled up separately.

Tournament Set-Up Tasks (Friday)

SPONSORSHIP COURTSIDE ADVERTISING BANNERS

Ad-Up Display Banners need to be assembled with current Cactus Classic/Club Cactus Juniors Volleyball banners. Verify with Tournament Director the correct panels that need to be assembled – may need to replace Ironwood Ridge Volleyball banners from the equipment.

Tournament Director will assign Court Sponsors and Championship Court Banners.

COURT SPONSORSHIP ADVERTISING

Apply Advertising Decals to the TCC Courts sponsored for the tournament.

Tournament Director will assign Court Sponsors.

TOURNAMENT SIGNAGE

Set-Up all Tournament Signage and easels at Convention Center and Sporting Chance. See Tournament Director for specific location of signage

BOX OFFICE: PREPAID ONLINE ORDERS

All wristbands that were purchased online need to be placed in envelopes for Will Call. Each envelope should have a pre-printed label (provided by the Tournament Director or Event Coordinator), receipt of purchase if printed, and the wristband(s) purchased.

All envelopes need to be sorted for pick up the TCC Will Call or SCC Will Call and filed alphabetically.

COACH PACKETS (TEAM/PLAYER GIFTS)

Assemble all Coach Packets for Check-In. Each team will receive a team bag with Tournament Information, Credentials, Coach/Player Gifts, and/or Sponsorship and Vendor Advertisements. Each bag needs to contain the following:

- **Tournament Booklet** (if provided by Tournament Director)
- **Molten Clipboard**
- **Player Gifts/Temporary Tattoos** (if provided by Tournament Director)
- **Sponsor/Vendor Flyers**

TEAM CREDENTIALS

All wristbands that were purchased online need to be placed in envelopes for Will Call. Each envelope should have a pre-printed label (provided by the Tournament Director or Event Coordinator), receipt of purchase if printed, and the wristband(s) purchased.

Problem-Solving: Direct the Following Issues to...

Any issues that arise during the tournament must be forwarded to the appropriate Tournament Staff for resolution. To maintain consistent policies and procedures as well as efficient communication among tournament participants, volunteers should not attempt to resolve any of the issues on their own without the direction of the Tournament Director.

VOLUNTEER HOURS OR SHIFTS

EVENT COORDINATOR

If you have any question regarding your shift or you are unable to report for any reason during the weekend, please contact the CCJ Director of Operations immediately.

ATHLETE/COACH ELIGIBILITY

TOURNAMENT DIRECTOR

All players must be current USA Volleyball members in good standing and verified in AES by being listed on the team's official Event Roster. Write-in players are allowed if we can verify their membership. All coaches must be USAV verified and have their IMPACT certification listed in AES.

Please direct all issues related to Player eligibility to the **Tournament Director**. The Tournament Director is the only individual that can make any decision on a club, team, and/or individual's eligibility to participate.

TOURNAMENT SCHEDULE

TOURNAMENT DIRECTOR

All players must be current USA Volleyball members in good standing and verified in AES by being listed on the team's official Event Roster. Write-in players are allowed if we can verify their membership. All coaches must be USAV verified and have their IMPACT certification listed in AES.

TEAM SEEDING

COMPETITION COORDINATOR OR TOURNAMENT DIRECTOR

Every year, someone will complain about a team's seeding in the tournament. If a parent complains about seeding, let them know that every year the Seeding Committee sends a Seeding Survey to every club prior to meeting. The Committee reviews each survey and sends a second email with an initial seeding for the top eight teams requesting a ranking from all coaches. If the club did not participate in the surveys, the Seeding Committee cannot seed them.

If a coach complains, please refer them to the Tournament Director.

PROTESTS

LEAD OFFICIAL

Please direct any Protest by a head coach to the **Lead Official**. Only the Lead Official will interpret the USA Volleyball rules and decide on any protest. **No other Staff or Official is allowed to entertain any protest.**

COURT ISSUE OR REPAIR

EQUIPMENT SUPERVISOR (OR COURT COORDINATOR)

Please refer all court issues to the **Equipment Supervisor**. This will include, but it not limited to, SportCourt issues, net tension, unsafe courts, etc. Since these are rented courts, please do not attempt to fix the court without letting the Court Supervisor know.

Sporting Chance Center: The **SCC Staff** will handle all court and equipment issues.

ONLINE RESULTS

SITE DIRECTOR (OR OFFICIALS COORDINATOR)

Sometimes a result may be entered into the computer incorrectly. If there is any error posted on AES, please notify the Site Director or Championship Desk immediately. When the error is reported, please ask for the match's Court Number and Match Start Time – this will assist in finding the scoresheet. Ask what the correct result and/or score should be, and the Site Director will investigate.

ATHLETE INJURIES

ATHLETIC TRAINER

All injuries must be directed to the Athletic Trainer – no matter how small they

SECURITY ISSUE

VSECURITY SUPERVISOR OR SITE DIRECTOR

If you have any question regarding your shift or you are unable to report for any reason during the weekend, please contact the Volunteer Coordinator immediately.

VENUE OR SITE ISSUES

SITE DIRECTOR OR TOURNAMENT DIRECTOR

If you have any question regarding your shift or you are unable to report for any reason during the weekend, please contact the Volunteer Coordinator immediately.