



# Checklist of Adults' Tournament Procedures

## Before and at the tournament

- ☐ Obtain the complete Adults' Tournament Packet ([www.ovr.org/adults/tournament\\_packet/](http://www.ovr.org/adults/tournament_packet/)).
- ☐ Contact the tournament director to request your tournament date(s).
- ☐ Hire officials; the up-to-date list of certified officials is found at [www.ovr.org/officiating/officials.php](http://www.ovr.org/officiating/officials.php). If you need help finding officials, contact the OVR Referees' Chair, Brian Hemelgarn ([hemelgarn@ovr.org](mailto:hemelgarn@ovr.org), 419-410-2291).
- ☐ Purchase awards.
- ☐ Check online rosters for completeness. If a tournament host knowingly allows an unregistered player or team into a tournament, the tournament will be declared non-sanctioned and all entry fees will have to be returned.
- ☐ Contact the tournament director for help in setting up or confirming pools, if needed.
- ☐ Post pools on the OVR website along with pertinent tournament details.
- ☐ Have necessary equipment for each court:
  - ☐ net, standards, antennas, and padding
  - ☐ referee's stand
  - ☐ scorer's table, 2 chairs, scorekeeping device
  - ☐ volleyballs (new or like new, Molten® *Super-Touch*™)
  - ☐ awards
  - ☐ USA Volleyball score sheets (have extras; available at [www.ovr.org/adults/tournament\\_packet/](http://www.ovr.org/adults/tournament_packet/))
  - ☐ USA Volleyball line up sheets (have extras; available at [www.ovr.org/adults/tournament\\_packet/](http://www.ovr.org/adults/tournament_packet/))
  - ☐ Libero tracking sheets (have extras; available at [www.ovr.org/adults/tournament\\_packet/](http://www.ovr.org/adults/tournament_packet/))
  - ☐ blue or black pens, pencils with erasers, tape
  - ☐ prepared sheets for recording pool play scores
  - ☐ prepared sheets for recording playoff scores
  - ☐ *2009-2011 USA Volleyball Domestic Competition Regulations*
  - ☐ *OVR Adults' Tournament Procedures, Guidelines, and Rules*
  - ☐ teams' completed entry forms
- ☐ Check facility for safety issues as outlined in the *Facility Safety Statement* in the *Adults' Tournament Packet*
- ☐ Pay officials

## After the tournament

- ☐ Fax (330-666-0089) or e-mail ([fox@ovr.org](mailto:fox@ovr.org)) tournament results to Michelle Fox, OVR Adults' Tournament Director, by noon on Monday following the tournament. Include pool play results with scores of all matches and playoff results with scores of all matches.