

Hello Club Directors and TD's,
NERVA 1 had a few bugs to work out but all in all the use of Sportwrench worked well on both the user level (TD's and parents) and on the back end with data retrieval. Each NERVA will run smoother as we all get used to the new system and the new formats. Here are some outlines to help you, your coaches and your TD's with running your tournaments. Please educate your coaches as well as your TD's about the new tournament formats and how they run.

Use Sportwrench first.

1. If you do this you will probably never get an email from me asking for your score sheets to be scanned and sent to me. You will be done with your tournament after the last score is entered and the TD reporting form filled out (See below).
2. Do not use formats that differ from Sportwrench.
3. Have a sign on your TD desk and posted on the wall for parents: All results and schedule can be found at www.sportwrench.com this will help with the inquiries you may get.

New login and password:

1. The general directions on how to enter scores are on the NERVA web site at <https://nevolleyball.org/2018-2019-tournament-directors-only-page/>
2. NERVA 2's event ID is 19054.
3. The password will still be 5678. As the tournaments go on the password will stay the same but the event ID will change.

TD Help can be found

1. Many help pages are found at <https://nevolleyball.org/2018-2019-tournament-directors-only-page/>
 - a. On the TD help sheet there are numbers of 4 Directors that can help you if you have problems during your tournament.

Entering Scores into Sportwrench.

1. If you have not entered your scores into SW on Sunday all Directors or TD's must have all tournament information ready to be sent to me or be able to answer questions as to who won what and the scores. Those of us working on the back end also have other jobs and family commitments, chasing you down for your tournament information is not one of them. If you cannot enter your results into SW at all you will be asked to send me all your score sheets for the tournament.
2. If your scores are not entered the whole divisions results will be held up. All match scores must be entered for placements to show on SW.
3. If you are not sure you have entered a score for a match you can always click on that match to enter it again. If you already entered it the scores will be there and you can just close it out. I am working on having the matches color coded once scores are entered but at this time that is not in the program.
4. After you enter a score into Sportwrench mark your score sheet so you can easily see what you have entered and what you have not.

TD Reporting

1. There is a new link for all TDs to report any problems with your tournament. Go to <https://goo.gl/forms/1cHNYkM9Ce8GMWY23>
2. If you had problems with Coaches, Players, or parents please make sure you fill this out. Be as specific as you can – Coach of X team (use their name from the roster) and exactly what they did.
3. If anyone got a yellow or red card please put that information in your TD report.
4. The region is tracking behavioral problems but we need you to tell us about them.

Excel formats –

1. **Do not use any excel formats that were downloaded before 3/14/19.**
 - a. The updated excel formats are at <https://nevolleyball.org/2018-2019-tournament-directors-only-page/>
2. We have updated the excel formats to be just like Sportwrench. However, if the excel is showing a different path for teams then go with Sportwrench.
3. You should call Stephen Boyle as soon as possible if you find a difference between Sportwrench and the excel format. Do not use a format that differs from Sportwrench.
4. The plan is to have the excel formats phased out completely by the end of this season.

Problems with Sportwrench.

1. If you have a problem with Sportwrench the day of the tournament call Stephen Boyle (617-285-1362) immediately.
2. If the line is busy then text. Most problems can be fixed that day. At NERVA 1 only about 5-6 calls were received and most problems were fixed in 15 minutes or less.

All tournament places are played out.

1. This means all teams will stay to work or play the whole tournament.
2. If one team forfeits then the score will be 25-0 to the team that did not forfeit. They will get the higher placement.
3. If both Teams forfeit then you need to send me their team names. I will put them into the region ranking as a tie for the lower position. It will still show in Sportwrench as one team beating another but, in the region, points, they will be tied for the lower placement. This may have an effect on where you end up for Championships.
4. Remember that the team that loses a match in playoffs is generally working the next one.

Play-ins or Tie Breakers

1. On Sportwrench the playin is designated by a TB in the match code, this stands for tie breaker.
2. You will not see a TB on Sportwrench unless it is needed.
 - a. 3-way tie for first place in a four-team pool
 - b. 3-way tie for second place in a four-team pool
 - c. 2-way tie for second in a four-team pool or a 3-team pool in a seven-team tournament
 - d. There are no TB's for 2-way ties for first or 2-way ties for third.
 - e. There are no TB's for 4 or 6 team tournaments as all teams make the Gold championship.

If your tournament is running late

1. At the end of each match be at the scorers' table to receive the score sheet (make sure the work team has it filled in correctly). At this point you can help facilitate the next work team getting into position and calling for Captains of the next match. The time between the end of one match and the call for the next should only be about 2 minutes, not a 10-minute break.
 - a. Most matches do not end at the same time so the TD should be able to do this for every court. You can start the day this way and the teams will be better at staying on time with little reminders after the first few rounds. This can save you 30-40 minutes just in pool play.
2. The TD should be checking the time by the end of round 3 of pool play. If you are more than 20 minutes behind at this point the TD must take action to ensure the tournament runs in a timely manner.
3. The Coaches meeting is a great time to make your point to the coaches about what is expected of them as a work and playing team (Besides their Club Director explaining it to them).
4. If your work teams are late, see below for work team tardiness.

5. Playoffs can be cut short if the tournament is running late. You must mention this in your coaches meeting at the beginning of the day. Recommendations below,
 - a. For a club tournament: if it is past 3 pm and you have not started playoffs you should cut the single sets to 15.
 - b. For an open tournament: if it is past 3 pm and you have not started playoffs you should cut the single sets to 15.

Work teams

1. With all teams playing through the day all teams must stay and work.
2. If teams are late to their work assignment they may be penalized. Before penalizing a team try to educate them about being on time and how it affects every other team there. If that does not work the NERVA operating code has rule 3.04.5 for work or playing teams that are late to arriving for their assignment. <https://nevolleyball.org/wp-content/uploads/NERVA-Jr.-Division-Operating-Code-as-of-Nov-2017.pdf>
3. **3.04.5 Tardiness:** Team coaches are responsible for the promptness of their teams during tournaments, for both play and work schedules. Penalties are as follows and apply to late or missing work teams and/or playing teams:
 - a. For every minute a work team is late, they will be down that number of points in their next set. It is the responsibility of the tournament director to monitor this and reflect the results in that teams next set. (e.g. If your team shows up 2 minutes late to work, the opposing team in your next set will be given two points to start the match. If you are the playing team and you are late, you lose the points in the current set which you are about to begin).
 - b. After 3 minutes late, the work team will forfeit the first set in their next match.
 - c. After 10 minutes late, the work team will forfeit their second set in their next match.
 - d. The same penalties apply for late or missing playing teams in their current match.