

TD Top 10 Cheat Sheet

1. Arrive when the facility opens
 - a. Make sure you have the host teams contact info in case you are late for any reason.
 - b. Have the host team do the set-up work
 - i. Supervise and delegate otherwise it is too much for one person to get done in the time frame allowed.
 - c. You should focus on getting your TD table set up while the host team sets up the nets.
2. Check Coaches ID's before the coaches meeting
 - a. There have been clubs sending coaches with teams that are not the coaches on the roster, have not had a background check or Safesport, or are not on the roster at all. Check the coaches license (or other picture ID) to make sure each coach is who they say they are. This includes all assistant coaches.
3. Coaches Meeting
 - a. Make sure the coaches communicate all facility rules to their teams.
 - b. Review all tournament procedures
 - i. Go over pool play and play-offs. Consolation for all team.
 - ii. 12's and 14's have different adaptations that usually need to be reinforced (serving rules)
 - iii. Make sure they understand that if the tournament runs late that championship matches will be shortened.
 - iv. Keep pools running and time warm ups, time outs, and between sets.
 - c. Any last-minute changes to the tournament should be announced or discussed here.
 - i. If there are any changes they must still conform to NERVA tournament policy
 - d. Answer all coaches questions before the tournament starts.
4. Get tournament started on time
 - a. The hour before the first serve is the most critical time of the day for the TD. There is a lot that needs to be done in a short time so the tournament can start on time. If you are starting late it can affect the amount of play in play-offs.
5. Once teams are playing
 - a. Check their team roster against who they have on the bench. Numbers for both players and coaches.
 - b. If there are extra of either you must find out who should not be on the bench.
 - i. If there are players that are not on the roster, and have played, those sets they played in are forfeited.
 - c. No parents can be on the bench, at the work table, or on the floor helping with warm-ups.
6. Collecting your score sheets
 - a. Try to be at the scorers table just before the match ends. This way you have the scorekeeper right there to make sure they are filling out the score sheet completely and correctly before you collect it.
 - i. Heading, times, full and correct team names, end score circled, work team info, final score circled, set and match winners are correct.
 - b. After you collect your score sheet you should
 - i. Label the score sheet in the upper left-hand corner to what court and match it is.

- ii. For example: PA-M2 is pool A and match two. If you have to go back after to find or double check anything this will make it very easy to find.
 - iii. Enter score onto Sportwrench,
 - iv. Make sure your computer and paperwork are off limits to coaches, players and parents.
- 7. Make sure the tournament is running on time.
 - a. It is an estimated 45 min for a two 21-point set match and 65 minutes for a best 2/3 to 25 points. See the time chart for estimated times that matches should end.
 - b. Make sure teams are keeping to their schedule. Extra time is usually lost during warm-up, between sets, and between matches. After 6 rounds this adds up and contributes to the tournament running late that should not be.
- 8. Anticipate ties or any problems that may arise
 - a. If you prepare for ties ahead of time you will be able to get play-ins started right away.
 - b. Alert those teams playing and working what they are expected to do if there is a play-in needed. It may take them some time to corral their team if they have been off for a while.
- 9. Work teams
 - a. Sportwrench will set all work teams. Everyone is now staying for play-offs so everyone will be needed to work.
 - b. Exception: The host team should be staying until the end of the tournament no matter what. If they are not playing in the semis or finals it is great common courtesy for the host team to work and let the teams that traveled leave.
- 10. TD report + Reporting Results
 - a. If you had any problems during the day make sure you list them in your tournament report.
 - i. Problems can include poor behavior by player, coaches or parents. If parents, then try to find out what team those parents are from and put it in your report. This way a record can be kept and any patterns seen and dealt with.
 - ii. This is important as the region is tracking all offenders, especially those that get a yellow or red card.
 - b. Make sure the scores and the report is done online before 9 am of the next day. Any delay will hold up the scheduling of the next NERVA tournament

General format outline for NERVA tournaments

4 team club tournament – Pool play with all teams making play-offs. Play-offs will be 1 set for all semis, 3rd place + finals.

6 team club tournament - Pool play with all teams making play-offs. Play-offs will be 1 set for all ¼ finals, semis, 3rd +5th place + finals.

7 team club tournament - Pool play with all teams making play-offs. Play-offs will be 1 set for all semis, 3rd-5th-7th place + finals.

8 team club tournament - Pool play with all teams making play-offs. Play-offs will be 1 set for all semis, 3rd-5th-7th place + finals.

9 team club tournament - Pool play with all teams making play-offs. Play-offs will be 1 set for all ¼ finals, semis, 3rd +5th-7th – 9th place + finals.

10 team club tournament - Pool play with all teams making play-offs. Pool play will be 2 sets to 19 pts (start at 6), this is because of time. There will be no play-ins at the end of pool play. Play-offs will be 1 set to 19 for all matches (start at 6).

12 team tournament – Pool play with all teams making play-offs. Play-offs will be 1 set for all ¼ finals, semis, 3rd + 5th - 7th – 9th place + finals.

7 Team Open tournament – Pool play with all teams making play-offs. Pool play will be 2 set to 25. First round of play-offs will be a full match (semis). Finals will be 1 set to 25. This should only happen if one team does not show.

8 Team Open tournament – Pool play with all teams making play-offs. Pool play will be 2 set to 25. First round of play-offs will be a full match (semis). Finals will be 1 set to 25. All open tournaments will be a min of 8 teams.