



2018 JVA Steel City Freeze
Tournament Information Book

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For all up to date schedule and results information, please visit <http://www.advancedeventsystems.com>

WELCOME

Welcome to the 2018 Steel City Freeze, sanctioned by the JVA!

This event is designed to provide an early season offering to teams throughout the East Coast, Mid-Atlantic and Great Lakes area for quality competition in a convention center setting. We want to provide a high quality event experience for all participants, coaches and their families.

We are looking forward to a great 2 days of competition and hope that you will find the event, facilities, and accommodations more than satisfactory. Please understand that careful consideration goes into scheduling the event to allow for maximum participation (5 match minimum). Thank you to all the clubs, coaches, players, parents, and college coaches for supporting and making this a great event.

We want to thank our Championship Sponsor, Rox Volleyball for their contribution to the growing event, also the David L. Lawrence Convention Center for the hospitality throughout the event. We also want to thank the city of Pittsburgh for their efforts in providing a first-class experience to all participants and families this weekend!

EVENT STAFF

Event Director/Coordinator	Tim Keating
Executive Director	Todd Gladson
Office Personnel.....	Margot Riesberg
Sponsorship Chair.....	Zach Riesberg
Equipment Coordinator	Phil Weiskircher
Event Equipment Provider.....	NetLynx Sports
Head Official/Protest Committee Chair.....	Justin Basovsky

Housing Information

We have partnered with a great company in Experient to handle all our housing needs. Our housing director Keith Berghoff is happy to assist you in any hotel needs you have! When searching for a housing service, our #1 priority was customer service. This is our 2nd season working with Experient and our main goal is to create an even higher level of customer service to reflect the quality of the event. They have arranged for a variety of hotel options for your teams. Upon registering for the Steel City Freeze on AES, your confirmation email to the tournament director from AES will be followed by an e-mail with information for hotel booking. You can also contact our housing director directly with more information: keith.berghoff@experientselect.com. We recommend that you reserve your hotel rooms as soon as possible due to the short time between registration and the event.

- NetLynx and the Steel City Freeze does not have a “Stay and Play” policy. We have secured hotel rooms with the best pricing around the convention center to not allow the downtown properties increase rates due to a large event coming to town. We hope that you use our rooming block to secure your needs. NetLynx receives \$10/room booked which helps support the event from year to year. We have a mission to keep this event as low cost for our teams from year to year. We are supported by the city of Pittsburgh to help offset Convention Center expenses based on the number of rooms booked in the Pittsburgh area. The room pick-up also impacts our negotiations with the convention center for best pricing in the future, ultimately keeping your team entry fees as low as possible.

Hotel Cancellation Policy:

Cancellations must be made directly thru the hotel. All cancellations will adhere to each hotel’s individual cancellation policy. Please make sure you are aware of your hotel’s cancellation policy.

If you experience any problems at all with booking your teams’ housing needs, please e-mail or call:

Keith Berghoff at keith.berghoff@experientselect.com or 443-980-2099



TEAM CHECK-IN PROCEDURES

All teams need to check-in prior to beginning play. Team check-in will take place on Friday evening at the Westin Downtown Pittsburgh Convention Center and Saturday morning at the David L. Lawrence Convention Center.

- Check In Times for all teams are: **Friday, 6pm-8:30pm and Saturday, 7am-1:00pm**
- Teams are encouraged to check-in as early as possible to avoid any complications.

Teams that play Saturday morning and wait until Saturday morning to check-in will be helped on a first-come, first-serve basis. Your team will have to wait out in the lobby until the coach or team rep has checked in and received your team's credentials. Please allow enough time and please make sure you roster is accurate.

The Team Rep or Coach must check-in their team. The Team Rep or Coach will be asked to verify and sign their rosters. This roster will be used as the official roster for the event. No additions or changes to a team's roster are allowed once a team has begun competition.

At team check-in:

1. We will ask for a cell phone contact for each team
2. You will need to verify the roster including uniform numbers. Each player is required to wear the same jersey number throughout the entire event. This applies to all players in the libero position as well
3. You will need to turn in the "JVA Coaches Sign-In Form." By signing this form you are stating that you have access to all of your players' JVA Release of Liability Forms. "Access" means that you have hard copies in your possession or electronic form at easy access. You will NOT need to turn these forms in.
4. Players and coaches may be added to the roster at the time of Check-In.

There will not be a coaches meeting, please be sure to read through this entire document.

TOURNAMENT INFORMATION

Facility Info and Directions

Facilities doors will open at 7:00am on Saturday and Sunday. We are requesting that players keep their bags near their courts to avoid any clutter and increase space between the playing surfaces and walkways.

David L. Lawrence Convention Center

1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

Team Registration/Sign in

All teams must check in Saturday prior to their teams starting time. Teams will be asked to leave a phone number where they can be reached through out the event. This is very important in case of a major schedule change or any other emergency issues. We ask all teams to be prepared with their signed Advanced Event Systems roster. Check-In will be available on Friday, January 26 from 6pm-8:30pm at the Westin Convention Center. Check-In will continue Saturday morning beginning at 7:00am. All rostered members will receive a credential for entry into the facility. Athletes will not be allowed inside the convention center unless they have a credential. We suggest that you check-in your teams on Friday evening if you play the AM wave on Saturday to allow your athletes to enter the facility first thing.

General Tournament Format

For the purpose of determining forfeits, the scheduled time for the first match time for each team is the time that any forfeit may occur at the scheduled starting time. After every team's first match of each day, matches will start ahead of schedule. All teams are responsible for determining when they will play or work their next match. Tournament staff and officials are not responsible for relaying incorrect information. Please check your format of your pool. Formats vary in each division, please view your schedule for the format determined.

Tie Breaking Procedures

Tie Breakers will be determined by Match %, Set %, Point %. No tie-breaking sets will be played.

Trainers

Trainers will be available on site from 7:00am until the end of the day each day. Athletes will be responsible for providing their own athletic tape. They will have for purchase. We thank the University of Pittsburgh for providing our trainers!

Results and Schedule Information

Complete posting of results and next round of play will be done on the Advanced Event Systems Website located at <http://www.advancedeventsystems.com>. This is the official schedule. **There will be no paper postings of pool results around tournament desk.** Check the internet for all results. Before leaving the site be sure you check carefully your position in the pool. Site Directors and officials will **not** be held accountable for miscommunications or schedule interpretations. The official tournament posting on the Internet/Results stations are the only source that will be considered should a dispute arise.

Warm-Up Procedures

For all matches during the event, warm-up time will be 2-4-4. 2 minutes for shared ball handling, 4 minutes for the serving team to have the entire court, 4 minutes for the receiving team to have the entire court. Matches will be played ahead of schedule if possible.

We are asking teams to help shag for the opponent during warm-ups to keep balls off other courts.

Bring your own warm-up balls.

Protest Procedure

If a protest needs to be filed it is to be done at the time of the incident, no later. The first referee is obligated to acknowledge and record all protests. Only the floor captain may file a protest. The protest must be written on the score sheet by the official scorekeeper or the first official, and must be signed by the person presenting the protest as well as the first official. All protests will be ruled upon prior to the next service. Judgment calls may not be protested. Protests will be considered only for situations outlined in the United States Volleyball Official Rules booklet. The protest committee will handle all protests. The protest committee is led by head official Justin Basovsky.

Tournament Seeding

Seeding for this event was done and confirmed with the use of Advanced Event Systems results only. No outside event results were used unless imported into AES.

Food & Drink in all Sites

There is to be **no outside food or drink allowed in the facility**. Please leave all coolers and food outside the facilities. Absolutely no food is allowed on the SportCourt surfaces or court areas in any of the facilities. Teams which violate this rule will be removed from the event venue. Spectators which violate this rule will be asked to leave.

Spectator Seating

There will be plenty of spectator seating and food available. **NO OUTSIDE CHAIRS WILL BE ALLOWED IN THE PLAYING FACILITY.** We appreciate your cooperation in advance for facility rules.

Admission

Admission will be based on the following:

General Admission: \$10.00/day

Two-Day Wristband: \$15.00

TEAM AND PLAYER POLICIES

Team Forfeitures

A team that intentionally forfeits a match will be excluded from further participation in the event. If a team forfeits a match, the forfeit will be considered intentional unless the team shows good cause for the forfeit. The Event Arbitrator will determine if good cause exists.

Last Day Forfeits: Teams that enter the JVA Steel City Freeze are committing to participating in the full event. Teams have control over their travel plans and those plans should be made so that a team will not have to forfeit any matches. A team that forfeits a match for any reason other than illness, injury or emergency is denying another team a match. Additionally, in a single elimination format, it is poor sportsmanship to deny a team the right to move on by beating them and then forfeiting out of the event. Furthermore, it is even more unacceptable to forfeit and then, as loser of the match, not to remain and officiate the next match.

Teams that have no flexibility in their travel plans and know they will need to leave before the conclusion of an event should notify the Tournament Director early on in the event. A decision will be made by the Tournament Director when the team will need to take their forfeit. Teams forfeiting should recognize that additional penalties may apply.

A team that does not fulfill their officiating duty shall be responsible for the match fees assessed for a certified officiating team to work.

Officiating Assignments

Teams are required to officiate as noted on the master schedule. During the pool play rounds the officiating teams are designated on the schedule available online. Teams must supply a down referee, lines people, and scorers. It is NOT required in this tournament that a coach be the 2nd referee, but is strongly recommended. A rostered adult from the officiating team must be present during all matches.

On Sunday, on most of the courts the losing team will stay and officiate the next match on their court. Those teams finishing pools on Sunday may also have officiating duties after their pool play completes. Check the schedule for verification of your work assignments.

The definition of "next match" is the next match that requires an officiating team on that court. For example, a team which loses a match at 8:00 am will normally officiate the next match which is scheduled at 9:00 am, however if there is no scheduled match at 9:00am or the 9:00am match is forfeited by a team, the scheduled officiating team will ref the next match which occurs on that court.

In some cases on Sunday a team that plays the 9:00am will have to be the work team at 8:00 am. These teams are noted in both the master schedule and on the playoff charts. On the playoff chart the officiating teams are those teams which have a box around them. **Check the schedule carefully to see if you are the assigned team to match the 8:00am match on Sunday.**

Please double check your "Team Page" on Advanced Event Systems as a small glitch may not push through your officiating assignment if you are to officiate another division than the one you are playing in.

Missed Officiating Duties

A team's failure to have a complete officiating crew, including a rostered coach for that team, available and on time, for a match officiating assignment could result in the team having to forfeit the first game of its next match. For every minute an officiating team is late to fulfill its assignment, one point will be awarded to that team's next opponent for the first game of the next match – up to 25 points. No more than 25 points will be awarded to the team's next opponent, even if the team designated to officiate misses the entire match. The clock begins to run at the completion of the final 4 minutes of warm ups. A team will forfeit its entire next match for failing, a second time, to have an officiating crew available, on time, for an officiating assignment.