



2019 Coaches Information Book

Table of Contents

WELCOME.....	2
EVENT STAFF.....	2
TEAM CHECK-IN PROCEDURES.....	3
TOURNAMENT INFORMATION	4
FACILITY INFORMATION.....	4
GENERAL TOURNAMENT FORMAT	4
TIE-BREAKING PROCEDURES	4
TRAINERS.....	4
SCHEDULE INFORMATION & RESULTS	5
WARM-UP PROCEDURES.....	5
PROTEST PROCEDURE	5
TOURNAMENT SEEDING.....	5
OUTSIDE FOOD & BEVERAGES.....	5
SPECTATOR SEATING.....	5
SPECTATOR ADMISSION.....	5
TEAM FORFEITURES	6
OFFICIATING ASSIGNMENTS.....	6
MISSED OFFICIATING DUTIES	7

WELCOME

Welcome to the 2019 Steel City Freeze, sanctioned by the Junior Volleyball Association!

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 have increased the number of teams for a 4th consecutive year and we have over 220 teams this year! 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. In our fourth year, we are excited to have grown each year this event has happened and that deserves a big thank you to all in attendance!

We want to thank 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! If you have questions regarding the city of Pittsburgh, please visit the VisitPittsburgh kiosk located in the convention center pre-function area.

EVENT STAFF

Executive Director & Tournament Director	Tim Keating
Executive Director	Todd Gladson
Housing Coordinator	Abby Rider
Tournament Desk Manager	Marci Novak
Office Personnel	Margot Riesberg
Sponsorship Coordinator	Zach Riesberg
Equipment Coordinator	Justin Basovsky
Event Equipment Provider / Apparel Store	NetLynx Sports
Head Official / Protest Committee Chair	Justin Basovsky

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, February 1: 6:00pm – 9:00pm (Westin Downtown Lobby)
 - Saturday, February 2: 7:00am – 1:00pm (David L. Lawrence Convention Center)
- 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 your 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 and if you have any questions, please contact us.

TOURNAMENT INFORMATION

FACILITY INFORMATION

David L. Lawrence Convention Center
1000 Fort Duquense Blvd
Pittsburgh, PA 15222

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.

GENERAL TOURNAMENT FORMAT

The tournament format was designed by a committee of tournament personnel and schedule was created by a representative of Advanced Event Systems. The format was designed for each division to provide a minimum of five (5) matches for each team. In some cases of team drops nights before the event, pools may adjust from four (4) teams to three (3) teams. In these cases, those pools of three will play all three sets to 25 points to provide six (6) total sets which would be the minimum in a four-team pool per team.

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

Two-way tie breakers will be determined by Head-to-Head result.

Three-way 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 tape for purchase.

SCHEDULE INFORMATION & RESULTS

Complete posting of results and next round of play will be available on Advanced Events Systems website located at <http://www.advancedeventsystems.com>. This is the official schedule. **There will be no paper posting of pool results around tournament desk.** Check the internet for all results. Before leaving the site, be sure to check your schedule carefully for the next day. Site Directors and officials will **not** be held accountable for miscommunication or schedule interpretations. The official tournament posting on the internet are the only source that will be considered should a dispute arise.

There will be schedule results computers available on site.

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.

Warm-up balls are not provided, please 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 results systems were used. We take into consideration the AES ranking system when seeding. No dispute of seeding will be acknowledged once the schedule is released. Once seeding is completed, we look at the pools and may move teams to avoid clubs playing their own teams on day one.

OUTSIDE FOOD & BEVERAGES

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 playing surfaces or court areas. Teams which violate this rule will be removed from the event venue. Spectators which violate this rule will be asked to leave.

SPECTATOR SEATING

We work with the David L. Lawrence Convention Center to provide seating for all spectators. There will be plenty of seating around each court. No outside chairs are allowed inside the convention center.

SPECTATOR ADMISSION

General Admission: \$10/day

Two-Day Wristband: \$15/day

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.