

Boys Winter Invitational

Tournament Procedures Reference Guide

Topic	Tournament Procedures/Information
Venue	Kentucky Expo Center (EXPO) - 937 Phillips Ln, Louisville, KY
Information Websites	jposports.com or volleysign.com
Match Assignments	Assignments will be posted on the websites before a general email is sent Assignments may only be changed by a Head Official Friday's Assignments will be available by Thursday at 9:00 pm Saturday & Sunday Assignments will be available by 9:00 pm the night before
Travel Difficulties	Contact Joseph O'Neal (270) 993-2217
Tournament Meeting	We will meet Friday, Dec. 12 at 7:10 am in the Officials' Work Room, location EH3
Hotel Information	If you have difficulty checking in, text Shaun Linton 502-354-9103 If you plan to check in after 8:00 pm, call the hotel to confirm your reservation. It is recommended that you contact the hotel 24 hours before your planned arrival to confirm your reservation with the confirmation number. You will need to put down a credit card for incidentals. You are responsible for parking Be a great roommate!
Logistics	Food Per Diem will be added to your referee pay \$20. Per day Snacks and water will be in room EH3 It is good to bring a water bottle and snacks.
Important Locations	Work Room: EH 3 – Championship Desk: Near Ct. 36; Courts 38 - 73 South Pod: Near Ct. 15; Courts 1 - 24 North Pod: Near Ct. 49; Courts 38 - 73
Check IN	6:00 – 8:00 pm, Courtyard, 819 Phillips Ln. If unable to attend text the Tournament Phone when you arrive in town (270) 620-0035. If you live in Louisville, text us before 7:00 pm. If you plan to arrive after 7:00 pm, text us between 5:00 – 7:00 pm and let us know your estimated ETA. Also notify the hotel so they don't release your room.
Check OUT	On Sunday, an adjusted match count will be posted for Friday and Saturday around 10:00 am. If your schedule changes on Sunday, please verify with Joseph that it is recorded correctly. Then use the Google Form posted on the website. The Google Form will close Tuesday, Dec. 16 at 8:00 am. Volleysign will also have a match count
Tiebreakers	No Tiebreakers
Officials' Uniform	Friday through Sunday: Certified Official Polo: Blue, Gray, or White, AAU Polo. Outerwear: Top Court, AAU or Certified Official only. No other event gear Saturday: Ugly Sweater Contest
Match Start Time	The first match of the wave -start at the designated time, teams first match of day, give proper warmup (10 min.) The National Anthem and morning announcements at 7:45 am. A coin toss can take place before the National Anthem for the 8:00 am match. Subsequent matches may start 30 minutes prior to stated start time.

Match Responsibilities	<p>General Procedures</p> <p>Pick up the score sheet, paperwork, pens and pencils, game ball, and towel at Championship Desk. Ensure you have the correct score sheet for your court; if you are working multiple matches in a row, you can pick up multiple score sheets. Do not leave any equipment unattended; return the game ball unless given to the referees for the next match. At the end of the morning wave, return the game ball to the appropriate desk, pencils, and towels on the court at the end of the evening wave; return all equipment to the; leave pens and pencils and towel at the court at the end of the evening wave, return all equipment to Championship; leave flip charts on the court. Entering Results Mobil Scoring entry will be used; check the website for the link and Password. Volleysign.com for Mobil Entry</p>
Match Warm-up	<p>All matches:</p> <ul style="list-style-type: none"> - 2 minutes shared court - 4 minutes for the serving team - 4 minutes for the receiving team <p>Matches will move ahead of schedule if time allows</p>
Sport Court Rules	<p>Playing ball over a non-playable area: One body part must be in contact with the sport court surface when contacting the ball. If a player jumps from the sports court to play a ball over the sports court, then the player must land on the sports court before they may enter the nonplayable area. Serving: The Server must have both feet contacting the sport court before you beckon for service. If not, have the server adjust position before you beckon for service.</p>
Work Team	<p>A rostered adult must be the 2nd referee for the team's assignment. A Rostered adult must always be court side. The work team reports to the official no later than the beginning of the serving team's warm-up. The Head Official will make the final determination if penalty points are assessed. Note on the score sheet the time the work team becomes complete - let the Head Official know if you have a penalty situation before the next match starts.</p>
Time Management	<p>After the match, verify that the correct team won the match and start the 10-minute timer. Be diligent! READ TIME MANAGEMENT! When the server is in the service zone with the ball, and you can see one eye and a nose, blow the whistle to beckon for serve!</p>
Protest Procedures	<p>If you have a team wanting to protest: If you accept the protest, get off the stand and try to use the rule book to resolve the issue. If you can resolve the issue, just record the information on the score sheet. If you can't resolve it, contact a Head Official. Judgement calls are not protestable (ball handling, touch, in/out, net) but if the captain/coach insists, accept the protest and let a The Head Official handles the protest and potential adverse outcome, (red card) The protest is recorded on the score sheet only to show the reason for delay to the match (review USAV 5.1.2.1 on page 21/22, p 128 Protest Procedures.</p>
Entering Results	<p>Results must be entered immediately after the match. Either Mobile Entry through AES or Volleysign or walk scoresheet to Championship Desk after the match.</p>
Unruly Fans	<p>Have someone from your work team go to the Championship Desk and have a Head Official come to the court. If the behavior is extremely bad, you can stop the match and send for a Head Official. Do not engage with the unruly fans</p>
Philosophy	<p>The game is about the players playing. We are to remain neutral and enjoy this great sport.</p>
Communication	<p>TOURNAMENT PHONE: (270) 620-0035</p> <p>Use this phone on Thursday, Dec. 11 – Monday, Dec. 16, 2025</p> <p>ALL PROTESTS– send a work team member to a Pod or Championship Desk.</p>
Head Official and Tournament Staff	<p>Boys Winter Invitational Tournament Director Andrew Fuller</p> <p><u>Head Referee</u> Joseph O'Neal (270) 993-2217</p> <p><u>Assignor</u> Angela Hummeldorf, (859) 802-3201</p> <p><u>Lead Referees</u> Kevin Welch</p>