



## **2023 Tournament Policies and Protocols**

### **Locations**

**Spooky Nook Sports** | 75 Champ Blvd. | Manheim, PA

**Lancaster Convention Center** | 25 South Queen St. | Lancaster, PA

**York Expo Center** | 334 Carlisle Ave. | York, PA

### **Team Registration**

Tournament registration is open in AES from August 1st, 2022, until January 6th, 2023, or until the event is full. <https://advancedeventsystems.com/28974>

### **Divisions & Age Groups**

- Open – Highly Advanced (*14 - 18s*)
- Premier – Advanced (*14s - 17s*)
- National - Intermediate (*13 - 18s*)
- American - Regional (*13 - 18s*)
- Club – Fundamental (*15 - 16s*)
- Girls U12 (*12s only*)

### **Entry Fee**

\$695 per team (3 Days)

\$495 per team (2 Days – 12's only)

### **Payment**

Entry fees can be paid online via AES or by sending one check per club made out to 3Step Sports, LLC. Send to the following address:

3Step Sports

PO Box 458

Drexel Hill, PA 19026

## **Acceptances & Requirements**

In order to be accepted into the tournament, registration and payment must be received. Teams can request specific divisions and will be accepted as first registered and paid. If the division is maxed out, we will review periodically to adjust division size. In the meantime, teams can be placed on the waitlist for that division or choose a different division.

\*(See Stay to Play Guidelines below for additional requirements)

The minimum required number of hotel room nights must be booked by December 15<sup>th</sup>, 2022, to remain accepted. Teams that have not met the minimum booked by the deadline will be rolled back to pending or waitlisted status in AES if the division is full. Teams will be re-accepted if there is still space in the event and their housing requirement has been fulfilled.

## **Stay-to-Play Housing**

All hotel rooms must be booked through Apex Events. A minimum number of room nights are required per team to meet the housing requirements (see below).

- **2 Day Tournament** (12 Girls) = 12 room nights
- **3 Day Tournament** (13's - 18's) = 18 room nights

Any hotel room nights confirmed through hotel rewards programs, or any other method do not apply.

**Mileage Exception:** Clubs located less than 75 miles from the event are not required to meet the minimum housing requirements. However, any hotel rooms for Clubs with a Mileage Exception that decide to stay overnight must be confirmed through Apex Events. Email [gabby.sborlini@threestep.com](mailto:gabby.sborlini@threestep.com) to apply for a Mileage Exception Approval.

Clubs may set up a block of rooms or have the parents book rooms individually.

## **Team Withdrawals**

Withdrawal requests can be emailed to Jack Schott at [jack.schott@threestep.com](mailto:jack.schott@threestep.com) with the event name, team name(s) you wish to withdraw, and reasoning for removing the team.

## **Refund Policy**

- Teams must withdraw 30 days before the event for a full refund.
- Teams that withdraw after 30 days, but prior to 15 days of the event will receive a 50% refund.
- Teams that withdraw within 15 days of the event will not be eligible for a refund.

For questions about a refund or to withdraw a team, reach out to Jack at [jack.schott@threestep.com](mailto:jack.schott@threestep.com). Refunds will be issued after the event has taken place, but no later than the end of the 2023 season.

### **Online Team Check-in**

Friday before the event (January 13<sup>th</sup>) online team check-in will be available from 12 PM - 8 PM through AES. Club Directors must verify the rosters by 8 PM on January 13<sup>th</sup> to confirm that their rosters are accurate, and the team is ready to compete.

### **\*\*Roster Disclaimer\*\***

Rostered team members are not required to have a membership with an organization. All coaches and staff must have accurate contact information. Players must have correct jersey numbers, birthdates, and graduation years to be added to a roster.

### **Roster Requirements**

- Minimum: 6 Players / 1 coach
- Maximum: 15 players / 4 coaches

**NOTE:** Boys will be permitted to play on teams in the 12's and 13's divisions only. No boys will be allowed to play on teams in other divisions. There are no playing restrictions for boys playing in the 12's and 13's divisions, for rostered players. Boys must be added to the roster as waived players. To add a boy to a roster for a 3Step event, please contact our team at [volleyball@threestep.com](mailto:volleyball@threestep.com).

### **Player and Coach Badge Pick-up**

Tournament badges are required for all athletes and coaches to enter the venues throughout the tournament. Coaches may pick up their badges Saturday morning at their respective venue unless otherwise specified in email communications from 3Step.

### **Admissions & Ticketing**

Tickets are ALL pre-sold through the [MLK Kickoff Challenge Ticket page](#) and everyone entering the event over the age of 10, including siblings of players, MUST have a ticket.

Spectator wristband and must be always worn on the wrist.

### **Spectator Code of Conduct**

All MLK Kickoff Challenge spectators must adhere to the following Spectator Code of Conduct:

- Spectators are an important part of the game and shall always conform to accepted standards of good sportsmanship and behavior.
- Be respectful of all athletes, coaches, officials, other spectators, and tournament staff.
- Taunting, foul and abusive language, and disrespectful signs and behavior have no place in youth sports and will not be tolerated. **This is a zero-tolerance policy.**
- Any physical or verbal altercations with athletes, coaches, officials, other spectators, or tournament staff will not be tolerated. Offending parties will immediately be escorted out of the venue and banned from returning to the premises for the remainder of the event.
- Be respectful of event staff, security, and rules of the event, along with the use of facilities and equipment provided, at all times.
- Spectators will observe the rules of the event venues concerning smoking, drugs, food/drink consumption, littering, and parking procedures.

## **Tournament Format**

### **4 Team Pools (3 Day Event):**

The desired format for each division is four (4) team pools on Saturday and Sunday followed by at least one (1) scheduled match on Monday. The results of pool play will determine where the teams will play on Sunday and then again on Monday. In the desired format, 1st and 2nd place from pool play on Saturday will go to Group 1 Pool Play and 3rd and 4th place from pool play on Saturday will go to Group 2 Pool Play.

- Brackets on Monday will be determined based on finishes in Sunday Pool Play.

As mentioned, this is the desired format. However, this is subject to change and also is subject to the amount teams in the given division. Uneven numbers may require us to have the following:

- A pool of 3 that is playing automatic 3 Sets
- Two three team pools, that will play normal best of 3 and then crossover between the two pools
- Additional Crossovers Needed

Please check with the tournament staff if you have any questions while looking at your schedule.

## **Tie-Breaking Procedure**

It is the coach's responsibility to remain at the event until all chances of ties have been determined. If a tie break set needs to occur (pre the tournament desk), there will be a time limit of five (5) minutes for the teams involved to arrive court side ready to play or work. Each tie break set is one (1) game to fifteen (15), starting at zero (0).

Once the five (5) minute window has passed, any absent or incomplete team (minimum complete team is 1 coach and 6 players) will have forfeited. This guideline includes the work team being late for their work assignment.

### **Two-Way Tie:**

Two-way ties are broken based on pool play head-to-head match results.

### **Three-Way Tie:**

If three teams are tied in match record after pool play, ties to determine finishes within the pool will be broken as follows:

1. Set Percentage (%)
  - a. Teams are placed in final finish order by highest to lowest set percentage
  - b. If two or more teams are still tied after set percentage, then final finish for the remaining teams will be determined based on point percentage (over the entire pool)
  - c. If two or more teams are still tied after set percentage and point percentage, then:
    - i. If two teams remain tied: one (1) tie break set
    - ii. If three teams remain tied: two (2) tie break sets

**Note:** Seeding for the tie-breaking sets will use the pre-event seed to determine the order of tiebreakers played; the highest seed will receive the bye; the other two seeds will play one tie break set (the highest seed will work). If needed, the winner will then play the highest seed for the second tie break set (loser of tie break set #1 will work).

\*\*If one or more of the tied teams are missing from their tie-breaking matches, the forfeiting procedure will be followed first and any remaining ties will go to pre-event seeding to determine pool finish.

### **Late to Match OR Work Assignment Penalties**

#### **Playing team late to their match:**

Any playing team late to their match will be penalized one point per minute they are late, after the match start time (*per the flow of the court that day*) NOT the 'scheduled match time'.

The maximum number of points that will be penalized is 15.

**After 15 minutes (15 points), the late team forfeits the first match.**

Another 3 minutes will be given for the missing team to show up for the now second match. **If they do not arrive within the allotted 3 minutes, the second set is forfeited, and the match is over.**

**Work team late to their match:**

Any scheduled work team that is late to their assignment will be docked one point per minute they are late, after the match start time (*per the flow of the court that day*). The penalized points will be applied to the first set of their next scheduled game in the tournament.

**\*\*Important Note\*\***

‘Match start time’ is NOT the same as ‘scheduled start time.’

‘Scheduled start times’ indicate when a match SHOULD start, per the schedule released by the tournament. The ‘scheduled start time’ does not take into account any factors throughout the day that may cause courts to run ahead, or behind. (*ex: 9:00 AM, 10:00 AM, 11:00 AM, etc.*)

‘Match start times’ indicate when the match WILL start, per the flow of the court that day. The ‘match start time’ takes into account any factors throughout the day that may cause courts to run ahead or behind. (*ex: 9:15 AM, 10:30 AM, 11:45 AM, etc.*)

**Work Team Guidelines**

Team must provide a competent work team with the following roles:

- Two (2) line judges
- One (1) down ref (R2)
- One (1) official scorekeeper
- One (1) flip score and libero tracker

No additional athletes from the working team are permitted to sit at the score table without assigned positions. No cell phones are allowed at the score tables - no exceptions.

**\*\*IMPORTANT NOTE\*\***

Work teams that have just finished playing and are scheduled to work the next match on their court should check in with the referee before leaving the court to get water, food, etc. so the referee knows they will be ready to go on time!

**Abandoned Work Assignment Penalties**

If a work team abandons their responsibility for a scheduled work assignment entirely, the club

will be fined **\$250 for each team that abandons their assignment**, as well as a **Club Director fine of \$500**.

Teams **are permitted to find a replacement work team** to cover their assignment. If a replacement work team has been found, the coach from the scheduled work team and the coach from the replacement work team, must let the tournament director know **IN PERSON and get Tournament Director approval** before the originally scheduled team is released from their assignment.

**\*\*Teams that are playing OR working after challenge or crossover matches\*\***

**Coaches and teams must be aware that their next assignment will populate in the AES schedule shortly after the deciding match concludes.** Teams will have 5 minutes to report to their next court after the assignment has been posted.

Coaches must continue to check for their next assignment and should direct their team not to leave the court area while waiting for results.

### **Protesting Policies and Procedure**

The rostered head coach along with the designated court captain are the only two individuals that may protest. If anyone other than the rostered head coach and/or the designated court captain protests, there will be a penalty, the protest will be dismissed, and play will resume.

Protests may **ONLY** be made for rule violations, not judgment calls (*i.e., a ball handling error*).

*\*Reminder that uniforms are not protestable and will be immediately dismissed\**

Refusal to play, at any time, will result in the head coach receiving a yellow card, a red card, then a forfeit.

Below is the step-by-step process to protesting that **ALL PROTESTS MUST FOLLOW**.

If any part of this process is missed or not followed, the protest will be dismissed, and play will restart.

- 1) Coach calls the court captain to their bench to tell their court captain what they want to protest and sends the court captain to the head referee stand.
- 2) If the protest request is legitimate, the head referee will send players who are on the court to their benches, dismount the referee stand, and call the Chief Referee to the court.

- 3) The Chief Referee of the event, along with the Event Protest Committee, will go to the court to consult with the court referee, and the head coach and court captain of the protesting team ONLY and will determine the outcome.

### **Inclement Weather Policy**

In the event of an impending inclement weather, the Event Operator will be in communication of any changes to the event the week leading up to the event.

If weather for the second or third day of the event is the issue, the Event Operator will make a determination by 5:00 AM the morning of. Communication will be sent via email to club directors and head coaches via AES.

Decisions are based on weather reports, radar, expected duration, accumulation, and intensity of the storm. Considerations are made for driving conditions during commute times to and from the event, travel distance for teams, and overall safety of everyone in attendance.