



PACIFIC NW
P O W E R S E R I E S

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UNDER ARMOUR

Pacific NW Power Series Event Policies

2025 PNWPS Event List

- [2025 MLK Seattle Kickoff - January 18-20, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/events/37302>
- [2025 MLK Oregon Kickoff - January 18-20, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/events/37303>
- [2025 Presidents' Day Seattle - February 15-17, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/37307>
- [2025 Prez Day Pacific Showdown - February 15-17, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/37308>
- [2025 March Mania - March 22-24, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/37309>
- [2025 PNW Championship - April 5-6, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/37310>
- [2025 Willamette Volleyball Classic - May 10-11, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/37311>
- [2025 Emerald City Classic Invitational - May 24-26, 2025](#)
 - AES Registration - <https://www.advancedeventsystems.com/39668>

Event Registration

Team Registration

All tournament registration opens on AES no later than July 1st for the following season and will remain open until 14 days prior to the start of the tournament, or until the event is full.

Divisions & Age Groups

Each event will publish the divisions and levels on AES, on the tournament website, and in the tournament manual. Each event will offer its own unique set of age divisions and levels. Please make note of the discrepancies regarding the Power League and Regional Divisions.

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

Teams must fulfill two requirements to participate in a Pacific NW Power Series event:

- Register the team(s) in AES.
- Pay the entry fee in full by the deadline found when registering on AES.

In order to be accepted into a 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 the division size. In the meantime, teams can be placed on the waitlist for that division or choose a different division.

Team Withdrawals

Withdrawal requests must be emailed to PNWPS Director at pnwps@threestep.com with the event name, team name(s) you wish to withdraw, and reasoning for removing the team.

Refund Policy

Teams that withdraw from an event in the timeframe provided via the event info page on AES have the option to receive a refund via check or keep their entry fee(s) refund on file as credit. Credit can be applied to an entry fee at any 3Step event. See more details in the refund policy on the event information page on AES.

If a club opts to receive a refund via check it will be issued after the event has taken place, but no later than the end of the season.

Credit Policy

Teams that withdraw have the option to save their team registration fee as a credit. Credits can be used across any Top Court Event Series and will be automatically applied to the next season's registrations, should a club have any credit after the current season ends.

IF CREDITS ARE NOT USED IN FULL BY THE DEADLINE, THEY WILL NO LONGER BE ELIGIBLE FOR USE AS A CREDIT OR REFUND.

For questions about a credit or refund, or to withdraw a team, reach out to the PNWPS Director at pnwps@threestep.com.

Pre-Event Information

Online Team Check In:

We will be utilizing AES Online Team Check-In for this event.

ALL Teams must check their teams online:

- Online Team Check-in opens the Wednesday before the event at 12pm PST, closes Friday before the event at 11pm PST.
- Any club/team that is not checked in prior to the deadline may be dropped from the event.
- Club Directors will be responsible for checking in on AES and are the only people that can check teams in online.

Once logged into AES:

- Locate your teams attending this event.
- Click the "CHECK-IN" button
- A pop-up window will appear with the team information, edit roster button, and a place to enter your name and contact number
- Click on the link that says "Click here to verify and save your roster"
- To complete the online check-in, you will need to type your name and phone number in to "sign" the roster like you would if checking in onsite
- Once the roster is verified and "signed," click submit
- Repeat the above steps until ALL ACCEPTED TEAMS ARE CHECKED INTO THE EVENT

****Reminder that a team can only be checked in ONCE**

After each team is checked in, a notification email will be sent to the club director.

Rosters

Roster deadline is the Wednesday before the event at 8:00pm PST . All rosters will be subject to 4 primary coaches and a maximum of 15 athletes per team.

*Please note that you can adjust your rosters after they have been entered (by the Friday before the event at 8pm PST.

**ALL Roster changes must be made prior to a team's first match on Day 1 of the event.

****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 11s, 12s, and 13's regional or challenge league divisions only. No boys will be allowed to play on teams in other divisions. There are no playing restrictions for boys playing in the 11s, 12s, 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.

Player and Coach Badge Pick-Up

Tournament badges/wristbands are required for all athletes and coaches respectively, to enter the venues throughout the tournament. Coaches may pick up their badges & wristbands Friday night before the event, the location to be disclosed before the event. They may also be picked up Saturday before their wave starts at their respective venue unless otherwise specified in email communications PNWPS Staff.

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.

ENTRANCE DETAILS

7:00 AM for PLAYERS and COACHES

7:15 AM for all SPECTATORS

Coaches, Players, and Officials will have designated entrance areas in the lobby to help them get to their courts quickly prior to match play.

Coaches will need to show their wristbands and players will need their bag tags to enter the event each day.

If players do not have their bag tag credentials, they will be allowed through to avoid gathering in the lobby and hallways waiting for their bag tags only if they are wearing their jerseys or team warm-ups in order to be easily identified as an athlete and enter the building.

Coaches will need wristbands & bag tag credentials to enter.

Spectator Specific Information

Pre-Sale Tickets are available at the Top Court website for the specific event.

Please navigate from the main site listed below:

<https://topcourtevents.com/pnwps/>

All spectators will be required to present a QR code that will be scanned upon entry:

- Once tickets are scanned, spectators will receive a wristband that must be worn throughout the day/weekend.
- Security will be checking for wristbands upon entry.
- Children under the age of 10 are free.
- Tickets that have been scanned onsite are not eligible for refunds. Refunds **MUST** be requested within 30 days of purchase. Refund requests after 30 days are not eligible for a refund.
- All spectators will agree to the spectator code of conduct when purchasing a ticket.

Please send any ticket refund requests to info@topcourtevents.com.

Parking

Will vary based on location. Please keep an eye out for informational emails before each event that will provide additional information regarding the parking at our specific event and facility.

Spectator Code of Conduct

All Top Court Events and Pacific NW Power Series 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 weapons, smoking, drugs, food/drink consumption, littering, and parking procedures.

Tournament Procedures

Tournament Play Information

Tournament/Play Information: All matches will be either:

- Best of three (3) sets to 25 with a deciding set to 15 (no cap), OR
- Three (3) sets to 25 (no cap)

Please pay attention to pool description on AES for clarification within each pool/division. Formats are subject to change at any time due to team drops. Please be vigilant in checking your schedules as the tournament gets closer AND during the event days.

The schedule will be live on the Monday before the event. Please also pay special attention to your pool/bracket to ensure an officiating assignment is not missed.

Auto Threes:

In the event that a team is unable to participate after the schedule has been published or in the event that a division does not have a number of teams registered to be divisible by four, teams will automatically be placed in a 3-team pool.

Pending Re-seeds:

In the event that there are odd numbers in a division, a re-seed may occur. This would seed 3rd place pool finishers into the top half of the division. Pending re-seeds work as follows:

- Once all pools in that division are complete; all third-place teams will be seeded out.
- Match, set and points will rank them
- The two highest will move to the top ½ and the bottom third place seeds will go to the bottom ½

Tie-Breaking Procedure

No tie-breaker matches or sets will be played.

If a tie breaking coin flip needs to occur, there will be a time limit of fifteen (15) minutes for the coaches (or a rostered representative of the club) to report to the Tournament Desk for tie-breaking procedures. Once the fifteen (15) minute window has passed, any team without a representative will lose the coin flip and be seeded accordingly.

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:

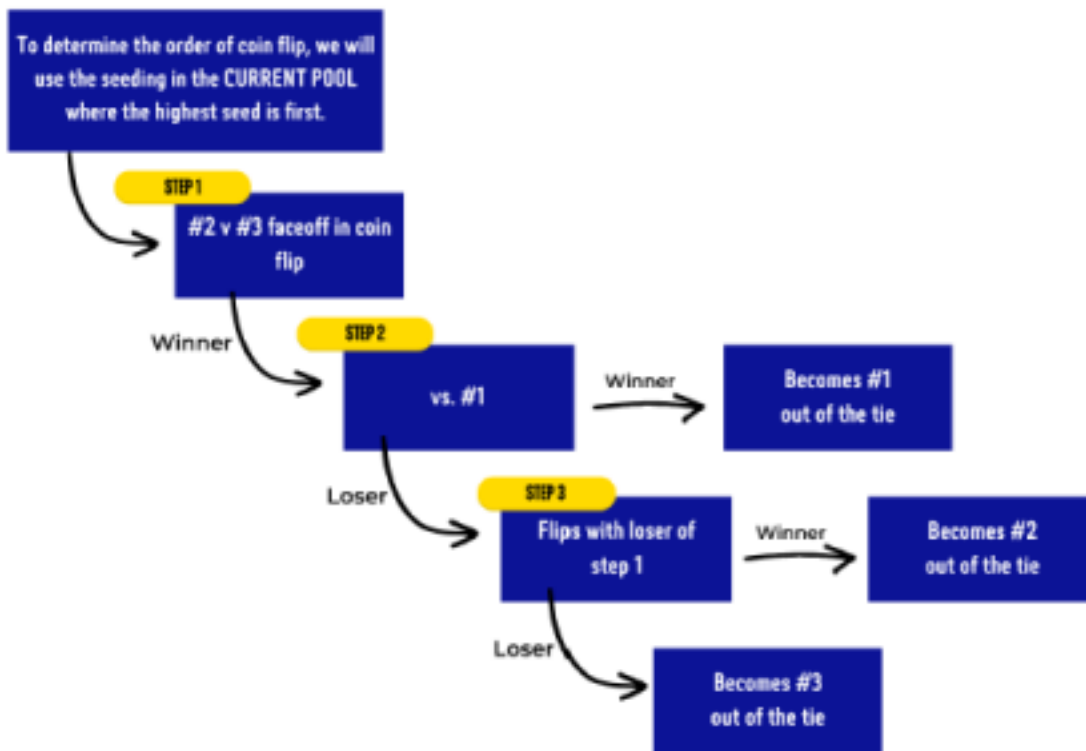
1. Set Percentage (%)

a. Teams are placed in final finish order by highest to lowest set percentage. The team with the highest set percentage will be ranked 1st out of the tie, 2nd highest set percentage will be ranked 2nd out of the tie, and the final team will take the last place in the tie. If two or more teams are still tied after the set percentage order is determined, we will continue through the three-way tie rules and move onto Point Percentage.

2. Point Percentage (%)

a. Teams that are still tied after set percentage, are placed in order of highest to lowest point percentage over the entire pool to determine final finish. If these same teams are still tied after set percentage and point percentage, then the tie will be broken with a coin flip sequence. To determine the order of coin flip, we will use the seeding in the CURRENT POOL where the highest seed is first. Please see the flow of the coin flip sequence:

If these same teams are still tied after set percentage and point percentage, then the tie will be broken with a coin flip sequence. To determine the order of coin flip, we will use the seeding in the CURRENT POOL where the highest seed is first. If one or more of the tied teams are missing from the coin flip procedure, the missing team will be considered a forfeit and the team that is represented on-site will take the higher seed. If NO TEAMS ARE PRESENT for the coin flip procedures, we will use the CURRENT POOL seeding to determine pool finish.



Officials

A first official (R1) will be provided for each match.

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.

Each person who will function during the season as a second referee, scorer, assistant scorer, or line judge must have completed the online training for each function that they will be performing during the season. It is also required that one of the team members must be a rostered adult performing one of the functions at the score table.

- For 11U to 14U divisions: a rostered adult must be the R2.
- For 15U to 18U divisions, athletes may be the R2.

****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!

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 set.

Another 3 minutes will be given for the missing team to show up for the now second set. **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 Notes****

- '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.)

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 protest-able and will be immediately dismissed **5.1.2.1 - Judgment decisions are not subject to protest. A protest related to a judgment decision may result in a penalty (red card) being assessed to the coach.**

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 Head Referee to the court.
3. The Head 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.

All protests will be handled by the Protest Committee and their decision is binding. A Protest Committee will consist of any two of the following:

- Tournament Director, Assistant Tournament Director, Site Director, Head Official, Highest rated available official or a non-involved Club Director

If a team refuses to play after being summoned to do so, it is declared in default and forfeits the match with the result 0-3 for the match and 0-25 for each set.

A FORFEIT OF SETS OR MATCHES CAN OCCUR FOR REASONS SUCH AS:

- Team declared in default for:
 - Refusal to play
 - Not appearing on playing court on time.
 - Team declared INCOMPLETE for the set or match.
 - Team does not have six players to begin a match.

Warm-Up Protocols

For the first match of the day, the warm-up protocol will be 5-4-4 (minutes).

For all other matches in the day, the warm-up protocol will be 2-4-4 (minutes).

Libero Rules

Up to two Liberos may be designated on the line-up sheet at the start of the match. If zero or one Libero is designated on the line-up sheet, the coach may select a different Libero for subsequent sets but may not have two Liberos. If two Liberos are designated on the line-up sheet for Set 1, those are the only two Liberos who may play for that team for the match.

TEAMS WITH ONE LIBERO- If this Libero becomes unable to play: The coach or captain may re designate, as Libero, any other player (replacement player excepted) not on the court at the moment of the re-designation.

TEAMS WITH TWO LIBEROS - Where a team has registered on the score sheet two Liberos, but one becomes unable to play the team has the right to play with only one Libero. No re designation will be allowed, however, unless the remaining Libero is unable to continue playing for the match.

Additional Rules

All divisions will have the following rule implantations for the 2024-25 season in an effort to further promote more opportunities for athletes to play:

1. Double Contact Rule (NCAA 2024) - Players can contact the ball more than once with any part of the body in a single attempt on a team's second contact when the ball is played to a teammate. However, if the ball is played over the net in this type of scenario, it would be ruled a fault, and the team would lose the point."

Awards

Awards will be given to the following:

Gold Bracket – First and Second place

Silver or Bronze Bracket/Pools – First Place only

Consolation or Flight (if necessary) – No awards

Teams will be provided an award slip after the conclusion of the final match in their given bracket/pool by their officials to then take to the awards area outlined on the slip. If you think your teams should receive an award slip after a match, please double check with the official and then the tournament desk.

Athletic Trainers/EMS

Athletics trainers and EMS will be present onsite. Athletic trainers will be available for preventative taping, injury response and treatment, and post-play treatment (ice/wrapping).

It is encouraged that athletes bring their own athletic tape.