



SUN COUNTRY VOLLEYBALL
(SURVA)
TOURNAMENT HANDBOOK

Effective 7/1/2023

Revised 5/2023

Edited 12/2023

IMPORTANT SURVA DEFINITIONS

“SURVA” IS AN ACRONYM USED TO DENOTE THE SUN COUNTRY REGION VOLLEYBALL ASSOCIATION, A REGION OF USA VOLLEYBALL

Tournament Coordinator: a hired independent contractor of the SURVA Board of Directors. The coordinator is responsible for the endorsing/approving and scheduling of all tournaments within the SURVA Region. The coordinator is responsible for the oversight of only the SURVA One-Day and Championship Tournaments, not the Non-Qualifier Tournaments or the Inter-Regional Tournaments.

Tournament Director: an individual who, being a member of USAV and the SURVA Region, is approved to host a tournament.

Site Director: a non-participating individual located at each separate location whose sole responsibility is to keep the tournament on schedule, accurately record and seed the brackets according to SURVA Tournament Tie-Breaking Procedures. The Site Director can serve on the Protest Committee but has no power to alter pools/brackets or change team responsibilities. All site directors for junior tournaments must be a member of USAV with a current background screen.

“SURVA Facilitated Tournament” is a Region facilitated tournament and meets standard USAV and SURVA guidelines. These tournaments are fully run by SURVA in cooperation with the host. Meaning SURVA does entry collection, seeding and assigning of officials. Entry into a SURVA facilitated tournament is possible only through the SURVA website. These tournaments do not meet the minimum requirement for participation in the SURVA Region Championships or SURVA National Bid Tournament.

“Inter-Regional Tournament” is an endorsed/approved one day or multi-day tournament which is wholly organized by the Tournament Director under standard USAV and SURVA guidelines. Entry into an Inter-Regional Tournament is possible only through the Tournament Director. These tournaments do not meet the minimum requirement for participation in the SURVA Region Championships or SURVA National Bid Tournament. This type of tournament pays the Region Tournament Sanction Fee and must follow Region required membership and tournament procedures.

“SURVA Region Preliminary Tournament” refers to a series of SURVA tournaments that is open to all teams but has an attendance requirement for teams wishing to play in the SURVA Region Championships **and/or the SURVA National Bid Tournament. These tournament results set the seedings for the SURVA Region Championships and the SURVA National Bid Tournament.**

“SURVA National Bid Tournament” The SURVA National Bid Tournament will consist of teams that have qualified through region required competition in the SURVA Region Preliminaries. SURVA’s automatic bids to **USAV** Nationals are awarded at this tournament. Teams seeking

SURVA automatic bids to Nationals must meet all current USAV and SURVA entrance requirements at least two weeks before the tournament.

Seeding of the SURVA National Bid Tournament will come from the results of all “SURVA Region Preliminaries”.

“The SURVA Region Championships” is the name of the end of season tournament that crowns the official Region Champions in their various age groups. It is a celebration of the season and allows all qualified teams to compete against their own age group.

Seeding of the SURVA Region Championships will come from the results of all “SURVA Region Preliminaries & SURVA National Bid Tournament”.

“Area” refers to a metropolitan area within the SURVA Region and corresponding 100-mile radius. The five metropolitan areas of SURVA are:

Albuquerque | Amarillo | El Paso | Lubbock | Permian Basin

"Out of Area" refers to participation requirement(s) for the SURVA Bid Championships. To qualify a tournament as out of area the team's club address must be outside the Qualifying tournament's "Area" as defined in the Tournament Handbook.

“Team Rosters” are those rosters printed through the USAV Member Management (SportEngine HQ) registration system. Team rosters, showing all players and coaches scheduled to participate on that team in that tournament are required for all SURVA approved tournaments. Teams will forfeit all scheduled matches until a hard copy SportsEngine HQ team roster is provided to the Site Director. Teams must produce a hard copy SportsEngine HQ roster for each match during play. All participants must have a current photo on their team roster.

“Spectator” is any person not actively involved in a match. May include club personnel such as coaches or players not currently playing or performing officiating duties.

“Endorsement Fee” refers to the amount charged tournaments per team for acceptance of Region approval. It is charged to all tournaments regardless of format.

Admission Fee: the amount charged for spectator entry to SURVA approved tournaments.

(Updated) TOURNAMENT FACILITY REQUIREMENTS

NET: USAV 2.2 The **net** is 1 m (39”) wide and 9.50 to 10 m (31’6”-33’) long (with 25 to 50 cm [10”-19 1/2”] on each side of the side bands), made of 10 cm (4”) square black mesh. For USA Volleyball competition, the horizontal band may be 5 to 7 cm (2 to 2 3/4”) wide, made of two-fold white canvas, and sewn along the full length of the net.

USAV 2.4 An **antenna** is a flexible rod, 1.80 m (5’11”) long and 10 mm (3/8”) in diameter, made of fiberglass or similar material. An antenna is fastened at the outer edge of each side band. The antennae are placed on opposite sides of the net. The top 80 cm (32”) of each antenna extends above the net and is marked with 10 cm (4”) stripes of contrasting color, preferably red and

white. The antennae are considered as part of the net and laterally delimit the crossing space. The antennas must be free from sharp edges and the bottom should be covered in either athletic tape or foam padding.

POSTS: USAV 2.5 The posts supporting the net are placed at a distance of 0.50-1.00 m (20"-39") outside the sidelines. They are 2.55 m (8'4") high and preferably adjustable. The posts are to be rounded and smooth, fixed to the ground without wires. There shall be no dangerous or obstructing devices.

USAV 2.5 In addition to the systems described, ceiling mounted net systems are allowed.

USAV 2.6 If the posts are secured by barrels or other supporting apparatus, there must be some means of clearly identifying the barrels or supporting apparatus. All other dangerous or obstructing devices must be eliminated. Metal cables, tensioning devices and other exposed wires may need to be covered if the referees determine these items may cause injury to players. b. All wires that support posts from the floor will be eliminated, or if that is not possible, then all exposed wires must be padded with at least 1.25 cm (1/2") thick, resilient, shock-absorbing material throughout the entire length. The padding must be clearly recognizable. c. Posts shall be padded from the floor to a minimum height of 1.7 m (5'6") with at least 1.25 cm (1/2") thick, resilient, shock-absorbing material throughout the entire length. The padding must be clearly recognizable.

REFEREE STAND: USAV 2.6 states the referee stand should be adjustable to allow the referee's eye position to be approximately 50 cm (19") above the top of the net. It should be constructed so that it presents the least potential hazard for participants. Step ladders, jump boxes and other devices not specifically designed as referee stands shall not be used. The front and sides of the referee's stand must be padded in the same manner as the posts from the floor to a height of 1.7 m (5'6").

PLAYING SURFACE: USAV 1.1 The surface must be flat, horizontal and uniform. It must not present any danger of injury to the players. It is forbidden to play on rough or slippery surfaces. The playing court is a rectangle measuring 18 x 9 m (59' x 29'6") surrounded by a **free zone**, which may be a minimum of 2 m (6'6 3/4"). It is not required that the free zone be symmetrical. All lines are 5 cm (2") wide. Lines must contrast with the color of the floor. **Boundary lines** are two sidelines and two end lines that mark the playing court. Both sidelines and end lines are drawn inside the dimensions of the playing court. The **center line** divides the playing court into two equal courts measuring 9 x 9 m (29'6" x 29'6") each; however, the entire width of the line is considered to belong to both courts equally. This line extends beneath the net from sideline to sideline. On each court, an **attack line** (USAV 1.3), whose rear edge is drawn 3 m (9'10") back from the axis of the center line, marks the front zone. Only use approved USAV floor tape when marking lines. Non approved tape can destroy or mar the court surface. The **service zone** (USAV 1.4) extends to the end of the free zone and shall have a minimum depth of 2m (6' 6 3/4"). If this zone is less than 2m, a line shall be marked on the court to provide the minimum depth. After the service, the line is ignored and becomes part of the court.

****Use of an illegal court without waiver will subject the host to a sanction fee from \$50 per team on that court to non-reimbursement per team on that court.**

BALL: USAV 3.1 & 3.2 The USAV approved ball shall be spherical, made of a flexible leather or synthetic leather case with a bladder inside, made of rubber or a similar material. Its inside pressure shall be 0.30 to 0.325 kg/cm² (4.26 to 4.61 psi) All balls used in an age group or division must have the same standards regarding circumference, weight, pressure, type, color, make, model, etc.

SCORER TABLE: The scorer's table must be at least 6 feet outside the court if space permits and at the centerline of the court opposite of the referee and be able to seat the scorer, the flipper and the libero tracker.

CHANGE OF COURTS POLICY:

USAV 18.2.1: The default protocol is for each team to remain on their respective side of the court throughout the match, including the deciding set.

EXCEPTIONS:

18.2.1.1 A National rated official, the Officials Chair or Head Official determines there is a clear disadvantage on only one side of the court.

18.2.1.1.1 In the case of a clear disadvantage, the decision to change courts will remain in effect for the duration of the tournament to ensure fairness to all teams competing on that court.

18.2.1.2 A National rated official, Official's Chair or Head Official may determine that a change of courts will take place between sets and during a deciding set for all matches.

USAV 18.2.2: If the teams will change courts during the deciding set-in accordance with USAV 18.2.1.1 or USAV 18.2.1.2, the change of courts takes place when the leading team reaches 8 points.

*In all exceptions, the National rated official, Official's Chair or Head Official are encouraged to solicit input from the Tournament Director, Site Director and/or officials & coaches.

Rationale: Things that may dictate changing courts are overhead obstructions, lighting and lack of legal playing and serving area. Officials are more trained in the recognition of court regulations and requirements and can better determine if a court is "unfair" to one side. Once a court is placed in "change of court" status for a tournament, the designating official can submit the court to Officials leadership for inspection and future court status. Officials' leadership will assign local National rated officials for inspection and input.

Any variation from these requirements must have an approved waiver.

PARTICIPANTS

All participants of SURVA and USAV tournaments must be properly registered with USAV and are subject to the SURVA Code of Conduct, SURVA Coaches Code of Ethics and the USAV Code of Conduct.

PLAYERS: All players must have a current registered membership with USAV.

Once a player accepts a club's placement offer after September 1st, that player is exempt from recruiting. The player may "opt out" of club commitment until November 15th. After November 15th the player becomes "committed" to the club and may only transfer by the following:

- 1. With approval of both club directors & FINAL APPROVAL BY REGION STAFF BASED ON THE REGION'S BEST INTEREST.**
- 2. A PLAYER MAY REQUEST A TRANSFER WITHOUT CLUB APPROVAL UPON COMPLETION OF THE CONTRACTUAL FINANCIAL OBLIGATION AS DETERMINED BY THE REGION.**

Only one transfer will be allowed per season.

THERE ARE NO RELEASES GRANTED DURING THE SEASON!

AGE WAIVERS: THERE WILL BE NO AGE WAIVERS FOR PLAYERS GRANTED FOR THE CURRENT SEASON.

TEAM CODE AND AGE DESIGNATION WILL BE REFLECTIVE OF THE AGE OF THE OLDEST PLAYER.

Team name must include the Club name and team age.

BOYS PARTICIPATION: IN ORDER TO PROMOTE BOYS' PARTICIPATION, B14 & YOUNGER BOYS MAY BE WAIVERED TO THE APPROPRIATE AGE OR OLDER GIRL'S TEAM ROSTERS. Boys on girl's teams and boy's teams may participate in girl's divisions until USAV age definition of 14 and under in junior girl's tournaments within the Region excluding any National Qualifying event such as the Region Bid Tournament OR NATIONAL QUALIFIERS.

For all SURVA Region tournaments or leagues: Players are restricted to only one team roster per weekend. They may be placed on another team roster on the same weekend ONLY IF ALL the following requirements/conditions are met:

1. With approved waiver from Registrar or Commissioner.
2. Proof of Team Hardship Examples: Player injury or lack of players
3. Their previous team of the same weekend is not playing that day.

This policy allows a team to play in two one day tournaments or in a tournament with different divisions held on separate days but not the player without a waiver granted by the Region. The team or player may not play in different divisions/age groups on the same day.

COACHES: All coaches of junior teams must be IMPACT and SAFE SPORT certified. All adult coaches (18 yrs of age AND OLDER) must have a current USAV background screen. All teams must have an adult head coach on the roster. All non-player members must have their photo uploaded and printed on the team roster while performing duties at tournaments-

- Junior Coaches may only be an assistant coach. The junior coach must be chaperoned by an IMPACT certified and properly background-screened rostered adult.

- Foreign Guest Coaches on USAV junior teams may only be assistant coaches. The foreign guest coach of a junior team must always be chaperoned by an IMPACT certified and properly background screened rostered adult.

OFFICIALS: All SURVA officials must have a current USAV membership within the Region with SAFE SPORT certification and current USAV background screen.

TEAMS: All teams participating in SURVA endorsed tournaments are required to be proficient at officiating & scoring, follow the codes of conduct and have proper participant documentation.

Team REQUIREMENTS:

- **It is the responsibility of the club and the Head Coach to provide instruction and clinics to ensure the team is capable in the performance of their officiating duties. The Region will provide an online clinic to help the club with preparation.**
- **For SURVA approval to play outside the Region, at least 6 players and all coaches must have completed the online clinic with certification shown on the MMS team roster.**
- A team coach must attend team check-in (whichever the tournament uses) whether they are involved in the first match or not. Failure to show up for the coaches meeting or miss the team check-in deadline is loss of first set.
- Have multiple current (meaning printed that week) SportsEngine HQ team rosters available at each tournament. These rosters are for check in, whichever is applicable. One to be provided to the Site Director for verification of membership and others for use at the score table of each match for participant verification.
- All participants, coaches and players, must have a current photo on their SportsEngine HQ team roster.
- Whenever possible, the first referee of all matches of the tournament is SURVA certified officials. However, participating teams must have qualified and proficient officials to serve as the second referee, scorer, assistant scorer and line judges by their first tournament.
- TEAM Protocols: During SURVA Region tournament competition, teams must pick up their trash and other discarded items around their team bench at the conclusion of each match. Any team failing to clean up their bench upon completion of a match, will receive a 5-point penalty at the start of their next match.
- All teams scheduled to officiate must be courtside and ready to do so. (Remove) **Coaches, parents & club directors should be proactive throughout the tournament to ensure their officiating crew knows the officiating schedule, is on time and come prepared.**
 1. Teams, which leave or “no show” without fulfilling their officiating assignments, shall be reported by the official to the SURVA Officials Chair. These teams will be sanctioned and fined by the SURVA.
 2. The penalty for arriving late for an officiating assignment is, starting at second warm-up, a point a minute up to 25 points.

3. A team will not rely, ask nor expect the site director or lead official to find a replacement for their officiating assignment. They may seek their own replacement but shall not expect a “local” team to help.
- **A qualified rostered adult OR "TAGGED as R2" junior player must serve as R2 for all bracket matches in SURVA Region Preliminaries, the SURVA National Bid Tournament and the SURVA Region Championships. At all other tournaments a qualified rostered adult OR "TAGGED as R2" MUST serve as R2 for all GOLD final matches.** The team must know when they play and officiate. Assign some team parents or coach to read the brackets for the team and do not listen to a disinterested third party such as a site director. Misreading or misinformation may cause the team to forfeit a match and/or face sanction. It is important that team members contact the site director or tournament director when they notice something wrong with the tournament setup or a problem with the brackets.
 - All players and coaches with proof of membership are to be given free admittance to tournaments. All others at the discretion of the tournament host.
 - SURVA has filed a RULE MODIFICATION to allow an incomplete team to play. A team is considered "incomplete" & unable to play when the USAV minimum of 6 eligible players are not available to play. However, in SURVA sanctioned tournaments, an incomplete team of at least 5 eligible players will be allowed to play but with the following: The incomplete team will not be allowed to win the set/match. A team that plays in an “incomplete” status will default the entire match, even if a minimum of 6 eligible players finishes the set/match.

PARTICIPATION WAIVERS

- Boys on girl’s teams and boy’s teams may participate in girl’s divisions until USAV age definition of 14 and under in junior girl’s tournaments within the Region excluding any National Qualifying event such as the **SURVA NATIONAL Bid TOURNAMENT. Regarding boys**, the Region reserves the right to allow waivers or deny participation in the interest of safety.
- There will be no waivers, team or age or gender, granted for play at **THE SURVA NATIONAL BID TOURNAMENT.**
- Transgender athletes must declare at time of membership purchase or renewal and must follow USAV protocol.
- Because the Region plays a division format at most tourneys no team waivers will be awarded for play within the Region until a team shows they cannot compete in the required division(s).

PLAYER WEEKEND PARTICIPATION POLICY

For all SURVA Region tournaments or leagues: Players are restricted to only one team roster per weekend. They may be placed on another team roster on the same weekend ONLY IF ALL the following requirements/conditions are met:

1. With waiver from Registrar or Commissioner.
2. Proof of Team Hardship Examples: Player injury or lack of players
3. Their previous team of the same weekend is not playing that day.

This policy allows a team to play in two one day tournaments or in a tournament with different divisions held on separate days but not the player without a waiver granted by the Region. The team may not play in different divisions/age groups on the same day. Without the waiver, the team has used an illegal player and must forfeit all matches in which that team competed with the illegal player.

TOURNAMENT ENDORSEMENT PROCESS

The SURVA Board of Directors is always looking for safe, well-maintained gyms in which approved tournaments are to be conducted. The purpose of endorsing these tournaments is to benefit the members of the Sun Country Region in some manner and to further the purpose for which the region has been organized: namely, the promotion of the sport of volleyball.

Tournament Scheduling

The period to request tournament dates begins immediately after the previous **SURVA** Region Championships and ending at a deadline set by the SURVA Board of Directors. All requests must be in writing using the Tournament Endorsement Request Form to the SURVA Tournament Coordinator.

Approval of tournaments will be done by the SURVA Board of Directors at the Tournament Endorsement meeting. **After the Endorsement meeting, potential hosts may request to fill open dates. Requests may be granted by Staff with consideration of the any adverse effect on already approved tournaments, officials' availability and the best interest of Sun Country Volleyball.**

Number of Tournaments Held by One Host

The number of tournaments held by one host will be limited. The SURVA Tournament Coordinator may approve hosts for more than one tournament per month, if there is a shortage of hosts, with the approval of the SURVA Commissioner **OR TOURNAMENT COORDINATOR**. After January 1, a tournament will be approved only if there is sufficient time to advertise the tournament on a Region-Wide basis.

Hosting of SURVA Preliminary Tournaments and THE SURVA Region Championships

The SURVA Board of Directors may **approve** a club to co-host SURVA Preliminary Tournaments and sets the criteria for application. Any club wishing to apply to co-host a SURVA Preliminary Tournaments must:

- Have a minimum of 4 teams (50 members) from the previous season and current season to ensure enough available manpower needed to properly run the tourney.
- Must follow all Region tournament administration requirements.
- Should have a previous history with running SURVA Tournaments successfully.

Notification of Approval/Rejection

The SURVA Tournament Coordinator will notify the Tournament Director of the approval or rejection of the endorsement request within one week of the SURVA BOD Endorsement meeting. If approved, the tournament will be posted on the SURVA website under the tournament schedule. The Tournament Coordinator will then email a copy of the Approved Tournament List to the Club Directors. The list will be posted on the SURVA website.

An Approval to conduct a tournament is strictly for the classification(s) and division(s) for which it is issued and covers the conditions outlined in the application and the approval. The Region may allow two tournaments of the same classification during the same weekend so long as they are far enough apart within the Region.

Once a Tournament has been approved and placed on the schedule, there will be no changes to the tournament without the approval of the Tournament Coordinator and/or the Commissioner.

Tournament Endorsement Fee

All tournaments are charged a Tournament Endorsement Fee per team regardless of format. The fee ensures that the Tournament host is protected by region policies regarding member conduct and host and facility liability while the members are assured the tournament host has been approved by the Region and will follow required participation and competition guidelines.

TOURNAMENT WAIVERS & EXCEPTIONS

Tournament Directors anticipating any deviation from the Tournament Guidelines must file a request for waiver. The Tournament Director may request waivers or exceptions to normal SURVA Tournament Guidelines up to two weeks before the tournament. Requests for waivers must be made to the SURVA Commissioner and approved by the Eligibility Committee OR IN CASE OF SHORT NOTICE MAY BE APPROVED BY THE TOURNAMENT COORDINATOR AND/OR THE COMMISSIONER.

Endorsement/Approval Request Forms

If you are interested in hosting a tournament, a Tournament Endorsement Request Form may be obtained online at www.suncountryvb.org or from the SURVA Tournament Coordinator. This form must be completed and mailed back or emailed to the Tournament Coordinator providing complete details regarding facilities, location, format and classification of teams.

Insurance

All gyms used for the tournaments must be approved/endorsed by SURVA and insured by USAV. There are instructions and a facilities insurance certification application form on the SURVA website.

SURVA PRELIMINARY TOURNAMENTS

SURVA holds preliminary events, called SURVA Region Preliminary Tournaments, to “qualify” teams for playing in the SURVA National Bid Tournament and/or the SURVA Region Championships. These preliminary tournaments are seeded and run with complete Region oversight & without outside influence. This allows for:

- Uniform format and officiating
- Oversight of legal courts & better facilities
- More cross play for better seeding and ranking
- Teams to play different & better competition.

Region Preliminary Tournaments do not award Region Bids nor are they Championships. The tournaments are events that work towards qualifying a team to compete in the SURVA National Bid Tournament and/or the SURVA Region Championships.

These tournaments are open to all teams regardless of intent to compete in any bid or championship. Teams outside the Sun Country Region are also welcome to compete.

SURVA NATIONAL BID TOURNAMENT

SURVA NATIONAL BID TOURNAMENT: This tournament is played to award the Sun Country Region bids to USAV Girls Nationals. This tournament is only for teams committed to earning a Region Bid & competing at the USAV Girls National Championships. Teams in the SURVA National Bid Tournament MUST:

- Compete in at least two SURVA Preliminary Tournaments with one being “out of area”. Teams must complete this requirement prior to competing at this tournament. *To qualify a tournament as out of area for a team, the team's club address must be outside the Qualifying tournament's "Area"-as defined in the Tournament Handbook.
- Meet all USAV and SURVA team & player requirements.
- **SIGN THE BID ACCEPTANCE FORM PRIOR TO COMPETING IN THIS TOURNAMENT**
- **ACCEPT A BID IF EARNED AT THIS TOURNAMENT**

Any team earning a Region bid at the SURVA National Bid Tournament qualifies to compete at the USAV Junior National Championships. **Failure to accept a bid earned at this tournament and compete at USAV Girls Nationals will result in severe sanctions as detailed on the signed Bid Acceptance Form.**

DURING COMPETITION, ALL USAV RULES AND REQUIREMENTS MUST BE FOLLOWED INCLUDING UNIFORM REGULATIONS AND PARTICIPANT REQUIREMENTS. NO REGION RULE MODIFICATIONS ARE ALLOWED.

SURVA offers a financial award upon earning a bid to the USAV Girls’ National tournament. The financial award for earning a bid to Nationals will be awarded upon participating in the SURVA Championships.

THERE WILL BE NO GENDER, AGE OR TEAM WAIVERS ALLOWED IN THE SURVA NATIONAL BID TOURNAMENT.

SURVA REGION CHAMPIONSHIPS

SURVA holds REGION CHAMPIONSHIPS for age groups 11-18 each year. **Winners of each age group competition will be designated as the official SUN COUNTRY REGION CHAMPIONS.** Teams are qualified for the Region Championships through required attendance at the **SURVA Region Qualifiers** as stated below.

Teams wishing to compete for the Region Championships **MUST**:

- **Participate in at least two SURVA Preliminary Tournaments with at least one being "out of area". This requirement must be completed prior to competing at the SURVA Region Championship tournament.** *To qualify a tournament as out of area for a team, the team's club address must be outside the Qualifying tournament's "Area"-as defined in the Tournament Handbook.
- **Meet all USAV and SURVA TEAM AND PLAYER requirements.**

ALL REGION RULE MODIFICATIONS AND POLICIES WILL REMAIN IN EFFECT FOR THE SURVA REGION CHAMPIONSHIPS.

Tournament Entry and Deadline

Payment/registration for the Region Preliminary Tournaments, the Bid Tournament and Championships will be through AES. The deadline for receipt of entries is Friday two weeks prior to the tournament.

SURVA TOURNAMENT ENTRY INFORMATION

Information (date, location, entry fee, etc.) pertaining to SURVA Tournaments is available on the SURVA website. Questions about them should be directed to the appropriate Tournament Director. The SURVA Region approves/endorsees the SURVA One-Day, Regional Qualifying Tournaments and the Inter-Regional Tournaments. The SURVA Tournament Coordinator does not facilitate the entries, seeding or format for the Inter-Regional Tournaments.

Tournament Entry and Deadline

To enter a team in a SURVA facilitated tournament or Regional Qualifying tournament, teams must enter and pay for the tournament through AES. The deadline for receipt and payment of entries is Friday two weeks prior to the tournament. A Tournament Entry, which does not include the entry fee, is not considered a legitimate entry. Once the tournament is full or the deadline has been reached (whichever occurs first), tournament entry will be closed except to fill a four-

team pool or late withdrawal and entrance allowed only with entry fee plus nonrefundable late fee.

When entering a team in any Region tournament, the following information is required-Club name, correct and complete Team Name age as defined by the Team Code.

Withdrawal from Tournament

Withdrawal from any tournament after entry has been accepted causes problems regardless of the timing. A team which chooses – for whatever reason – not to participate in a tournament in which entry has been confirmed by the SURVA Tournament Coordinator may withdraw by the Sunday two weeks before any Region facilitated tournament will be refunded entry fee less \$100 processing fee. All withdrawals are subject to the minimum \$100 processing fee. If withdrawal from the tournament occurs after the two-week entry deadline, the entry fee will not be refunded and possible late withdrawal and “no show” fees applied. The following scale defines the timetable for addressing the timeliness of notification.

1. Withdrawal from any SURVA facilitated tournament is subject to the following:
 - a. Up to Sunday two weeks prior to the tournament---Refund less \$100 processing fee.
 - b. Monday to Sunday one week prior to the tournament---loss of entry.
 - c. Monday to Friday week of tournament---Loss of entry plus \$100 **fine**.
 - d. "NO SHOW" --- Loss of entry plus \$200 **fine** and possible team, club and participant sanctions for violation of USAV and SURVA Ethics & Conduct codes.

* Late fees associated with late entry are nonrefundable.

Late Fee

Entries must be received by the Friday two weeks prior to the particular tournament. Any entry received after the deadline will be placed on a waiting list and will be penalized a \$100 late fee if allowed entry for One-Day Tournaments, \$150 for Regional Qualifying Tournaments and \$200 for the Region Championship Tournaments. Late fees are nonrefundable and non-**appealable**.

Late withdrawal fines and late fees are not subject to Due Process & must be paid before that team and team members will be allowed to participate in any future tournament or tournaments in the Region.

TOURNAMENT “NO SHOW” POLICY

The Sun Country Region Volleyball Association has a “NO SHOW” Policy as of February 2002.

The problem a “no show” presents is two-fold. First, we sometimes have teams on a waiting list who really want to play but do not get accepted into the tournament because there is no available slot for them. If the team dropping out informs the Tournament Coordinator or the

Tournament Director, then a team on the waiting list can be invited to play. Second, there is a hassle on Saturday morning of the tournament because the pools must be redrawn for three teams where there was a four-team pool. Or, pools must be combined where there was only a three-team pool and one of those teams is a “no show”.

In order to avoid having this problem, the SURVA Board of Directors has created a policy as follows:

Any team that is accepted into a SURVA Facilitated Tournament is considered committed to participating and is accountable for this policy. If it becomes necessary to drop out of a tournament for any reason the Tournament Coordinator and/or Commissioner must be contacted asap. FAILURE TO NOTIFY THE TOURNAMENT COORDINATOR AND/OR THE COMMISSIONER IN A TIMELY MANNER OF NON-ATTENDANCE CONSTITUTES A "NO SHOW" AND IS A BREACH OF CLUB, TEAM AND PARTICIPANT CONDUCT. If a team is a "No Show", meaning no prior notification that the team would not show up was given, the team is subject to the following:

"NO SHOW" --- Loss of entry, a \$200 **fine** and possible sanctions for the team, club or participant due to violations of USAV and SURVA Ethics and Conduct codes.

“NO SHOW” fines are not subject to Due Process & must be paid before that team and team members will be allowed to participate in any future tournament or tournaments in the Region.

Club, team or member sanctions resulting from “No Show” policy violations are allowed Due Process.

ACCEPTING ENTRIES

Once the tournament is full or the deadline has been reached (whichever occurs first), the tournament will be closed except to fill a four-team pool or replace a late withdrawal.

All entries received prior to four weeks before a tournament will be considered to have arrived on the date exactly four weeks before the tournament and will get equal priority to the ones received on the acceptance date. After that, entries will be accepted on a first come, first serve basis under the following guideline:

Priority will be given to SURVA teams ranked in the tournament classification.

Priority will then be given to SURVA teams ranked in the next lower classification than that of the tournament.

Entries after the deadline, if allowed, will be accepted on a first come, first serve basis in the following order:

Priority will be given to teams other than SURVA teams in the tournament classification.

Priority will then be given to teams other than SURVA teams in the next lower classification than that of the tournament.

Teams in classifications higher than the highest tournament classification shall not be accepted.
17s and 18s age group teams will not be allowed below Division 2.
16s age teams will not be allowed below Division 3.

Junior teams may not participate in a non-junior tournament scheduled on the same day as a junior tournament held within SURVA. Junior teams may play in all other tournaments and their entry shall be considered on the same basis as all other SURVA teams.

Boys on girl's teams and Boy's teams may participate in junior girl's tournaments until USAV age definition of 14 and under.

SURVA TOURNAMENT CANCELLATION POLICIES

If a SURVA Tournament is cancelled by SURVA due to extreme or emergency circumstances, then the following procedures will be invoked. The decision to cancel will be made by the Commissioner or his appointee. Circumstances shall include but are not limited to any government closure of schools or gyms, state highway closures, Federal disaster declarations, weather conditions or lack of participation. All entry fees will be totaled and distributed as follows:

- A. Earned fees to the Tournament Coordinator and Officials Assignor.
- B. Material expenses/with receipts to the Tournament Host.
- C. Remaining entry fee refunded to the team OR credit for attendance as to qualifying for the Region Championships.

Cancellation of a SURVA facilitated tournament by the Tournament Host:

- A. All tournament entry fees will be refunded minus earned fees to the Tournament Coordinator and Officials Chair.
- B. Host shall receive no entry fee allowance.

NOTICE: Fees for late entry are not part of entry and are nonrefundable or appealable.

“DIVISION” FORMAT

The Sun Country Region Volleyball Association uses the “DIVISION” tournament format. The goal of this format is to place teams within “DIVISIONS” that are based on ability and experience related rather than age. It allows teams the opportunity to compete consistently against teams with comparable skill level.

The “DIVISIONS” will initially be defined by age parameters. Teams will then be moved up a division or down a division, at the discretion of the Tournament Coordinator based upon their performance in previous tournaments and with regards to court availability. Team representatives may request placement in a specific division so that the team representative and the players feel comfortable about their opportunity to compete.

In the tournament format, the “DIVISIONS” will be defined initially as follows:

DIVISION 1

- “Base Teams” will consist of all 18’s and 17’s & teams from DIVISION 2 that finished in the top 20% to 25% in a previous tournament.

DIVISION 2

- “Base Teams” will consist of all 16’s and only the BETTER 15s and teams from DIVISION 1 that finished in the bottom 20% to 25% in a previous tournament and teams from DIVISION 3 that finished in the top 20% to 25% in a previous tournament.
- 17s and 18s age group teams will not be allowed below Division 2 without Eligibility Committee approval.

DIVISION 3

- “Base Teams” will consist of all 15 two’s, 15 three’s, 15 four’s, etc. & teams from DIVISION 2 that finished in the bottom 20% to 25% in a previous tournament plus teams from DIVISION 4 that finished in the top 20% to 25% in a previous tournament.
- All 15s age group teams will begin the season in Division 3
- 16s age group teams will not be allowed below Division 3
- Note: 14’s and under teams will NOT be allowed a reserve IN DIVISION 3

DIVISION 4

- “Base Teams” will consist of all 14’s and 13’s and teams from DIVISION 3 that finished in the bottom 20% to 25% in a previous tournament and teams from DIVISION 5 that finished in the top 20% to 25% in a previous tournament.
 - Note: 15’s and older DIVISION 4 WAIVERED teams will be allowed a reserve under the 14’s and under re-serve rule

DIVISION 5

- Will consist of only 12’s & 13’s teams approved through waiver by the Eligibility Committee (primarily because of different net height and ball weight).
- In Division 5 "B" a serving line will be marked at 2 meters (6'6") inside the end line.

DIVISION 6

- Will consist of 11 & under only with parameters as set by the Board of Directors.
- In Division 6 a serving line will be marked at 3 meters (10') inside the end line.

TEAM DIVISION WAIVERS:

TEAMS MAY REQUEST A DIVISION WAIVER ONLY AFTER SHOWING THEY LACK THE SKILL TO COMPETE WITHIN THEIR AGE DEFINED DIVISION.

***USE only approved USAV floor tape when marking lines. Non approved tape can destroy or damage the court surface.

All divisions may be split in “A” & “B” levels with regards to entry numbers and competition levels.

REGION RANKINGS AND TOURNAMENT SEEDINGS

- a. Rankings and seeding for all SURVA Facilitated Tournaments and SURVA Preliminary Tournaments will be through results of all SURVA run tournaments. That means the teams who advance to a higher “DIVISION” will be given priority seeding within their own age division for the Regional Championship Tournament. The team having the highest ranking within a preceding “DIVISION” or preceding “DIVISIONS” will be considered the highest seeded team in their appropriate age division. The team having the lowest ranking within a following “DIVISION” or following “DIVISIONS” will be considered the lowest seeded team in their appropriate age division.
- b. Rankings and seedings for the SURVA Region Championships will be from the results of the SURVA Preliminary Tournaments.
- c. **Final Region Rankings will be the results of the Region Championships.**

TOURNAMENT ADMINISTRATION

Seeding and Arranging Pools

Once a SURVA run tournament has been filled or upon the entry deadline, depending on which comes first, the SURVA Tournament Coordinator will determine how the teams will be divided between pools and the seeding of the teams within those pools (See “Division” Format for Qualifiers).

For SURVA run tournaments the SURVA Tournament Coordinator will post all tournament information on AES. **No changes are to be made to the TOURNAMENT pool OR BRACKET format or the seeding without the advanced permission of the SURVA Tournament Coordinator.**

Pool Format

Priority will be given to four team pools, playing 2 set to 25 points.

Three team pools will be used when appropriate/necessary & with only one round of play, playing 3 sets to 25 points.

Five team pools will only be used when necessary, such as limited court space, limited entries into a division or other unavoidable circumstance.

Pool Redraw Due to No Show

When a team does not show up to participate on the morning of the tournament, a sanction will be assessed (See “No Show” Policy) and the pools & brackets may need to be redrawn. Please follow the guidelines in “Pool Format” listed above.

Tournament Director

The Tournament Director must be available for any circumstances involving staff, facility or equipment problems. The Tournament Director must be free to coordinate and facilitate communication with the outlying sites to ensure the tournament runs smoothly.

Site Director

Tournaments, which require the use of three or more courts, are required to have a non-playing and non-coaching Site Director whose sole responsibility it is to keep the tournament on schedule and accurately record and seed the brackets according to the SURVA Tournament Tie-Breaking Procedures. The Site Director can serve on the Protest Committee but has no rights to alter pool/brackets or change team responsibilities. It is strongly suggested that Site Directors be compensated by the Tournament Director for his/her efforts. All site directors for junior tournaments must be a member of USAV with a current background screen.

Court Manager

Cases in which the Tournament Coordinator has granted a waiver allowing a five-team pool, a non-playing and non-coaching COURT manager is mandatory. Payment of the court manager for services rendered is optional but is recommended.

PROTEST COMMITTEE: All protests will be decided by the protest committee. The committee shall, WHEN POSSIBLE, consist of the following members: the highest ranking certified official on site not involved in the protest, the officiating team coach & a third party, preferably a SURVA Board of Directors member, another certified official or some other knowledgeable uninvolved third party.

TEAM CHECK IN

TOURNAMENTS WILL PROVIDE TEAM CHECK-IN FOR ENSURING TEAMS ARE IN ATTENDANCE AND READY TO PLAY.

All teams must provide a minimum of two printed current (meaning printed that week) matching copies of their USAV SportsEngine HQ team rosters to the Tournament Director/Site Director at team check-in prior to their first match of the day – one copy for the Tournament/Site Director and one copy to stay with the team to be checked by the official assigned to that team's court. Teams not providing current, as stated above, printed USAV SportsEngine HQ rosters will not be allowed to participate and will forfeit all matches UNTIL the current and correct printed rosters have been provided to the Tournament/Site Director. Tournament/Site Directors are responsible for verifying the accuracy of rosters.

TEAM CHECK IN: teams must be checked in 30 minutes prior to their first game or officiating duties.

Warmups, Staying on Time and Providing Lunch for Officials

Playing teams are allowed ten minutes of warm-up between matches with a format of 2-4-4 WITH A TEAM'S FIRST MATCH PROTOCOL OF 2-5-5.

*To keep the tournament on time & to promote teamwork it's important to recognize the value of tournament staff (workers and officials). While providing lunch for the officials and tournament staff is not mandatory, it is strongly recommended that the tournament director provide at least one meal and ample water during the day. Otherwise play may be interrupted while staff leaves the facility to retrieve and consume their lunch.

Determination of Playoff Teams (BRACKETS)

When pool play is complete, at least one half of the teams in each division must advance into the championship bracket (gold division) per the USAV Rule Book.

Exception: Power Pools

SURVA Tie Breaking Procedures

Upon determining a tie breaker by the tournament host all teams involved will be given five minutes to be court side. WARMUPS FOR TIEBREAKERS ARE 2-2-1

Teams qualifying within the same playoff bracket will not compete in a playoff game to determine position but shall be assigned their playoff position based on (a) head-to-head (b) point spread head-to-head (c) point spread within pool. They will NOT compete in a playoff tiebreaker.

A team shall not be eliminated from a higher playoff bracket on a point system or other non-competitive system. In scenarios where two or more teams are tied for more positions than available in a higher bracket a minimum of one 15-point set shall be played.

Procedures for each tiebreaker scenario are as follows:

1. Two teams tie for the last available position: one set
 - a. Officiated by the last team on that court not involved in the playoff.
2. Three teams tie for the last available position: (a) superior team by point spread shall be given a bye and (b) will play the winner of one 15-point set between the two remaining teams.
 - a. Officiated by the team awarded the bye.
 - b. Officiated by the losing team of first tiebreaker.
3. If more than three teams tie for the last available position(s): consult the USAV guide for the proper procedure.
 - a. Tiebreaker sets officiated by the team(s) not competing in the tiebreaker set.
4. If three teams tie for two playoff positions, the team with the greatest point spread in pool play competition shall be awarded first place in the pool. The remaining two teams shall play one 15-point rally set for the remaining playoff position. The team awarded first

place will officiate. If all three teams' point spreads are the same, consult the USAV guide for the proper procedure.

Officiating

Whenever possible, the first referees of all matches of the tournament are SURVA certified officials. However, participating teams must have qualified and proficient officials to serve as the second referee, scorer, assistant scorer and line judges by their first tournament.

All teams scheduled to officiate must be courtside and ready to do so. **All officiating teams must be courtside by the start of the first warmup. Coaches, parents & club directors should be proactive throughout the tournament to ensure their officiating crew knows the officiating schedule, is on time and comes prepared.**

1. Teams, which leave or "no show" without fulfilling their officiating assignments, shall be reported by the official to the SURVA Officials Chair. These teams will be sanctioned and fined by the SURVA.
2. The penalty for arriving late for an officiating assignment is, starting at second warm-up, a point a minute up to 25 points.
3. A team will not rely, ask nor expect the site director or lead official to find a replacement for their officiating assignment. They may seek their own replacement but shall not expect a "local" team to help.

Officiating Bracket Play

Teams are REQUIRED to have a qualified rostered adult OR "TAGGED" junior player as R2 for all bracket matches in SURVA Regional Qualifiers, SURVA National Bid Tournament and SURVA Region Championship matches. At all other tournaments a qualified rostered adult OR "TAGGED" junior player MUST serve as R2 for all finals matches.

1. First round bracket matches shall be officiated by a team as indicated on bracket sheet.
2. All subsequent matches shall be officiated by the losing team of the previous match on that court.
3. The finals shall be officiated by the losing team of the last match before the finals on that court.

Awards

Tournament Directors are required to supply awards as listed.

1. Region Qualifiers, SURVA National Bid Tournament or SURVA Region Championships— 1st and 2nd in Gold and winners of Silver, Bronze and consolation are required.
2. One-Day Tournaments – 1st and 2nd in Gold is required. It is encouraged to give them to the other divisions, if possible. The awards may be either team or individual.
3. The awards are to be given in keeping within the current UIL (Texas) and NMAA (New Mexico) regulations.

Disciplinary Action

Tournament/Site Directors are expected to take disciplinary action during a tournament when there is good cause. The Tournament/Site Director should consult with the lead official at the site at which the problem occurred to determine what action to take. If it cannot be determined what action to take, the Tournament/Site Director should allow teams to play, making sure team representatives are aware of violations of USAV and/or SURVA rules. All suspected violations shall be reported to the SURVA Commissioner or designated BoD member for further action.

ANY coach disqualified from a match must be removed from the tournament pending review by the Commissioner or the designated BoD member for that tournament.

Zero Tolerance Policy

SURVA has a ZERO-TOLERANCE policy on screaming, yelling, making derogatory remarks, or any excessive display of disagreement by spectators to ANY member of the officiating team concerning any official's decision.

Individual conflicts or disturbances involving spectators will not be tolerated. "Spectators" is defined, as anyone not actively involved in a match.

Penalty is immediate dismissal from the premises by the Site Director, without warning, and possible sanctions for the teams/clubs involved.

Purple Card

The Purple Card Sanction Policy addresses, during a match, any minor behavior issues with spectators through sanctioning of the playing teams. The policy is intended to help prevent escalation of spectator issues to the level of "Zero Tolerance" & to maintain the safety and protection of Region members & tournament attendees.

Usage of the Purple Sanction Card: The purple sanction card is used only by the match official (R1) to control minor spectator behavior issues by team warning or penalty. It is the judgment of the official whether a spectator issue rises to level of a purple card sanction or Zero Tolerance. If it cannot be determined with which team a violator is associated, then Zero Tolerance will be invoked.

****For egregious spectator behavior or if site director involvement is required, the SURVA Zero Tolerance Policy and the SURVA Code of Conduct shall be in effect.**

For the full Purple Card Policy please refer to the Region Website.

Reporting Accidents & Injuries

Each Tournament Director should have multiple copies of the two report forms (Incident Report Form & Medical Claim Form) at each site (See FORMS section SURVA website):

1. USAV Medical Claim Form – The Site Director should furnish copies of the Medical Claim Form to the injured player and family.
2. USAV Incident Report Form – In the event an injury occurs to a participant, the Tournament Director must submit the completed Incident Report Form to the Commissioner for forwarding to the USAV National Office.

POST TOURNAMENT DUTIES

Reporting Tournament Results

Tournament results must be inputted into AES and all brackets must be finished at the conclusion of the tournament.

Storage of the Score Sheets

Routine adequate score sheets must be kept at least one month in case of protest at which time they may be discarded. All score sheets that are inadequate, badly done or done incorrectly should be given to the lead official on site for processing of an NOI and then sent to the SURVA OFFICIALS CHAIR by the Friday following the tournament so the CHAIR may assist the team with further training.

Submitting the Financial Report

The Financial Report must be submitted to the SURVA Treasurer no later than one week following the tournament date. A **fine** of \$100 per week will be imposed for each week the Financial Report is late. The SURVA Treasurer will not issue a reimbursement check to the Tournament Director until the report is received & the results have been sent in the required format to the SURVA Tournament Coordinator.

SITE DIRECTOR RESPONSIBILITIES AND POWERS

“Site Director” is a non-playing individual located at each separate location whose sole responsibility is to keep the tournament on schedule, accurately recorded and seed the brackets according to SURVA Tournament Tie-Breaking Procedures. The Site Director can serve on the Protest Committee but has no power to alter pools/brackets or change team responsibilities. The official definition of the Site Director is short but there are numerous powers and responsibilities that come with the job. Here are a few tips and duties that are included in the Tournament Handbook.

PRETOURNAMENT

- a. Read and follow the Tournament Handbook for guidance.
- b. Learn and understand all AES procedures for submitting scores.
- c. Post the SURVA Zero Tolerance information sheet at all entrances-both main and court.
- d. Have multiple copies of the Incident report form and medical claim.
- e. Read the Site Directors Checklist and have those supplies ready.
- f. Have all necessary FORMS (line up sheets, insurance and incident forms, zero tolerance, etc) for your site for team check in or coaches meeting.
- g. Check with Tournament Director to see if Team Check in or Coaches Meeting will be used.
- h. Appoint third member of protest committee when protest is lodged. Preferably a rules knowledgeable coach or other qualified individual not involved in the protest.

TEAM CHECK IN: If a tournament uses team check in all consideration for travel and schedules should be used to determine deadlines. Failure to follow team check in times and requirements will result in forfeiture of first set. Teams not providing USAV SportsEngine HQ rosters will not be allowed to participate and will forfeit all matches UNTIL the rosters have been provided to the Site Director. They may provide an electronic proof of roster through SportsEngine HQ ONLY for the 1st match after which they will forfeit subsequent matches until printed SportsEngine roster is provided.

****TEAM PACKET:** A team packet is optional but should be made available upon request. The following must be available at each tournament site:

1. Explanation and/or a copy of the SURVA ZERO-TOLERANCE POLICY.
2. Rules particular to the host facility – such as food, court irregularities, ceiling etc.

DISCIPLINARY ACTION

- a. Spectators--Enforcement of the Zero Tolerance Policy. Zero Tolerance is exactly that for spectator behavior. If an official requests to have someone removed, then remove them.
- b. Team Personnel--Take disciplinary action during a tournament when there is good cause. The Tournament/Site Director should consult with the lead official on site to determine what action to take with regards to eligibility and timeliness with leniency towards permitting play. The officials will handle on court play.

DURING PLAY

- a. Follow precisely the Tie Breaker Procedures
- b. Avoid telling teams what, where and when they play the next day. It is the team's responsibility to know. If you make a mistake, it could cost a team.
- c. Check restrooms and empty areas frequently for suspicious activity.
- d. Ensure all match results are correct and submitted for posting on AES

DO NOTS

- a. Do not grant waivers of any kind without written permission from the Commissioner, SURVA Tournament Coordinator.
- b. Do not change pools or brackets without the permission and guidance of one of the above individuals.
- c. Do not allow teams to escape officiating duties.

Commissioner - 806.535.4983

Tournament Coordinator - 806-438-6715

CHECK LIST FOR SITE DIRECTOR'S BOX

QR Code posted with link to AES.

The following must be available at the site director's table:

1. Complete tournament pool list and specific pool & bracket for that team's division
2. Two blank 4 match line up sheets available for each team
3. Explanation and/or a copy of the SURVA ZERO-TOLERANCE POLICY
4. Rules particular to the host facility – such as food, drink, etc.

Current USAV rulebook and current SURVA Tournament Handbook

Copies of the USAV Medical Report Form & USAV Incident Report Form

Copies of the SURVA Tie Breaking Procedures

Copies of the Notice of Infraction Form

Blood & Body Fluid Kit (disposable gloves, bleach, paper towels and waterproof plastic bag)

Blank typing paper--for making signs indicating the location of eating area, bathrooms, etc.

Miscellaneous Items Needed: masking tape, scotch tape, highlighters x 2, a stapler, paper clips and extra pencils and pens, files or manila envelopes (one per pool) to keep completed score sheets and team rosters in order.

***USE only approved USAV floor tape when marking lines. Non approved tape can destroy or mar the court surface.

Officiating supplies PER COURT!!...

New or nearly new game balls. ALL BALLS USED WITHIN A DIVISION MUST BE SAME MODEL.

- Three ring binders to include the following based on the number of matches on that court:
 - Current Regular game score sheets X 25
 - Current Tiebreaker (third game) score sheets X 15
 - Current Lineup sheets X 25
 - Current Libero tracking sheets X 25

(These items can be downloaded on the "Forms" page on the SURVA website: <http://suncountryvb.org>)

- Black or blue pens & mechanical or wooden pencils X 2
- Flip scoreboard
- Large, visible court number placed on safety pads on standards.
- Zero-Tolerance policy posted at each site.

Stuff that should be at the site...

1. One Tournament Director's table and chairs for that table
2. Padded standards, net, two antennae, referee stand PER COURT!!
3. One scorer's table and three chairs PER COURT!!
4. Chairs for the teams on the sidelines if site & safety allows.
5. Several trash cans strategically located.
6. Trash bags
7. Toilet paper

UNIVERSAL BLOOD & BODY FLUID PRECAUTIONS

Procedure for Handling Spilled Blood and Body Fluids

1. Put on disposable gloves, latex or vinyl.
2. Use paper towels to absorb the spill.
3. Place used towels in leak-proof plastic bag. For extensive spills use the RED plastic bag.
4. Flood area with the bleach solution.
5. Clean area with paper towels, vacuum or broom and dustpan.
6. Place used towels, vacuum cleaner bag or waste in a leak-proof plastic bag.
7. Remove gloves, pull inside out.
8. Place used gloves in a bag and tie.
9. Wash your hands with soap and water for at least 10 seconds.