



• COLLEGIATE
• HANDBALL •

HANDBALL

HANDBOOK

To Organize, Promote, and Spread the Joy of
Handball...The Perfect Game.

ABOUT THE USHA COLLEGIATE PROGRAM

It is the mission of the United States Handball Association's Collegiate Program to promote, develop, and expand the sport of handball at the collegiate level. Our goal is to increase awareness of handball's lifelong benefits to university administrators and student athletes; and support recruitment and participation in a yearly intercollegiate competition.



Mission of USHA Collegiate Handball Program

- To encourage recruiting, developing, and promoting handball to full-time collegiate students who are pursuing an academic degree.
- To broaden the fan base for handball to new players, their families, their friends, and college administrators.
- To encourage a healthy educational fitness alternative that is both in-class and out-of-class, and that is friendly, social, inclusive, competitive, developmental, and has retention qualities for participants.
- To integrate collegiate players into the community of handball at large for a lifetime of fun, fitness, and friendship.

Methods to Accomplish Mission

- Encouraging the development of a laboratory-based academic course of study that focuses on basic skills, rules, and strategy.
- Encouraging the development of a student sport club (non-NCAA) that provides competitive practices and tournament attendance and that will meet funding guidelines from the university and from the USHA.
- Provide, organize, and fund an annual national competition (i.e., tournament) once a year, which incorporates the following:
 - Gives players three singles matches that are against players of their skill level.
 - Allows all players in the tournament to compete for an individual National Title in a bracket with players of their own skill level.
 - **Awards All-American and All Tournament status to the top players in the tournament.**
 - **Awards a National Title to the school(s) whose players score the most points in the Men's, Women's, and Combined categories.**
 - **Awards a National Title to the school(s) composed of players of developmental skill levels that score the most points in the Men's, Women's, and Combined categories.**
 - Promotes player recruitment to the tournament by rewarding teams that have a minimum number of players to be eligible for team titles.
 - Promotes player recruitment to the tournament by rewarding teams that bring the maximum number (or more) of players who are able to score points towards team titles.



1 QUICK GUIDE FOR PLAYERS AND SPECTATORS

1.1 ELIGIBILITY — PLAYERS **UPDATES IN RED MADE DUE TO THE CANCELLATION OF 2020 NATIONALS**

Participation is permitted in any collegiate handball contest—provided the player is a bona fide matriculated student at an accredited university or college (not a business or trade school) and is regularly enrolled, doing full-time work as defined by the regulations of the institution at which he or she is enrolled, **and is no older than 28 years of age.** **EXCEPTION:** a student who was full-time during 2020-21 is eligible for the 2022 Collegiate National Tournament regardless of student status (including not in school at all) during the 2021-22 academic year.

Participation in collegiate handball will be limited to four national collegiate tournaments over a period of six consecutive college years. This rule—which allows full-time undergraduates, part-time seniors, and full-time graduate students to play in four national collegiate tournaments within six years from the time they played in their first such tournament as an undergraduate—is intended to encourage participation of new handball players at the collegiate level (rather than serve veteran players who may have returned to school). **There will be no appeals regarding eligibility.** **EXCEPTION:** students who show proof of full-time status during the 2020-21 academic year will have their period of eligibility extended to seven consecutive years.

- In the event that a student's regular attendance is interrupted by military service in any of the armed forces, the period of eligibility shall be six years exclusive of time in military service, except the years in which, during the player's military service, he or she may have represented an educational institution.
- Students attending a two-year college, community college, or junior college are eligible for a maximum of two years while attending. Total years of competition shall not exceed four.
- Senior students requiring less than a full-time academic curriculum to graduate will be allowed to participate. Individuals who graduate during the fall semester who have not used up their eligibility (played three years or less) will be allowed to participate.

Eligibility of participants shall be verified by letter, with school seal affixed, from the office of the dean of admissions or registrar before the tournament. Letters from fall registration will be accepted, but a player may be asked to verify eligibility during spring semester. Coaches should monitor this situation closely to avoid disqualification of a player. **The verified letter must come from a single university proving their full-time status.** **Through the 2027-28 academic year, a student may participate in ONE Collegiate National Handball Tournament after their graduation without being enrolled in school.**

EXCEPTIONS



A. EXCEPTIONS noted in these eligibility rules are due to the cancellation of the 2021 Collegiate National Handball Tournament.

B. Students who graduated in the 2020-21 academic year are considered full-time for that academic year.

C. Students competing under any EXCEPTIONS will count towards team points for the school they were last enrolled as a full-time student **if it is in accordance with their university's policies.**

D. Student, coaches, and institutions are solely responsible for following university rules pertaining to non-students travel arrangements, e.g. university vehicles, hotel rooms, funding, **university eligibility rules**, etc.

Payment (entry fees) must be received by the USHA or host prior to the entry deadline to be in the tournament. The only exception is if the handball coach has contacted the USHA tournament director (not tournament host) and the tournament director has agreed to other arrangements prior to the entry deadline.

Tournament Play

- Players may participate in only one singles event.
- Members of a doubles team must be from the same institution and the same gender.
- Players are permitted to participate in both singles and doubles.

1.2 CODE OF CONDUCT – PLAYERS

- Players shall refrain from possessing or using drugs (except for medical purposes) while traveling, competing, socializing, and/or using host facilities.
- Players shall refrain from consuming alcohol while traveling, competing, or spectating.
- Players shall refrain from excessive arguing with referees, tournament officials, coaches, or other players.
- Players shall treat other players with respect.
- Players shall adhere to the rules of the game, as stated in the USHA rulebook.
- Players shall adhere to the rules and regulations of the host facility and hotels.
- Players shall demonstrate good citizenship, good sportsmanship, and shall always exemplify the spirit of handball.

1.3 CODE OF CONDUCT – SPECTATORS

- Spectators shall support players, coaches, tournament officials, and referees in a positive manner.
- Spectators shall adhere to the rules and regulations of the host facility and hotels.



- Spectators shall refrain from arguing with players, coaches, other parents, tournament officials, or referees.
- Spectators shall demonstrate good sportsmanship and exemplify the spirit of handball.

2 QUICK GUIDE FOR COACHES AND REFEREES

2.1 CODE OF CONDUCT – COACHES

- Coaches shall support players in a positive manner.
- Coaches shall refrain from using alcohol, tobacco, or drugs while coaching.
- Coaches shall adhere to the rules and regulations of the host facility and hotels.
- Coaches shall refrain from arguing with players, other coaches, parents, tournament officials, or referees.
- Coaches shall adhere to the rules of the game, as stated in the USHA rule book.
- Coaches shall treat participants, spectators, and officials with fairness and respect.
- Coaches shall ensure, as much as possible, safety of each player.
- Coaches shall model good sportsmanship and exemplify the spirit of handball.

2.2 OFFICIAL (REFEREE) CERTIFICATION

In our effort to maintain quality and professionalism in officiating in handball, the USHA offers five levels of certification for referees:

Level One: Pass written certification exam or attend a referee clinic

Level Two: Pass written certification exam and attend a referee clinic

Level Three: Pass written certification exam, attend referee clinic, and receive positive observation report by a qualified official (Level 4 or 5)

Level Four: Pass written certification exam, attend referee clinic, receive positive observation officiating Open play by a qualified official (Level 4 or 5)

Level Five: Reserved for Level 4 referees who are also qualified to conduct referee clinics

Instructions for becoming a Certified Handball Official are online at USHandball.org.

- Print the [USHA 4-Wall Referee Exam](#) and [4-Wall Referee Exam Answer Sheet](#). Then take the exam.
- Print the [USHA 1-Wall Referee Exam](#) and [1-Wall Referee Exam Answer Sheet](#). Then take the exam.

USHA Membership is required to maintain referee certification.



3 COLLEGIATE HANDBALL BASICS

3.1 ELIGIBILITY—TEAMS

To be eligible for a team title, a school must have a minimum of three players of a gender. For the combined titles, a minimum of three players in both genders is required.

3.2 CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

Violation of the Code of Conduct may result in the following:

- Ejection from the game or match
- Ejection from the tournament
- Forfeiture of any individual or team awards
- Ejection from the tournament if ejected from the tournament hotel(s)
- Forfeiture of all games or matches won and possible team elimination from current and future USHA-sponsored or -endorsed events

Jurisdiction over violations of the Code of Conduct rests with the USHA Game Committee.

- For collegiate events, the USHA Collegiate Committee has the authority to appoint an On-site Infractions Committee before the start of the event that will make on-site decisions regarding violations of this Code of Conduct. Such decisions shall be reported to the USHA Game Committee.
- For all other events, the Tournament Director and/or USHA representative has the authority to make on-site decisions regarding violations of this Code of Conduct. Such decisions shall be reported to the USHA Game Committee.

3.3 DIVISION DETERMINATION

Individual Brackets

The naming conventions for individual men's and women's draws will be created by the USHA/Collegiate Committee after all of the entries are in. This will leave flexibility to be able to label divisions closest to the skill level of the players competing in them.

Team Titles

To categorize teams for Open, A, or B team titles, take the AVERAGE of the players' seeds. To determine the three divisions for the men's draw, divide the total number of entrants by 3. For example: 162 entrants / 3 = 54.

Open Division up to 54

A Division 55—108

B Division 109—162

To qualify for a team title, a school would still need to have a minimum of three players in a gender. For example, in the men's 2015 tournament, the schools would have been divided as follows:

Open Division

LFC (12)

MOST (46)



DCU (31)	PU (77)	B Division
MNSU (33)	SBU (79)	UWF (115)
UCD (41)	SNP (81)	UW (121)
UL (39)	TAMU (77)	USU (110)
UT (38)	UCIN (79)	MSU (126)
A Division	UI (82)	CSM (153)
CAL (91)	UMN (66)	ANSU (133)

If the women's draw is divided into two divisions, you would divide the total number of entrants by 2. For example: 85 entrants / 2 = 42. The schools would have been divided as follows:

Open Division	A Division
LFC (22)	UMN (49)
MOST (22)	PU (51)
WWU (32)	MSU (51)
UT (37)	UWF (77)
MNSU (41)	

4 SEEDING

4.1 GENERAL SEEDING INFORMATION

Players will be seeded by a seeding committee with recommendations from coaches and team captains.

Coaches/players (without a coach) must complete and submit a seed form, which will be available at USHandball.org one month prior to the tournament. Information that needs to be submitted includes the following:

- Estimated player skill level
- Ranking of all players on the team
- Tournament experience

The seed forms are used to seed players into 16 rounds.

DOUBLES SEEDING INFORMATION

The USHA/Collegiate Committee will create the doubles divisions after seeing all the doubles entries. This will allow the tournament to have fair and competitive brackets. Cutoff numbers will still be used to decide what teams are in each division, but that cutoff number can vary each year based on the skill level. (EX. If a team has a player seeded in the top 24, that team will be in the open, etc..)



SEEDING HELP:

RATING	LEVEL (player traits and abilities)
	MALE
	C3
1.00	New player
1.25	Developing basic motor skills
1.50	Learning basic court awareness
	Difficulty returning serves
	Hitting ball mostly from dominant side
	C1/C2
1.50	Familiar with fundamentals
1.75	Working on keeping the ball in play
2.00	Developing ball control from dominant side
2.25	Can sustain a rally from dominant side only
	Minimal offensive shots
	B1/B2
2.50	Dependable strokes from dominant side
2.75	Return most serves
3.00	Good footwork and physical positioning
3.25	Uses ceiling, side walls and back wall
	Frequent hand errors from non-dominant side
	A1/A2
3.50	Good shot anticipation
3.75	Ability to end a rally
4.00	Strong court and physical positioning
4.25	Minimal hand errors from either side
	Controls center court
	Open
4.50	Mastery of technique
4.75	Plays at the highest level of competition
5.00	Elite play over many years
	Strong strategy



RATING	LEVEL (player traits and abilities)
	FEMALE
	C2
1.00	New player
1.25	Developing basic motor skills
1.50	Learning basic court awareness
	Difficulty returning serves
	Hitting ball mostly from dominant side
	C1
1.50	Familiar with fundamentals
1.75	Working on keeping the ball in play
2.00	Developing ball control from dominant side
2.25	Can sustain a rally from dominant side only
	Minimal offensive shots
	B
2.50	Dependable strokes from dominant side
2.75	Return most serves
3.00	Good footwork and physical positioning
3.25	Uses ceiling, side walls and back wall
	Frequent hand errors from non-dominant side
	A
3.50	Good shot anticipation
3.75	Ability to end a rally
4.00	Strong court and physical positioning
4.25	Minimal hand errors from either side
	Controls center court
	Open
4.50	Mastery of technique
4.75	Plays at the highest level of competition
5.00	Elite play over many years
	Strong strategy



4.2 SEEDING TIMELINE

By the entry/eligibility deadline

1. Coaches/advisors/captains supply team ranking with relevant information to the USHA by the entry/eligibility deadline **TBA**.
2. The committee compiles a list of all entrants.
Players with previous years' experience are categorized based on their finish from previous years. Win/loss records will be taken into consideration. Unless there are extenuating circumstances players with previous experience will be seeded higher than they finished in previous years. Circumstances to be taken into consideration include:
 - Zero points in previous year
 - Injuries
 - Incorrect seeding in the previous year
 - Player's team ranking, and coach's/advisor's/captain's seed recommendations will be merged with previous year results, but prior year's results will typically take precedence

3 days following the entry/eligibility deadline

1. The committee reports first draft of seeds.

Within 2 days of receiving the first draft

1. Coaches/advisors/captains reply with their comments. Challenges regarding returning players should state the reason for the challenge.
2. The committee evaluates all comments and reseeds.

Within 5 days of start of tournament

1. USHA revises seeds and returns the draft to coaches/advisors/captains.
2. USHA schedules a seeding meeting where the committee evaluates all challenges and reseeds.
3. The reseeding committee rules on final challenges.

3 days prior to the start of the tournament

1. Final seeds with brackets (with point totals) are posted.

At the start of the tournament

1. Brackets are turned over to Tournament Manager.

4.3 SEEDING GUIDELINES

The collegiate format is unique in that instead of seeding divisions, as in tournaments with skill or age divisions, the collegiate tournament is seeded as one division for males and one division for females. All players in each division (male and female) are seeded, starting at one and ending once all players are seeded. Once seeded, the draw is divided up into divisions of 16 players each until all players are in a division.

Process for Seeding the Collegiate Handball Tournament



1. First entries must be complied. This is currently done online and by US Mail. Teams are provided a link to the Google Form when payment is received by USHA. That Form generates an entry into the Google Spreadsheet. Mail in entries are entered into the Google Spreadsheet by the USHA.
2. Once entries are closed, the Google Spreadsheet is converted to an Excel Workbook for the tournament. The seeding director begins to seed the players based upon the following:
 - Results for previous collegiate tournaments
 - Known junior players
 - Recent tournament results
 - Seeding requests made by coaches/captains
3. The first rough draft is sent to the seeding committee for review.
4. After input from the seeding committee, a first draft is sent to coaches and captains for their input within 36 hours.
 - This first draft does NOT take into any consideration school vs. school conflicts. It primarily is compiled to assure that all players have been entered into the tournament and they are seeded into the division the coaches and captains believe they are best suited to compete.
5. The seeding director draws up a second draft of seeding after considering coaches and captains' input and the following criteria:
 - Head to head results
 - Recent collegiate tournament results
 - Recent tournament results
 - Team ranking
 - School vs. School conflicts
6. The second seeding draft is sent to seeding committee for review.
7. Within 36 hours, after review and input from the seeding committee, the second draft will be sent to coaches and captains.
8. The coaches can challenge any of the requests for changes in seeds from the first draft for their players that were not made in the second draft.
9. The seeding director will review all challenges and send to the seeding committee for input and resolution. Challenges will be replied to with 24 hours.
10. The final draft will be sent to the bracketing director who will drop names into divisions, resolve first and second round conflicts, and generate starting times.
11. The final will be reviewed and posted online on the Monday before the tournament begins.
12. Should any changes occur before play begins, the seeding and bracketing directors will adjust the draws as needed. Once play begins, changes are handled by the reseeding committee.

See Appendix: [Male Seeding Request \(Sample Web Form\)](#).

See Appendix: [Male by Seed – Sample chart](#).

4.4 APPEALS AND RE-SEEDING

Reseeding may only be requested by the affected player(s), team coach, or team captain. Reseeding may only be requested BEFORE the championship bracket begins.



Note: Players will not be reseeded in the preliminary rounds (i.e. the first two rounds of play). Those conflicts are taken care of by the tournament seeding software. During this procedure, there remains a small possibility of teammates playing each other to maintain the integrity of the seeds.

Players will only be reseeded within a championship bracket for the following reasons:

- Players have already played in the preliminary rounds
- Players are from the same team

Appeals Process

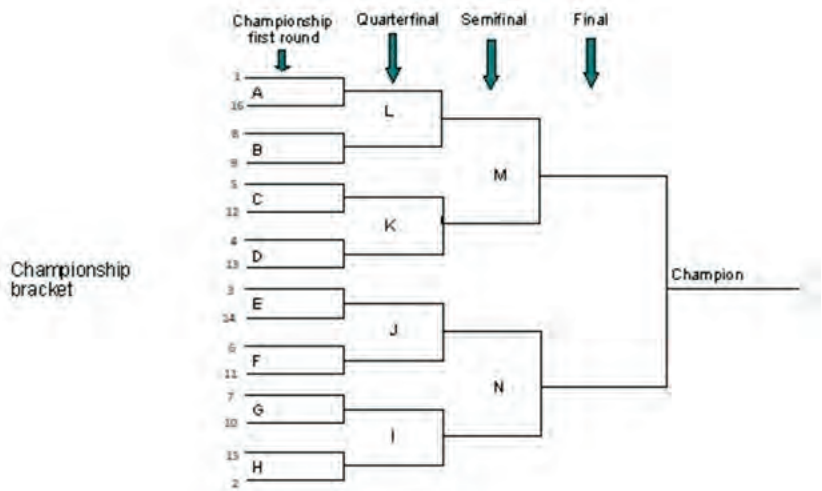
If there is any other reason a coach, captain, or player wants to appeal for players to avoid playing each other, that appeal **MUST** be submitted by the **Eligibility Appeals TBA deadline** prior to the tournament. For example, if a player from a neighboring community college practices with another team, the coach can file an appeal by the deadline so this player is eligible for reseeding.

The appeal submission must include location of the player, frequency of play, and rationale for appeal.

If a player has a conflict matchup prior to the semi-finals of the championship bracket, he/she should be automatically reseeded.

If a player needs to be reseeded because of a preliminary round matchup, the goal is to not allow that matchup again until at least the semi-finals of the championship bracket.

Teammates should be reseeded only if they would meet **BEFORE** the semi-finals of the championship bracket.



See Appendix: [Bracket Template](#).

Reseeding Procedures

When a matchup is requested to be reseeded or conflicts arise, they should be solved using this formula. The lower seeded player should be moved. That player should be moved to the next closest seed that eliminates the conflict. For example, there are teammates seeded 5 & 12. The first check is to see if swapping seeds 12 & 13 resolves the conflict. If that solves the reseeding problem without causing additional reseeding, then reseeding is complete.

If not, check to see if swapping 12 & 11 will solve the problem. Then, 12 & 14. Then 12 & 10. Continue until all reseeding conflicts are removed.

There may be times when the higher seeded player needs to be moved, but it is not the first option.

If a simple reseed is not possible, a solution should be created and voted on by the Reseeding Committee. Following the Reseeding Procedures as closely as possible is preferred; however, there are times when major reseeding of a bracket needs to be done due to the number of teammate matchups. The Reseeding Committee should approve all changes.

See [Reseeding Committee\(s\) \(2\)](#).



4.5 FORFEIT POLICY

If a forfeit occurs prior to the start of the tournament, every effort will be made to re-seed the brackets.

If a forfeit happens for any reason after the tournament begins, no re-seeding will occur (in preliminary or division rounds) due to the forfeit. Note: There are some scenarios that could cause a player to have a forfeit as one of their guaranteed three matches, but it was deemed more important to maintain the integrity of the individual brackets and team points.

5 TOURNAMENT ADMINISTRATION AND HOSTING

5.1 TOURNAMENT DATES AND PAYMENT

The annual tournament is held between the third week in February and the second week in March.

US Handball website will host all tournament information: www.ushandball.org.

- Dates will be recommended to USHA Board of Directors after discussions between host and Collegiate Committee.
- The facility or venue will determine days of play, but coaches will be notified in a timely manner on which day the tournament will begin and end.
- All entry fees must be received by the USHA or host prior to the entry deadline to be in the tournament. The only exception is if the handball coach has contacted the USHA tournament director (not tournament host) and the tournament director has agreed to other arrangements prior to the entry deadline.

5.2 COLLEGIATE COMMITTEE

The USHA Collegiate Committee is a sub-committee of the USHA Board of Directors. It is comprised of seven voting members.

Three committee members will be assigned by the president of the USHA from the USHA Board of Directors. The other four voting members are elected at the annual USHA Collegiate National Tournament.

Coaches, players, and captains affiliated with collegiate teams are eligible to be nominated or self-nominated for election. Voting takes place at the coach's meeting during the Collegiate National Tournament. If elected, a person serves a two-year term on the Collegiate Committee. Two members are elected at each Collegiate National Tournament.

If a member leaves the committee prior to completion of his/her term, a substitute can be appointed by the Collegiate Committee Chairperson to serve the rest of a vacated term. Other salient constituents may be invited to participate in committee activities, but these constituents will not vote. At the first Collegiate Committee meeting following the Collegiate National Tournament a committee chairperson and secretary are elected by the voting committee.

The USHA Collegiate Committee is to be formed by interested collegiate coaches with at least one USHA board member, the USHA President, and one USHA staff person. The Chair of the committee will be elected annually after the USHA Collegiate Championships. The committee may assign sub-committees.



United States Handball Association

The Chair, with the assistance of USHA Staff, shall schedule and facilitate formal meetings, stimulate the exchange of ideas and provide a written report to the USHA Board of Directors at the summer board meeting.

The duties of the committee are to make recommendations to the United States Handball Association on the following:

- Selecting the location and dates for the national tournament
- Reviewing playing format and point structure
- Team and individual awards
- The recruitment of students, coaches, instructors and programs
- The coaching and training procedures for coaches and instructors
- Sustaining handball programs in all institutions of higher learning
- Eligibility and matriculation rules regarding Collegiate Championships
- Appeals
- Assisting the USHA in maintaining student post-graduation handball participation

The committee is encouraged to exchange ideas informally via email and telephone on a regular basis and meet formally at least bi-monthly. A written report to the USHA Board of Directors shall be presented 10 days prior to the Winter meetings and 10 days prior to the Summer meetings. Recommendations that require board approval prior to the Winter or Summer meeting may be presented to the USHA for either Executive Committee or full Board approval at any time.

The Collegiate Committee reports to the USHA Committees listed below:

- Funding: First Ace
- Tournament: Promotions
- Rules, infractions, and protocols: Game

Collegiate Committee 2020

Members

Mike Wells (MNSU)-chair
LeaAnn Martin (USHA President)
Gary Cruz (USHA)
Wayne Lee (UT)
Steve Chen (CAL)
Joe Van Thomme (UMN)
Ben Van Arsdale (UI)

Advisors

Tom Sove (USHA)
Vern Roberts (USHA)
Matt Krueger (USHA)
Avery Shepard (UT)



5.3 OTHER COMMITTEES AND STAFF

Tournament Eligibility Committee

- Formed by Collegiate Committee 90 days prior to tournament
- Duties include ruling on all eligibility issues

Tournament Director

- Selected by USHA BOD
- Oversees all aspects of tournament including
 - Duties of Tournament Seeding committee
 - Duties of Tournament Manager
 - Duties of Tournament staff
 - Working with Tournament host
 - Banquet (agenda)

Tournament Host

- Recommended by Collegiate committee and approved by USHA BOD
- Duties include
 - Facility
 - Hotel(s)
 - Staffing
 - Hospitality
 - Tournament souvenir
 - Banquet (room and food) **NOTE: No Alcohol**

Tournament Seeding Committee

- Formed by collegiate committee 90 days prior to tournament
- Duties include
 - Compiling seeds
 - Finalizing seeds

Tournament Bracketing Committee

- Formed by Collegiate Committee 90 days prior to tournament
- Duties include
 - Generating court grid
 - Posting draw sheets online and on site

Tournament Manager

- Selected by Tournament Director
- Duties include
 - Overseeing updating draws
 - Working with Reseeding and Infractions committee
 - Overseeing tournament

Tournament Reseeding Committee(s)

- Formed by Collegiate committee prior to the start of play
 - Should consist of a USHA representative, Collegiate Committee Chairperson, and three additional collegiate coaches/captains
 - Members of the Reseeding Committee can be chosen on the final collegiate call before the tournament or at the initial meeting at the tournament site
- Duties include
 - Ruling on second round of challenges during the seeding process



- Ruling on conflicts once play begins (**school vs school only**)
Three of the five members of the Reseeding Committee must be present to approve all changes at the tournament.

Infractions Committee

- Formed by the Collegiate Committee prior to the start of play
- Duties include overseeing violations of the Code of Conduct

Tournament Staff

- Tournament Host and Tournament Director will agree upon staff prior to the start of play.
- Duties include
 - Tournament registration
 - Data input
 - Court assignments

Also see [Tournament Roles Responsibility Chart](#).

5.4 MEETINGS (COACHES AND ADMINISTRATION)

- Before play begins (90 days before tournament)
 - Coaches conference call
- Before play begins (30 days before tournament)
 - Coaches briefing conference call
- Before play begins (on first day of tournament)
 - Coaches introduction
 - Hospitality and banquet information
 - Review format
 - Award nomination procedures
 - Spirit of Handball (player may only win the award once during handball career)
 - All American-top 4 American players in singles (must be top 12) and finalists in doubles.
 - All Tournament –top 4 players in singles and finalists in doubles
 - Most Improved Player Award
- Before tournament ends
 - Determine Spirit of Handball winners
 - Determine Most Improved Player
 - Assign articles and deadline
 - Elect new committee
 - Discuss off-season goals
- After play concludes (30 days)
 - Debrief on how tournament went



5.5 TOURNAMENT HOST CHECKLIST

Before bid (more than 1 year from date)

- ☐ Locate facility
- ☐ Confirm cost of facility
- ☐ Confirm daily hospitality options
- ☐ Confirm cost of daily hospitality
- ☐ Locate host hotel
- ☐ Confirm cost of hotel
- ☐ Identify shuttle options for transportation between hotel and venue
- ☐ Identify closest airport
- ☐ Identify options for transportation between airport and hotel and venue
- ☐ Locate shirt supplier
- ☐ Confirm costs of shirts
- ☐ Estimate number of shirts needed
- ☐ Confirm cost of award venue
- ☐ Determine catering options
- ☐ Locate award supplier
- ☐ Estimate number of awards needed
- ☐ Estimate number of volunteers needed
- ☐ Draft a preliminary cost analysis
- ☐ Draft a list of possible sponsors
- ☐ Estimate income from entry fees
- ☐ Draft a preliminary budget
- ☐ Contact USHA for open dates

Bid (more than 1 year from date)

- ☐ Contact USHA by phone or email to advise that bid is coming
- ☐ Contact US Handball Collegiate Committee Chair to advise that bid is coming
- ☐ Contact venue that bid is going to be submitted
- ☐ Contact local handball community
- ☐ Inquire that bid is complete
- ☐ Submit form either online, email, fax ,or regular mail
- ☐ Confirm receipt of bid

After bid is approved (within 30 days of approval)

- ☐ Draft contract with venue (costs, courts, hours, staff, etc)
- ☐ Draft contract with hotel (rate, shuttles, breakfast)
- ☐ Draft contract with supplier of hospitality (cost, hours)
- ☐ Draft contract with shirt supplier-cost, deadlines
- ☐ Draft contract with awards supplier-cost, deadlines
- ☐ Draft contract with award ceremony venue-cost

Before tournament promotion begins (within 6 months of date)

- ☐ Draft a secondary budget
- ☐ Determine income needed
- ☐ Contact sponsors
- ☐ Contact tourist bureau
- ☐ Confirm with USHA entry fee amount
- ☐ Determine when and how USHA sponsorship is delivered
- ☐ Determine delivery of USHA merchandise/supplies
- ☐ Confirm volunteer staffing
- ☐ Confirm with USHA staffing
- ☐ Verify that referees can be heard
- ☐ Determine if sound system is needed and available



Before tournament play begins (within 10 days of start of play)

- | | |
|--|---|
| <input type="checkbox"/> Verify hotel reservations to date and shuttle | <input type="checkbox"/> Confirm local staffing |
| <input type="checkbox"/> Contact USHA to determine entries to date | <input type="checkbox"/> Schedule pick up or delivery of shirts |
| <input type="checkbox"/> Confirm location for registration | <input type="checkbox"/> Confirm location of tournament control |
| <input type="checkbox"/> Confirm towels, court maintenance and first aid | <input type="checkbox"/> Confirmation location of draws |
| | <input type="checkbox"/> Confirm internet and data center |
| | <input type="checkbox"/> Schedule pick up or delivery of awards |
| | <input type="checkbox"/> Confirm daily hospitality |

Day of event

- | | |
|---|--|
| <input type="checkbox"/> Set up registration | <input type="checkbox"/> Arrange for light snacks (energy bars, fruit, etc.) |
| <input type="checkbox"/> Assist USHA in posting draws | <input type="checkbox"/> Confirm access to venue |
| <input type="checkbox"/> Set up hydration (Gatorade or water) locations | <input type="checkbox"/> Verify that referees can be heard |
| <input type="checkbox"/> Confirm refereeing conditions | <input type="checkbox"/> Verify sound system is working |
| <input type="checkbox"/> Confirm conditions of courts | <input type="checkbox"/> Verify hotel shuttle is running |

Post event

- ☐ Confirm all bills have been paid
- ☐ Thank you to sponsors, hotels and venue
- ☐ Draft profit and loss statement
- ☐ Close books with USHA
- ☐ Write a tournament summary for your records

5.6 TOURNAMENT BUDGET

There should be content here that discusses the budget, planning, income and expenses expected.

See Appendix: [Event Budget for Sample USHA Collegiate Tournament.](#)

See Appendix: [Sample Collegiate Handball Tournament Expenses.](#)

See Appendix: [Profit – Loss Summary.](#)



6 INTERCOLLEGIATE TOURNAMENT EXECUTION

6.1 PLAYER ELIGIBILITY

See [Eligibility – Players](#).

6.2 PLAYER GUIDELINES

Tournament Play

- Players may participate in only one singles event.
- Members of a doubles team must be from the same institution and the same gender.
- Players are permitted to participate in both singles and doubles.
- Players must be registered (checked in at registration desk) before they can play in the tournament.
- Players should check tournament draw sheet for the starting time for their match and then check-in with the tournament desk **DRESSED AND READY TO PLAY** (that includes any pre-match requirements such as stretching, taping, and consultation with coach) at least 30 minutes before their scheduled match.
- If they are given a court assignment, they should go immediately to the court.
- If they are not given a court assignment, they should stay within listening distance of the tournament control desk to hear their court assignment.
- Players must be at their court assignment at least 10 minutes before their scheduled match time.
- If the court is open, they have up to 10 minutes to warm up. If court is not open, they should stay at the court and begin warming up immediately after the match is concluded. They will have up to 10 minutes to warm up.
- If court is not open at the scheduled start time, the player should check with the tournament control desk to see if there has been a change in court assignments,
- After play is concluded, both players should **immediately** report to the tournament control desk
- The player that did not win has the responsibility of refereeing a next match. It will probably be on the same court but not necessarily. A substitute can be arranged, but it is the responsibility of the losing player to arrange for the substitution.
- Players should check tournament draw sheet for their next scheduled match,

6.3 REFEREE GUIDELINES

Refereeing

- It is the responsibility of the player that did not win the match to check in with the tournament desk to receive their court assignment. Substitutions are acceptable if the tournament desk is made aware who is going to be the referee.
- Player should receive scorecard (or open Ace Referee) from tournament desk and verify that a pencil and handball are included and go directly to court where they are assigned to referee.
- Check with players that they are warmed up and ready to play. They have a maximum of 10 minutes to warm up from the time that the court opens.
- Go over Pre-Match Duties:



- Check playability of court.
- Make sure you have supplies needed (including access to a time piece).
- Arrange for line judges (if needed).
- Explain any court hinders that might be present.
- Make sure players have a supply of gloves, eye protection (specifically made to protect the eyes), shirts, and access to headbands.
- Explain a technical (if not sure ask the tournament desk for an explanation).
- Explain a hinder and partial obstruction (if not sure ask tournament desk for an explanation).
- Explain stoppage of play by a player (if not sure ask tournament desk for an explanation).
- Explain that rule violations not detected by ref must be called by offending player (typically, wrist balls and double bounces).
- Explain Late Start Penalty (if not sure ask tournament desk for an explanation).
- Flip coin to determine who serves first.
- Position yourself in the best possible position to view the entire court, ideally high up in the center of the court.
- Play starts by calling **Play ball!** when the receiver is in position.
 - Server has 10 seconds to serve ball
- Play stops when a play wins the rally.
 - Call **Side out! Hand out!** or point—depending on the circumstance.
- Play stops when a hinder occurs.
 - Call **Hold it!** or something similar, and note whether play was stopped due to a court, avoidable, unavoidable, or a safety hinder.
- Play resumes by calling the score (server's score first) when the receiver is in position.
- Note any time outs called by a player by marking the scorecard or using the Ace Referee app. Time outs are 1 minute, 2 minutes for equipment, or 15 minutes (cumulative) for an injury. Contact tournament desk if bleeding occurs. (Note late start penalty if applicable.)
- After game is completed, note the time the match ended on the scorecard or the Ace Referee app. Time between games is 5 minutes. (Note late start penalty if applicable.)
- **Immediately** on conclusion of the match, return the scorecard (if using Ace Referee note scores for each game on the scorecard) to the tournament desk. Include the game ball unless instructed to leave the ball on the court.



6.4 FORMAT/ROUNDS BREAKDOWN OF TOURNAMENT

Players are seeded into rounds of 16. Example: If there are 160 players then there would be 10 rounds of 16 players each. The format of the two divisions are dependent on the total number of entrants. The back end of the draw is dependent on the number of entrants. Example: if there are between 160 and 168 players the backend of the draw will be different then if there are between 169 and 176 players.

Round Title	Format Description
First Round	Players play one match and either advance to a higher division or drop to a lower division for the second round.
Second Round	The winners of the first round of play in a division meet up against losers of the first round of play in a higher division. Players play one match to determine which bracket they will compete in.
Bracket Round	The winners of the second round of play meet up against the losers in the second round of play in a higher division. Players compete in a single elimination bracket to determine team points and player division titles.
Doubles-Single Elimination	The total number of teams each school may enter will be based on available court time.

6.5 DIVISIONS

Divisions of Play

- Singles divisions to guarantee three matches for all players. Two preliminary rounds and one division round
- Doubles divisions to accommodate as many skill levels as possible in single elimination play
- Both players must be from same school

6.6 SCORING

- Each school represented at the national tournament will be awarded points based on the achievements of its players.
- There is no limit to the number of participants from any school, but a maximum of six men and six women scorers will count toward the men's, women's, and combined championships.
- Points are earned beginning in the first round in divisional play for all players/teams that have won a minimum of one match.
- Doubles points are added to both player and team totals for scoring players.
- Players entering both singles and doubles can earn points in only one event. The determinant in awarding points to players competing in both singles and doubles will be the event in which most points are won, i.e., combined singles points or doubles points.
 - **Singles:** The winner of the Open Singles will receive 400 points. There will be a differential of 4 points awarded for each round advanced through the balance of the divisions. The exception is for the 9-16 round of the Open where there will be a 1-point differential.



- **Doubles:** The doubles winners will receive the same number of points as singles, but the points will be divided by both players and players can only use the higher total number of singles or doubles points earned.

Special note

Tournament host has the option to shorten matches by using best two-of-three to 15 points and 11-point tiebreaker for first two rounds.

6.7 TEAM TITLES

To categorize teams for Open, A, or B team titles, take the AVERAGE of the players' seeds. For the 2015 men's draw, to find the three Divisions you would divide the total number of entrants by 3, e.g. 162 entrants / 3 = 54

- Open Division up to 54
- A Division 55 – 108
- B Division 109 - 162

To qualify for a team title, a school would still need to have a minimum of three players in a gender.

Teams who are higher division in one gender but a lower division in another gender may opt into higher division for both genders and combined (must declare before the tourney begins).

Each team's Division status will be determined before the tournament begins.

See Appendix: [Points by Division and Place](#).

See Appendix: [Divisional Categorization](#).

6.8 TOURNAMENT ROLES RESPONSIBILITY CHART

Also see [Tournament Administration and Hosting](#).

Title	Details	Comments
Tournament Administration	Oversees all aspects of the tournament including pre-tournament, live tournament and post tournament operations.	Collegiate Committee make recommendations to USHA Board of Directions. Financial items go through First Ace Committee, governance/rules go through Game Committee and host sites go through Promotions Committee.
Tournament Manager	Oversees tournament staff. Selected by Tournament Administration. Someone must have this role all hours the tournament is in operation.	When Tournament Manager is not on site, they should assign duty to Floor Manager, Court Assignment Manager, Program Manager, or assign Assistant Tournament Manager.
Program Manager	Oversees data entry, printing of scorecards, updating online brackets, and printing of wall charts.	If not actually doing the data entry, the manager should be overseeing the data entry. Crucial time frame is the late morning when divisions are playing twice in a day.



Program Staff	Staffing needed to enter results into computer program, to print and cut scorecards, to print to pdf and post updated online brackets, and to print wall charts.	Staff need to be familiar with Excel program, printing to pdf and updating website. Ideally two people would split the day: morning from 8 AM - 3 PM and afternoon from 3-10 PM.
Floor Manager	Maintains a floor presence to keep games moving, courts occupied, and rules followed. May need to be more than one person depending on the layout of the courts. Works closely with Court Assignment Manager.	Manager needs to know team coaches and members so that no court sits vacant for too long. Manager should be familiar with rules and protocol. While important to be on the floor at all times, it is imperative that they are on floor by 4 PM.
Court assignment staff	Assigns courts based upon scheduled starting times and times players check in to the desk. Manages courts based on receiving results from previous match. Responsible for giving results to Program Manager.	Ideally two people would split the day: morning from 8 AM - 3 PM and afternoon from 3-10 PM.
Tournament Check-in staff	Documents that players that have compiled with entry, membership and eligibility receive all information and amenities.	Tournament Manager and Tournament Host design best method of setting up check-in. Ideally two people and two lines: one line to handle those that have completed their paperwork and payments, one line for those that have not. Staffing needed all day on Wednesday and half day on Thursday.

6.9 SAMPLE TOURNAMENT AGREEMENT

See Appendix: [Tournament Agreement](#).

6.10 TOURNAMENT FLOW CHART

See Appendix: [Tournament Flow-Chart](#).



7 AWARDS AND RECOGNITION

7.1 PLAYER AWARDS

- First and Second Place: all divisions
- Spirit of Handball Awards: two males, two females
- All American: top 4 American players in singles (must be top 12) and finalists in doubles
- All Tournament: top 4 players in singles and finalists in doubles
 - US players are eligible to win both All American and All Tournament
- Most Improved Player Award

7.2 TEAM AWARDS

- Open: Men, Women, and Overall
- A: Men, Women, and Overall
- B: Men, Women, and Overall (depending on total number of team entrants)

7.3 INDIVIDUAL PLAYER AWARDS

Spirit of Handball Award

Competitive play is encouraged but not at the expense of the Spirit of Handball. The Code of Conduct offers guidelines that all players must adhere to; however, when players not only adhere to these guidelines but exceed expectations and their actions show that they honor the game, we want to recognize them.

Code of Conduct Guidelines to Consider

- Shows respect for the game and its rules; respect for yourself and your opponent; and respect for the referee, the tournament officials, and the spectators
- Models fairness and honesty in following the rules of the game and maintaining the highest level of integrity
- Exemplifies self-discipline to develop self-reliance and perseverance in learning the game and improving skills and in conditioning both body and mind
- Demonstrates camaraderie and appreciation of others in the pursuit of this difficult sport: those who play the game and experience its difficulty, strategy, and competitiveness.

4 players (2 male and 2 female) are eligible to receive a Spirit of Handball Award. Nominations can come from any player, spectator, coach, or administrator.

See Appendix [Spirit of Handball Award](#).



Most Improved Player Award

This award recognizes the player that has improved the most since the last year's USHA Collegiate National tournament.

Guidelines

- Players are eligible if they played in the prior year's USHA Collegiate National tournament.
- A player must have a minimum of one victory (singles only) in the current year's Collegiate Nationals and a minimum of one victory (singles only) in the previous year's Collegiate Nationals.
- Take the current year's finish and subtract the prior year's finish.
- One man and one woman, with the highest difference (or most improvement in one year), will receive the MIP award.
- In the case of a tie, the MIP award is given to the player that
 - Had the greater number of victories in the current year tournament
 - Finished higher in the prior year
 - Finished higher in the current year

7.4 STUDENT SCHOLARSHIPS

John C. Sabo Scholarship

Any full-time college student who participates in USHA events is eligible; special consideration is given for players from the Northeast Region. The intent is to reward students with good academic records who demonstrate financial need.

How to Apply: Applications may be submitted by individuals, coaches, or both. Please send an essay outlining current academic status and course work, handball experience, unofficial transcripts, and how the money would help further the applicant's education.

Send to: Sabo Scholarship c/o USHA, 2333 N. Tucson Blvd. Tucson, AZ 85716

Email: handball@ushandball.org

(Include Sabo Scholarship in the Subject Line)

Deadline: December 31st of each year

Bob and Sue Delany Scholarship

Handball Supporters Bob and Sue Delaney generously offer collegiate scholarships for youth handball players from Arizona and/or Illinois. Originally from Illinois and now settled in Arizona, the couple enjoyed handball in both states and saw the tremendous impact the game had on college students.

Eligibility: Any full-time collegiate handball players who are either attending school in Arizona or Illinois or grew up in either state and is an active handball player or playing in a college program. The intent is to reward students with good academic records and demonstrate financial need.

How to Apply: Applications may be submitted by individuals in a letter format outlining current academic status and course work, GPA, handball experience, and how the money would help further the applicant's education. Any letters of recommendation from a handball or scholastic mentor are recommend.



Email: handball@ushandball.org

(Include Bob and Sue Delany Scholarship in the Subject Line)

Deadline: April 15th of each year

David Chapman Memorial Scholarship

Thanks to the generosity of contributor Kevan Del Grande, a David Chapman Memorial Scholarship has been established for collegiate players from California and/or Missouri attend schools in either state.

Eligibility: Any full-time collegiate handball players who are either attending school in California or Missouri or grew up in either state and is an active handball player or playing in a college program. The intent is to reward students with good academic records that demonstrate financial need.

Award: \$1,000 scholarship payable to students or paid direct to student's school. Winner will be announced by December 15th.

How to Apply: Applications may be submitted by individuals. Please email a letter outlining current academic status and course work, GPA, handball experience, and how the money would help further the applicant's education. Any letters of recommendation from a handball or scholastic mentor are recommended.

Send to: Chapman Scholarship c/o USHA, 2333 N. Tucson Blvd. Tucson, AZ 85716

Email: handball@ushandball.org

(Include Chapman Memorial Scholarship in the Subject Line)

Deadline: October 15th of each year

Mardak Community Challenge

Funds college scholarships and provides money to hire college students to teach and mentor younger students where funding is matched.

Eligibility: Mardak Scholarships will be awarded to full time college applicants who have taught handball through their community handball program anytime the previous year. The Mardak Scholarships are available to any students teaching handball, not just handball players. As an example, Kinesiology Majors (who will teach Physical Education) and are involved in teaching at one school are eligible.

Requirement: Applicants must be USHA Certified Level I instructors.

Award: This year, six \$2,000 scholarships are available through the Mardak Scholarship program.

How to apply: Please send an essay outlining current academic status and course work, handball experience, and/or teaching handball experience. Please include unofficial transcripts and how the money would help further the applicant's education.

Applications will be reviewed with the intent to reward students in good academic standing. Of course, good character and financial need are other considerations.

Send to: handball@ushandball.org (Please include "Mardak Scholarship" in the Subject Line).

Application Deadline: September Deadline TBA **Mardak Scholarships Awarded:** October TBA



8 FUNDING

8.1 FUNDING SUPPORT FROM USHA FOR 2020 INTERCOLLEGIATE TOURNAMENT

Budget: A total of \$12,000 is dedicated to the tournament.

The split will be the following:

- \$7000 to coaches and players travel stipends
- \$5000 to host support to help with expenses not covered by entry fee income
 - Hosts need to provide a detailed budget request to the BOD in order to ask for additional funding. Those requests are considered at the January meetings.

8.2 COACH (STIPEND) REQUIREMENTS

To qualify for a Coach stipend there must be 1 coach, advisor, or administrator and 3 players attending the event. Stipend amounts to be determined by total attendance.

8.3 FUNDING SUPPORT FOR COLLEGIATE PROGRAMS

Any handball program with at least 3 players enrolled as either an undergraduate or graduate student with a faculty advisor is eligible to become affiliated and recognized by the United States Handball Association.

Requirements

(Must meet one of the following)

- 1 Level 1 USHA certified instructor is involved in the program
- Recognized by the institution as official club sport
- Included in the institution class catalog

Benefits

- Free starter equipment kit grant
- Free replacement equipment kit grant
- Travel grant
- Reduced pricing on balls, gloves, and eye protection

8.4 STUDENT FUNDING

Refer to Section 8.4 for Student Scholarships.

USHA Grants

- **Development:** Applied for in writing either by email, online, or a written proposal by December 20th each year
- **Equipment:** Applied for either by email, online, or a written proposal
- **Travel (Wafe Risner):** Applied for either by email, online, or a written proposal 10 days prior to event



9 APPENDIX

9.1 MALE SEEDING REQUEST (SAMPLE WEB FORM)

Male Seeding Requests

One form per player. Each player takes about 1 minute to complete.

First Name

Your answer

Last Name

Your answer

School

Your answer

Submitted by

Your answer

Division

☐ 1-16

☐ 17-32

☐ 33-48

☐ 49-64

☐ 65-80

☐ 81-96

☐ 97-112

☐ 113-128

☐ 129-144

☐ 145-160

☐ 161-176

☐ 177-192

☐ 193+

Doubles Partner

Your answer

Additional information

Your answer

Experience in months

Choose

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

SUBMIT

Never submit passwords through Google Forms.



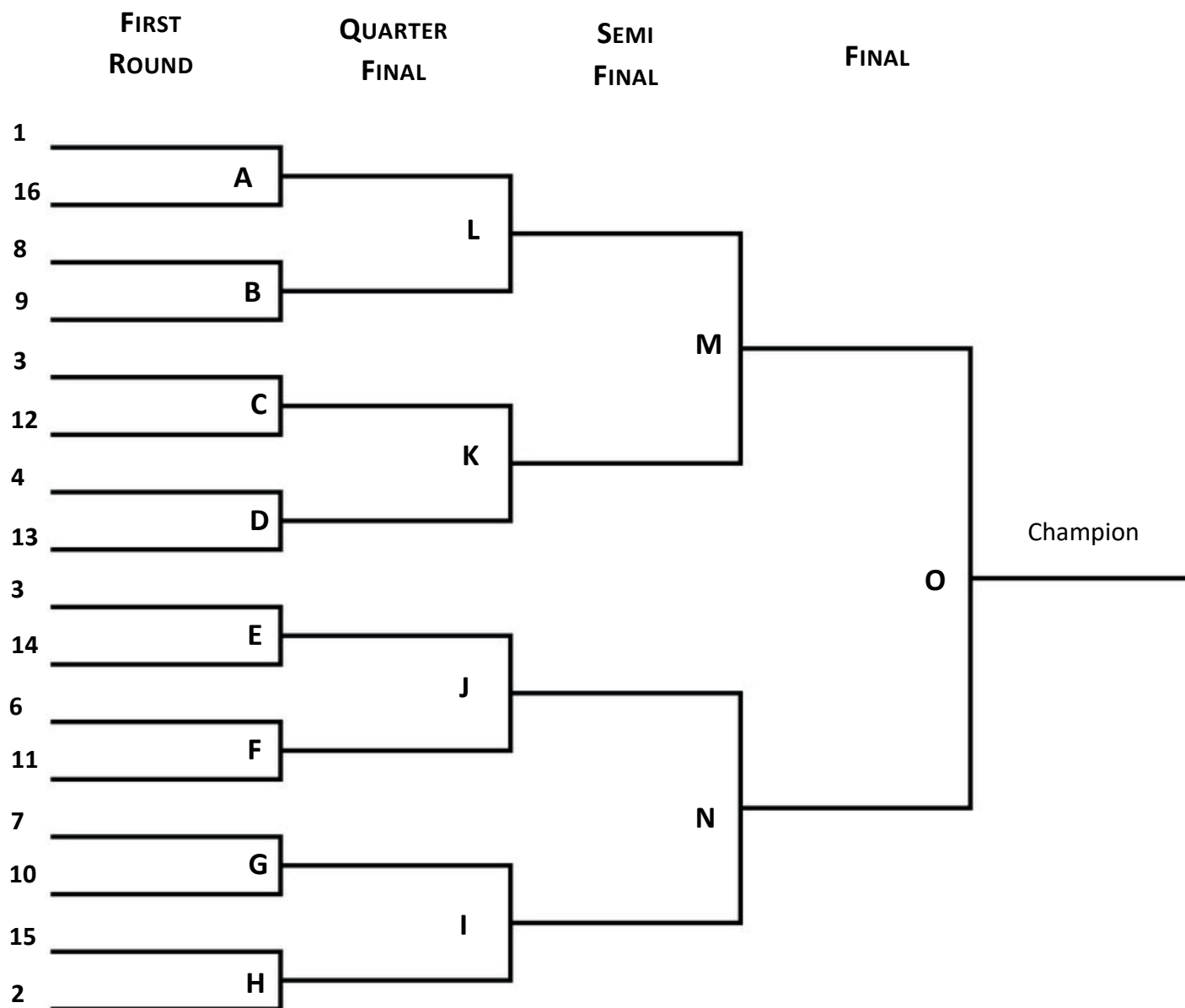
9.2 MALE BY SEED – SAMPLE CHART

17 finish	17 seed	Fname	Lname	Draft 1	Draft-2	Final	School	Doubles Partner	Skill Level	Suggested Seed	Rank	Seeding Info / Tournament History
1.1.1.1	2	7		1	1	1	LFC		9	1 to 16	1	Finished 2nd last Collegiates. Very experienced.
	3	6		2	2	2	MOST		9	1 to 16	1	Finished 3rd last year
	35	43		3	3	3	LFC		9	1 to 16	2	Very Experienced. 13th in last years collegiate
	13	13		4	4	4	MOST		9	1 to 16	2	tournament Minor All Ireland 40x20 Doubles Winner 2017, Minor All Ireland 40x20 Doubles Winner 2016, U16 40x20 All Ireland Championship Winner 2015, U15 All Ireland 40x20 Championship Winner 2014, 19 and Under Irish Nationals Semi - Finalist 2017.
				5	5	5	CIT		8	1 to 16	1	
				6	6	6	MNSU		9	1 to 16	2	Excellent player
	17	17		8	7	7	LFC		9	1 to 16	3	Very experienced won the men's a doubles last
			V									

[illegible]



9.3 BRACKET TEMPLATE





9.4 SAMPLE COLLEGIATE HANDBALL TOURNAMENT EXPENSES

	Estimated	Actual
	\$ 21,200.00	\$ -
Site		
Facility		
Totals	\$ -	\$ -
Banquet		
Food	\$ 7,000.00	
Staff and gratuities Insurance	\$ -	
	\$ -	
Totals	\$ 7,000.00	\$ -
Office		
Misc.	\$ 300.00	
Totals	\$ 300.00	\$ -
Miscellaneous		
Shuttle		
Totals	\$ -	\$ -
Other		
Shirts Balls	\$ 2,000.00	
	\$ 700.00	
Totals	\$ 2,700.00	\$ -
Prizes		
Trophies	\$ 1,200.00	
Awards	\$ 200.00	
Totals	\$ 1,400.00	\$ -
Refreshments		
Lunches	\$9,000.00	
Drinks	\$250.00	
Fruit, snacks	\$250.00	
Staff and gratuities	\$300.00	
Totals	\$9,800.00	\$0.00



9.5 EVENT BUDGET FOR SAMPLE USHA COLLEGIATE TOURNAMENT

Income					
				Estimated	Actual
Total income				\$21,200.00	\$0.00
Entry Fees					
Estimated	Actual			Estimated	Actual
250		Players	\$60.00	\$15,000.00	\$0.00
60		dbls teams	\$20.00	\$1,200.00	\$0.00
				\$0.00	\$0.00
				\$16,200.00	\$0.00
Sponsorship					
1	0	USHA @	\$5,000.00	\$5,000.00	\$0.00
1	0	@		\$0.00	\$0.00
1		@		\$0.00	\$0.00
				\$5,000.00	\$0.00
Exhibitors/vendors					
		Large booths @		\$0.00	\$0.00
		Med. booths @		\$0.00	\$0.00
		Small booths @		\$0.00	\$0.00
				\$0.00	\$0.00
shirt sales					
		Items @		\$0.00	\$0.00
		Items @		\$0.00	\$0.00
		Items @		\$0.00	\$0.00
		Items @		\$0.00	\$0.00
				\$0.00	\$0.00

9.6 PROFIT – LOSS SUMMARY

Event Budget for Sample Collegiate			
Profit - Loss Summary			
	Estimated	Actual	
Total income	\$21,200.00	\$0.00	
Total expenses	\$21,200.00	\$0.00	
Total profit (or loss)	\$0.00	\$0.00	

The bar chart displays two categories on the x-axis: 'Estimated' and 'Actual'. For each category, there are two bars: a blue bar for 'Total income' and a yellow bar for 'Total expenses'. In both the 'Estimated' and 'Actual' categories, both the 'Total income' and 'Total expenses' bars reach the \$0.00 mark on the y-axis, indicating a break-even scenario.

Category	Total income	Total expenses
Estimated	\$0.00	\$0.00
Actual	\$0.00	\$0.00



9.7 NEWS ARTICLE TEMPLATE

- ☐ Names of both players
- ☐ Schools
- ☐ Division
- ☐ Record of players in previous rounds
- ☐ Each game score
- ☐ One highlight (great shot, turning point, exceptional effort, etc.)
- ☐ Match results
- ☐ Quote from winning player
- ☐ Quote from losing player
- ☐ Quote from either or both coaches
- ☐ Note-turn card in and remind players of trophy photo



9.8 POINTS BY DIVISION AND PLACE

Division	Points		Division	Points	
Open			B1		
First	400		First	320	
Second	396		Second	316	
semi	392		semi	312	
quarter	388		quarter	308	
9 to 16			rd of 16	304	
First	387		B2		
Second	386		First	300	
semi	385		Second	296	
quarter	384		semi	292	
A1			quarter	288	
First	380		rd of 16	284	
Second	376		B3		
semi	372		First	280	
quarter	368		Second	276	
rd of 16	364		semi	272	
A2			quarter	268	
First	360		rd of 16	264	
Second	356		C1		
semi	352		First	260	
quarter	348		Second	256	
rd of 16	344		semi	252	
A3			quarter	248	
First	340		rd of 16	244	
Second	336		C2		
semi	332		First	240	
quarter	328		Second	236	
rd of 16	324		semi	232	
			quarter	228	
			rd of 16	224	



9.9 DIVISIONAL CATEGORIZATION

Men's Divisional Categorization- 2015

Average	Seed	School
	20	MNSU
	23	UL
	29	MOST
	37	UT
	39	UCD
	55	TAMU
	67	SBU
	73	UI
	76	UMN
	88	PU
	101	CSM
	104	ANSU
	104	ASU
	111	UWF
	128	MSU

Women's Divisional Categorization

Average	Seed	School
	22	LFC
	25	TCD
	31	MOST
	33	UT
	39	ANSU
	46	TAMU
	48	PU
	50	MSU
	56	MNSU
	56	UWF
	76	USU

Combined Divisional Categorization

Average	Seed	School
	29	UL
	40	LFC
	60	MOST
	70	UT
	70	MNSU
	94	TAMU
	134	PU
	142	ANSU
	167	UWF
	176	MSU
	177	CSM

Open Division Schools

A Division Schools

B Division Schools



9.10 TOURNAMENT AGREEMENT

AGREEMENT BETWEEN

The United States Handball Association and <Insert Organization or Venue>

<INSERT YEAR> COLLEGIATE HANDBALL TOURNAMENT

Tournament play will begin in one or more championship events on <Insert date>, continuing through <Insert date>.

ENTRY FEES: All entry fees shall be submitted to <Insert organization or USHA> and retained by <Insert organization or USHA>.

SPONSORS: <Insert organization> shall retain all sponsor income.

USHA FINANCIAL SUPPORT: <insert amount> provided to the host.

TOURNAMENT HANDBALLS: The official handballs will be supplied by the USHA and deducted from financial support.

AWARDS: Shall be the responsibility of the <insert host or USHA> and should include:

- First and second place in all singles and doubles divisions
- Two Sportsmanship Awards
- First and Second Place Team Awards (all qualifying divisions) for both genders
- Most Improved Player Awards (both genders)
- All American Awards

TOURNAMENT HOUSING: Host hotel(s) to be arranged by <Insert organization or USHA>.

LOCKERS, TOWELS, AND FIRST AID: Provided at no charge by <venue>.

COURT MAINTENANCE (drying, mopping, cleaning): is to be arranged for by <venue>.

TOURNAMENT SOUVENIR: is the responsibility of <Insert organization>.

SOUVENIR AND MERCHANDISE SALES: USHA will have use of tables, chairs and exhibit space to sell its merchandise as the major sponsor of this event. The USHA and other sponsors may hang banners promoting its sponsorship and merchandise.

TOURNAMENT REGISTRATION: <Insert venue> shall provide an adequate area for registering tournament players, preferably near the entrance. Additionally, the <Insert venue> will provide internet access, a copying machine, and a minimum of office supplies at no charge to the <Insert organization or USHA>. Also, the <Insert venue> will provide a secure, lockable room for storing USHA & sponsors' materials during the event. Note: The tournament registration area must be available for use by <Insert date and time> Registration (including collecting entry fees, membership dues and checking eligibility) is the shared responsibility of the <Insert host> and the USHA.

PRESS: <Insert venue> agrees to provide access for media representatives.



DAILY HOSPITALITY: <Insert organization> will provide <Insert number> meals per day on <Insert days>.

AWARDS CEREMONY: <Insert organization> shall provide an opportunity to honor award recipients. All costs associated with the opportunity shall be shared <insert host> and the USHA.

HANDBALL COURTS AVAILABILITY: The host club shall make available <insert number> handball courts from <Insert days and time>. A limited number of practice courts should also be available on <Insert day and time>, for tournament use at no charge to the players. NOTE: As the tournament progresses and match scheduling allows the <Insert organization or USHA> will release all available courts back to the Host Club for use by its general membership. Additionally, the <Insert venue> shall allow the no charge use of its locker rooms, towels, showers and other facilities, for the tournament player and his or her family.

SHUTTLE TRANSPORTATION: From airport is not a requirement of this agreement. Daily shuttle transportation to and from <insert venue and hotel> shall be provided by <Insert organization or USHA> (arranged with host hotel).

TOURNAMENT PUBLICITY AND PROMOTION: The <Insert organization and the USHA> shall make a cooperative effort to insure the best possible media coverage for this tournament and facility.

BOOTHS AND SPONSORS: <Insert organization> shall provide appropriate display booth space at no charge for our participating sponsors in a prominent location within the club. Additional booths may be sold, as space allows, and as agreed by <Insert organization or USHA>. The proceeds from booth/space rentals are for <Insert organization>.

HANDBALL MAGAZINE: The USHA agrees to give editorial support to the Host Club which shall include:

- announcing the tournament dates and site
- printing entry form in at least two issues of HANDBALL magazine
- ticket information
- housing information
- promote the tournament and host facility in a most thorough, professional manner.

RADIO, TELEVISION VIDEOTAPE & MOVIE RIGHTS: At the option of the Host Club, the club may show live video accounts of the playing portions of this tournament, as well as any other tournament related activity, inside the club. Additionally, the Host Club may make radio, television, and videotape reports at its own expense, or for the club's private use in the promotion of the tournament. All rights pertaining to the future public radio, television, videotape and movie reports of this event are solely the property of the USHA.



TOURNAMENT ADMINISTRATION, SUPERVISION, AND FINAL AUTHORITY: The tournament administration, supervision and final authority on ALL matters pertaining to the playing portions of this tournament and related activities such as but not necessarily limited to the following:

- rules and interpretations
- player draw positions
- choices of handballs
- court assignments
- referee assignments
- location of referees and lines persons
- player registration
- scores posting and over-all floor-management

The bulleted list above is the sole responsibility and under direct control of the USHA. The final authority on ALL matters pertaining to the management of daily business routines of the Host Club such as, but not necessarily limited to the following:

- crowd control
- club rules and regulations
- security and safety of club personnel, tournament players, guests and USHA officials
- all gallery usage

The bulleted list above is the sole responsibility and under direct control of the Host Club's professional staff and officials.

TOURNAMENT STAFFING: USHA shall provide the Tournament Director, Floor Manager, and Chief of Referees. Tournament discipline and conflict resolution committees shall be formed before the start of play. Host to supply a minimum <insert number> of volunteer help at registration desk and tournament control desk between the hours of <insert day and time>

INSURANCE: The USHA will provide a certificate of insurance, naming the <Insert organization> as additionally insured, in the amount of \$1,000,000 at no charge to <insert host>.

IN WITNESS WHEREOF,

the parties have hereunto subscribed their names on this _____ day of _____

FOR: <Insert Host>

BY: _____ Date: _____ (signature and title)

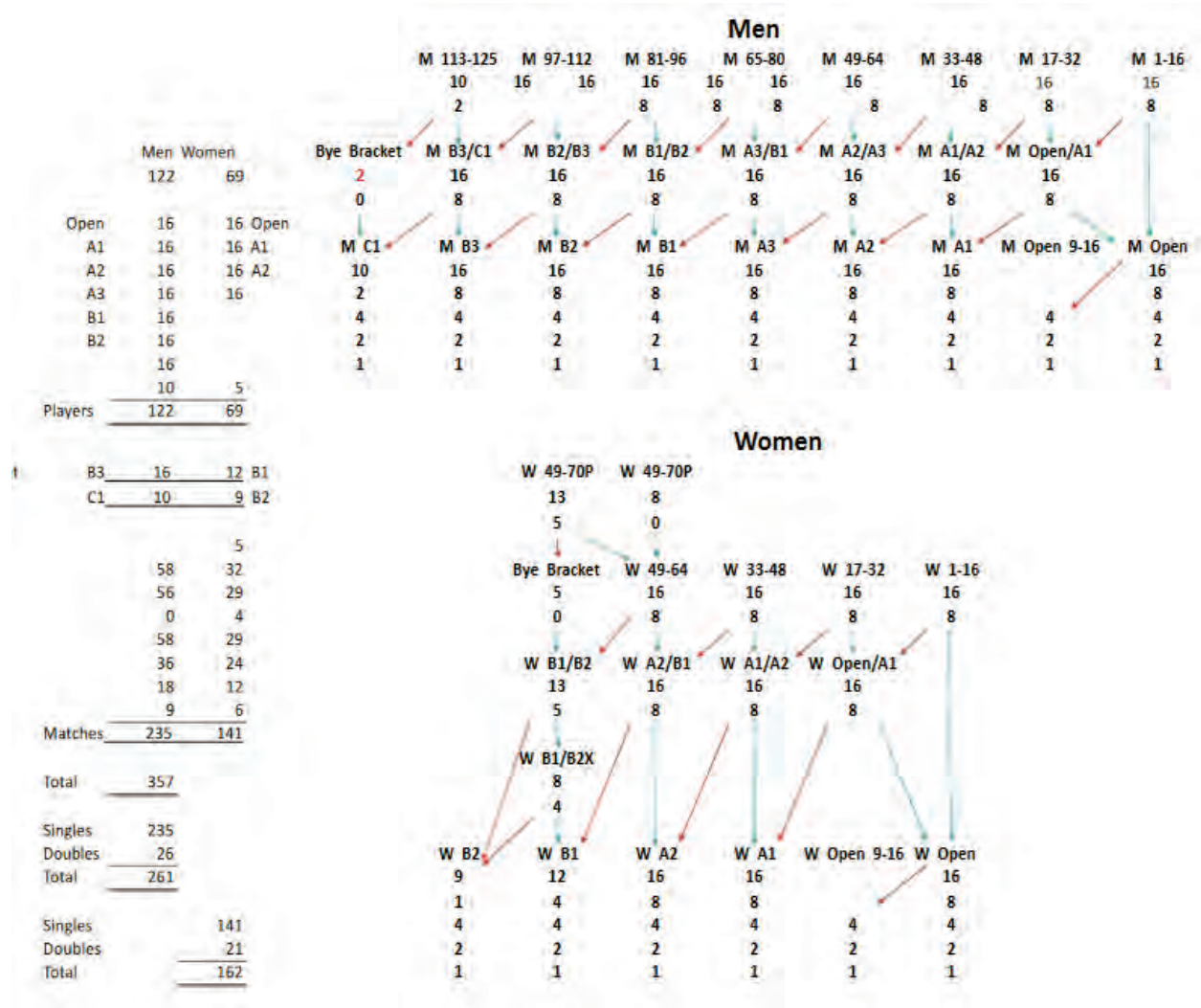
BY: _____ (signature and title)

FOR: The United States Handball Association 2333 N. Tucson Blvd., Tucson, Ariz. 85716

BY: _____ Date: _____ Vern Roberts, Executive Director



9.11 TOURNAMENT FLOW-CHART





9.12 SPIRIT OF HANDBALL AWARD

Player Being Nominated for the ***SPIRIT OF HANDBALL AWARD***:

Name: _____

School: _____

Name of Nominator: _____

Please list up to three instances when the nominee demonstrated **respect** during the tournament.

- 1.
- 2.
- 3.

Please list up to three instances when the nominee demonstrated **fairness** during the tournament.

- 1.
- 2.
- 3.

Please list up to three instances when the nominee demonstrated **self-discipline** during the tournament.

- 1.
- 2.
- 3.

Please list up to three instances when the nominee demonstrated **camaraderie** during the tournament.

- 1.
- 2.
- 3.

CRITERIA

Competitive play is encouraged but not at the expense of the Spirit of Handball. The Code of Conduct offers guidelines that all players must adhere to; however, when players not only adhere to these guideline but exceed expectations and their actions show that they honor the game, we want recognize them.

Perhaps they reversed a call that benefited them, helped a referee to make the right call, helped by volunteering to referee, and/or demonstrated an exceptional understanding of the rules. Perhaps they offered assistance that might improve another player's game. Maybe a player needed some guidance. Did they invite players to participate in an activity? Instead of sulking after a loss maybe they dedicated some time to make improvements.

Perhaps they can be seen picking up trash and keeping things tidy. How have they shown that they are accountable for their own actions? Have they demonstrated an understanding of the opponent's point of view? Have they demonstrated that they understand the value of being on time, ready to play and helping others to do the same?

- **Respect** for the game and its rules

Respect for yourself and your opponent
Respect for the referee, the tournament officials, and the spectators

- **Fairness and honesty** in following the rules of the game and maintaining the highest level of integrity

- **Self-discipline** to develop self-reliance and perseverance in learning the game and improving our skills and in conditioning our bodies and minds

- **Camaraderie** and appreciation of others in the pursuit of this difficult sport
The comradeship of those who play the game and experience its difficulty, strategy and competitiveness

Four Players (two male and two female) are eligible to receive a Spirit of Handball Award.