

Florida Region of USA Volleyball, Inc.



EVENT NAME: _____

EVENT DATE: _____ DIRECTOR: _____

TOURNAMENT DIRECTOR CHECKLIST (rev. Oct 2009)

By applying for and receiving a sanction number from the Florida Region Office, Tournament Directors agree to complete the following items prior to, during, and after the tournament to be considered a Tournament in "Good Standing". Failure to comply with all items may result in subsequent tournament being suspended and/or future events being denied a USAV sanction number and/or a monetary fine being imposed.

PRE-TOURNAMENT:

- ___ Conduct a site visit/inspection to ensure the facility meets USAV requirements for safety, ceiling height, and lighting.
- ___ Sanction the event with the Florida Region Office & pay the Event Sanction Fee (Click on FORMS page of Region website). (To be sanctioned, an Event Director must complete the Online Event Sanction Form and remit the required pre-sanction fee.)
- ___ Request a Certificate of Insurance for the facility/facilities. (Also on FORMS page). (Certificates will be issued via e-mail. Please allow 7-10 business days for creation and distribution.)
- ___ Secure USAV certified officials through the Regional Official's Assignor and designate a Head Official. (E-mail assignor@FloridaVolleyball.org with event details at least 60 days in advance.)
- ___ Identify and secure a site manager/director for each playing location.
- ___ Post the FL Region Spectator & Parent Code of Conduct poster on all entry points. (Spectator & Parent Code of Conduct posters are available on the FORMS page of the Region website.)
- ___ Verify existence of USAV Medical Release Forms for all junior level participants.
- ___ Verify membership status for each participant. Each member should have a valid USAV membership card.
- ___ Verify WebPoint team rosters for each team. These are the "OFFICIAL" rosters for USAV!

DURING TOURNAMENT:

- ___ Record all match results and have USAV approved tie-breaking procedures in place.
- ___ Form a protest committee and inform participating teams of the protest guidelines.
- ___ Have USAV Incident Report Forms and Medical Claim Forms on-hand at each location.
- ___ Document all incidents/accidents on the appropriate forms. (Complete all information legibly!)

POST TOURNAMENT:

- ___ Submit match results and final finish to the Region office using the approved format within 3 days. (Approved: Final finish in Excel & match results in Excel or PDF)
- ___ Fax any/all incident/accident forms to the Region office within 5 days. (Fax: 352-742-0088)
- ___ Remit the \$7 per team sanction fee (less the \$30 pre-sanction fee) to the Region office within 7 days. Make checks payable to: Florida Region Volleyball.

By signing below I confirm that all items listed above have been completed.

Tournament Director Signature: _____ Date: _____

Once completed, please mail this document to the Florida Region Office with your final sanction fee payment.