



EVENT NAME: _____

EVENT DATE: _____ DIRECTOR: _____



INDOOR EVENT DIRECTOR CHECKLIST (Rev. December 2023)

By applying for and receiving a sanction number from the Florida Region Office, Event Directors agree to complete the following items prior to, during, and after the event to be considered an Event in "Good Standing." Failure to comply with all items may result in subsequent event being suspended and/or future events being denied a USAV sanction number and/or a monetary fine being imposed. If hosting a tournament, please refer to the Tournament Director & Official's Director Policy for clarification on items below.

PRE-EVENT:

- ___ Register your organization with the Florida Region of USA Volleyball as a club or as an affiliate and remit the required application fee for each individual USA Volleyball season.
- ___ Conduct a site visit/inspection to ensure the facility meets USAV requirements for safety, ceiling height, and lighting. Verify courts will be a safe distance from any building hazards.
- ___ Sanction the event with the Florida Region Office and pay the Event Sanction Fee, if applicable.
- ___ Request a Certificate of Insurance for the facility/facilities. **(Click on FORMS page. Certificates will be issued via e-mail. Please allow 7-10 business days for creation and distribution.)**
- ___ For tournaments, secure USAV certified Official's Director/ Head Official.
- ___ For tournaments, secure USAV certified officials through the Regional Official's Assignor. **(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 Code of Conduct poster on all entry points. **(Spectator Code of Conduct Poster is available on the FORMS page of the website.)**
- ___ Ensure that all staff members working the event (that will have any direct contact with junior athletes in an authoritative capacity) are current members of USAV with a current USAV background screen and be currently SafeSport trained.
- ___ Verify membership status for each participant (player) and adult participant (coaches, chaperones, club admin, club director). Each individual should have a valid USAV membership. All adult participants are required to have a USAV background screen and SafeSport certification. All coaches must be IMPACT certified.
- ___ For tournaments, rank/seed the teams using the most recent posting of the Florida Region Ranking Report.
- ___ For tournaments, verify and retain signed team rosters for each team prior to the beginning of the competition. SportsEngine rosters are the official rosters of the Florida Region and are to be accepted.
- ___ Have an emergency action plan in writing.

DURING EVENT:

- ___ Address safety issues and make adjustments to ensure that all participants will be provided a safe environment.
- ___ Record all match results, post results and have USAV approved tie-breaking procedures in place.
- ___ Form a protest committee and inform participating teams of the protest guidelines.
- ___ Provide at least one certified athletic trainer per location of the event. **(Recommend one trainer per 20 courts.)**
- ___ Have USAV Incident Report Forms, COPS Forms and the Emergency Action Plan on-hand at each location.
- ___ Document all incidents/accidents on the appropriate forms. **(Complete all information legibly!)**
- ___ Follow USAV Championship Manual, unless a waiver is requested and granted.

POST EVENT:

- ___ For tournaments, submit match results and final finish via e-mail to the Region office using the approved Microsoft Excel format by 9AM ET on the Wednesday after the event concludes. **(E-Mail to results@floridavolleyball.org)**
- ___ Fax/scan/email any/all incident/accident forms to the Region office within 5 days. **(Fax: 352-414-5304, Email: events@floridavolleyball.org)**
- ___ Remit the per team sanction fee (less the \$35 sanction fee) to the Region office within 7 days. Make checks payable to: Florida Region Volleyball. (Level I Events - \$7 per team fee, Level II and Level III Events - \$5 per team fee.)
- ___ Please fill out the following: ___ (# of Teams) x ___ (Sanction fee per team) – \$35 (Sanction fee) = ___ (Amount paid)
- ___ Remit any and all fully completed and legible incident/accident forms to Florida Region office within 5 days.
- ___ Remit any Uniform Waiver Forms approved and granted by the Official's Director.
- ___ Certify that the event complied with the Florida Region of USA Volleyball Alcohol Policy.
- ___ Complete and submit the Event Director Checklist to the Florida Region office within 7 days.

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.