

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ DIRECTOR: \_\_\_\_\_

INDOOR EVENT DIRECTOR CHECKLIST (Rev. December 2017)

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 regarding tournaments only.

**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.
- \_\_\_ For tournaments, secure USAV certified officials through the Regional Official's Assignor. (E-mail [assignor@FloridaVolleyball.org](mailto:assignor@FloridaVolleyball.org) with event details at least **30** 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 Poster is available on the **FORMS** page of the website.)
- \_\_\_ Verify existence of notarized USAV Medical Release Forms for all junior level participants.
- \_\_\_ 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. WebPoint 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.
- \_\_\_ (For tournaments only) Provide at least one certified athletic trainer per location of the event. (Recommend one trainer per 20 courts.)
- \_\_\_ Have USAV Incident Report Forms on-hand at each location.
- \_\_\_ Document all incidents/accidents on the appropriate forms. (Complete all information legibly!)

**POST EVENT:**

- \_\_\_ For tournaments, submit match results and final finish via e-mail to the Region office using the approved Microsoft Excel format within 3 days. (E-Mail to [results@floridavolleyball.org](mailto: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](mailto: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 Events - \$5 per team fee.)
- \_\_\_ 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.
- \_\_\_ 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.