

EVENT NAME: _____

EVENT DATE: _____ DIRECTOR: _____



INDOOR EVENT DIRECTOR CHECKLIST (Rev. July 2018)

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 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)
- ___ 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 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.
- ___ 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.
15010 US Highway 441 - Eustis, FL - 32726 - Phone (352) 742-0080 - Fax (352) 414-5304