

# Florida Region of USA Volleyball, Inc.



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

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

## TOURNAMENT DIRECTOR CHECKLIST

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 (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 and designate a Head Official.
- \_\_\_ 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 membership card.

### 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 standings to the Region office using the approved format within 3 days.
- \_\_\_ Fax any/all incident/accident forms to the Region office within 5 days. (Fax: 352-742-0088)
- \_\_\_ Remit the \$5 per team sanction fee (less the \$30 pre-sanction fee) to the Region office within 7 days. Make checks payable to: Florida Region Volleyball
- \_\_\_ Upload tournament results into the Florida Region ranking system (if required).

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.