

The WEVA Adult Tournament Sanction Procedure outlines the steps to sanctioning an adult tournament within WEVA. For more details on the tournament itself, please refer to the WEVA Adult Tournament Guidelines.

### **1. Membership**

If you WERE a WEVA member in the 2008-2009 season and it is before November 1, 2009, you may apply for sanction of a tournament.

If you WERE a WEVA member in the 2008-2009 season and it is November 1, 2009 or after, you must register for the 2009-2010 season

If you WERE NOT a WEVA member in the 2008-2009 season, you must register for the 2009-2010 season.

Registration for the 2009-2010 season is done on-line at [www.wevavolleyball.org](http://www.wevavolleyball.org). Your membership is not complete until your registration fee is received and processed by the WEVA office. For any questions regarding membership registration, please contact the WEVA Registrar.

### **2. Tournament Sanction Dates**

The following applies for the 2009-2010 WEVA junior tournament season:

- Starts on December 1, 2009
- Ends on June 30, 2010

Priority for 2-day tournament sanctioning ends September 4, 2009

Priority for 1-day tournament sanctioning ends September 25, 2009

There may not be tournaments in the same division on the same weekend, unless the primary tournament is full and a secondary tournament is sanctioned.

### **3. Tournament Sanction Procedure**

Each proposed tournament needs to be submitted electronically on the WEVA web site at <http://www.wevavolleyball.org/A-Sanction-O.asp>. When finished entering your information, click the "Submit" button.

If all the required fields are not complete, you will be prompted to complete them.

### **4. Acceptance/Denial of Tournament Sanctions**

The Tournament Coordinator will determine whether your request(s) will be temporarily sanctioned or denied and will notify the Tournament Director via e-mail. Sanction numbers for each event or the reason for denial will be included in the e-mail.

Events that are temporarily sanctioned will be classified as PENDING until the Sanction Bonds and Sanction Fees are received by the Tournament Coordinator. Once received, the events will be reclassified as SANCTIONED.

The Tournament Coordinator will contact you regarding the amount needed to sanction the event. Sanction Bond is \$50 for all events. Sanction Fees are \$20/court with a maximum of \$100/event. Checks are to be made out to "WEVA" and sent to the Tournament Coordinator. The WEVA Sanction Coordinator will be notified about the facilities that need insurance certificates for the events to be sanctioned. The insurance certificates will be sent to the Tournament Directors for distribution to the facilities.

Events that are PENDING are allowed to be publicized but entries are NOT allowed to be accepted. Events that are SANCTIONED are allowed to be publicized and have entries accepted. Promoting a tournament or accepting tournament entries before the tournament has been sanctioned is a violation of WEVA policy.

## 5. WEVA Adults' Tournament Schedule

The WEVA Adults' Tournament Schedule, on the WEVA website, will be updated as tournaments are accepted. They will be placed in either the PENDING or SANCTIONED sections.

The WEVA Adults' Tournament Schedule is a tool for the advertisement of WEVA-sanctioned events.

WEVA itself is not the promoter of these events unless listed as such. Tournament directors are solely responsible for the events they have had sanctioned through WEVA.

Club directors and coaches may contact tournament directors at any time to register for events, once they have been sanctioned.

## 6. Post-Tournament Responsibilities

Appropriate paperwork needs to be submitted after the tournament is complete in order for the Sanction Bond and any unused Sanction Fees to be reimbursed.

*Twenty-four (24) hours after the tournament, the WEVA Commissioner must be notified of all:*

- a. Injuries and/or accidents
- b. Ineligible teams and/or players
- c. Uniform violations
- d. Player, coach, officials, and/or spectator conduct problems.

*One (1) week after the tournament, the WEVA Tournament Coordinator must receive:*

- e. A completed "2009-2010 Director's Report of a WEVA Event" form (no substitutions)
- f. All Pool Play results, all Playoff results (8.5 x 11 inch format)
- g. All rosters signed by the tournament Director, signed by the coach, and all players checked off.
  - a. Mens & Womens events: rosters created using the USA on-line database
  - b. Coed events: rosters created using the "2009-2010 WEVA Coed Roster" form
- h. All completed "2010 USA Volleyball Incident Report" forms (if applicable, no substitutions)

*By June 30, 2010, the WEVA Tournament Coordinator must receive:*

- i. A completed "2009-2010 Financial Report of a WEVA Event" form (no substitutions). This may be submitted at any time between the tournament date and June 30, 2010.

The Sanction Bond will be \$50 for all tournaments.

If anything is missing or incomplete from the "2009-2010 Director's Report of a WEVA Event" form, Pool Play results, Playoff results, or rosters created on the USA on-line database (or similar roster-like forms for non-WEVA teams), all due one week after the event, \$40 of the \$50 Sanction bond will be forfeit.

If anything is missing or incomplete from the "2009-2010 Financial Report of a WEVA Event" form (due June 30, 2010), \$10 of the \$50 Sanction bond will be forfeit.

Sanction Fees will be \$20/court with a maximum of \$100/event. If courts originally sanctioned are not used, those sanction fees will be reimbursed as long as the "2009-2010 Director's Report of a WEVA Event" form, Pool Play results, Playoff results, and rosters created on the USA on-line database (or similar roster-like forms for non-WEVA teams), are received one week after the event (no missing information or incomplete forms allowed).

## 9. Cancellation of a Sanctioned Event

If you need to cancel a scheduled event for any reason, you must do the following:

- a. Notify the Tournament Coordinator via e-mail.

- b. Notify all teams that have been accepted into the tournament.
- c. Return any tournament entry fees collected.
- d. Send a completed "2009-2010 Director's Report of a WEVA Event" form (no substitutions) to the Tournament Coordinator.