

The WEVA Junior Tournament Sanction Procedure outlines the steps to sanctioning a junior tournament within WEVA. For more details on the tournament itself, please refer to the WEVA Junior Tournament Guidelines.

1. Membership

If you WERE a WEVA member the previous season and it is before November 1st, you may apply for sanction of a tournament.

If you WERE a WEVA member the previous season and it is November 1st or after, you must register for the current season

If you WERE NOT a WEVA member the previous season, you must register for the current season.

Registration for the current season is done on-line at www.wevavolleyball.org. Your membership is not complete until your registration fee and a completed background screening (if necessary) are received and processed by the WEVA office. For any questions regarding membership registration, please contact the WEVA Registrar.

2. Background Screening

It is the policy of WEVA that any individual intending to hire or use registered individuals in any sanctioned juniors' volleyball activities will submit to a background screening policy as determined by USA Volleyball. Club directors, club administrators, team reps, coaches, chaperones, and trainers who intend to register, affiliate, and/or participate with a juniors' volleyball club or team in WEVA will be screened. Failure to do so is grounds for automatic suspension of membership privileges to participate in sanctioned juniors' events and/or activities. All registered individuals of USAV and WEVA have the right of due process. WEVA will not register, or allow to be registered; any individual who refuses to consent to a background screen if they intend to participate in WEVA sanctioned events with registered junior members. Background screens will not be required for junior players and for members not associated with juniors' activities.

3. Co-Sponsorship

It is an independent (not affiliated with a junior club) tournament director's right to seek co-sponsorship of a tournament. If such an arrangement is made, a completed "WEVA Junior Tournament Co-Sponsorship" form must be submitted to the Tournament Coordinator.

4. Tournament Sanction Dates

The following applies for the WEVA junior tournament season:

- Starts on December 1st
- Ends on the following June 30th

Traditional 2-day events will be sanctioned first

Non-traditional (new) 2-day and 1-day tournaments will be sanctioned the 3rd Friday of September

Junior clubs will have priority over independent tournament directors in sanctioning tournaments.

Multiple tournaments in the same division on the same weekend:

- In the same region area (Buffalo, Corning, Jamestown, or Rochester), the tournament that was first granted the date shall have priority of filling for that weekend. A tournament is considered "filled" when at least four teams have been assigned in each pool for that age group. Once the primary tournament is full a second sanction may be granted.

- In corner region areas (Jamestown + Rochester or Buffalo + Corning), the same divisions may be run on the same weekend, except when one of the events is a 2-day tournament.
- In adjacent region areas (Buffalo + Jamestown, Buffalo + Rochester, Corning + Jamestown, or Corning + Rochester), 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.

5. Tournament Sanction Procedure

Each tournament needs to be submitted electronically on the WEVA web site at <http://www.wevavolleyball.org/J-Tour-F.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

6. Types of Tournaments

- a. **1-day event:** Each team participates on one day. Sanction bond and fees apply for the day (ex. Saturday Girls 14s & 16s on 4 courts = \$50 sanction bond + \$80 sanction fees)
- b. **2 1-day events:** Each team participates on one day. Different Genders and Levels on each day. Sanction bond applies for the weekend. Sanction fees apply for each day (ex. Saturday Girls 14s on 4 courts & Sunday Girls 16s on 4 courts = \$50 sanction bond + \$160 sanction fees)
- c. **2-day event:** Each team participates on both days. Sanction bonds and fees apply for the weekend (ex. Saturday & Sunday Girls 14s & 16s on 4 courts = \$50 sanction bond + \$80 sanction fees)

7. Acceptance/Denial of Tournament Sanctions

The Tournament Coordinator will determine whether your request(s) will be approved 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.

The Tournament Coordinator will contact you regarding the amount needed to sanction the event. Sanction Bond is \$50 (unless otherwise specified by the Tournament Coordinator) 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. Payment is to be received within 2 weeks or the approved sanction may be denied.

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.

The WEVA Officials Chairperson will be notified about the date and expected number of teams to assist in the planning for referees.

8. WEVA Juniors' Tournament Schedule

The WEVA Juniors' 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 Juniors' 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.

9. 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 on-line submission of the Tournament Event Report
- f. All Pool Play results, all Playoff results (8.5 x 11 inch format)
- g. All rosters that were created on the USA on-line database, signed by the tournament Director, signed by the coach, and all players checked off.
- h. All completed "USA Volleyball Incident Report" forms (if applicable, no substitutions)

By June 30th of the current season, the WEVA Tournament Coordinator must receive:

- a. A completed on-line submission of the Tournament Financial Report. This may be submitted at any time between the tournament date and June 30th.

The Sanction Bond will be \$50 (unless otherwise specified by the Tournament Coordinator) for all tournaments.

If anything is missing or incomplete from the Tournament Event Report, 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, 80% of the Sanction bond will be forfeit. If anything is missing or incomplete from the Tournament Financial Report (due June 30th), 20% of the 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 Tournament Event Report, 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).

10. Cancellation of a Sanctioned Event

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

- a. Cancel the tournament via the web site.
- b. Notify all teams that have been accepted into the tournament.
- c. Return any tournament entry fees collected.