



Indoor Tournament Director Checklist - Revised for the 2025-2026 Season

EVENT NAME: _____



EVENT DATE: _____ DIRECTOR: _____

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 event to be considered an Event in "Good Standing". Failure to comply with all items may result in subsequent events 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 a clarification on items below. The Florida Region reserves the right to adjust or alter this list.

PRE-EVENT:

- ____ Register your organization with the Florida Region of USA Volleyball as a club or as an event 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 court will be a safe distance from any building hazards.
- ____ Submit an Event Sanction Request with the Florida Region Office and pay the Event Sanction Fee, if applicable.
- ____ Request a Certificate of Insurance (COI) for the facility/facilities. Certificates will be issued via email. Please allow 7-10 business days for creation and distribution.
- ____ Identify and secure a site manager/director for each playing location.
- ____ Post event sanction level (Level I or Level II) on the event webpage.
- ____ Secure USAV certified Official's Director (OD)/Head Official.
- ____ Secure USAV certified officials through the Regional Official's Assignor. Email assignor@floridavolleyball.org with event details at least 60 days in advance.
- ____ Rank/seed the teams using the most recent posting of the Florida Region Ranking Report.
- ____ Provide at least one(1) certified athletic trainer (ATC) per location. Recommended one(1) ATC per twenty(20) courts.
- ____ Verify and retain signed team rosters for each team prior to the beginning of the competition. SportsEngine rosters are the official rosters of the Florida Region and are to be accepted.
- ____ Post the [FL Region Spectator Code of Conduct](#) poster on all entry points.
- ____ Ensure that all staff members working the event (that will have direct contact with junior athletes in an authoritative capacity) are current members of USAV with a current USAV background screen and are currently SafeSport trained.
- ____ Verify membership status for each participant (player) and adult participant (coaches, chaperones, club admin, club director, etc.). 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.
- ____ 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.
- ____ Have printed USAV Incident Report Forms, COPS Forms, and Emergency Action Plan on-hand at each location.
- ____ Document all incidents/accidents on the appropriate forms. Complete all information legibly.
- ____ Follow USAV Championship Manuals, unless a waiver is requested and granted.

POST-EVENT:

- ____ **PROCESS PAYMENTS** for officials within **three (3) days after the event concludes**.
- ____ **E-MAIL** the following items to results@floridavolleyball.org by **12pm on the Tuesday after the event concludes**.
 - ____ Level I (Ranking) tournaments only - submit final finishes in approved Excel formats (**2 files** - FL & National)
 - ____ Scanned copies of any/all completed and fully legible incident/accident report forms.
 - ____ Scanned copies of any/all Regional Uniform Waivers that were approved and granted by the OD.
 - ____ Scanned copies of any miscellaneous documents (COPS forms, Code of Conduct violations, etc.).
- ____ **MAIL** the following items within **seven (7) days after the event concludes**. Mail to:
 - Florida Region of USA Volleyball - 15010 US Hwy 441, Eustis, FL 32726
 - ____ Any/all original incident/accident report forms.
 - ____ Completed and signed Indoor Tournament Director Checklist.
 - ____ Remit the sanction fee (calculated below). Make checks payable to: Florida Region USAV.
____ (# of teams) x ____ (**Level I** = \$7, **Level II** = \$5) - \$35 (Sanction fee) = ____ (Amount to be paid)
- ____ Certify that the event complied with the Florida Region of USA Volleyball Alcohol Policy.

BY SIGNING BELOW, I CONFIRM THAT ALL ITEMS LISTED ABOVE HAVE BEEN COMPLETED.

Event Director Signature: _____ Date: _____

Once completed, please mail this document to the Florida Region Office with your final sanction fee payment.
Address: 15010 US Highway 441, Eustis, FL 32726 | Phone: 352-742-0080 | Fax: 352-414-5304
www.floridavolleyball.org