

INSTRUCTIONS FOR SRVA JUNIOR INDOOR TOURNAMENTS

Thank you for hosting tournaments in the Southern Region this season. You are providing a vital opportunity for our young athletes to improve their volleyball skills, life skills, and have fun in the sport we all love. Below is specific info to help you conduct your tournament and post the results.

By accepting this sanction, you have agreed to conduct your tournament(s) in accordance with SRVA tournament policies, unless a waiver is granted. Please contact [Steve Kenyon](#) with any WAIVER REQUEST. The policies of the SRVA are contained in our Region Handbook. Sections III through IX contain information regarding tournament administration. NO ADDITIONAL FEES OF ANY KIND MAY BE CHARGED, AND NO ADDITIONAL REQUIREMENTS FOR PARTICIPATION MAY BE ADDED to any SRVA-sanctioned tournament unless you receive written permission from Steve Kenyon to do so.

BEFORE EACH TOURNAMENT,

- 1) Keith Weller will assist you with the play schedule/format of your tournament(s). Please review the teams entered into your tournaments and update him regarding your play sites and available court space no later than two weeks prior to the tournament. His email address is: kcw2161@gmail.com
- 2) Please be sure that directions to your playing site(s) or addresses are posted on our website no later than two weeks prior to the tournament. Send any additions or corrections to those directions to Brenda McIntosh. Her email address is Ichicat@aol.com
- 3) Please note: There are potential fines or penalties for failure to provide the above info.
- 4) Partial reimbursement of team entry fees will be sent out during the week of the tournament, usually on Tuesday or Wednesday. The sanction fee will be deducted, and a bond amount will be withheld until the necessary actions below are completed.
 - a) NOTE: The name and address on the tournament listing will be used to send all reimbursements unless you contact [Steve Kenyon](#) to request a different payee and mailing address.

AFTER EACH TOURNAMENT,

- 1) RESULTS:
 - a) Must be entered/posted by each tournament director directly into the SRVA Online software no later than the Monday following the tournament.
 - b) If the tournament is a multiple-day tournament ending on a Sunday, it is recommended that results be entered by the following Monday, but are not required to be posted until the second Monday following the tournament.
 - c) The **Tournament Results Entry Instructions** are located on the SRVA website under forms/Tournaments-Hosting Information.
 - d) See below for additional info needed if your tournament has been granted a waiver from using the SRVA tournament registration software.
- 2) The **Tournament Report** and **Signed Team Roster Sheets** must be received within 15 days after the tournament ends.
 - a) The **Mandatory Post Tournament Report** form is located on the SRVA website under forms/Mandatory Post Tournament Report. Filling out and submitting this form online will send the information to Steve Kenyon and satisfy this portion of the above requirement.

b) **You Must Mail the Signed Team Roster Sheets to:**

**SRVA Admin Assistant,
305 Redfern Street
Homewood, AL 35209.**

- 3) Calls after the deadline will not prevent a sanction from being imposed.
- 4) Tournament score sheets must be maintained by the tournament director through the end of the season.

NOTE !!! The tournament bond will be FORFEITED if required materials are not received by 15 days after the tournament ends.

SPECIAL PROCEDURE FOR WAIVERED TOURNAMENTS - If you have been granted a waiver to use a non-SRVA tournament registration system:

- 1) **Prior to the Event** Keith Weller needs the list of all SRVA teams participating in the tournament so he can enter the teams into our website, which will then allow you to post results at the tournament.
- 2) **An Final "Tournament Teams Report" must be emailed to** Steve Kenyon his email is svacommissioner@gmail.com. This Final Tournament Teams report: must include every team's name and USAV team designation code for all teams accepted or that competed in the tournament. This document is used to determine how much to reimburse your event.