



**USA** *Volleyball*



# **Juniors Tournament Sanction Application and Guidelines**

*Approved BOD 11/17/08*



# NEW ENGLAND REGION VOLLEYBALL ASSOCIATION

## Juniors Tournament Sanction Application

1. Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

2. Site(s) of Event: \_\_\_\_\_

Street/City/St/Zip: \_\_\_\_\_

3. Name of Team/Club Host: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Tournament Director: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Gender:**  Girls  Boys **Level:**  Mixed  Open  Club **Age Group(s)** (Circle): 18 17 16 15 14 12

5. Entry Fee: \_\_\_\_\_ Checks Payable To: \_\_\_\_\_

6. Number of Courts: \_\_\_\_\_ Teams per Court: \_\_\_\_\_

7. Awards: None  1<sup>st</sup> Place Team  2<sup>nd</sup> Place Team  1<sup>st</sup> Place Individ.  2<sup>nd</sup> Place Individ.

8. Locker Room Access:  Yes  No Food:  On Site  Nearby  Distant

9. Number of Out-of-Region Slots (if any): \_\_\_\_\_

10. Remarks: \_\_\_\_\_

11. Pool play format:

Number of teams per pool: Round 1: \_\_\_\_\_ Round 2: \_\_\_\_\_ Round 3: \_\_\_\_\_

Number of sets per match: Round 1: \_\_\_\_\_ Round 2: \_\_\_\_\_ Round 3: \_\_\_\_\_

Other Formats: \_\_\_\_\_

12. Playoff format:

(2 of 3) 25 Pt Games with 3<sup>rd</sup> Game 15 Pts

Other (explain) \_\_\_\_\_

### 13. TOURNAMENT EXPENSES

	Estimated	Actual
a. Facility charges	\$ _____	\$ _____
b. NERVA Sanction fee <b>(\$5.00 per team per day)</b>	\$ _____	\$ _____
c. Officials fees	\$ _____	\$ _____
d. New volleyballs	\$ _____	\$ _____
e. Awards	\$ _____	\$ _____
f. Score/lineup sheets, pens, etc	\$ _____	\$ _____
g. Other expenses	\$ _____	\$ _____
<b>Total Expenses</b>	\$ _____	\$ _____

### 14. TOURNAMENT INCOME

	Estimated	Actual
a. Entry fee \$ _____ x _____ teams =	\$ _____	\$ _____
b. Other Income	\$ _____	\$ _____
<b>Total Income</b>	\$ _____	\$ _____

15. **Net profit or loss**                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

16. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NEW ENGLAND REGION VOLLEYBALL ASSOCIATION

## Juniors Tournament Sanction Application

### Instructions for Completing the Juniors Tournament Sanction Application Form

1. Tournament hosts must follow policies and procedures as specified in these Juniors Tournament Sanction Application and Guidelines when requesting and hosting sanctioned tournaments.
2. All numbered sections on the form must be completed. If any item does not apply, indicate by using "N/A" instead of leaving it blank.
3. Submit the Juniors Tournament Sanction Application page to the Juniors Scheduler at least 6 weeks prior to the date of your tournament. The Juniors Scheduler will return the original request form to you, either approved (with or without conditions) or denied (with an explanation for the denial). After the tournament, you will need to fill in the Actual Column and return the completed Form to the Junior Scheduler.
4. The Junior Tournament Scheduler will send a copy of your approved Sanction form to the Juniors Commissioner and the Referee Assignor as official notification to begin coordinating and scheduling your tournament.

#### Specific Instructions by Line

##### Line How to fill it out

1. Self explanatory.
2. Give complete address of tournament site. If directions are not on the NERVA web site, include complete directions to the site for teams and referees. It is optional but recommended that hosts send directions for new sites to the NERVA web master for posting electronically.
3. Self explanatory.
4. Check the appropriate box for gender, competition level and age.
5. Self explanatory.
6. Self explanatory.
7. Check appropriate box(es) indicating whether or not awards are to be presented.
8. Check appropriate box(es).
9. State number of slots reserved for out of Region teams as applicable.
10. Self explanatory, state special conditions or notices as applicable.
11. Self explanatory, note that special advance permission is required for non-standard formats.
12. Self explanatory, note that special advance permission is required for non-standard formats.
13. When requesting the sanction, fill out only the "Estimated" column. After the tournament, complete the Actual column. Under "Official Fees" in the Actual column, include the cost you paid for teams without referees and/or scorekeepers.
14. Same as for Section 13. In the "Other Income" Actual column, fill in the fees collected from teams without referees and/or scorekeepers.
15. Self explanatory.
16. Self explanatory.

#### THIS SECTION IS FOR THE NERVA TOURNAMENT SCHEDULER ONLY

Is this tournament approved for sanction? (Please Circle)

YES

YES-with conditions below

NO-reason below

Reason for Denial or conditions applying to sanction (attached sheet is necessary):

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Juniors Scheduler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Article I. Inter-Regional Tournaments - Guidelines and Procedures**

### **Section 1.01 Application for sanction of tournament:**

1. All prospective Tournament Directors for a junior's event must be a member in good standing with the New England Regional Volleyball Association (NERVA).
2. Upon verbal or written request to the Junior Scheduler, the prospective Tournament Director will receive the Juniors Tournament Sanction Application and Guidelines.
3. The Tournament Director shall submit in duplicate the "Juniors Tournament Sanction Application", accompanied by any request for waiver of these guidelines and the appropriate sanction fee and Sanction deposit, to the Juniors Scheduler. Written approval by the Juniors Scheduler must be obtained by a Tournament Director prior to sending out invitations and conducting sanctioned competition. Upon receipt of tournament application and the appropriate fees the Juniors Scheduler will respond with a written response within 10-14 days.
4. The Region reserves the right to revoke any sanction for a juniors' tournament or event if the guidelines are not adhered to. If a sanction is revoked the tournament/event should be canceled. It is up to the discretion of the Tournament Director to continue the event or not, without sanction by the Region. The non-sanctioned event will not be covered by the Region's insurance, and all participating sites and teams will be notified. For sanction approval the Tournament Director must comply with the Regions operating guidelines.
5. Failure to comply with these guidelines in any fashion will be grounds for revocation of sanction and refusal of future events sanctions.

### **Section 1.02 Requirements - Facilities, Staff and Director:**

1. An approved facility must contain appropriate equipment to conduct competition consistent with the rules of the game. See the official USAV Rule Book.
2. All Tournament and Site Directors including any personal with care and custody of teams must abide by the USAV and NERVA policy on Background Screening. The Policy is stated in this document under Section 1.03
3. A Tournament Director shall be a non-playing, non-coaching individual conversant with the rules of play and the conduct of tournaments and whose sole responsibility is keeping the tournament on schedule and properly recorded. In addition all court managers for each court, who are collectively charged with the above responsibilities, shall not serve in any officiating capacity.
4. A Tournament Director will appoint a Tournament Committee comprised of a minimum of 3 individuals, for selection of teams for participation (if not assigned by the Region) and for seeding of such teams.

### **Section 1.03 N. E. Region Volleyball Assoc. Background Screening Policy**

It is the policy of the N. E. Region Volleyball Associations (NERVA) that any entity intending to hire or use registered individuals in any sanctioned junior volleyball events and/or activities will accept and abide by this background screening policy. The following individuals will be screened: Club directors, club administrators, team representatives, coaches, chaperones, and trainers who intend to register, affiliate and/or participate with a junior volleyball club or team in NERVA.

Additionally, the entity will enforce the penalties resulting from a negative background screening report. Failure to do so is grounds for automatic suspension of membership privileges to participate in NERVA/USAV sanctioned junior events and/or activities. All disqualified individuals have the right to dispute the findings of the background screening directly with SSCI.

NERVA will not register, or allow to be registered, any individual who refuses to consent to a background screen if he/she intends to affiliate and/or participate with a junior club or team in NERVA. Junior members are any members under the age of 18. A background screen will not be required for those individuals who will be classified as junior players or those individuals not registered, affiliated and/or participating with a junior volleyball club or team in NERVA.

Individuals who are subject to background screening will be screened every two years.

NERVA retains the right to require additional background screens at any time.

## **PROCESS**

Upon registering with the USA Webpoint Registration System individuals who will be associated with a Juniors team must check off a box under the “Participating Role” section. Upon doing so if a Background Screen has expired or the participant is a first year participant, the system will lead you to the Background Screen Authorization area. The participant must complete the data requested and accept the electronic waiver. Once the members application has been paid, the Background Screen application will be forwarded for process (to SSCI).

All information received as a result of a background check will be strictly confidential.

Notice of clearance or disqualification for all applicants will be provided via e-mail to:

1. The designated contact of NERVA that submitted the application.
2. USA Volleyball National Office

A notice of automatic disqualification will be sent by the screening service to the hiring or using entity. The complete profile will be provided directly to an automatically disqualified individual, along with a copy of the “Summary of Your Rights under the Fair Credit Reporting Act” (FCRA), and a notification that the individual is prohibited from participating in NERVA/USAV sanctioned junior event and/or activities.

All disqualified individuals have the right to dispute the findings of the background screening directly with SSCI.

Individuals automatically disqualified are excluded from participation in any NERVA/USAV sanctioned junior events and/or activities.

## **AUTOMATIC DISQUALIFIERS FOR PARTICIPATION IN SANCTIONED JUNIOR EVENTS AND/OR ACTIVITIES:**

Convictions based on being found guilty, pled guilty or pled nolo contendere for sexual abuse, molestation, physical abuse, aggravated assault or assault of a minor, murder, manslaughter, kidnapping, and corruption of the morals of a minor.

Falsification of information on any membership application or the consent/release form is grounds for membership revocation or denial of membership.

Individuals that are automatically disqualified must wait one season before reapplying for affiliation and/or participation with a junior club or team.

## **ENFORCEMENT :**

It is the responsibility of the entity hiring or using those individuals who are disqualified to make sure the individual does not participate in NERVA/USAV sanctioned junior events and/or activities.

## **PENALTY:**

Failure of an entity to request background screening or enforce disqualification is cause for suspension of all members of the offending entity until background screening and enforcement requirements are met.

### **Section 1.04 Referee(s):**

1. Tournaments must have a designated non-playing Head Referee who shall make all 1<sup>st</sup> Referee assignments in cooperation with the Tournament Director. His or her responsibilities are to assist all Referees, including certified Junior 2<sup>nd</sup> referees. There shall be a non-playing 1<sup>st</sup> Referee to work all play-off matches. All matches must have an adult 2<sup>nd</sup> referee (over the age of 18) or certified Junior 2<sup>nd</sup> referee.
2. A Protest Committee shall be composed of the Tournament Director, the Head Referee, and a third party knowledgeable in the rules of play. The third party is preferably a certified official of the Region, or a site/court manager. The Protest Committee must be formed before competition begins.

### **Section 1.05 Format of Play:**

1. Recommended formats may be obtained online at [www.nevolleyball.org](http://www.nevolleyball.org). It is up to the discretion of the Tournament Director to select a format and it must be stated in advance of the tournament at the time of application.
2. Round robin: This format is more universally accepted because all teams are guaranteed a reasonable number of games. It is also more practical for the assignment of support officials. A multiple-pool round robin in the same division/class must offer a championship play-off. Playoffs are permitted in single-pool round robin tournaments at the discretion of the Tournament Director (must be stated in advance on the Tournament Invitation).

### **Section 1.06 New England Teams Equitable Entry**

1. A list of prospective teams to be invited to a juniors tournament must accompany the Juniors Tournament Sanction Application. Revisions to the list regarding New England teams may be implemented in accordance to the Regions requirements for equitable entry into a tournament. **Equitable Entry:** Any Junior tournament sanctioned in the New England Region must allow for 50% of each division and age bracket to be constituted by New England Region teams. If the New England entries exceed the 50% mark and the tournament has a wait list, New England Region teams may be turned away after a complete list of teams has been provided to the Juniors Commissioner, and approval granted. New England Region teams will be turned away according to their current rank within the Region (ie: lowest ranked would be cut first) to be verified with the Juniors Scheduler. If the tournament fails to draw adequate teams from the Region to equal 50%, a waiver may be granted from the Juniors Commissioner. All teams must abide by the tournament entry deadlines to qualify for consideration.

### **Section 1.07 Timetable for tournament organizers:**

1. The sanction request is to be submitted to the Juniors Scheduler at a **minimum of 6 weeks** prior to the requested playing date. Request may be subject to denial if this deadline is not met. Please note that "Sanction" in this content does not refer to penalties, but rather, to official recognition and support (through insurance and other benefits) for the tournament.
2. At a **minimum of four weeks** prior to the date of the event, notice must be sent to ALL TEAMS IN THE REGION that are eligible to participate in the tournament PRIOR TO ANY TEAMS BEING EXCEPTED TO PARTICIPATE. The list of clubs will be provided upon request from the Juniors Scheduler or Juniors Commissioner. Advertising an event in the New England Newspapers does not suffice as notice to all eligible teams. Unless a tournament organizer receives special clearance from the Juniors Scheduler granting deviation, he or she may be penalized if proper notices are not sent via mail, fax, email, etc.
3. Deadline for entries to be received should be a **minimum of three weeks** in advance of the tournament date. In this manner, teams as well as appropriate officials can better plan their involvement.
  - a. Acceptance into the tournament shall be based on the date an entry is postmarked for all non-Region teams. The entry must include full payment. Postmarks of entries and Club participation limits will not be permitted as a limitation for in Region teams. See equitable entry policy above.
  - b. If a Tournament Director receives several entries with the same post mark, thereby exceeding the tournament quota, the Tournament Director shall select, at his or her sole discretion, the teams necessary to fill the quota from among the final applicants.
  - c. Teams must be notified at the earliest possible time of their acceptance, and if declined that they will be placed on a wait list in the event of any team cancellations, if they so elect.
  - d. Teams not accepted must receive an **IMMEDIATE** refund. Deposits may be held for teams on the wait list. Refunds for wait list teams not accepted must be made by the

- Sunday preceding the tournament. Deposit checks for wait list teams will not be deposited until the team has been approved for entry.
- e. The Juniors Scheduler and Chairman of Referees shall also receive a copy of the tournament invitation and other pertinent literature.
  - f. The Tournament Committee shall reserve the final privilege of selection of entry in all tournaments as deemed necessary or if requested by tournament applicants.
4. A Tournament Director must gain assistance for seeding New England teams, from the Juniors Scheduler or the Juniors Commissioner.
  5. The tournament organizer should submit a full reporting of the tournament to the Juniors Scheduler **within 15 working days** of completion of the tournament. **This must be completed in order for the sanction deposit to be returned.**
  6. All teams and players are to be registered with USA Volleyball prior to participation in the tournament and must be verified, by the Team Representative signing the final roster the day of and prior to the first match.
  7. Changes in rosters may be made up to one-half hour before the involved team's first match at the discretion of the Tournament Director. It is suggested that roster changes be limited to emergency situations only. Specifically, club teams shall not be allowed to shift players once the pools have been established, which is generally one week prior to the tournament.
  8. Tournament start schedules and times for each team, accompanied by a map and directions to the playing start site, **are to be in the hands of all competing teams and listed assigned head officials by the Sunday preceding the tournament.** At the time of this mailing any team on the wait list shall have had their deposit returned.

#### **Section 1.08 Fees:**

1. **Sanction fees:** Tournament Directors are required to pay a sanction fee which must be submitted with the Juniors Tournament Sanction Application. The fee will be made payable to NERVA. The fee is established each year by the Juniors Board of Directors at the Annual Meeting for girls and boys, and will hold until the following year's annual meeting, when adjustments can be voted on if required. This fee will be estimated at the time of application and will be made whole within 15 days upon completion of the event.
  - a. **The current fee is set at \$5.00 per team per day of competition.**
    - i. Fee example: if a tournament is a two day event for 100 teams the fee would be \$1,000.00. If the same event was a one day event the fee would be \$500.00
2. **Sanction deposit:** A sanction deposit must be submitted with the Juniors Tournament Sanction Application. This deposit is held as security to ensure that the Tournament Director complies with all Region requirements for the event. After all required reports and fees for the event are received and the Juniors Scheduler verifies that all other requirements were met, the sanction deposit will be returned within 10-14 working days of final confirmation of tournament procedures. The sanction deposit amount is established each year by the Junior Board of Directors at the Annual Meeting for girls and boys, and will hold until the following year's annual meeting, when adjustments can be voted on if required.
  - a. **The current deposit fee is set at \$250.00 per day of competition.**
    - i. Fee example: if a tournament is a two day event the deposit fee would be \$500.00. If the same event was a one day event the deposit fee would be \$250.00
3. If violations of the sanction process and or requirements of the Region occur, the Tournament Director will be fined from the sanction deposit. The Juniors Executive Committee will determine the appropriate fine amount during a hearing process if requested by the Tournament Director. All hearing requests must be submitted in writing to the Juniors Commissioner.
4. N. E. Juniors Executive Committee. The Executive Committee will review all applications for tournament sanction and serve as a review board to ensure the regions operating code has been



adhered to. The committee will serve as a hearing board if required. The Executive Committee is formed under the NERVA Juniors Division Governance policy.

5. Entry fees: Entry fees are determined by the Tournament Director but must be in accordance with the Regions regulations concerning profit margins. Tournament financial reports will be reviewed by the Juniors Commissioner. Excessive profit margins may be considered allowable if the tournament profits are used for the hosting clubs support of travel to post season and or National Junior competitions. Otherwise excessive profit margins will be discussed with the Tournament Director. If such violations continue the Tournament Director will not be allowed additional future sanctioned events in the Region. This could also result in the revocation of additionally sanctioned events for the current season.

#### **Section 1.09 Awards:**

1. Awards are **required** for the first and second place finishers (at a minimum). Awards must conform to the NCAA rules for giving of awards and gifts to Junior players. Team awards are optional for the first and second place teams, based on the amount of individual awards provided. When presented, a minimum of 10 individual awards per team must be available for presentation. For larger tournaments that have bracket playoff divisions, individual awards for first place finishers of each bracket shall be awarded.

#### **Section 1.10 Procurement/assignment of 1<sup>st</sup> Referees:**

1. All 1<sup>st</sup> Referees assigned to USAV sanctioned competition shall be duly certified USAV Referees. Adults with Certifications for other organizations other than USA Volleyball may only be used upon approval of the Officials Chairperson.
2. All 1<sup>st</sup> Referee assignments shall be made by the designated Head Referee in cooperation with the Tournament Director.
3. The fee schedule for Referees is located online at [www.NEVolleyball.org](http://www.NEVolleyball.org)
4. If help is needed in acquiring referees, the Tournament Director must notify the Officials Chairperson at least
  - a. For a 1 day tournament - **four weeks prior** to the tournament date
  - b. For a multi day tournament - **eight weeks prior** to the tournament date
5. Referee options:
  - a. One non-playing Referee all day (who is the Head Referee) to be joined by additional non-playing Referee(s) for playoffs.
  - b. Two or more non-playing Referees all day (one designated as the Head Referee).
  - c. All non-playing Referees all day (one designated as the Head Referee).
  - d. One non-playing Head Referee (per site) all day not to be joined by additional non-playing play-off Referee(s), and it is expected that the Head Referee will officiate the final match as first referee.
6. The Juniors Scheduler will notify the Officials Chairperson of all approved tournament dates that will require referees. It is the obligation of the Tournament Director to work with the Officials Chairperson for proper assignments.

#### **Section 1.11 Assignment of support officials:**

1. The primary responsibility for the assignment of support officials shall lie with the Tournament Director.
2. All participating teams must furnish the required support officials as requested. These officials are the 2<sup>nd</sup> Referee, the Scorekeeper, and two line judges. The 2<sup>nd</sup> Referee is recommended to be a certified Junior Referee or an adult coach (over the age of 18). All teams must be provided with the working requirements for an event in the tournament announcement or invitation. All teams must be prepared to comply with the work requirements. Failure by a team to report on time (as determined by the Head Referee) for a work assignment will result in a penalty that is outlined prior to start of tournament. It is recommended that forfeiture of the first game in the teams next

match, or to follow the rules outlined in the Regions specific code for boys or girls. In addition, failure to work matches assigned near the end of a tournament may result in suspension of the team. The tournament director may excuse a team from any or all work requirements if replacement personnel are available. Teams which find the work requirements different than those announced in the Tournament Entry Contract may file a written complaint with the Region Juniors Commissioner. Tournament Director should report any team that does not fulfill their work obligation to the Juniors Commissioner.

3. A work schedule, including play-off matches, **must be posted prior to the first match** so that teams will be properly informed as to their respective responsibilities. In addition, teams assigned to work the first scheduled matches should be notified by the Sunday preceding the tournament.
4. It is required that the Tournament Director or Head Referee post a schedule at the beginning of the tournament indicating who is to officiate all matches including, if possible, all playoffs.

### **Section 1.12 Running the tournament:**

1. Regulation standards, nets and antennae must be used. Padding of standards and cables is required. Tables and chairs may not be used as referee stands.
2. Floors must be properly lined.
3. Courts with walls close to the baseline shall be marked clearly with a regulation serving area. There is no such thing as a “one-foot-in” serving rule.
4. Only USAV approved volleyballs will be used in sanctioned competition.
5. Tournament Directors will make writing utensils (pens and pencils) available for score keeping. Markers and crayons should not be used.
6. Only USAV score sheets and lineup sheets are to be used in sanctioned competition.
7. Rosters for each team are to be signed by the Team Representative the day of the event and prior to competition. USA Webpoint Rosters will serve as an official roster for New England teams.
8. Standings must be posted at the conclusion of each match.
9. Facility ground rules regarding overhanging objects, out of bounds areas, etc., should be clearly defined by the Tournament Director and Head Referee for all teams prior to commencement of play.

### **Section 1.13 Sunday Tournament Restrictions:**

1. Any Sunday Junior Tournament that has not concluded pool play before 7 PM will have all ‘Quarter-Final’ and ‘Final’ matches consist of only one (1) game to 25 points. The one game match will use rally scoring with the teams switching sides at 10 points. Also, the ‘Finals’ of any Sunday Junior Tournament that has not concluded all ‘Semi-final’ matches by 8 PM will have only one (1) ‘Final’ game to 25 points. The one game match will use rally scoring with the teams switching sides at 10 points.
  - a. Should any Tournament Director find that their Event will fall under this Rule the Director may choose to either follow the Rule as written OR take a vote of the remaining teams as to their desire to follow the Rule or continue play as previously scheduled. Should any ONE (1) team wish to follow the Rule, then the Tournament Director is obliged to revise their event to match the play schedule as outlined by this Rule. This Rule may be modified for the New England Regional Championships.

### **Section 1.14 Forfeiture Of Team Tournament Entry Fees**

1. Teams that have been accepted into a tournament and withdraw **within 3 weeks** of the tournament playing date for any reason, shall forfeit their entry fee unless they or the Tournament Director are able to obtain a replacement team. If the reason for withdrawal is due to circumstances beyond a team’s control, then the entry fee should be refunded. Decisions on refunds shall be made by the Tournament Director. Appeals may be made to the Juniors Commissioner.

2. A second withdrawal by a team from a tournament less than 3 weeks before the tournament date shall result in a sanction as determined by the Juniors Commissioner after review of the circumstances.
3. Teams that have been accepted into a tournament and withdraw **within 7 days** of the tournament playing date, for whatever reason, shall forfeit their total entry fee regardless of whether or not the Tournament Director is able to obtain a replacement team. If the team can replace itself, with approval of the Tournament Director, it may recover the entry fee from the replacement team.
4. A second withdrawal by a team from a tournament less than 7 days before the tournament date shall result in the forfeiture of its fee and a sanction as determined by the Juniors Commissioner after review of the circumstances.
5. Teams entering a tournament and failing to show for participation, without notifying the Tournament Director, shall pay a fine, in addition to the penalties indicated above, unless good cause created by an unforeseen emergency can be shown to the Juniors Commissioner. A “No Show Fee” of \$50.00 has been established for girls teams within the New England Region. This is optional for Tournament Directors of Inter-regional tournaments, but if used **must be clearly stated in the invitation to teams**, and must realize that it is not the responsibility of the Region to attempt to collect such fees from out of region teams. The offending teams region would have to be contacted.
6. A late entry fee may be added for teams applying after the entry date set by the Tournament Director. The maximum late entry fee is \$10.00.
7. Tournaments cancelled due to weather or gym related issues must issue refunds to affected teams. The Tournament Director will meet with the Executive Committee to determine the amount of the refund. The Tournament Director must providing proper documentation if requesting a refund of less than 100% of the entrance fee. This meeting is to be held within 21 days of the completion of the event and may be held electronically if approved by the Executive Committee.