

CHESAPEAKE REGION VOLLEYBALL ASSOCIATION

Junior Tournament Sanction Request

1. Event Name: _____ Event Date: _____

2. Site of Event: _____

Street/City/St/Zip: _____

3. Name of Team/Club Host: _____ Contact: _____

Address: _____

Telephone: (day) _____ (eve) _____ (fax) _____ Email: _____

Name of Tournament Director: _____ Email: _____

4. Gender: Girls Boys Level: Mixed Open Club Age Group (Circle): 18 17 16 15 14 13 12

5. Entry Fee: _____ Checks Payable To: _____

6. Number of Courts: _____ Teams per Court: _____ First Match Start Time: _____

7. Awards: ___ None ___ 1st Place Team ___ 2nd Place Team ___ 1st Place Indiv. ___ 2nd Place Indiv.

8. Locker Room Access (Circle): Yes No Showers: Yes No Food: On Site Nearby Distant

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

10. Remarks: _____

11. Pool play format (Check Appropriate Fields or Fill In as Required):

5-Team Pools: ___ (2) 25 Pt Games ___ Match Play 2/3 (2-25 Pt Games, 3rd Game 15 Pts) Other: _____

4-Team Pools: ___ (3) 25 Pt Games ___ (3) 21 Pt ___ Match Play 2/3 (2-25 Pt Games, 3rd Game 15 Pts) Other: _____

If there are only 6 or 7 entries, do you want to conduct the tournament? ___ Yes ___ No

12. Playoff format: (2 of 3) 25 Pt Games with 3rd Game 15 Pts **(This Format Required for All Semifinal and Final Matches)**

Other (To Be Used Only for Quarterfinal or Earlier Playoff Rounds): _____

13. TOURNAMENT EXPENSES

	Estimated	Actual
a. Facility charges	\$ _____	\$ _____
b. Sanction fee (\$7.00 per team)	\$ _____	\$ _____
c. Officials fees	\$ _____	\$ _____
d. New volleyballs	\$ _____	\$ _____
e. Awards	\$ _____	\$ _____
f. Score/lineup sheets, pens, etc	\$ _____	\$ _____
g. Other expenses	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____

14. TOURNAMENT INCOME

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

15. Net profit or loss \$ _____

16. Signature _____ Date _____

THIS SECTION FOR TOURNAMENT CHAIR ONLY

Event [is ___ / is not ___] approved for sanction.

Reason for disapproval or conditions applying to sanction: _____

Insurance number _____ Tournament Chair sig. _____ Date _____

Instructions for Completing the Junior Tournament Sanction Request Form

1. Tournament hosts must follow policies and procedures as specified in the current Chesapeake Region Handbook 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 this Junior Tournament Sanction Request (CHRVA Form 2J) to the Junior Tournament Chair at least 6 weeks prior to the date of your tournament. CHRVA Form 3 (Adult Tournament Invitation) is not required from junior tournament hosts since invitations are posted electronically. The Junior Tournament Chair will return the original request form to you, either approved (with or without conditions) or disapproved (with an explanation for the disapproval). After the tournament, you will need to fill in the Actual Column and return the completed Form 2J to the Junior Tournament Chair.
4. The Junior Tournament Chair will send a copy of your approved Sanction form to the appropriate Age Division Coordinator and the Referee Assignor as official notification to begin coordinating and scheduling your tournament.

5. Specific Instructions by Line

Line	How to fill it out
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| 1. | Self explanatory. |
| 2. | Give complete address of tournament site. If directions are not on the CHRVA 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 CHRVA directions web site POC for posting electronically. |
| 3. | Self explanatory. |
| 4. | Check the appropriate box for gender, competition level and age. |
| 5. | Self explanatory. |
| 6. | Self explanatory, first match start time is the time the first matches start. |
| 7. | Check appropriate box(es) indicating whether or not awards are to be presented. |
| 8. | Circle appropriate answer(s). |
| 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. |