

# **OUTDOOR EVENTS**

## **2015-2016 Season**



*The Northern California Volleyball Association reserves the right to make changes at any time to the Outdoor Events Handbook, its operation, for the betterment of membership participation*

Last Updated: 3/15/2016

## **GETTING STARTED**

Running your own outdoor events can be a great way to support the volleyball community in your area while raising awareness and interest in the sport. With NCAA adding Sand Volleyball to the list of official NCAA sports and an NCAA Championship Tournament here, outdoor volleyball is on the rise! The NCVA wants to help you get off on the right foot from the start. Running your own, local outdoor events clubs can be a very easy and rewarding task to accomplish as long as you have a little time on your hands. With this easy guide, you will have completed the entire process of having your events sanctioned.

### ***Tournament Sanctioning***

All NCVA Sanctioned events must follow a these guidelines.

The Tournament Sanctioning Application must be submitted **a minimum** of 14 days prior to the requested event date, you will receive a decision within four (4) business days.

Tournament guidelines:

- Event may set their own entry fees and will be responsible for collection of all fees in addition to confirming that all teams adhere to the registration requirements as set by the NCVA.
- Insurance certificate requests for your event must be requested no later than 10 days prior to the event. Proof of insurance is provided at no charge to the club.
- All participants at any sanctioned outdoor event must be registered members of a region of USA Volleyball with one of these membership options: Full Membership (\$60), Summer Membership (\$25) or One Day Membership (\$10) (One Day Memberships may be purchased on site, a completed membership form must accompany payment when submitted to NCVA)
- Sanctioning Fees:
  - Option A: \$25 per event
  - Option B: \$150 per outdoor season (for a max of 10 events)
  - Option C: \$450 per full outdoor season (for a max of 30 events)

Event is required to:

- Guarantee that all teams advance to bracket play.
- Submit all results – pool and bracket play – for all teams by 12 PM on the Tuesday following the event including the Tournament Director Report Form.
- Submit a list of players and membership numbers for all registered players

If these tournament requirements are not followed, the club/team may not be able to submit future tournament sanctioning requests. The penalty may be extended to the following season.

### **Step 1: Gather your information**

- A. Decide on your tournament(s)
  - Date(s)
  - Time(s)
  - Location(s)
- B. Submit your completed Outdoor Tournament Sanctioning Form to the NCVA Office
- C. Submit your Insurance Request Form for all facilities

### **Step 3: Tournament Sanctioning / Website**

Once the above items are complete, your Tournament information will be posted on the NCVA Website. We will post new Tournament information every Tuesday.

### **Step 4: Tournament Completion**

After your tournament, you must submit the tournament report and results form to NCVA.

- Submit via email to [yball@ncva.com](mailto:yball@ncva.com)
- Submit by 12 PM on the Tuesday following the tournament

If you have any questions, please contact NCVA via email [yball@ncva.com](mailto:yball@ncva.com).

## ***Frequently Asked Questions***

### ***1. What are the tournament sanctioning options offered by NCVA?***

- a. Option A: \$25 per event
- b. Option B: \$200 per partial outdoor season (for a max of 10 sanctioned events)
- c. Option C: \$450 per full outdoor season (for a max of 30 sanctioned events)

### ***2. How do I obtain proof of insurance for my tournament?***

Complete the attached Insurance Certificate Request form. Insurance coverage and proof of coverage are provided free of charge to all sanctioned outdoor tournaments.

### ***3. What is my preferred site has special insurance requirements? Does this mean I cannot use the site?***

NCVA is able to provide you with the proof of coverage that you need. From special additional insured documentation to molestation clauses and more. Just send in your Insurance Certificate Request form and list the facility's requirements. If they have a sample of their needs, please submit with your request.

### ***4. What are the membership options for participants in my tournament?***

As all participants must be registered members, NCVA has provided several membership options:

1. Full Membership (\$60) – Covers the member for all sanctioned events, both indoor and outdoor.
2. Summer Membership (\$20) – Summer Memberships are valid 5/1/2014 - 8/31/2014 – Covers the member for all sanctioned outdoor events, including NCVA run tournaments, outdoor clinics, NCVA Beach HP Tryouts, USAV Beach HP Tryouts and sanctioned tournaments.
3. One Day Memberships (\$10) – Covers the member for just the day of your tournament. Members must submit a Membership Form onsite. Forms and payment must be submitted to NCVA following event.

### ***5. On-Site Registration?***

Players registering on site, can bring proof of NCVA/USAV membership by accessing their Membership Cards from the WebPoint system.

**6. *If a player wants to register for a Full Membership or a Summer Membership, what steps should they take?***

All members wishing to register for a Full Membership or a Summer Membership must register online. In order to register online, they will register themselves. This is a requirement. Every member has to register themselves, and because of the online signature acceptance for the Release and Waiver Consent Forms, someone registering for someone else is committing fraud.

**Steps to register:**

**Returning Player Membership**

Please follow these steps:

1. Go to [www.ncva.com](http://www.ncva.com)
2. Select “Register as a Member”
3. Select “Renewing Member Registration”
4. Select “Login”
5. Enter your login from last season

**New Player Membership** – A **new** player is defined as a person that has **never participated** with the NCVA or USA Volleyball.

Please follow these steps:

1. Go to [www.ncva.com](http://www.ncva.com)
2. Select “Register as a Member”
3. Select “New Member Registration”

**6. *What form should I have available for those players wishing to register for a One Day Membership?***

Please use the attached Membership Form with the One Day Membership listed.

**7. *What are the requirements for my staff at my tournament?***

All tournament staff must be registered members of NCVA, with a current background screening (If over 18 years of age). Tournament staff is defined as anyone that helps before a tournament with setup, onsite at the tournament or after the tournament with tear down. This includes anyone that assists with registration for the tournament, anyone that handles player information (even if just names), any tournament director or person onsite hired by the tournament, athletic trainers, referees, volunteers, etc.

Anyone falling under the listing above must register online for a Full Membership (\$60) and Background Screening (\$25 – if over 18 years of age). In order to register online, they will register themselves. This is a requirement. Every member has to register themselves, and because of the online signature acceptance for the Release and Waiver Consent Forms, someone registering for someone else is committing fraud.

## Steps to register:

### **Returning Coach/Staff Membership**

Please follow these steps:

4. Go to [www.ncva.com](http://www.ncva.com)
5. Select “Register as a Member”
6. Select “Renewing Member Registration”
4. Select “Login”
5. Enter your login from last season

**New Coach/Staff Membership** – A **new** coach/staff is defined as a person that has **never participated** with the NCVA or USA Volleyball.

Please follow these steps:

4. Go to [www.ncva.com](http://www.ncva.com)
5. Select “Register as a Member”
6. Select “New Member Registration”

### ***8. When can I hold my tournament?***

Sanctioned outdoor tournaments may be held at any time, provided all sanctioning requirements have been met. Please note that NCVA has the right to refuse tournament sanctioning to any event that may conflict with a previously scheduled event.

### ***9. Are referees required at my tournament?***

No, referees are not required. However, if you wish to provide referees, you may do so. Any officials assigned to sanctioned tournaments, but be assigned by NCVA. If you are interested in this option, please email [vball@ncva.com](mailto:vball@ncva.com).

### ***10. Will you post my tournament information on the NCVA website?***

Yes, all sanctioned events are posted online ([www.ncva.com](http://www.ncva.com)). Once events are sanctioned they are posted online.



# Outdoor Tournament Sanctioning Application

Club Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Tournament Date(s): \_\_\_\_\_ Event Entry Fee: \$ \_\_\_\_\_

Tournament Name: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Tournament Start Time: \_\_\_\_\_ Tournament End Time: \_\_\_\_\_ Number of Courts Available: \_\_\_\_\_

Event Playing Sites \_\_\_\_\_

Type of Competition:  Boys  Girls  Coed Maximum # of teams accepted: \_\_\_\_\_

Age Divisions Offered:  18s  17s  16s  15s  14s  13s  12s

Will you use 5 team pools?  Yes  No Will you charge admission?  Yes  No If yes, how much? \_\_\_\_\_

Will you give awards?  Yes  No If Yes, to which places? \_\_\_\_\_

### Tournament guidelines:

- Event may set their own entry fees and will be responsible for collection of all fees in addition to confirming that all teams adhere to the registration requirements as set by the Region.
- Insurance certificate requests for your event must be requested no later than 10 days prior to the event. Proof of insurance is provided at no charge to the club.
- All participants at any sanctioned event must be registered members of a region of USA Volleyball with one of these membership options: Full Membership (\$60), Summer Membership (\$25) or One Day Membership (\$10) (One Day Memberships may be purchased on site, a completed membership form must accompany payment when submitted to NCVA)
- Sanctioning Fees: Option A: \$25 per event  
Option B: \$150 per outdoor season (for a max of 10 events)  
Option C: \$450 per full outdoor season (for a max of 30 events)
- The application must be submitted as follows:
  - Option A: 10 days prior to the requested event date, you will receive a decision within 4 business days
  - Option B: By March 1 of the current season, you will receive a decision with 10 business days
  - Option C: By March 1 of the current season, you will receive a decision with 10 business days
- Event is required to:
  - Guarantee that all teams advance to bracket play.
  - Submit all results – pool and bracket play – for all teams by 12 PM on the Tuesday following the event
  - Submit a list of players and membership numbers for all registered players
- If these rules are not followed, the club/team may not be able to submit future tournament sanctioning requests. The penalty may be extended to the following season.
- All events must follow USAV/NCVA Domestic Competition Regulations.

Please email completed form to [info@ncva.com](mailto:info@ncva.com)

# INSURANCE

## *Certificate of Insurance Request Form*

The NCVA provides the most outstanding insurance for our teams. At no charge to you, we will provide you facility insurance coverage for all of your practice sites. This form may be used by junior clubs or adult teams that would like to request a certificate(s) of insurance for a facility. The facility is covered by the insurance company for all club practices and NCVA-sanctioned tournaments. If requesting more than two certificates, please use additional copies of this form. Send this form to the NCVA Office. For additional insurance information please go to [www.ncva.com](http://www.ncva.com).

**Note:** This is the ONLY form that will be accepted for insurance requests. **Please allow 10 Business Days to receive your certificate of insurance**

How would you like this form sent? This form will be sent to the contact listed on this form.

Pick One:  Email  Fax  Mail

Region: Northern California Date: \_\_\_\_\_  
Club Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Certificate Holder: (Facility or District Name)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

Certificate Holder: (Facility or District Name)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_



# Outdoor Tournament Report Form

Tournament Director

This form should be sent to the NCVA office on the Monday after the tournament with the tournament results. Failure to do so will delay Tournament Director/Officials payment. It also affects team rankings and the seeding for the next tournament.

Date: \_\_\_\_\_ Site: \_\_\_\_\_ Age Division: \_\_\_\_\_

Event:  Jr. Girls  Jr. Boys  Women  Men

Name of Tournament #: \_\_\_\_\_ Number of courts used: \_\_\_\_\_

Host Club: \_\_\_\_\_ Club Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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Number of Participating Teams: \_\_\_\_\_ Tournament Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Participants with memberships: \_\_\_\_\_ Number of Participants that purchased one day pass: \_\_\_\_\_

Team Awards Given to which places? \_\_\_\_\_

Individual Awards Given to which places? \_\_\_\_\_

Rules Questions: \_\_\_\_\_

Uniform problems: \_\_\_\_\_

Injuries: \_\_\_\_\_

Other problems/comments: \_\_\_\_\_

Any action taken by you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_





# OUTDOOR TOURNAMENT RESULTS FORM

Please fax this form to the NCVA Office by 10:00 AM on the Tuesday after the tournament. Failure to do so may hinder you receiving payment as a tournament director.

Tournament: \_\_\_\_\_ Site: \_\_\_\_\_

Tournament Director: \_\_\_\_\_ Date: \_\_\_\_\_

Division: \_\_\_\_\_

Seeding into this tournament: \_\_\_\_\_ Final Results: (place finish position in blank)

Ex:	Last Name of Player 1	/	Last Name of Player 2	_____	5
1.	_____	/	_____	_____	_____
2.	_____	/	_____	_____	_____
3.	_____	/	_____	_____	_____
4.	_____	/	_____	_____	_____
5.	_____	/	_____	_____	_____
6.	_____	/	_____	_____	_____
7.	_____	/	_____	_____	_____
8.	_____	/	_____	_____	_____
9.	_____	/	_____	_____	_____
10.	_____	/	_____	_____	_____
11.	_____	/	_____	_____	_____
12.	_____	/	_____	_____	_____
13.	_____	/	_____	_____	_____
14.	_____	/	_____	_____	_____
15.	_____	/	_____	_____	_____
16.	_____	/	_____	_____	_____
17.	_____	/	_____	_____	_____
18.	_____	/	_____	_____	_____