

BOYS' BID TOURNAMENT RESPONSIBILITIES & CHECKLIST

Tournament Entry Information Requirements

All relevant information concerning the tournament, as listed in Chapter 2 of the Bid Tournament manual, must be posted and readily available for all participants. USAV will conduct random website checks for correct and accurate content.

Conduct of the Boys' Bid Tournament

Conduct the tournament according to the parameters stipulated by USAV in the Boys' Bid Tournament manual.

Required Information for the USAV Events Department

Boys' Bid Tournaments must send the following information to USAV:

Information	Format	Timing	Comments	Complete?
Head Referee	Email	By November 31	Please include name and email	<input type="checkbox"/>
Deposit		By December 12	Each tournament will be invoiced for the deposit required per the current licensing agreement.	<input type="checkbox"/>
Participant list	Excel	Within 24 hours after the entry deadline	Updated not less than 14 and preferably 21 days prior to the first day of the Tournament. Please send screen shot at time of registration deadline.	<input type="checkbox"/>
Wait list teams	Excel	Within 24 hours after the entry deadline	Updated not less than 14 and preferably 21 days prior to the first day of the Tournament.	<input type="checkbox"/>
Tournament schedule grid, flows and seeding logic	Excel if possible	Not less than 14 and preferably 21 days prior to the first day of the Tournament.	USAV will approve no later than 7 days after submission. Along with the grid, you must include the flows and the seeding logic.	<input type="checkbox"/>
Complete competition results and final standings for all rounds of play	Excel	By noon on the Tuesday following the last day of the Tournament or earlier, if possible	If using AES Scheduler, pull the <i>Tournament Results Report</i> for each division (recommend moving all divisions into one workbook); Must identify teams that accept, decline, or had previous bid	<input type="checkbox"/>
Bid Acceptance Forms and Copies of signed rosters of the teams that accepted a bid.	Original format	Faxed or scanned copies to USAVED at the conclusion of the weekend event with hard copies mailed within two business days.	FAX: 719.228.6899, Attn: Kelsey Dolphin or email to kelsey.dolphin@usav.org	<input type="checkbox"/>
All Foreign Team paperwork and insurance checks	Original format	Within the week following the last day of the Tournament	Attn: USAV Events Department See the BBT manual, <i>Non-USA Team Registration</i> for all forms required	<input type="checkbox"/>
Check for sanction fees		Within 30 days following the conclusion of the Tournament	Each tournament will be invoiced for the difference owed (sanction fee minus the deposit) the week following the conclusion of the event. See current licensing agreement for current rates.	<input type="checkbox"/>



Incident Report Forms	Original format	Within the week following the last day of the Tournament	Attn: USAV Events Department; save a copy for your records; Region-owned/involvement events may submit incident reports directly to insurance company with note to USAV	<input type="checkbox"/>
List of Officials who worked the tournament	Word or Excel	Within the week following the last day of the Tournament	Send to Pati.Rolf@usav.org Please include the current ranking of each official (e.g. National, Junior National)	<input type="checkbox"/>
Officiating candidate match fees	Itemized statement listing number of matches used for rating at the Tournament	Within the week following the last day of the Tournament	Send to Pati.Rolf@usav.org ; Only required if the Tournament is used as an officiating rating site.	<input type="checkbox"/>

