

Tournament Director Requirements: Rosters & Registration-11-14-2010

NOTE: Failure to comply with the below will result in the forfeiture of the Performance Bond

ROSTERS

WEBPOINT rosters are **REQUIRED** for all in-region teams. Alternative rosters can only be accepted under unusual circumstances that are out of the team's control but **MUST** be accompanied with copies of USAV membership "cards" for all participants. Likewise, out-of-region teams may submit their Region's official roster but **MUST** be accompanied with copies of USAV membership "cards" for all participants. USAV membership "cards" are printed out of WEBPOINT.

The following must be included on each WEBPOINT roster:

- All Players/Coaches/Team Representatives who are participating in the tournament must be listed. Those members on the roster who are not in attendance should be crossed out (draw a line through each name).
- Jersey numbers for all players.
- Header and footer fields must be completed:
 - Header Fields: Tournament Site, Date, Club, Team, Team Code, Region Division, Event Division Entered, Team Representative contact information
 - Footer Fields: Team Representative name printed and signed, Phone Number (if different from the header), and Date

NEW MEMBER & ONE EVENT/DAY REGISTRATION

Memberships can be submitted directly to Tournament Directors using the following methods. New members of any kind must be written on the Webpoint roster, including jersey #s for players. Note that obtaining a USAV membership is a three-step process: application; fee payment; membership approval.

1. New Regular Members may individually apply online in advance using WEBPOINT. An application confirmation printout and registration fee must be given to the Tournament Director at the tournament site (**PRIOR TO PLAYING**). The cost for a Regular Membership with the application submitted online is **\$55**. If a new member **does not** present a confirmation printout, they must register using method #2 below and can subsequently contact the Registrar to request a \$5 refund with proof of their advance online registration.
2. New Regular Members may register at tournaments (**PRIOR TO PLAYING**) by filling out a **USAV Member Registration Form**, selecting Regular Membership. It is the Tournament Director's responsibility to make sure the registration forms are complete including signatures. The cost for a Regular Membership completed using the form is **\$60**.
3. One-Event Registrants may apply online in advance using WEBPOINT. An application confirmation printout and registration fee must be given to the Tournament Director at the tournament site (**PRIOR TO PLAYING**). The cost for a One-Event Membership with the application submitted online is **\$10**. If a One-Event member **does not** present a confirmation printout, they must register using method #4 below.
4. One-Event Registrants may register at tournaments (**PRIOR TO PLAYING**) by filling out a **USAV Member Registration Form**, selecting One-Event Membership. It is the Tournament Director's responsibility to make sure the registration forms are complete including signatures. The cost for a One-Event Membership is **\$10**.

5. Participants will **not** be allowed to upgrade prior One-Event memberships to Regular memberships at tournament sites or online in advance. A **USAV Member Registration Form** must be completed as a Regular Member and the full fee of **\$60** collected. Participants should note on the forms that they intend to upgrade and it is their responsibility to follow up with the Registrar and Treasurer to make sure their memberships are upgraded and to request their \$10 refunds (the cost of their initial One-Event registration).

Checks are the preferred payment method. If cash is accepted, Tournament Directors are responsible for submitting one check to IREVA for the total cash amount received.

No one is allowed to participate in any IREVA-sanctioned tournament without proper documentation of membership, including a registration fee and being listed on the team's WEBPOINT roster. Failure to comply will result in the forfeiture of the Performance Bond. If a Tournament Director forfeits their initial Bond and has a subsequent event scheduled, another \$50 Bond will be required in advance in order for the next event to occur. If a Tournament Director forfeits two performance bonds in one season, the IREVA Board of Directors will evaluate whether or not the Tournament Director will be allowed to run future events.