

Tournament Director Requirement Checklist 2017-18 Season

Please be sure to have all the requirements on the checklist completed. Everything must be finished before the tournament(s) will be open for registration.

1. TD Registration

- Apply for the Current season online <https://form.jotform.us/71794293732162>

Once you receive your TD approval through email after the registration deadline of August 1, complete numbers 2 and 3 below as soon as possible.

2. Tournament Sanction Request

- Attain dates, locations, number of courts, number of teams, and other info for event(s)
- Download Spreadsheet from <http://krva.org/documents.php> under Tournament Directors
- Fill out entirely with info and requested ages / levels
- List additional Venues and Site Directors for a given tournament on the second tab (see #5 below)
- Send TSR to events@krva.org as soon as possible

3. Required Paperwork (all documents can be found under tournament director here:

<http://krva.org/documents.php>)

- TD deposit of \$300.00
- Tournament Director Agreement
- Certificate of Insurance request form (if self-insured, provide the office with a copy of the COI listing KRVA as an additional insured.)
- Venue Specifications signed for each venue
- Contract with venue*

* If a contract is unable to be attained, appeals will be considered. Please contact Chynna Tavares at events@krva.org with appeal requests.

Send the completed TSR and all paperwork in #3 to events@krva.org and mail the deposit to 1013 Brookside Road, Suite 203, Allentown, PA 18106.

4. TD Membership – renew on September 1, 2017

- Current KRVA Season Membership – Adults with Juniors option
- SafeSport Certification
- Concussion Certification (proof sent to krvaoffice@krva.org)
- Current USAV Background Screening

5. Site Directors (if applicable)

- Provide KRVA with a list of all Site Directors that will be used throughout the season
- Current membership for each site director upon reception of TSR pre-sanction
- Current USAV Background screening
- SafeSport Certification
- Concussion Certification (proof sent to krvaoffice@krva.org)