

## Tournament Director Requirement Checklist 2018-19 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.com/81865755339168>

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://www.krva.org/events\\_tournament\\_directors.php](http://www.krva.org/events_tournament_directors.php) in the sidebar
- 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](mailto:events@krva.org) as soon as possible

### **3. Required Paperwork** (all links and documents can be found in the righthand sidebar here:

[http://www.krva.org/events\\_tournament\\_directors.php](http://www.krva.org/events_tournament_directors.php))

- TD deposit of \$300.00
- Tournament Director Agreement
- Certificate of Insurance request online form (if self-insured, provide the office with a copy of the COI listing KRVA as an additional insured.) Fill out here: <https://form.jotform.com/81865670239163>
- 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](mailto:events@krva.org) with appeal requests.

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

### **4. TD Membership – renew on September 1, 2018**

- Current KRVA Season Membership – Adults with Juniors option
- SafeSport Certification (must re-certify every two years)
- Concussion Certification (proof sent to [krvaoffice@krva.org](mailto: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](mailto:krvaoffice@krva.org))