



## 2024-25 NCR TOURNAMENT SANCTIONING REQUIREMENTS

As you prepare to apply for tournament sanctioning, please keep the following **mandatory requirements** in mind:

1. NCR sanctioned events are covered by **USAV general liability insurance**. As with any extensive and reliable insurance, safety and membership requirements are in place so the event organizer can have peace of mind in both coverage and USAV support.
2. North Country Region Volleyball **DOES NOT** charge tournament **Sanctioning Fees**.
3. All host Tournament Directors and Club Directors must have proof they are current **USAV members**, have passed **a USAV approved background screen and completed SafeSport training BEFORE final sanctioning is approved by NCR**. A tournament cannot be opened for registration until these credentials are verified. \*Go to [Membership Types with Links to Direct Purchase \(ncrusav.org\)](https://ncrusav.org/membership-types) for membership purchase details.
4. As a tournament director you will need to have a valid adult membership with safety credentials, such as the Club Director Membership, Coach Membership, Adult Chaperone or Certified Official Membership.
5. Tournament Directors must complete the Sanction Request Form. The Sanction Request Form can be found here: [ONLINE SANCTION FORM](#)
6. The rostered tournament participants (e.g., players, coaches, managers, chaperones, team representatives, etc.) **must be current members of USAV and meet roster requirements that can be validated through USAV's SportsEngine MMS and AES**.
  - NCR-USAV sanctioned tournaments must require all participating teams to upload their USAV Official Roster (approved in SportsEngine) into AES on or prior to the event.
  - Non-USAV member teams should not be allowed to participate. *\*\*Failure to adhere to this requirement jeopardizes your event and participant/spectator safety and results in forfeiture of insurance coverage for everyone involved.*
7. If your tournament sanctioning application is approved, NCR will build your tournament in AES. Your event must be implemented as approved by NCR. If you need to revise tournament details once the event is built, please notify NCR's Event and Tournament Director, Beth Modaff (beth@ncrusav.org), prior to making the change. (ie. A division in your tournament fills and you want to add capacity to that division).
8. NCR will not sanction tournaments that are located within approximately 45 miles of each other on the same day if offering same age divisions. Note - this mileage restriction may be adjusted depending on the location (ie. The "45-mile rule" cannot apply to most Twin Cities & Fargo area tournaments).

- If your tournament is in question, you will be notified by NCR within five business days of receiving your request. You may be asked to either: 1) Change the date(s) of your tournament; or, 2) Change the age divisions offered on those dates.

## **AES Requirements (Advanced Event Systems)**

- Website: [www.advancedsystemsystem.com](http://www.advancedsystemsystem.com)
- All sanctioned tournaments must offer registration through AES.
- NCR will build all sanctioned tournaments in AES for the host club and then provide the host Tournament Director with administrative rights to manage the event.
- Clubs/teams will be able to easily register for your tournament in AES and submit their rosters directly from SportsEngine into AES.
- AES may be only used for NCR-USAV sanctioned events. Clubs CANNOT use the NCR AES account to promote other events. Doing so is a Code of Conduct violation and a USAV club personnel ethics violation.
- NCR is requiring all sanctioned club tournaments to utilize the AES online payment option (STRIPE) for team registration payments.

## **What is STRIPE payment?**

- STRIPE provides an easy and secure platform for our participating teams to pay their tournament registration fees.
- Online payment processing provides the tournament director with accurate team registration and payment tracking. And, if needed, the refund process is simple.
- There is NO cost to each club to use AES and STRIPE payments! NCR provides the use of the AES registration system as a NCR member benefit.
- All clubs will need to set up an account through STRIPE payments once their event is created by NCR in AES. You will only have to set this up one time (it can then be repeated if you have multiple events). Neither NCR nor AES will have access to your bank account information.
- You can also choose how to treat the payment of credit card processing fees charged by the merchant gateway (STRIPE)-fees can be covered by the tournament host club or a "convenience fee" can be charged back to participating teams upon registration.
- The credit card processing fee/transaction fee charged for STRIPE will equate to 2.90% of a team registration fee + \$.30. In AES, the amount charged to a team must be rounded to the nearest dollar. For example-\$100 registration fee x 2.9%+\$ .30 = \$3.20; rounded up = \$4.00 charge/team registration.
- The clubs which have used an online payment system found their tournaments have filled quickly and the ease of receiving payments to be beneficial.