

# How to sanction an event

## Two ways to sanction an event

1. Mail in your request
  - a. Send the name and address of the host club along with the name, address and contact information of the tournament director to the MWRA board
  - b. Send a check made out to MWRA for \$100.00 for a multi day event and \$50.00 for a one day event to:  
MWRA  
C/O Robert Corsello  
11552 Fenchurch Court  
Germantown, MD 20876
  - c. MWRA will enter your sanctioning request and you will receive your approval through email. (In this case, skip to step 4 of “sanctioning your event”)
2. Become an approved director and submit your sanctioning request online (see below for instructions)

The cost to sanction a standard tournament is \$100. The cost to sanction a one day shootout is \$50. If all requirements are met a 50% refund will be issued to the state association.

## How to become a director

Log in on [www.usaracquetball.com](http://www.usaracquetball.com) as a member:

1. Click on events

**Users**  
**Events**  
**User Groups**  
**Accounting**  
**User History**  
**Courses and Testing**

**Membership Home**  
Home Page for membership Management  
**Sign up now for the US Open**

**Users**  
Search users, set user memberships

**Events**  
Details on Sanctioned Tournaments

**User Groups**  
Modify and select players in group

**Accounting**  
Organization accounting

**User History**  
View user statistics

**Courses and Testing**  
Online user courses and tests

**Email**  
Send email blasts to players in group

2. Click on become director

**Users**

**Events**

Event Search

**Become Director**

WOR Tournaments

Military Tournaments

**User Groups**

Accounting

User History

Courses and Testing

**Events Items**

Select an item below

**Event Search**  
Search event information

**Become Director**  
Become an approved director to run a USAR sanctioned event in your city

**WOR Tournaments**  
Search World Outdoor Racquetball Tournaments

**Military Tournaments**  
Search Military Tournaments

**Email**  
Send email blasts to players in group

3. Submit your request for the type of event you want to run

**Users**

**Events**

Event Search

**Become Director**

WOR Tournaments

Military Tournaments

**User Groups**

Accounting

User History

Courses and Testing

**Event Director Approval**

Become an approved director to run a USAR sanctioned event in your city

If you are wanting to run a sanctioned tournament, league, camp, or clinic, you must first become an approved director. To become an approved director, select from the options then click the link below. After clicking the link, an email will be sent to the sanctioning director who will review your request. A response will be sent to the email in your user profile after your request is reviewed. After being approved as a director, the next time you login to your account, you will have a new choice to login as a director.

**Which type of events are you wanting to run?**

Indoor (USAR) Tournaments

Military (MRF) Tournaments

Outdoor (WOR) Tournaments


[Click here to Request to become an approved director](#)

## Sanctioning Your Event – Step by Step – Start to finish

### Step 1:

Once approved as a director, you will get an email with a link to log in to your membership control panel and choose event director.

---

 **Security Level Types**

Modify and add membership system security access levels

Select Access Level	Name	Access Level Name	Description
<a href="#">LOGIN &gt;&gt;</a>	Rebecca M Horvath	Event Director	Tournament, League and Clinic Directors
<a href="#">LOGIN &gt;&gt;</a>	Rebecca M Horvath	USAR Member	Current member access.


### Step 2:

You will need to create a director control panel log in if you don't already have one. If you have run tournaments in the past, then you should already have one and you just need to log in.

---


**Users**

**Memberships**

 **Events**

**Event Search**

---

 **Director Control Panel**

**Edit Director Info**

**Sanction Event for Self**

**Become Director**

**Pay Sanctioning Fees**

**Activate Sanctioned Event**

**WOR Tournaments**

**Military Tournaments**

---

**User Groups**

**Accounting**

**User History**

**Courses and Testing**

You will be redirected to choose the type of event you would like to sanction, and then pick if you would like to sanction a one day event or a multi-day event.



**Multi-Day USAR Sanctioned Events**  
Indoor Racquetball tournament that lasts 2 or more days.



**Single Day Only USAR Sanctioned Events**  
USAR sanctioned 1 day tournament such as a shootout that starts and ends on the same day

Fill out the requested information, add to cart and check out when you're done.

## Shopping Cart

Qty.	Product	Options	Price Total
<input type="text" value="1"/> Delete <input type="checkbox"/>	Indoor Tournaments: <a href="#">Multi-Day</a>	Director: Rebecca Horvath Millersville, MD, Maryland 9/18/2010 - 9/19/2010	\$100.00 \$100.00

**Subtotal: \$100.00**



Then, click the link to request sanctioning approval.

### Step 3:

Once the event is approved, you will receive an email to notify you. Click on the link to log in and make your payment.

**Users**

**Memberships**

**Events**

**Event Search**

**Director Control Panel**

**Edit Director Info**

**Sanction Event for Self**

**Become Director**

**Pay Sanctioning Fees**

**Pay Sanctioning Fee**

---

Complete the sanctioning process and pay the sanctioning fees for all events that have been approved by an administrator

[Print](#)

Event Purchase Link	Event Dates	Event Type	Event State	Event City	Director	Status	Modified Date
<a href="#">Make Payment</a>	9/18/2010 - 9/19/2010	Indoor Tournaments: Multi-Day	Maryland	Millersville, MD	Rebecca Horvath	Accepted	8/20/2010 2:24:11 PM

### Step 4:

Once your payment is processed, return to membership home to activate event.

## Membership Home

Home Page for membership Management

**There are purchased events that are ready to activate!**  
[Click here to Activate your new event](#)

**Event directors: Begin managing your sanctioned events and event participants by selecting a choice below.**



### [Users](#)

Search users, set user memberships



### [Memberships](#)

Modify membership types and manage player memberships



### [Events](#)

Details on Sanctioned Tournaments



### [User Groups](#)

Modify and select players in group



### [Accounting](#)

Organization accounting



### [User History](#)

View user statistics



### [Courses and Testing](#)

Online user courses and tests



### [Email](#)

Send email blasts to players in group

Fill out information requested

**After filling out this form, your new event will be created.**

An email will instantly be sent to the email address you specify below. Included in the email will be your event website link and instructions on how to login and begin the setup process.

**Sport**

**Country**

**State / Province**

**Director**

Select a director above to link this tournament to an existing director control panel. If no director is selected, the director will be able to create or link to existing director control panel during setup.

**Email**

**Valid E-Mail Address Required!**

A valid email address is required to complete the tournament website setup process. An email will be sent to you with a link to your new tournament.

**Create a user name and password to login to the tournament director restricted access pages.**

**Note:** This login is your **Original Event Login**. You can create additional logins for other tournament directors and staff, but this is the only login that allows access to the accounting section.

**Do not give this user name and password to anyone.**

**User Name**

**Password**

Information about your tournament

From there, you can set up the event in R2 Sports.

Step 5:

Immediately upon approval of your event you will be able to manage the following online benefits and services:

- Download mailing addresses in your region
- Verify that all players are members
- Rank all players for seeding
- Access ranking/competition history of all players
- Utilize the National Tournament Management System

Step 6:

At the close of the event the following requirements must be fulfilled in the allotted time frame to receive the full refund:

- Submit event roster – mail to MWRA or online within 14 calendar days
- Submit event memberships with required payment – mail to MWRA or online within 14 calendar days
- Submit event match results - online only within 30 calendar days

The 50% refund will be forfeited if you do not use one of the two online systems that will be made available to you or your state association representative to electronically submit the match results. If you elect to mail the match results into USA Racquetball for a national staff member to enter, the refund cannot be obtained.

All tournament directors are responsible for getting a copy of the completed draw sheets, a complete participant list, the USAR membership applications as well as any money for those memberships back to the MWRA so that we can complete and submit a tournament report and post the results on line. This information is not to be sent directly to the USAR, but through the MWRA if you choose to mail it in.

Step 7:

When all requirements have been fulfilled in the allotted time, a refund will be issued to the state association. If the rebate is denied by the USAR due to the untimely submission of results and other tournament information, the tournament directors will be charged an additional \$50.00 for multi-day events or an additional \$25.00 for a single day event. If the penalty fee is not paid, the director will not be able to run another tournament in Maryland/DC until all fees are settled.

**Special Provisions & Processing Requirements**

- Completed tournament draw sheets for each division and a tournament roster of names are required to process the official results into the ranking system if you are mailing them into the national office.

- Tournament rosters & results containing the names of expired or non-members cannot be entered and will be returned to the state association or event director for follow-up membership processing and collection of payment.
- All Cancellations of events must be done prior to the event start date.

### **Sanctioned Tournament Kits**

Each event that receives approval for sanctioning will receive a DHL shipment of the following items 7-12 days prior to the event:

- 10 issues of RACQUETBALL
- 4 copies of current rulebook
- 25 membership applications
- List of approved eye guards

### **Sanctioning Benefits**

Upon approval of the sanctioning form, the national office will provide the tournament director with the following:

- Online access to the membership database for download of mailing labels for states in your region;
- Online exclusive tournament manager to build your roster of participants, capture members into the roster, schedule your event, and submit results electronically;
- Online verification of membership status of event participants;
- Online submission of new and renewing memberships on a secure server;
- Online search capability for obtaining state rankings by division to assist with tournament seeding;
- \$5,000,000 General Aggregate per event liability coverage;
- Secondary accident medical insurance for all current licensed members;
- With sufficient advance notice the sanctioned event will be listed in the tournament calendar of RACQUETBALL Magazine – observe deadlines listed in each issue of the magazine;
- The sanctioned event will be listed in the Online tournament scheduler;
- Weekend exclusivity as defined by the state association;
- Assistance and support from the state association;
- Opportunity for players to earn state, regional, and national ranking positions;
- Important Note: All new and renewing members should be informed that a portion of their membership fee remains with the state association to assist with promotional efforts aimed at competitive, recreational, and beginning players alike.

### **Event Scheduling Tips & Planning**

- The state association serves as the sanctioning body for all events held in their state, including regional and master's events.
- The event will be of high quality and uphold standards as set forth by the state association and national governing body.

- Identify the events for the calendar year that have requested sanctioning in advance.
- Coordinate with club tournament directors to set available weekends and schedule events accordingly.
- Assure USRA rules and sanctioning guidelines, as established by your state, will be adhered to and followed.

All participants in a USRA sanctioned event must be current members of USA Racquetball. To avoid confusion, only a valid membership card, membership confirmation, or bona-fide receipt of membership is valid for proof of membership. There are no "one time" waivers, reduced fees, or special promotions that substitute for a full dues paying member. Further, if there is someone who is not permitted to participate in a sanctioned event due to suspension, they are not permitted to play in your event.

### **Issues during event**

If there are any issues that occur during your event that you feel require action by the board, please send your report in writing so the issue(s) can be addressed and the board will review the incident and respond to you after the next board meeting. If it is an issue requiring an immediate response, we may call an emergency board meeting and may request your attendance.

During the event if anyone is injured, they will need to complete the incident report that you will receive from the USAR. The incident report will need to be submitted to the MWRA board and the injured party will then be able to submit any expenses for medical treatment not covered by their primary insurance carrier. This is not a guarantee of payment. They will need to submit copies of the explanation of benefits from their health insurance carrier, a copy of the bills along with the incident report to the MWRA and we in turn will submit the claim for the member.