



2024-25 NCR TOURNAMENT SANCTIONING MANDATORY REQUIREMENTS BEFORE SANCTION APPROVAL

In order to receive NCR-USAV sanctioning approval, tournament hosts must agree to and adhere to ALL mandatory tournament sanctioning requirements, which are in place to protect our member clubs and participants.

Prior to applying for sanctioning, please review all [NCR MANDATORY SANCTIONING REQUIREMENTS](#) to ensure that you are able to fulfill and maintain all Administrative and Advanced Event Systems (AES) requirements throughout the course of the tournament season.

AES REQUIREMENTS

- All sanctioned tournament must be offered for registration through AES (Advanced Event Systems).
- 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.
 - Teams consisting of participants with “Region Memberships” must submit a USAV verified roster that is obtained from SportsEngine or from North Country Region to the tournament host by email if the roster cannot be uploaded into AES
- There is NO COST to the club to use AES! NCR provides the use of the AES platform as a North Country Region member benefit.
- NCR’s AES resource may ONLY be used for managing NCR-USAV sanctioned events. Clubs may not use the NCR AES account to promote other events. Doing so is a Code of Conduct violation and a USA Volleyball club personnel ethics violation.

STRIPE Payments

- NCR requires all sanctioned club tournaments to utilize the **AES online payment option (STRIPE)** for team registration payments. The clubs that have used an online payment system found that their tournaments filled quickly and payments were not delayed.
- STRIPE provides an easy and secure way for your participating teams to pay their tournament registration fees. Online payment processing provides the tournament director with accurate team registration and payment tracking. Additionally, if needed, the refund process is simple.
- **All clubs** will need to set up an account through STRIPE payments once their first event is created by NCR in AES. You will only have to set this up one time, as it can then be repeated if you have multiple events. Neither NCR nor AES will have access to your bank account

information.

- *Clubs who set up STRIPE payments in the past seasons should NOT have to repeat this process for the 2024-2025 season.*
- There is no ongoing cost to use the STRIPE platform; however, **a credit card processing fee is charged for each transaction.** The credit card processing fee/transaction fee charged for STRIPE will equate to 2.90% of a team registration +\$0.30.
- You can also choose how to treat the payment of the credit card processing fees charged by the merchant gateway.
 - Fees can be covered by the tournament host club.
 - A “convenience fee” can be charged back to participating teams upon registration. In AES, the amount charged to a team must be rounded to the nearest dollar.
 - *For example - \$100 registration fee x 2.9% + \$0.30 = \$3.20; rounded up = \$4.00 charged per team registration.*