

CHRVA GUIDE TO USING THE ONLINE TOURNAMENT REGISTRATION SYSTEM

This guide explains how to use the Online Tournament Registration system for Chesapeake Region Juniors Girls and Boys Tournaments.

Chesapeake Region uses Advanced Event Systems (www.advancedeventsystems.com) for our tournament software (AES) or Sport Wrench (sportwrench.com). This is a web-based method that allows the team to apply for a tournament listed in our Region. A club must create a club in AES and Sport Wrench to use the tournament registration system. Once the team is registered to use this system each year, the team information is kept in an online database and automatically submitted with each tournament application and can import the team's USAV's memberships. Team should be familiar with the "Coaches Guide to playing in the Region" before registering for any tournament. This document contains more of the rules and regulations that guide CHRVA Junior tournaments.

The use of the Online Tournament Registration process provides:

- a database of Team Representatives and Coaches e-mail addresses used by the Age Group Coordinators to keep teams informed of changes and new information during the season.
- tabulations of the Tournament registration requests and provides the Age Group Coordinators insight into the dates that teams would like to play or dates that do not have enough slots and can add additional tournaments when necessary.
- opportunities for Teams to see the team acceptance or waitlist.

Visit AES often because it is routinely updated with new tournaments and other information. SportWrench.com is used for The National Harbor Showdown and for the Capitol Hill Classic.

USAV REGISTRATION OF THE TEAM

Before a team can be entered into the tournament registration system, it must complete the USAV registration process through the member management system. Club Directors are responsible for ensuring all members of the club have a current USAV membership and all required certifications. Once complete, the Club Director can use the USAV import into AES so the teams can be created in AES.

TOURNAMENT ANNOUNCEMENTS

All CHRVA sponsored Juniors tournaments are officially announced by their posting on AES or on Sport Wrench. Tournaments are posted after the tournament host has completed the CHRVA sanction process. The tournament listing should be checked each week for new events. The Age Group Coordinator will send out e-mails announcing a new or changed tournament.

TOURNAMENT SUMMARY for AES

The Tournament Summary screen provides a webpage summary of each tournament. Use the filters in AES to choose: USAV events and Chesapeake Region. Each tournament will have a Registration Open or closed button. When the schedule is complete, there will be a Schedule button showing.

Clicking on the tournament name will bring up the complete Tournament Announcement. The tournaments listing will show the date/place/age groups and level of play. It also indicates the start time of the tournament, number of teams accepted, tournament format, and any specific information.

The tournament priority indicates which tournament(s) must be filled first.

REQUESTING ENTRANCE TO A TOURNAMENT

Tournament will close approximately 8 weeks before the date of the tournament for girls' single day tournaments and 2 weeks for boys' single day tournaments. Multi-day tournaments state the open and close date.

To request entrance to a tournament, select the tournament from the tournament list and complete the form fields requested. The tournament registration requires all pages to be completed. The Club Director will receive a confirming email upon tournament registration and payment. You can verify your entry was submitted by viewing your Team Tournament Event page. The entry fee must be received by Age Group Coordinator by the close date. Late entries may be accepted but can be considered only if there are not enough teams to fill the tournament by the close date.

APPLICATION STATUS

Team Reps can see the status of their application on AES or Sports Wrench. Teams cannot be accepted until payment and all registration requirements have been met.

TOURNAMENT ENTRY FEE

The entry fee must be sent to the Age Group Coordinator or paid online. The check must be made payable to the organization listed under "Make Checks Payable to" and be received by the published closed date.

Late entries will be accepted but can be considered only if there are not enough teams to fill the tournament by the close date.

Tournament entry fee checks are never cashed until the team has been accepted to the tournament and the applications and checks are forwarded to the host club. Typically, applications and checks are sent to the host about a week before the event. All other checks are shredded.

All Regional Championships must be paid in full when registering. Teams not paying at registration will not be considered for acceptance.

TEAM SELECTION

When a team has been selected to play in a tournament, the team will show accepted on the tournament page in AES. Coordinators will attempt to post acceptance 8 weeks before a tournament. Early season and tournaments with scheduling difficulties may be delayed.

Chesapeake Region teams are selected based upon the last play rule.

Tournament schedules will be placed on AES or Sports Wrench typically 1 week prior to the tournament date.

TOURNAMENT CHECK IN

During check-in at a tournament, the coach is responsible submitting a **printed** USAV sanctioned roster from the member management system. No changes to the printed copy can be made except for uniform numbers or coaches. Coaches can only be written in of a current USAV membership card with all required certifications can be shown to the tournament host.

POSTING OF RESULTS

Tournament results are posted on AES or Sport Wrench either during the tournament or within 24 hours of the tournament.

