So you are hosting a Tournament

All the steps required to make it a sanctioned event
Tournament or a Multiple?

- A tournament is a contest that is not part of the Master schedule.
- May or may not charge an entry fee.
- May or may not give awards.
- May or may not be by invitation only.
- For Varsity teams only (exception—cross country, wrestling, track 11.2.3)
- Generally is considered as a two year contract of participation (11.4.3)
Multiple

- Is part of the Master Schedule and will have three or more schools compete.
- Has no awards
- Generally has no entry or participation fee.
- Usually found in sports of: cross country, golf, swim, track, wrestling.
Definitions

• **Interstate tournament**: Have teams from other states—other than Arizona.

• **Intrastate tournament**: Has teams only from Arizona.

• **International participants**: For Arizona purposes only teams from Canada can participate (10.1) but they must be members of a recognized school. (Some international teams are really club teams)

• **Bordering States**: Schools from the following states: California, Nevada, Utah, Colorado and New Mexico.
Definition 1B

- Co-Sponsorship: An event that is co-sponsored by or titled in the name of an organization outside the school community:
  - Examples:
    - A college/university
    - A theme park
    - A Service Organization (Kiwanis, Rotary)
    - An athletic shoe or equipment company

- An organization that helps provide funding and requires their name to be in the Title: The NIKE Chandler ROTARY track meet— is a “Co-Sponsored Event”

- An organization that helps financially with the tournament BUT is NOT in the title of the event is NOT considered a co-sponsored event:
  - The Chandler Track Classic
Sanctioning

- All tournaments held in Arizona MUST be sanctioned by the AIA.
- ONLY the Athletic Director can submit for AIA sanctioning.
- A coach listing a tournament on sport specific website is NOT considered sanctioned:
  - Examples:
    - Trackwrestling
    - Athletic.net
    - iWannamaker
AIA Sanctioning Coordinator

- Brandy Young
- Email: byoung@aiaonline.org
- Phone (602) 385-3829
Step One:

1- Log Into your school login

2- Select Scheduling
Step Two

• Select Invitational Tournament
Step Three

Select +NEW
Step Four—filling in application
Step Four: Filling in online application for participants

Intrastate—AZ schools only
Start typing in name of school.
Double click on wanted school
**Step Four: Filling in online application for participants**

<table>
<thead>
<tr>
<th>Event Type</th>
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<tbody>
<tr>
<td>AIA Member Schools Only</td>
</tr>
<tr>
<td>AIA Member Schools &amp; Bordering State Association Member Schools</td>
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<tr>
<td>AIA Member Schools &amp; Out of State Association Member Schools</td>
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</tbody>
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<table>
<thead>
<tr>
<th>AIA Members</th>
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<tbody>
<tr>
<td>Basha Varsity</td>
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<td>Chandler Varsity</td>
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<table>
<thead>
<tr>
<th>Bordering Non Members</th>
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<tr>
<td>Centennial (Corona, CA)</td>
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AIA Member schools and Bordering.
Add Arizona schools
Add Bordering State Schools
IF out of state school is not listed:
Email Robyn Bingham at rbingham@aiaonline.org
Step Four: Filling in online application for participants Interstate—Non Bordering or for a Tournament that has a Co-Sponsor

- Pop up for reminder that this will require NFHS form to be filled out

- When completed DO NOT FORGET TO SAVE
Step Five: For team tournaments requiring officials

- Team tournaments that will require AIA officials need to complete step five AFTER saving the tournament.

- Tournaments that do NOT require assigned officials—(badminton, cross country, track, tennis, swim) skip this step.
  - IF intrastate then you have completed the steps for AIA sanctioning.
  - IF Bordering states are invited—but no officials are required then you have completed the steps for AIA sanctioning.

- Tournaments that do NOT require assigned officials BUT have Non Bordering State schools participating— OR you have Bordering State schools attending and are CO-SPONSORED skip Step Five and Go to NFHS.org for sanctioning.
AIA Sanctioning Fees

- Sports that will entail a sanctioning fee:
  - Basketball (boys and girls)
  - Baseball
  - Softball
  - Soccer (boys and girls)
  - Volleyball (boys and girls)
  - Beach Volleyball
  - Wrestling

Sanctioning fees are billed in three annual cycles from the finance department.

- Sanctioning fee
  - Up to 8 teams = $25
  - 9 to 16 teams = $50
  - 17 to 32 teams = $100
  - 33 and more teams = $200

- Game Assignment fee
  - $5 per game

- Game change fee
  - $20 per game changed

- Late fee
  - Double sanctioning fee IF games are not entered into dashboard prior to three weeks.
AIA Officials Department

- Tyler Cerimeli
- (602) 385-3817
- tcerimeli@aiaonline.org

- Jeanie Kosower
- (602) 385-3818
- jkosower@aiaonline.org
Step Five: Officials Required

• After Saving your tournament from your dash board: Select Games

• Add Games
Step Five:

- Select Date
- Select Time
- Select Teams (From list of invited teams)
Step Five

Select Round:

For games that you don’t know who the winners are that play in next round: Select TBD

Once these games are created and saved: Jeanie Kosower (AIA officials Department) will get an email that this tournament has been created and officials need to be assigned.
NFHS Sanctioning Requirements

- Go to www.NFHS.org
- Go to Resources and select Sanctioning
- Log into NFHS.org
NFHS Sanctioning

1- You are an Event Manager
2- Log In or create login
3- User name CAN be your email
4- Submit

Recover your Event Manager account information.
State Association Sanctioning Coordinators, sign in using the main NFHS.org sign in page.
NFHS Sanctioning

1. Go to Add Events:
2. Must declare Interstate or International
3. Accept the terms—There is a fee involved of $200 or $300 if less than 60 days notice
NFHS Sanctioning

- Answer all questions: As you complete a section, click on the red section title.
- Will need states that are included in your tournament.
NFHS Sanctioning:

After creating the tournament
You will need to add an excel listing of all schools invited

As of March 1, 2019, NFHS requires a complete invited school list. Use the NFHS template—which is an excel document. School address is required. Coaches name and phone number, & zip code NOT require
Adding Teams to the NFHS Form

Select CHOOSE FILE and a document box should open.

The first time you upload, this will be the initial list. IF you need to add a team, re-upload and choose Initial again.

MAKE SURE YOU UPLOAD

NFHS requires a final list of schools 10 days prior to your event.
Email Confirmation from NFHS

After you have completed steps you get an email confirmation

https://www.nfhs.org/Sanctioning/Event?id=24734

An event has been added or updated.
Title: NIKE Chandler Rotary Invitation
Start: 3/23/2018 9:00:00 AM
End: 3/24/2018

Your event has been entered and will be forwarded to the local host NFHS member state association. The sanctioning application and make a decision of approval or rejection and will advise you of their decision.
Checking Status of NFHS Tournament

Sanctioning

My Events  Add Events  Search Events  Profile

Event Name  State  Sport  Year

Search by name or state
List sport and year
Select Search
Checking Status of NFHS Tournament

You can check status of your tournament and what states have approved or not approved of your tournament

IF there is NO movement on approvals—contact Brandy Young at the AIA office.
The End