

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
 - Az.milesplit
 - iWannamaker



AIA Sanctioning Coordinator

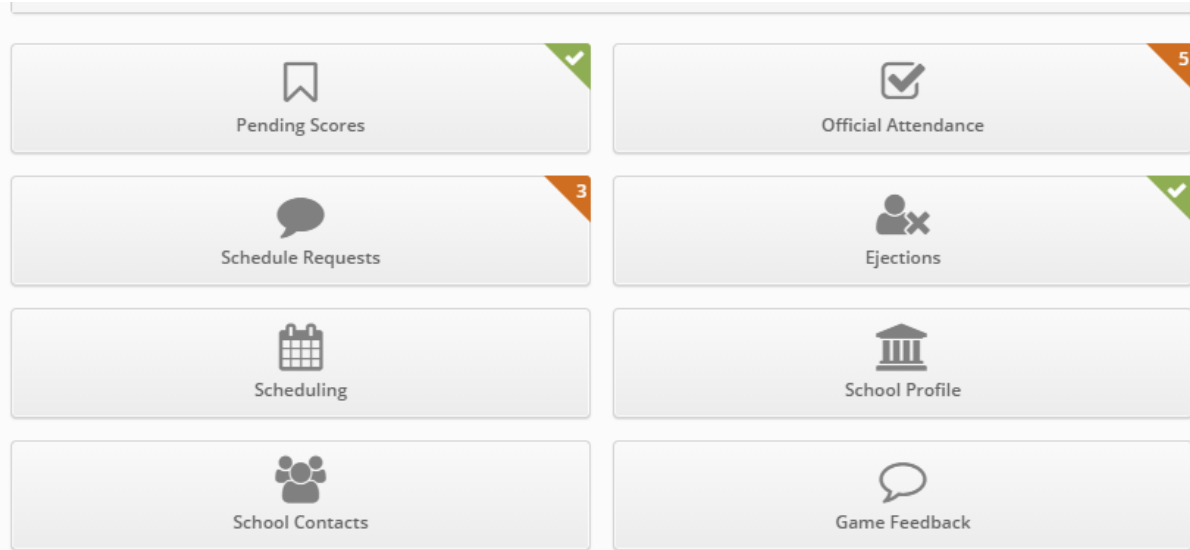
- Brandy Young
- Email: byoung@aiaonline.org
- Phone (602) 385-3829



Step One:

1- Log Into your school login on the AIA website and access your dashboard

2- Select Scheduling



Step Two

Chandler High School Scheduling

Chandler High School > Scheduling

Scheduling Requests 3 Scores Officials

2017-2018 Scheduling

Manage Schedules Schedule Overview Invitational Tournaments

- Select Invitational Tournament

Step Three

The screenshot shows a web interface for managing tournaments. At the top, there is a navigation bar with a 'Tournaments' link. Below this, there are several horizontal bars: one with 'Officials' and a '5' badge, another with 'Print', and a third with a search icon and 'All Schedules'. The main content area is titled 'Shandler High School' and contains a list of tournaments. The first entry is 'Payne Invitational', which is a volleyball tournament for girls at the high school level, with 0 participants and 60 games. It has a green badge that says 'AIA Members Only' and 'Manage' and 'Games' buttons. The second entry is 'Invitational', also with 0 participants and 'Manage' and 'Games' buttons. A '+ New' button is located in the top right corner of the main content area. A blue arrow points from the text 'Select +NEW' to this button.

Tournament Name	Participants	Games	Additional Info	Actions
Payne Invitational	0 participants	60 games	AIA Members Only	Manage Games
Invitational	0 participants			Manage Games

Select +NEW

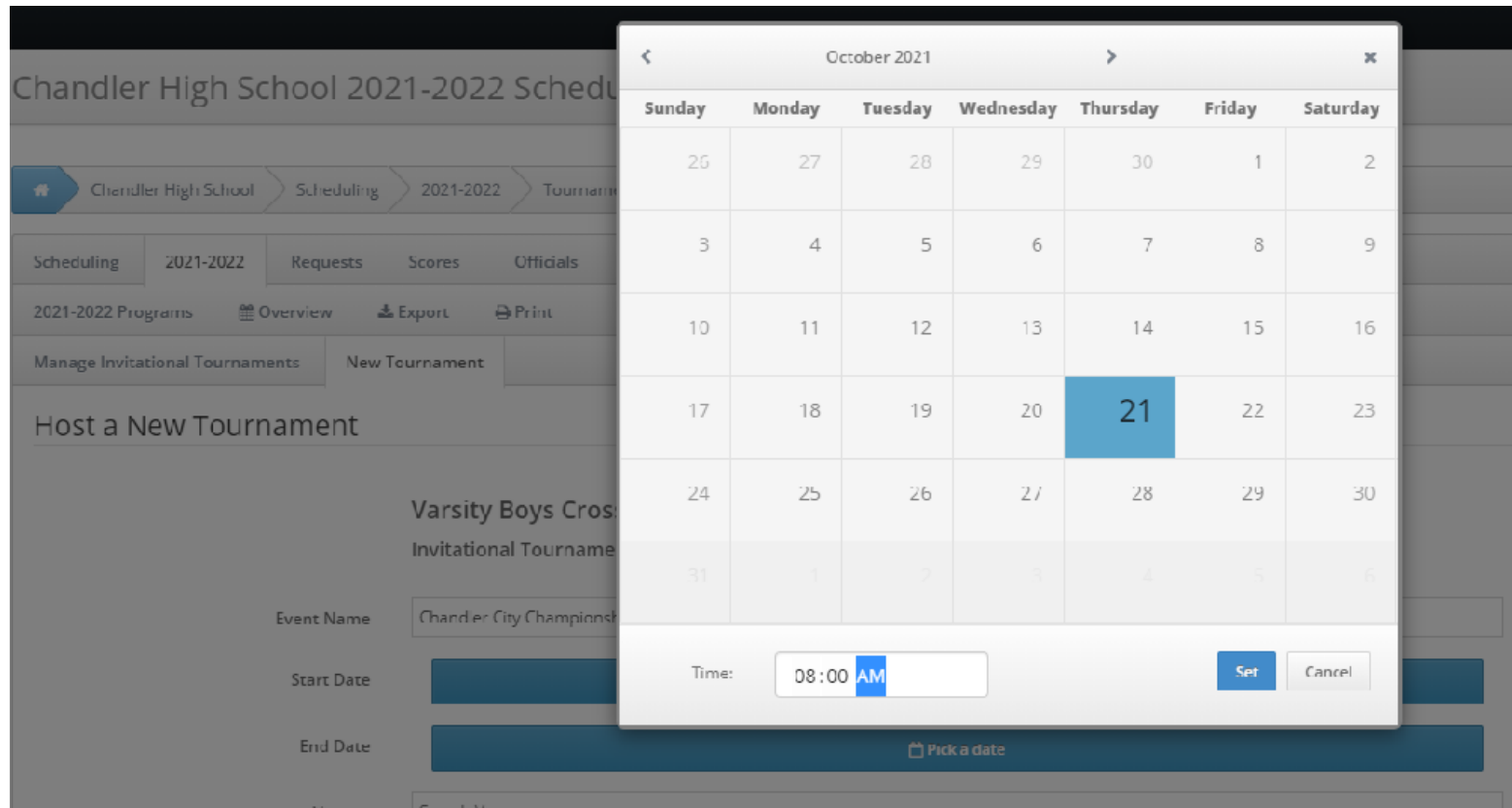
Step Four—filling in application

The screenshot shows a web application interface for scheduling tournaments. The top navigation bar includes 'Scheduling', '2021-2022', 'Requests', 'Scores', and 'Officials'. Below this, there are tabs for '2021-2022 Programs', 'Overview', 'Export', and 'Print'. The main content area is titled 'Volleyball - Boy's Invitational Tournaments' and 'New Tournament'. The primary heading is 'Host a New Tournament'. Underneath, there are three sport categories: 'Badminton', 'Boys Cross Country', and 'Wrestling'. Each category has a '+ Varsity Invitational' button. The 'Boys Cross Country' section also includes a '+ JV Invitational' button. A table lists specific tournaments for 'Boys Cross Country' with dates and names.

Date	Tournament Name
Sep 4	Chandler Invitational <i>Varsity Invitational Tournament</i>
Sep 18	Ojo Rojo Invitational <i>Varsity Invitational Tournament</i>
Oct 15	Chandler Relays <i>Varsity Invitational Tournament</i>

- Find the sport for the tournament and then select + Varsity (or JV for wrestling/track)

Step Four—filling in application



- 1- Give the event a name
- 2- use the calendars for start and end dates and time of day
- 3- choose venue. If venue is NOT in drop down choices then email Robyn Bingham at: rmbingham@aiaonline.org

Finishing the first half of the application

- Sanctioning:
 - Choices:
 - AIA Member Schools Only
 - AIA Member Schools & Bordering State Association Member Schools.
 - AIA Member Schools & Out of State Associations Member schools
- Event Manager: Name auto-filled to AD's name
- Number of Participants
- Who is allowed to attend?
- Maximum Value of Awards
- Entry Fee.

- DO NOT FORGET TO SAVE WHEN FINISHED WITH THIS SECTION.

Step Four: Filling in online application for participants

The screenshot shows a web application interface for managing a tournament. The top navigation bar includes 'Scheduling', '2021-2022', 'Requests', 'Scores', and 'Officials'. Below this, there are options for '2021-2022 Programs', 'Overview', 'Export', and 'Print'. The main content area is titled 'Chandler City Championships' and includes sub-sections for 'Manage Invitational Tournaments' and 'Chandler City Championships'. The 'Participants' tab is selected, showing '0' participants. The event details are as follows:

Varsity Boys Cross Country Invitational Tournament	
Event Name	Chandler City Championships
Start Date	8:00AM Thursday, October 21, 2021
End Date	9:30AM Thursday, October 21, 2021

Select Participants

Step Four: Filling in online application for participants (AIA Member schools)

Chandler High School > Scheduling > 2021-2022 > Tournaments > Chandler City Championships > Participants

Scheduling | 2021-2022 | Requests | Scores | Officials

2021-2022 Programs | Overview | Export | Print

Manage Invitational Tournaments | Chandler City Championships

Overview | Settings | Games 0 | **Participants 0** | Assignments

Add Participant

You may add participants in batches of up to 32 at a time.

Participants *Chandler Varsity* Full Member

Chandler prep ✕

Chandler Prep Varsity Full Member

Add Chandler Cancel Copy from Another Tournament

AIA Member schools

Start typing name of school.

Choices will pop up

Double click on the team you wish to add to your tournament

Scheduled teams will also populate in schedules at azpreps365.com

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
- After saving go to Participants.

Manage Invitational Tournaments: NIKE Chandler Rotary Invite

Overview Settings Games Participants Assignments

NIKE Chandler Rotary Invite

Varsity Boys Track & Field Invitational Tournament

Event Name: NIKE Chandler Rotary Invite

Start Date: 9:00AM Friday, March 25, 2022

End Date: 10:00PM Saturday, March 26, 2022

Venues: Chandler High School

Search Venues

Sanctioning

Event Type

- AIA Member Schools Only
- AIA Member Schools & Bordering State Association Member Schools
- AIA Member Schools & Out of State Association Member Schools
- Hosted by Out of State School

Per AIA Bylaw 10.2.1, NFHS approval is required for events involving one or more non-bordering. Please see the NFHS form at: <https://www.illinoisagbets.com/nfhs/>

Participants

P Polytechnic (Long Beach, CA) Non-Member Bordering

Chandler Varsity Full Member

Add Participant

Include Non-Member Teams

Add 7 participants Cancel

Copy from Another Tournament

Make sure Include Non-Member schools is checked
Out of state teams will be in Orange
Make sure you click on ADD Participant

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



- Bryan Gessner
- (602) 385-3816
- bgessner@aiaonline.org



- Jeanie Kosower
- (602) 385-3818
- jkosower@aiaonline.org



Step Five: Officials Required for games

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

Chandler High School 2017-2018 Scheduling Tournaments - Chandler Basketball Classic

Chandler High School > Scheduling > 2017-2018 > Tournaments > Chandler Basketball Classic > Games

Scheduling | 2017-2018 | Requests ³ | Scores ✓ | Officials ✓

2017-2018 Programs | Overview | Export | Print

Manage Invitational Tournaments | Chandler Basketball Classic

Settings | **Games** | Assignments

+ Add Game

Date	Time	Visitor	Home	Venue	Result
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- **+ Add Games**

- **Games MUST be set up THREE (3) WEEKS in advance.**



Step Five: Officials Required for games

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

Sport: Basketball - Girl's - Varsity - Invitational Tournament Game

Start Date: 2017-12-07 1:00 PM

Visitor Team: Centennial

Home Team: Basha

Venue: TBD

Round: Centennial, Chandler, Basha

Save Cancel

Step Five: Officials Required for games

Select Round:

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

Select TBD

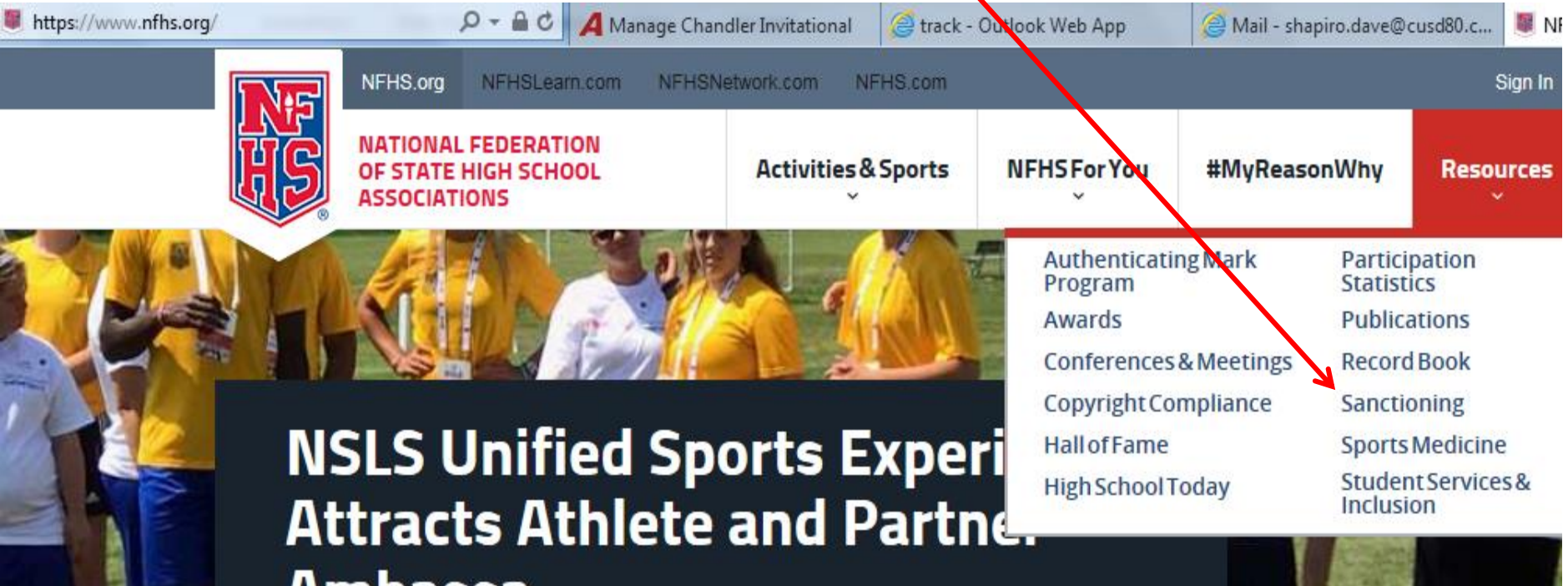
Once these games are created and saved: Jeanie Kosower (AIA officials Department) will get an email that this tournament has been created and officials need to be assigned.

New

Sport	Basketball - Girl's - Varsity - Invitational Tournament Game	
Start Date	<input type="text" value="2017-12-08"/>	<input type="text" value="1:00 PM"/>
Visitor Team	<input type="text" value="TBD"/>	
Home Team	<input type="text" value="TBD"/>	
Venue	<input type="text" value="Chandler High School"/>	
Round	<input type="text" value="Quarterfinal"/>	

NFHS Sanctioning Requirements

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



The screenshot shows the NFHS.org website interface. The browser address bar displays <https://www.nfhs.org/>. The website header includes the NFHS logo and the text "NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS". The navigation menu contains "Activities & Sports", "NFHS For You", "#MyReasonWhy", and "Resources". The "Resources" dropdown menu is open, showing a list of options: "Authenticating Mark Program", "Awards", "Conferences & Meetings", "Copyright Compliance", "Hall of Fame", "High School Today", "Participation Statistics", "Publications", "Record Book", "Sanctioning", "Sports Medicine", and "Student Services & Inclusion". A red arrow points from the second bullet point in the list above to the "Sanctioning" option in the dropdown menu.

https://www.nfhs.org/

Manage Chandler Invitational

track - Outlook Web App

Mail - shapiro.dave@cusd80.c...

NFHS.org NFHSLearn.com NFHSNetwork.com NFHS.com Sign In

NFHS
NATIONAL FEDERATION
OF STATE HIGH SCHOOL
ASSOCIATIONS

Activities & Sports

NFHS For You

#MyReasonWhy

Resources

Authenticating Mark Program

Awards

Conferences & Meetings

Copyright Compliance

Hall of Fame

High School Today

Participation Statistics

Publications

Record Book

Sanctioning

Sports Medicine

Student Services & Inclusion

**NSLS Unified Sports Experience
Attracts Athlete and Partner
Ambassadors**

NFHS Sanctioning

1- You are an Event Manager

2- Log In or create login

3- User name CAN be your email

4- Submit

[Event Manager Sign In](#) [Search Events](#) [Event Manager Registration](#)

Username

Password

[Recover your Event Manager account information.](#)

State Association Sanctioning Coordinators, [sign in using the main NFHS.org sign in page.](#)

NFHS Sanctioning

Event Manager David Shapiro

[Logout](#)

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

Sanctioning

My Events

Add Events

Search Events

Profile

NFHS Application for Sanctioning of Interstate and International Athletic Events

Sanctioning Procedures

5. Name and Addresses of Invited/Participating schools: All sanction requests submitted to the NFHS office must include the names and addresses of all invited/participating schools. In the case of cross country, golf, and track and field, the host school will complete the sanction application and forward it to the host state association office with the list of invited schools. The list of invited schools will arrive in the NFHS office 60 days or more prior to the event. The final list of actual entries will be due to the NFHS office 15 days prior to the event. If the list is not received five days prior to the event, the application for sanctioning will be denied.

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.

Invitation & Invited States/Provinces

Number of Schools Invited

Yes No Will Junior Varsity teams be invited?

Yes No Will club teams be invited?

Invited States/Provinces

Canada

<input type="checkbox"/> Alberta	<input type="checkbox"/> British Columbia	<input type="checkbox"/> Manitoba	<input type="checkbox"/> New Brunswick
<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> Ontario	<input type="checkbox"/> Quebec	<input type="checkbox"/> Saskatchewan

United States

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input checked="" type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas	<input checked="" type="checkbox"/> California
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NFHS Sanctioning:

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

Sanctioning

My Events	Add Events	Search Events	Profile
Events	Date	Sport	
NIKE Chandler Rotary Invitation	03/23/2018	Outdoor Track & Field	Edit Invited Schools Pay Fee Cancel

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.

The image shows a screenshot of a web form titled "Upload Document" and a Windows file explorer window. The form has a section for "Invite School Template" with a "File" field containing a red "Choose File" button, an "Upload Type" dropdown menu set to "Initial", and a red "Upload" button. The file explorer window is open to the "Pictures" library, showing a list of folders and files. Red arrows point from the text on the left to the "Choose File" button and the "Upload" button. A blue arrow points from the text "MAKE SURE YOU UPLOAD" to the "Initial" dropdown menu.

Upload Document

The list of invited schools is essential in our member state associations. We allow everyone to have been invited and who are their opponents. We allow everyone to upload a document, Excel spreadsheet, handwritten sheet of paper and a photo. however you submit the list of invited schools that their full name and address on the form. Not complying with the wishes of NFHS member state associations will result in the removal of the invited schools and of your event.

You may use the following template to help you organize the list of invited schools.

Invite School Template

File **Choose File**

Upload Type Initial

Upload

Choose File to Upload

Libraries Pictures

Organize New folder

Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures**
- Videos

Computer

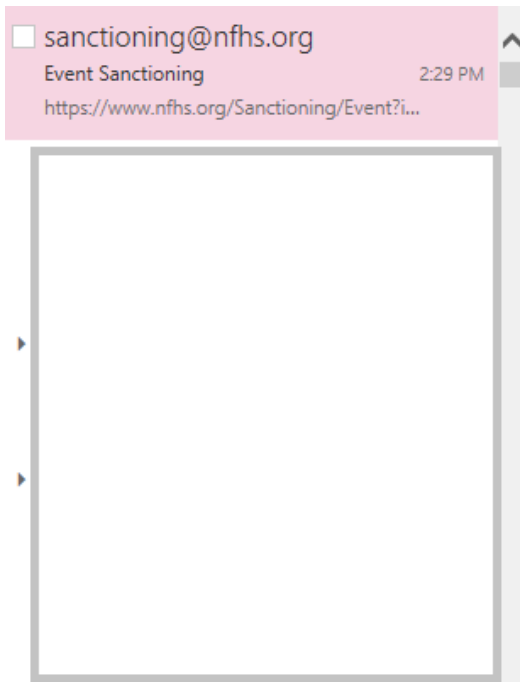
Network


Picture library
Includes: 2 locations

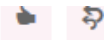
File name: |

Email Confirmation from NFHS

After you have completed steps you get an email confirmation



 sanctioning@nfhs.org
Today, 2:29 PM
Shapiro, Dave ▾



To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features,

To always show content from this sender, [click here](#).

Label: 90 Day Retention Policy (3 months) Expires: 11/26/2017 2:29 PM

<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 <input type="text"/>	State AZ 	Sport Volleyball 	Year 2017 	<input type="button" value="Search"/>

Search by name or state
List sport and year
Select Search

Checking Status of NFHS Tournament

initial	Copy of TOCVB17 July 27.xlsx	08/08/2017 12:43 PM	Download
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State Approval

Country	State	Approval	Jurisdiction	Non-member	Date	Limits on Permission to Participate
United States	Arizona	Approved	Yes	No	08/08/2017 12:47 PM	Compete only with other Association member schools. No Sunday play allowed.
United States	California	Approved	Yes		08/14/2017 11:50 AM	CA schools may only compete against approved State association member schools. No Sunday play.
United States	Florida	Approved	Yes	No	08/09/2017 12:07 PM	

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

