

MWRA/USAR Criteria for Tournament Sanctioning

Anyone who is interested in hosting a Maryland or District of Columbia racquetball tournament is welcome and encouraged to apply for sanctioning through the MWRA board. Following are the rules and conditions for applying for sanctioning, hosting a sanctioned event, and post tournament follow up with the board.

To apply for sanctioning 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 along with a check for \$100.00 for a multi day event and \$50.00 for a one day event. To avoid having your request denied, check the tournament schedule on the MWRA web site www.mwraweb.com to ensure you are not requesting a date in conflict with a date currently taken with another local event. If sanctioning request is less than 2 weeks away, the sanctioning fee may be higher.

Send the check made out to MWRA and the above requested information to:

MWRA
C/O Susan Flaesch
7107 John Calvert Court
Elkridge, MD 21075

Upon receipt of the above information, the board will approve or deny the request and will then submit any event approved to the USAR for sanctioning. At this point the tournament director will receive two emails. One will be from the USAR confirming the sanctioning of the event. The other will be from R2Sports who is the software company selected by the USAR to be utilized by all tournament directors of sanctioned events in the USA. The software has a tutorial that can be utilized for training purposes and it enables your members to sign up for events online. The event can be managed either through the software or you can simply use the software to do the draw and post the results. Everyone will have to use this software or they will be charged an additional \$50.00 for the administration of the event by the MWRA.

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 have any questions about the R2Sports there is contact information on the email you will receive from them. It is very user friendly and actually is very helpful and time saving. The database is connected with the USAR database and therefore you have contact information for any members who are registering for your event. The only cost to you for using the software is for registrations that are over \$100.00 a person or if you choose to not have the members pay the \$4.95 fee for online registration and instead agree to pay \$1.00 for each person signing up on line. You would then be responsible for processing your own credit card payments should you choose to accept credit cards.

If the above guidelines are not followed, no further sanctioning will be permitted through the MWRA and the USAR will be notified of the non-compliance. 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. Conversely, if a member is in good standing with both the USAR and the MWRA, you can not discriminate against that member and deny them entry to the tournament or sanctioning will be pulled for the event and no further events will be sanctioned. We have two weeks from the completion of the event to submit the above requested information, so please plan to have everything to us in time for us to submit the information to the USAR. 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. Regardless, this rebate is kept by the MWRA for administrative fees.

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.

Tournament Director

Date