

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
 - Iwanmaker



AIA Sanctioning Coordinator

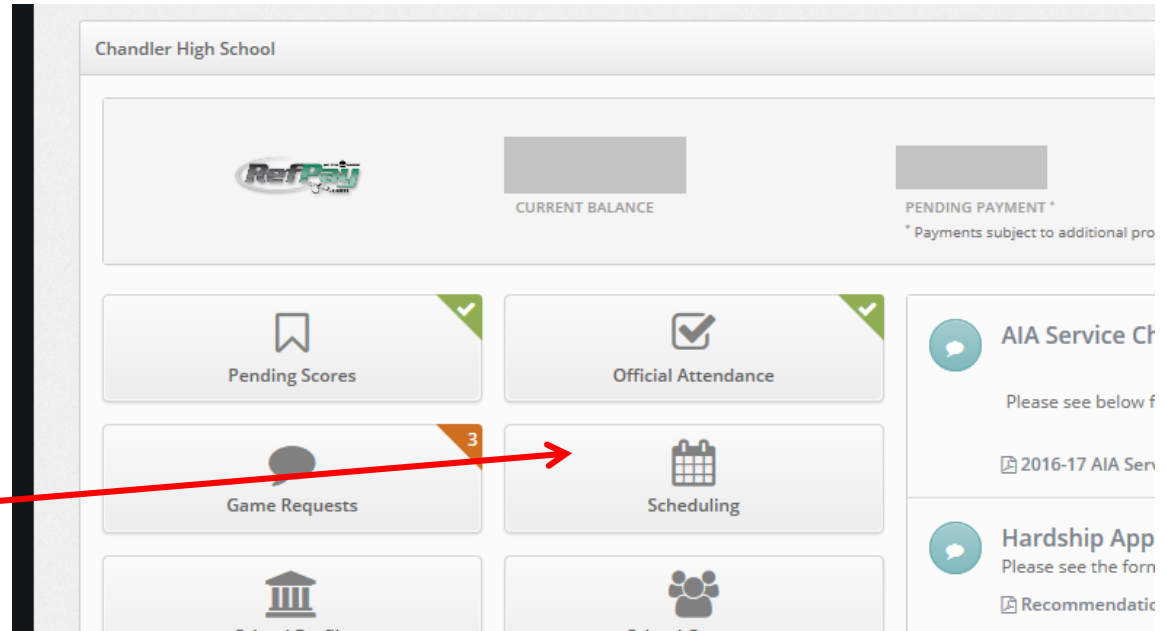
- Brandy Young
- Email: byoung@aiaonline.org
- Phone (602) 385-3829



Step One:

1- Log Into your school login

2- Select Scheduling



Step Two

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

Chandler High School 2017-2018 Scheduling Tournaments

Chandler High School > Scheduling > 2017-2018 > Tournaments

Scheduling | 2017-2018 | Requests ³ | Scores ✓ | Officials ✓ | [Q All Schedules](#)

2017-2018 Programs | [Overview](#) | [Export](#) | [Print](#)

Manage Invitational Tournaments [+ New](#)

2017-2018 Tournaments hosted by Chandler High School

| Date | Type | Name | Venue | Result |
|---------------------------------------|---|-----------------------|-----------------|------------------------|
| September 2, 2017 - September 2, 2017 | Cross Country - Boy's Varsity Invitational Tournament | Chandler Invitational | Tumbleweed Park | Manage |

Select +NEW

Step Four—filling in application

The screenshot shows a web application interface for creating a new tournament. The interface is organized into several sections:


- Navigation:** At the top, there are tabs for "Scheduling", "2017-2018", "Requests", "Scores", and "Officials". Below these are links for "2017-2018 Programs", "Overview", "Export", and "Print".
- Section Header:** "Manage Invitational Tournaments" is selected, with a sub-tab for "New Tournament".
- Form Fields:**
 - Sports/Activity:** Track - Day's Varsity
 - Event Name:** NIKE Chandler Rotary Track Invitational
 - Event Administrator:** Jim Culver - Athletic Director
 - Start Date:** 9:00AM Friday, March 23, 2018 (with a "Change" link)
 - End Date:** 9:00PM Saturday, March 24, 2018 (with a "Change" link)
 - Venue:** Chandler
- Options:**
 - Open invite to all Member Schools?** Yes, all member schools are invited
 - Multiple Games Per Team in a Day:** No, only one game per team per day
- Maximum Value of Awards:** \$25


Step Four: Filling in online application for participants

Participants


- Event Type
- AIA Member Schools Only
 - AIA Member Schools & Bordering State Association Member Schools
 - AIA Member Schools & Out of State Association Member Schools

AIA Members

 Basha Varsity

Full Member 

 Chandler Varsity

Full Member 

cent

Centennial Varsity

Full Member

Central Varsity

Full Member

Intrastate—AZ schools only

Start typing in name of school.



Double click on wanted school



Step Four: Filling in online application for participants

Participants


Event Type AIA Member Schools Only
 AIA Member Schools & Bordering State Association Member Schools
 AIA Member Schools & Out of State Association Member Schools

AIA Members

 Basha Varsity Full Member 

 Chandler Varsity Full Member 

Bordering Non Members

Centennial (Corona, CA) Non-Member Bordering 

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

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

Event Type


AIA Member Schools Only


AIA Member Schools & Bordering State Association Member Schools


AIA Member Schools & Out of State Association Member Schools

Per AIA Bylaw 10.2.1, NFHS approval is required for events involving one or more non-bordering out-of-state or Canadian high schools. Please see the NFHS form at: <https://www.nfhs.org/sanctioning/>

AIA Members

 Chandler Varsity Full Member

 Centennial Varsity Full Member

 Basha Varsity Full Member

Add Participant

Non Members

Eagle (ID) (Eagle ID) Non-Member

Are the non-AIA member schools in good standing with their respective state association?

No

Yes

- 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, track, 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.



Step Five: Officials Required

- 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 |
|------|------|---------|------|-------|--------|
|------|------|---------|------|-------|--------|

- Add Games



Step Five:

- 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 | |
| | Centennial | |
| | Chandler | |
| Round | Basha | |

Step Five

Select Round:

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

Select TBD

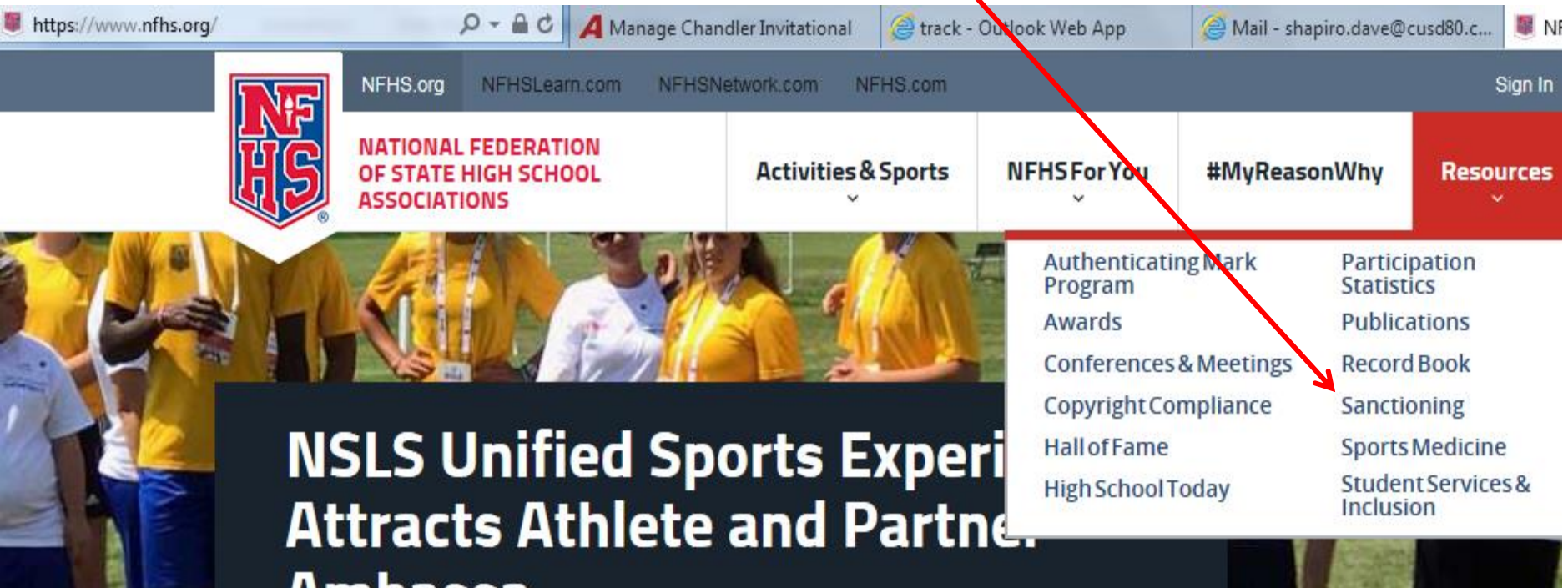
Once these games are created and saved: Jeanie Kosower (AIA officials Department) will get an email that this tournament has been created and officials need to be assigned. You can email her to confirm at jkosower@aiaonline.org

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"/> | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

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/

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

The screenshot shows the NFHS Sanctioning Login interface. At the top, there are three navigation tabs: "Sanctioning Login" (highlighted in red), "Search Events", and "Event Manager Registration". Below the tabs, there are three input fields: "Account Type" (a dropdown menu with "Event Manager" selected), "Username", and "Password". A red "Submit" button is located to the right of the Password field. Red arrows from the numbered instructions point to the "Event Manager" dropdown, the "Username" input field, and the "Submit" button. Below the input fields, there are links for "State Staff Login" and "Username & Password Recovery".

[FAQ](#)

[The NFHS Online Sanctioning Process for Event Managers and School Sponsors](#) PDF

[Permissible Awards for Invited Schools](#)

[Sanctioning Financial Report](#)

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.

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 |
|----------------------------------|---------------------------------|---|-----------------------------------|--|

- 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

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 |

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.

Upload Document

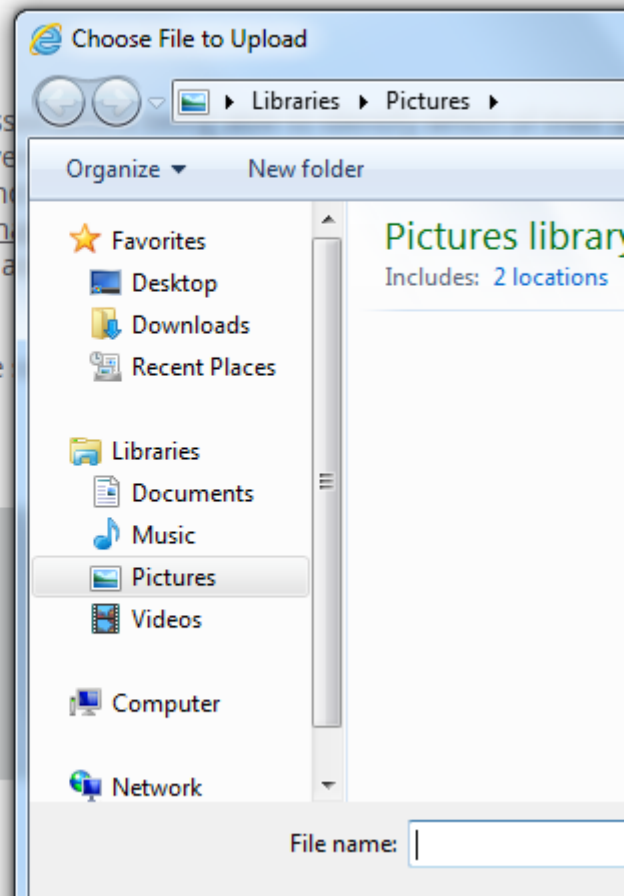
The list of invited schools is essential in our member state associations. We allow everyone to have been invited and who are their opponents. We allow everyone to upload a document, Excel spreadsheet, handwritten sheet of paper and however you submit the list of invited schools that their full name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

You may use the following template to help you organize the

Invite School Template

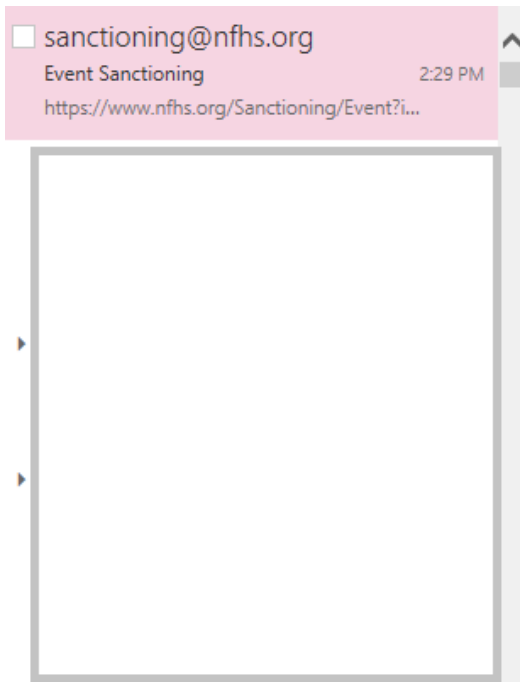
File

Upload Type



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, click here.

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 | State | Sport | Year | |
| <input type="text"/> | AZ  | Volleyball  | 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 |
|---------|------------------------------|---------------------|--------------------------|

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

