

**SENT on 8/3/2018**

Dear Tournament Directors,

In this email is all of the information you will need for sanctioning events this season. Again, the Board of Directors are meeting on 8/11 – 12, so there could be a few changes to this information. If anything is changing, we will send that out ASAP.

We will also keep everyone up to date any new event system information.

Please read everything carefully and complete the requirements in full.

I have attached the following documents:

1. Tournament Sanctioning Process – This information outlines requirements for all TD's, the steps of the sanctioning process, as well as directions for filling out the TSR. Please read before filling out the TSR and other requirements.
2. TD Agreement – please sign and send back with other documents \* REMEMBER TO FILL OUT THE SECOND PAGE
3. Tournament Sanction Request (TSR) – please fill out spreadsheet entirely and send back with other documents. (Do not use last year's version)
4. TD Checklist – a convenient checklist for TD's to mark off what they have done / have to do to be sure to fulfill all requirements for sanctioning events.

Please use the attached documents or find them available for download later today on the [www.krva.org](http://www.krva.org) website on the Forms and Documents Page under Tournament Directors. Be sure to only use the documents with the "2018-19" dates on them.

If you have any questions, please send us an email at [events@krva.org](mailto:events@krva.org) or call 610.223.2288.

Thank you and have a great day!

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KRVA Office and Events  
610.223.2288