



## EVOLUTION OF A TOURNAMENT

1. List event on AES
2. Fill out online tournament sanction form and submit payment. Form can be found on the Badger Region website.
3. Once the sanction forms and fees are received, the Badger Region staff will email the Tournament Director confirming the receipt of the forms/fees. Badger Region Staff will assign officials based on the requested number of courts as designated on the online sanction form.
4. Your event will be added to Zebraweb database. Officials will be preliminary placed in your event.
5. Approximately 10-30 days prior to your event you will be contacted to confirm that the officials request is valid.
6. After receiving confirmation, assignments are released to officials on <https://zebraweb.org> where you can follow the assigning process.
7. Approximately 2-3 days prior to the event, the official's assigner will email you the names of the officials working the event.
8. On the day of the event, assigned officials will arrive at least one-half hour before the designated match time.
9. After the event, if there are any issues with the officials, please contact Sara Voigt at [sara@badgervolleyball.org](mailto:sara@badgervolleyball.org) or Jim Arts at [badgerrefchair@yahoo.com](mailto:badgerrefchair@yahoo.com)