

Sanctioning Procedures:

Host Schools with all Alabama school participants - Log into C2C, add the tournament/meet to your schedule as a tournament/meet (drop down the plus sign and select tournament/meet). Go through the 3-step wizard and complete information. On step 3 be sure to check the box "requires sanction approval", Finish, click participant tab and add all participants, have principal go to principal certifications, competition certification and certify the tournament/meet.

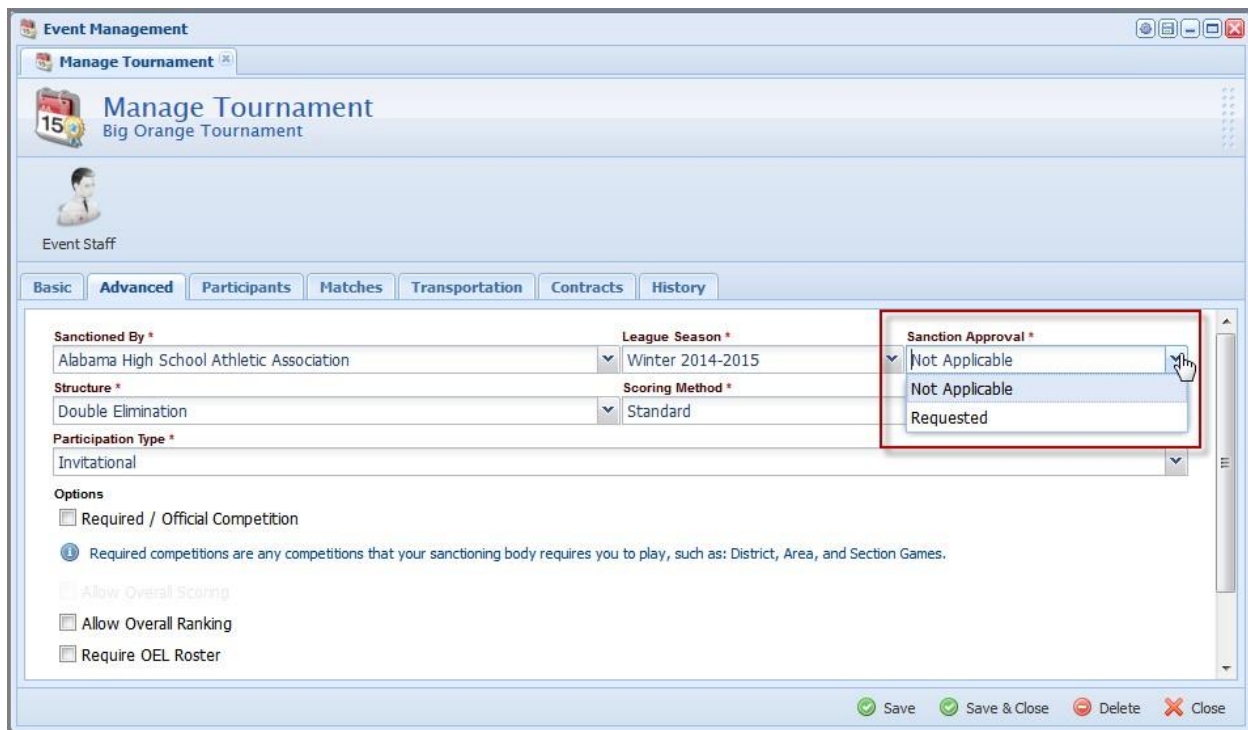


The screenshot shows the 'Add Tournament' wizard in the 'Event Management' system, specifically Step 3: Tournament Configuration. The interface includes a sidebar with 'Add Tournament' and 'Team Management' options. The main content area displays the following fields and options:

- Participation Type ***: Invitational
- Structure ***: Round Robin
- Tournament Options**:
 - Allow Overall Scoring
 - Require OEL Roster
 - Allow Overall Ranking
 - Requires Sanction Approval

A red arrow points to the 'Requires Sanction Approval' checkbox, which is also enclosed in a red rectangular box.

Manage Competition/Game- If schools forget to mark that a competition requires sanctioning during scheduling, they are able to do it after the fact by double clicking on the competition on their team schedule. They can go into the Advanced tab and change the Sanction Approval from "Not Applicable" to "Requested".



Tournament/Meets are not sanctioned unless the participants are listed and the principal certifies the tournament/meet.

You will find all AHSAA-sanctioned tournaments/meets on the www.ahsaa.com front page under AHSAA Sanctioned Event List (right hand side listing)

Host Schools with bordering state school participants - The Principal or athletic director signs into C2C, goes to documents and filing, document search, and completes Form 9. You may complete the form on the computer OR print it out, complete, then mail or fax the form to this office.

These events will not show up as sanctioned events on the www.ahsaa.com front page website under AHSAA Sanctioned Event List. Please call the office to verify that the event is sanctioned.

Host Schools with out of state school participants that do not border Alabama - You must go to the www.nfhs.org website and have your tournament/meet sanctioned through the National Federation. You will check back on that site to check the status of your tournament/meet.

If you host a regular season basketball tournament, Form 17 must be completed at the conclusion of the tournament and a check mailed to the AHSAA.