

# Competition Hosting Checklist

If your club is planning to serve as a host or co-host for a competition, please use this checklist as a resource to ensure that you have completed all of the necessary steps to certify approval and compliance. The check list serves as a road map to make sure you have considered each important step w0 0 1 294em nB/F001ub Sports

- Has the club been informed if the facility will require a signed contract to use the facility?
- Has the club confirmed with the facility if an individual/specific waiver is required?
- Has the club confirmed with the facility if insurance is required?

#### Type of Competition

- Has the club defined the type of competition; a single game, round-robin tournament, or tournament of four or more teams?
- Has the club defined who can participate in the competition? Is it for collegiate teams only?
- If offering to more than collegiate teams, has the club determined the eligibility requirements for open division of non-collegiate teams? A High School/minor division (under 18)?
- If Minors are involved, are there specific policies or requirements regarding their participation?
- Has the club defined the competition as a league sanctioned event? Or will the competition be an individual event with no league/governing body tie-ins?
- Has the club identified themselves as the sole host or will there be a co-host institution or entity as part of the competition?
- If a club is co-hosting an event, has the club drafted various responsibilities assigned to each hosting party? If so, has it been submitted to the Club Sports Staff for review?

#### Registration

- Has the club determined a designated registration fee for the event?
- Has the club evaluated the operation expenses (facility usage fee, athletic trainer, officials, Public Safety, timers, equipment, supplies) for hosting the event?
- Has the club determined if the event will serve as a fundraiser (club makes a profit; registration revenue minus hosting expenses)?
- Has the club determined how to receive & document team sign-ups and the designated registration payment? A process to provide receipts?
- Has the club put together a tournament packet/notice to send interested teams?
- Has the club determined how to check-in teams on the day of the event? Including collection of waivers/on-site signature of waivers or the possibility of electronic waiver forms and signature.
- Has the club established a registration deadline? Including a payment deadline if separate date?
- Has the club determined if there will be a captain's meeting or how to communicate updates throughout the event?

#### On-site Accommodations

- Has the club determined on-site responsibilities of club members?
- If serving as a co-host, has the club reviewed the outlined shared responsibilities?
- Has club confirmed with their league, if any added requirements or established roles with on-site league volunteers/representatives?
- Has the club confirmed with the off-campus location of any added facility requirements or roles for those on-site personnel?
- Has the club confirmed if any added expenses/fees for on-site personnel from league, facility, or other entity will be required?
- Has the club determined if additional volunteers are needed to successfully run the event (outside the club members)?
- Has the club determined roles and responsibilities for the added volunteers to ensure expectations are properly communicated and upheld?

- If the club's event requires Athletic Training, has the received the official notice from the Club Sports Staff and submitted the confirmation acknowledgement?

#### Added Services

- Is the club planning to offer prizes, prize money, or other "scholarship" awards or money?
- Is the club planning to sell any items on-site (i.e. t-shirts)?
- Is the club planning to have any vendors on-site?
- Is the club planning to have any added sponsorship/vender promotion materials?
- Is the club planning to have any added signage or promotional items on site?
- Is the club planning to have food on-site? Including compliance with the policies and procedures for serving food in the facility.
- Is the club planning to bring any added equipment items?
- Has the club thought of any added facility accommodations and/or lining requirements?