

USA Ultimate Sanctioned Event Team and Player Registration Checklist	
---	---



Use the following checklist to make sure you have taken care of your team and players' registration for an upcoming USA Ultimate event. Visit <http://www.usultimate.org/resources/sanctioning/guidelines.aspx> for details.

Checklist

- Pre-register your team with the director/organizer of the event.
- Complete an official USA Ultimate team roster (can be done via online rostering system, or completing the paper or excel form found online).
- Each player on the team must have a signed waiver of liability on file (waivers can be completed online or a paper waiver can be signed).
- Each player must either be a USA Ultimate member or pay the one-time event fee.
- Youth participants must have the waiver of liability signed by a parent/guardian.
- Youth participants must have a completed medical authorization form signed by a parent/guardian. Medical authorization forms are kept with the chaperone at all times. They are not submitted to USA Ultimate.
- Youth participants must have a designated chaperone. Chaperones must complete the chaperone form and return it to USA Ultimate.

Materials mailed directly to USA Ultimate before an event must be received at least 3 business days before the event in order to be processed on time. Mail any materials to:

Attn: Event Sanctioning
USA Ultimate
4730 Table Mesa Dr., Ste I-200C
Boulder, CO 80305

Materials that are to be submitted at the event should be organized and labeled. Make sure all checks have notations in the memo identifying who the payment/s are for. Make sure the team name is on all materials. Staple everything together or put in a folder to help keep everything together.

USA ULTIMATE

4730 Table Mesa Drive, Suite I-200C, Boulder CO 80305

Web: www.usultimate.org Email: sanctioning@usultimate.org Tel: 303-447-3472 Fax: 303-447-3483