This checklist provides a condensed resource for event organizers to ensure that all program requirements are completed to receive all the benefits. All of the following information is posted online for further review at USAUltimate.org/About/Affiliates/Event_Registration_Organizer.aspx

**STAFF SUPPORT**

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### CHECKLIST

Complete the following list of action items to manage a successful USA Ultimate Sanctioned Event:

- Review, understand and agree to comply with the program requirements posted online per event type:
  - **Leagues** - [http://www.usaultimate.org/resources/sanctioning/leagues.aspx](http://www.usaultimate.org/resources/sanctioning/leagues.aspx)
  - **Tournaments** - [http://www.usaultimate.org/resources/sanctioning/tournaments.aspx](http://www.usaultimate.org/resources/sanctioning/tournaments.aspx)
  - **Other insured ultimate events (practices, pickups, camps, clinics, hat tournaments, etc.).** - [http://www.usaultimate.org/resources/insurance_program/default.aspx](http://www.usaultimate.org/resources/insurance_program/default.aspx)

- Register the event by completing the registration form linked in Step 2 at [http://www.usaultimate.org/about/affiliates/event_registration_organizer.aspx](http://www.usaultimate.org/about/affiliates/event_registration_organizer.aspx)  
  **If a regular season tournament (college or club) and form submitted after deadline, submit late fee.**

- Review initial e-mail communication from affiliate event manager once event has been set up in USA Ultimate event management System (EMS) and confirm receipt; this e-mail will contain specific instructions on how to manage your event.

- Manage event through the USA Ultimate event management system (EMS), according to the instructions provided by the affiliate event manager:
  - All participants must be listed on the event roster.  
    **For league events, initial roster(s) must be provided to USA Ultimate within 1 week after the league begins play, and players can be added or removed (if never participating) as the event progresses.**
  - All participants must have a signed annual waiver that has been verified for their account; ensure that participants complete their waiver online or collect completed paper waivers to send to USA Ultimate.  
    **For league events, initial batch of waivers (typically collected during the first week of games) must be provided to USA Ultimate within 2 weeks of the league starting.**
  - All players must have current player-level USA Ultimate membership (Affiliate, Adult, College, Youth, Lifetime, or Coach & Player) while rostered non-playing coaches need only coach-level (Coach, Lifetime, or Coach & Player); ensure that participants either complete their membership payments directly to USA Ultimate or collect payments from players to send to USA Ultimate on their behalf.  
    **For league events, initial batch of membership payments for non-members (typically collected during the first week of games) must be provided to USA Ultimate within 2 weeks of the league starting.**

- Final roster(s), waivers, and memberships must be sent to USA Ultimate within five business days after the conclusion of your event; the affiliate event manager can assist with understanding which specific materials are outstanding at this time.

- Always follow the health, safety, and liability requirements for USA Ultimate sanctioned events posted here: [http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx)

- Always follow the youth participation requirements for USA Ultimate sanctioned events posted here (applicable if any participant is under the age of 18 years old): [http://www.usaultimate.org/resources/organizer_resources/youth_participation_requirements.aspx](http://www.usaultimate.org/resources/organizer_resources/youth_participation_requirements.aspx)

If you have ANY questions or concerns, please contact the affiliate event manager at affiliate@usaultimate.org for further assistance!