USA Ultimate Tournament Sanctioning Event Organizer Checklist (non-regular season)

☐ Review Tournament Sanctioning information

☐ Understand and agree to comply with the program requirements
  o Review the youth participation requirements for USA Ultimate sanctioned events posted here
  o A Chaperone is required for any participants under the age of 18
    ▪ Review Chaperone requirements and apply for a background screening
    ▪ A background check can take up to two weeks. Please plan accordingly and communicate this with all team managers
    ▪ Follow these directions on how to become a chaperone

☐ Confirm if there is a need for insurance certificates

☐ Log in to the Admin Site to confirm login works
  o Add detailed information about your event, such as website, directions, links, etc…, to the event site

☐ Add Teams to your event
  o Team managers can search and add their team to the event
  o If your event is invite only (practices) you can add your team through the admin site by going to Manage Teams – Add a Team – Select Competition Group – Search by Team Name – Apply Filter – Move selected – Save

Manager Rosters/Waivers (2 methods - Online Preferred)

☐ 1. Preferred Method: Manage event roster through the USA Ultimate online roster management system
  o Have new participants create a USAU account (players 13 & over can register online). Players who already have USAU accounts can login online (please do not create an account if you already have one).
  o Participants sign online waivers
  o Participants 17 & younger need to submit a medical authorization form. Chaperones are responsible for these documents for the duration of the event.
  o All participants must purchase USA Ultimate memberships or a single event membership
  o Team Managers follow these directions for rostering players
    ▪ Create a Team
    ▪ Have your players confirm team participation
    ▪ Register your team for an event
    ▪ Submit event membership payments for your team or
    ▪ Have players submit their own event membership payment
  o As the TD confirm teams and players are fully registered

☐ 2. Manage roster with hardcopies
  o Keep a roster (Preferably typed) of participants (you should have received a roster template in the application accepted email)
  o Have all participants/parents sign a waiver, (Please fill out all information)
  o Participants 17 & younger need to submit a medical authorization form. Chaperones are responsible for these documents for the duration of the event.
  o Collect single event membership fees ($10/youth & $15/adult)
    ▪ Submit payment online by following these directions or
    ▪ Send one combined check (Preferred) to the Insurance Manager made out to USA Ultimate
  o Mail the Insurance Manager the roster, waivers & check. Mail within 5 days of event end date

☐ Communicate & Share instructions with Team Managers/Participants the details of the event and their requirements
  o Team registration & rostering
  o Waivers
  o USAU Membership
  o Medical Forms
  o Chaperone requirements

☐ Ensure that all Health, Safety and Liability Requirements are met. Please share these with the participants/parents
☐ Confirm that the following requirements are met for each participant before the event begins
  ○ Completed Waivers
  ○ Current Membership (either full membership or single event membership)
  ○ Confirm there is a chaperone for each team with a player under the age of 18

☐ Send all outstanding materials to USA Ultimate within 5 business days of the event ending

☐ The help document page is a great resource that provides specific instructions for managing an event and team