



## USA Ultimate Affiliate Event Organizer Checklist

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](http://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
  - o Leagues - <http://www.usultimate.org/resources/sanctioning/leagues.aspx>
  - o Tournaments - <http://www.usultimate.org/resources/sanctioning/tournaments.aspx>
  - o Other insured ultimate events (practices, pickups, camps, clinics, hat tournaments, etc.) - [http://www.usultimate.org/resources/insurance\\_program/default.aspx](http://www.usultimate.org/resources/insurance_program/default.aspx)
- Register the event** by completing the registration form linked in Step 2 at [http://www.usultimate.org/about/affiliates/event\\_registration\\_organizer.aspx](http://www.usultimate.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:
  - o 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.*
  - o 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.*
  - o 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.usultimate.org/resources/organizer\\_resources/health\\_safety\\_and\\_liability\\_requirements.aspx](http://www.usultimate.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.usultimate.org/resources/organizer\\_resources/youth\\_participation\\_requirements.aspx](http://www.usultimate.org/resources/organizer_resources/youth_participation_requirements.aspx)

If you have ANY questions or concerns, please contact the affiliate event manager at [affiliate@usultimate.org](mailto:affiliate@usultimate.org) for further assistance!