

Hosting Your Own Events—

Two of the largest challenges you will encounter when managing your own team is 1) funding and 2) finding convenient competitive opportunities for your athletes. Hosting your own event(s) is an effective way to do both, develop income for your program while providing competitive opportunities close to home for your athletes.

If you have never run an event before, now is as good a time as any to start! And it's not really that difficult. As you read down through our steps for hosting an event remember you don't have to go it alone. Anyone of our sport managers here at the national office or your local association sport chairperson would be more than willing to assist you.

Step 1 - Make The Decision

The most important thing you can do is decide to have the event. Then check with your local AAU association and together pick a date. It's important that we all try and coordinate dates so that similar events in the same geographical region don't conflict with one another.

Step 2 - Acquiring A Facility

Contact the owners of the facilities you would like to use and start the negotiation process. However, before you sign any facility contract, American Specialties, the AAU's insurance provider, needs to approve the language of your contract. This is to protect all of us so please give them a call at 800-245-2744.

Step 3 - AAU Paperwork

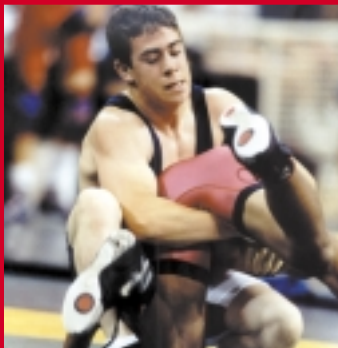
To host an event or tournament you need to complete two forms and we suggest you consider a third one. The two that are "must dos", are becoming an AAU Club and completing an AAU Event Sanction form. To do both, you must contact the Inland Empire Association at 1 800 228 4872, Carrie or Kathy will work with you. You need time, you can't do it in 60 days. The Inland Empire is set up for credit card use. The Event Sanction Form, Club Form and Third Party Liability form need to be filled out and returned to AAU, P O Box 9603, Yakima Washington 98909, with the appropriate fee.

NOTE: Please read the directions and event requirements on the front page of the sanction form.

The third item, if required by your facility owner is Certificate of Liability insurance. This covers he or she against liability claims. The form that you must fill out for this can be obtained in the same manner as the Event Sanction. Always remember that ALL PARTICIPANTS in your event must be AAU members.



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Step 4 - Notifying Clubs / Individuals

Once your dates are set, your facility is secured, your club membership completed and event sanction approved, you are ready to begin advertising the event. The best way is by any means that puts the information directly in front of the athletes whom you are trying to attract.

Step 5 - Contact Others For Help

Don't forget to contact Carrie at the Inland Empire AAU with dates and information on your tournament. When you do, we can post your event on our web site and help you with suggestions on the development of your entry materials. If you need assistance in contacting other local association members, call 800-AAU-4USA and ask for help from your association office or local sports chairperson.

Step 6 - Order AAU Medals And Awards

See "AAU Medals and Awards" in the next section of this booklet.

Step 7 - Event Staff

One of the greatest challenges you will encounter when organizing an event will be the acquisition and training of volunteers to help you run your tournament. A word of caution, always plan for more individuals than you think you'll need.



Step 8 - The Event Itself

Once all "pre-event" items have been completed . . . planning, preparation and registration, now your focus should move toward the actual event. Start with the creation of contingency plans to cover the little irritations that invariably crop up with any event. Don't overlook the always-critical public address "thank-you's" for community leaders, supporters, volunteers and staff.

Step 9 - Incident Report Forms

In the case of accidents or injuries during your event, make sure you have copies of the Incident Report Form, also available through your association, the national office or at www.aausports.org. It is to everyone's benefit to have written record of all unpleasant occurrences which is also "a must-do" to receive insurance coverage.

Step 10 - After The Tournament

Send your event results to your local media contacts, sport specific state publications and each club coach that took part in the tournament. The more post event information you can get into the market place, the more desirable your tournament becomes for the future. The last thing you need to accomplish is making sure your post event checklist is complete. Also send to association office.

Of course there are many things one has to do in order to host an event and the more you know, the more you can accomplish.

