Sport Club Event Planning Checklist

If your sport club is hosting, sponsoring or organizing an event, the sport club officers must complete the items on this checklist. Events may include fundraisers, tournaments, matches, contests, races, exhibitions and other club activities.

☐ **Review** event planning materials from your *sport club association* website or written materials and **apply** them to your event planning activities.
For example:

- ✓ Obtain approval or sanctioning by the association for your event. If the event is unsanctioned, make sure you understand how that affects your planning.
- ✓ Obtain rules and regulations that will apply to the event.
- ✓ Obtain insurance coverage information for the event. Most associations offer *liability insurance* and *accident/medical insurance* coverage automatically for *sanctioned events* or your club may need to pay for it for an *unsanctioned event*.
- ✓ Obtain copy of waiver, release or hold harmless recommended (or required) by the association.

☐ **Review** relevant sections of the *WWU Sport Club Resource Manual – Club Sport Handbook, How-To Guides and General Resources*.

☐ **Review** relevant *WWU Policies and Procedures* and *Student Rights and Responsibilities Codes* that may apply to the event.

☐ **Develop** a detailed written proposal for the event and **submit** to the Sport Club Coordinator for approval. The proposal should include:

<u>Overview and Outcome</u>
- ✓ Include an overview of the event and desired outcomes

<u>Leadership and Supervision</u>
- ✓ Identify event leadership, including contact information. These are the individuals accountable for the planning and execution of the event.
- ✓ Include relevant information from your *sport club association*, *WWU Sport Club Resource Manual*, *WWU Policies and Procedures* and *Student Rights and Responsibilities Code*
- ✓ State whether the event will be sanctioned or unsanctioned by your sport club association and what that means for the event
- ✓ List sport rules and regulations that will apply to the event

<u>Attendance</u>
- ✓ Size of audience and participant attendance
- ✓ Describe community and/or third-party involvement

<u>Financial</u>
- ✓ State anticipated event fees and revenue
- ✓ State operational costs and funding sources

<u>Logistics</u>
- ✓ Describe facility rental needs and information
- ✓ Outline equipment and supply needs

- ✓ Describe transportation needs, including motor pool, charter buses and/or private vehicles

Promotion

- ✓ Describe publicity and advertisement
- ✓ Describe sponsorship goals and activities

Legal

- ✓ Include copies of waivers, releases or hold harmless documents that you plan to use
- ✓ Describe contractual requirements for facility rental, vendors, groups, etc. Include copies
- ✓ Describe certificate(s) of insurance requirements
- ✓ Include copies of entry forms
- ✓ Include description of liability insurance and accident/medical insurance coverage automatically provided by your association or made available to your club for purchase for the event
- ✓ Describe governmental permits, approvals, etc that will be required

Safety

- ✓ Describe your risk assessment and mitigation plans
- ✓ Describe alcohol prevention plans
- ✓ Outline emergency response plans, including CPR/first aid resources
- ✓ Describe security plans

☐ **Payments and Contracts** should be dealt with early. If there is any sort of signature or contractual agreement especially for space rental, it must go through **Contracting Department.**

How to Pay Refs/Judges/Trainers and Other

- ✓ Form Needed: Services Reimbursement Form
  - Service Provider must fill out
    - Section III- fill out in full (there will most likely not be a webform #)
    - Section IV and V- when the services started and ended, the description of the service, and the price we are paying them
    - Section VII- we must have a signature on this form, have them sign the Payee Signature spot.
- ✓ We cannot pay them until after they offer the service, so we cannot have payment for them the day of service
- ✓ Their checks will be sent to the address they put on Section III

Contracts

- ✓ Any contract should be brought into the sport club office as soon as possible. The contract process takes approximately 4-5 weeks.
- ✓ If a deposit needs to be paid, do not pay it yourself until the contract is worked out.

Sport Club Association Links

USA Rugby www.usarugby.org

USA Hockey www.usahockey.com

USA Water Polo www.usawaterpolo.org

US Lacrosse www.uslacrosse.org/

US Masters Swimming www.usms.org/

USA Judo www.usjudo.org

US Judo Association http://usja-judo.org/

US Tennis Association www.usta.com

Inter-Collegiate Horse Show Association www.ihsainc.com

USA Cycling www.usacycling.org

National Club Baseball Association http://clubbaseball.org/

Ultimate Players Association http://www.upa.org/

Inter-Collegiate Sailing Association of North America www.collegesailing.org

US Sailing www.ussailing.org

US Rowing www.usrowing.org www.usrowing.com

USA Water Ski www.usawaterski.org

USA Fencing www.usfencing.org