

Amateur Athletic Union Georgia Association

INTENT TO HOLD INVITATIONAL TOURNAMENT

(This is not the bid form for state or sub state championships)

Please note that the sooner these dates are turned in for approval the sooner they will be published on web site and sanction number issued so that you can list your tournament on the national web site.

Type of Tournament () Division I Only Age Groups _____
() Division II Only Age Groups _____
() Division I & II Age Groups _____

Date of Tournament _____
Name of Tournament _____
Name of Host Club _____ How Large is Group _____
(No. of Families Available To Work)

Name of Tournament Director _____ E-Mail _____

Address _____

Phone # Home _____ Work _____ Cell _____ Fax _____

Name of Facilities To be Used * _____

Spectator Capacity _____ Parking _____

Rest Rooms Male _____ Female _____ Dressing Rooms Available _____

Air Conditioned Yes _____ No _____ Separate Meeting Room for Officials _____

What type of emergency medical personnel and supplies will be available at the meet sites or nearby the meet sites? _____

What kinds of hotel accommodations are near your competition sites? _____

List any AAU competitions have you hosted in the past two years? _____

*If you plan to use more than one facility, please attach a separate sheet listing pertinent information on each.

I certify that the above information is accurate. I agree to follow the guidelines as listed by the Georgia AAU in the conduct of this meet.

Date _____ Tournament Director _____

Return this form to GA AAU Office 4108 Rocky Ledge Way, Snellville, GA 30039 or fax 770-979-1584 to be forwarded to Basketball Chairman for approval so that a sanction packet can be sent to you.

Tournament Directors Check List Of Duties

1. Reserve adequate facilities.
2. Return completed Sanction (also, Third Party Certificate if needed). The cost of a youth sanction is \$48.00 per day. The cost of Third Party Certificate is \$25.00 with thirty days notice.
3. Prepare Tournament Flyer and entry form and distribute with all appropriate information including hotel information, dates, gate price and contact information, entry deadline date, awards to be given and cell phone if possible. If you plan to combine any age groups this statement should be included on your flyer and let participants know ASAP if this will be the case. Send copy of flyer to aaunichols@bellsouth.com. Put AAU Logo on Flyer.
4. Contact officials and book your tournament.
5. Purchase awards for your tournament.
6. Schedule your tournament. Be aware of the needs of out of town teams getting in to town (may need late games) and rest time requirements in between games. Plan adequate time for each game taking in consideration the age group. No running clocks unless the blow out rule is in effect.
7. Any deviation from AAU Rules and regulation such as combined age groups must be stated on your flyer. If you should have to combine some age groups, you should let entered teams know as soon as possible. They should know this before showing up for their first game.
8. Distribute final schedule and bracket info. Every coach should have a final schedule no later one week before the start of your tournament if possible. If you had to combine any age groups, teams involved should be notified immediately. Notify officials of final schedule.
9. Have available on each site a First Aid Kit and ice bags and a list of nearest medical facilities.
10. Make sure that someone at each site has a cell telephone or that there is a phone that is easily accessible at each site. Plan to have someone in charge of each facility with a cell phone to relay information or problems to the tournament director.
11. Have adequate personnel to implement verification of AAU registration, run clock and keep official score book, collect gate and run your concessions.
12. You should have all tournament rules posted at the score table at each facility.
13. Be familiar with a tie breaking system in case you need one.
14. Official results should be posed at facilities as soon as possible after each game. Phone scores in to your tournament directors so that tie breaking can be instituted if needed.
15. Report any accidents and give insurance forms to anyone who is injured in your tournament.
16. Tournament host is responsible for all fees incurred for facility rental, officials, supplies, awards, sanctioning, and administrative fees. The host will keep all profits as a result of hosting the tournament such as door, concessions, T-shirt sales and any monies left from entries after all expenses are paid.
17. Send tournament results to Age Group Coordinator – Darlene Norris

I have read these requirements for hosting an invitational and agree to follow all AAU rules, regulations and requirements.

Signature Tournament Director

Date

