



EVENT SANCTIONING APPLICATION

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY

The Tournament Organizer must complete the attached form in its entirety and it is preferred applicants complete the form using the digital text boxes provided. Upon completion, please forward a copy to **USA Field Hockey's Events Department** at events@usafieldhockey.com with any supporting documents scanned and attached. If mail is preferred, please print and send a completed application and supporting documents to USA Field Hockey's National Office: USA Field Hockey, Attn: Event Sanctioning, 5540 North Academy Blvd., Suite 100, Colorado Springs, CO 80918.

Name of Event: _____

Date(s) of Event: _____

Type of Event (circle): Sanctioned Tournament Sanctioned League

Description of Event (will be posted for potential participants):

Participant Information (check all that apply):

Female: U-10 U-12 U-14 U-16 U-19 Adult

Male: U-10 U-12 U-14 U-16 U-19 Adult

Co-Ed: U-10 U-12 U-14 U-16 U-19 Adult

Number of teams attending the event: _____ Number of participants attending the event: _____

Site Information:

Event Venue(s): _____

Venue Address: _____

Phone: _____

Is the Event: Outdoor Indoor Number of Fields/Courts: _____

Description of Playing Surface: _____



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Contact Information:

Name of Local Sport/Organizing Group: _____

Tournament Organizer/Contact Person: _____

Phone: _____

Email: _____

Please check what you are providing at the event:

<input type="checkbox"/> Lining and Set-up	<input type="checkbox"/> Parking	<input type="checkbox"/> Ambulance
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Team Benches	<input type="checkbox"/> Site Boards
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Goal Cages	<input type="checkbox"/> Restrooms
<input type="checkbox"/> Food Concessions	<input type="checkbox"/> Table and Chairs	<input type="checkbox"/> Ice and Drinking Water
<input type="checkbox"/> Office or Workroom	<input type="checkbox"/> Check-in Area	<input type="checkbox"/> Medical Staff/Trainers
<input type="checkbox"/> PA System	<input type="checkbox"/> Training Room	<input type="checkbox"/> Message/Results Board

Please provide a detailed explanation in paragraph format for the following questions.

Describe the tournament format and how winner(s) will be chosen (i.e. round robin, crossovers, etc.)

Describe what teams/clubs can enter to attend your event (i.e. invitation only by ranking/state/committee decision, any club can enter to attend, past years' participation)



Describe your event staff and volunteer base

Describe your security precautions (i.e. will there be police detail, will bags be checked, etc.)

Describe your emergency action plan (i.e. personnel on site, equipment, communication, etc.)

Describe your weather contingency plan (i.e. change in playing time because of extreme heat, protocol for lightning or severe storms)

Describe your Umpiring allocations

Describe your Technical Manager allocations

Additional Comments

****Please include a detailed field map and tournament format and schedule with the completed application before submitting for approval to the USA Field Hockey National Office.*



Please review the following important terms and conditions regarding sanctioning an event with USA Field Hockey and check the box and provide a signature and date at the bottom, confirming you fully understand.

1. Sanctioning fees are as follows:

- 1-day event = \$1.10
- 2-day event = \$2.20
- 3-day event = \$3.30
- 4-day event = \$4.40
- 5-day event = \$5.50

\$295.00 general fee for tournaments and \$350.00 for leagues

- 2. Sanctioning fees are only refundable if the event is canceled due to the weather and written notification is received within 48 hours of cancelation. Sanctioning fees are non-refundable if the event is canceled for any other reason. Additional insured and late fees are also non-refundable.
- 3. An event may not be sanctioned if the sanctioning application is submitted within 20 days of the event date.
- 4. All coaches must be current USA Field Hockey local coach members with a current background check on file. The membership and background check must extend to the last day of the event.
- 5. Post-event documents must be sent to USA Field Hockey within 15 days of the event ending, including tournament results and medical incident reports.
- 6. It is the responsibility of the sanctioned event host to review the dates and event set by USA Field Hockey at the National level. Conflicts should try to be avoided when possible.

I agree I have read and understand the above event sanctioning information.

Signature: _____ **Date:** _____

If you have any questions, please contact USA Field Hockey's Events Department at events@usafielddhockey.com.



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