

## NAFA® Rules and Policies

### C.4 Tournament Checklist

- Select Tournament Committee
    - Tournament Chairperson
    - Entries Chairperson
    - Grounds
    - Equipment
    - Trophy Chairperson
    - Hospitality Chairperson
    - Photographer
  - Judges
  - Publicity
  - Admission
  - Public Address
  - Catalog Chairperson
  - Raffle
  - Special Events
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- Set entry fee
  - Select and secure site
  - Set date, time and place
  - Determine number of races that can be held in time allowed
  - Determine tournament format
  - Determine schedule
  - Determine number of entries
  - Set the closing date
  - Determine prizes
  - Assemble judging panel
  - Submit application to NAFA®
  - Contact printer for flyers, forms, catalog
  - Mail out flyers
  - Reserve hotel rooms, banquet rooms...
  - Order trophies and ribbons
  - Notify press of the date, time, location and what Flyball involves
  - Secure volunteers for:
    - Set Up
    - Admission
    - Cleanup
    - Parking
    - Raffle
    - Hospitality
  - Make arrangements for:
    - Mats
    - Gating
    - Jumps
    - Display Board
    - Whistles
    - Flags
    - Clip Board
    - Stop Watches
    - 50 - 100 Foot Tape
    - Rulers
    - Signage
    - Tables/Chairs
- Record entries as they arrive
- Obtain certificate of additional insured and provide to NAFA® at least 15 days prior to tournament
- Finalize schedule
- Review schedule and seeding with your Regional Director
- Mail entry package to clubs and Judges. Package should include the following:
  - Maps of where to stay, where to eat and local points of interest
  - Final schedule and seeding
- Finalize banquet and hotel arrangements
- Finalize arrangements for a Veterinarian
- Pay Judges
- Pick up and deliver equipment, trophies, ribbons
- Set up ring(s), tables, post signage, gating,...
- HOLD THE TOURNAMENT!!!**
- Tabulate results and award prizes in a formal award ceremony
- Clean up the show site
- Within 14 days, submit full records and tournament recording fee to NAFA®