

Kennesaw State University Club Sports

Competition Hosting Checklist

NOTE: If your club is planning to serve as a host or co-host for a competition, please use this checklist as a resource to ensure that you have completed all of the necessary steps to certify approval and compliance. The check list serves as a road map to make sure you have considered each important step when serving as a host. Clubs are prohibited from entering into agreements without prior approval and may not promote a competition before written approval is received through the event-space request form on www.imleagues.com. Clubs have no authority and are prohibited from signing contracts of any type. Contracts must be submitted to Club Sports for approval and signature by staff administrators. All questions should be submitted to clubsports@kennesaw.edu for immediate assistance.

Large Scale vs. Small Scale

- If the club is planning to host an event with no registration fee or a competition with less than 5 teams, this is defined as a small-scale event. Is the club planning to host an event defined as small-scale? If so, the event-space form on www.imleagues.com is to be submitted at least 15 business days in advance and no meeting is required. If meeting these parameters, the club can skip to the next section on the checklist.
- A large-scale hosted event is one defined as requiring a registration fee and/or having 5 or more teams. Is the club planning to host an event that meets one or both requirements?
- If the club is planning to host a defined large-scale event, the club will need to submit the space-event request on www.imleagues.com at least 30 days in advance of the event. Has the club submitted a request at least 30 days from the planned event date?
- If the club is planning to host a defined large-scale event, the club will need to complete a pre-event planning meeting with the Club Sports Staff. Has the club requested a meeting with the Club Sports Staff to discuss its competitions plans?
- If the club is planning to host a defined large-scale event does it also include additional multiple components as part of the request? These additional components can include but not limited to: **multiple divisions, vendor/sponsor request, and/or off-campus facility agreement.**
- If the club is planning to host a defined large-scale event and it includes multiple components, the club will need to submit the space-event request on www.imleagues.com at least 90 days in advance of the event. Has the club submitted a request at least 90 days for the planned event?

On-campus vs. Off-campus

- Has the club determined if the competition will be hosted on-campus or off-campus?
- Has the club checked to see if the desired facility space is currently available?
- Is the event at least 30 days in advance of the current date?
- Has the club submitted the required event-space request form on www.imleagues.com to request to host?
- Has the club submitted and received an approved event-space form on www.imleagues.com before sending out an announcement to visiting teams?

Off-Campus Hosting Considerations

- Has the club determined a feasible location?
- Has the club confirmed with the facility if there are rental fees?

- Has the club been informed if the facility will require a signed contract to use the facility?
- Has the club confirmed with the facility if an individual/specific waiver is required?
- Has the club confirmed with the facility if insurance is required?
- Type of Competition
 - Has the club defined the type of competition; a single game, round-robin tournament, or tournament of four or more teams?
 - Has the club defined who can participate in the competition? Is it for collegiate teams only?
 - If offering to more than collegiate teams, has the club determined the eligibility requirements for open division of non-collegiate teams? A High School/minor division (under 18)?
 - If Minors are involved, are there specific policies or requirements regarding their participation?
 - Has the club defined the competition as a league sanctioned event? Or will the competition be an individual event with no league/governing body tie-ins?
 - Has the club identified themselves as the sole host or will there be a co-host institution or entity as part of the competition?
 - If a club is co-hosting an event, has the club drafted various responsibilities assigned to each hosting party? If so, has it been submitted to the Club Sports Staff for review?
- Registration
 - Has the club determined a designated registration fee for the event?
 - Has the club evaluated the operation expenses (facility usage fee, athletic trainer, officials, Public Safety, timers, equipment, supplies) for hosting the event?
 - Has the club determined if the event will serve as a fundraiser (club makes a profit; registration revenue minus hosting expenses)?
 - Has the club determined how to receive & document team sign-ups and the designated registration payment? A process to provide receipts?
 - Has the club put together a tournament packet/notice to send interested teams?
 - Has the club determined how to check-in teams on the day of the event? Including collection of waivers/on-site signature of waivers or the possibility of electronic waiver forms and signature.
 - Has the club established a registration deadline? Including a payment deadline if separate date?
 - Has the club determined if there will be a captain's meeting or how to communicate updates throughout the event?
- On-site Accommodations
 - Has the club determined on-site responsibilities of club members?
 - If serving as a co-host, has the club reviewed the outlined shared responsibilities?
 - Has club confirmed with their league, if any added requirements or established roles with on-site league volunteers/representatives?
 - Has the club confirmed with the off-campus location of any added facility requirements or roles for those on-site personnel?
 - Has the club confirmed if any added expenses/fees for on-site personnel from league, facility, or other entity will be required?
 - Has the club determined if additional volunteers are needed to successfully run the event (outside the club members)?
 - Has the club determined roles and responsibilities for the added volunteers to ensure expectations are properly communicated and upheld?

- If the club's event requires Athletic Training, has the received the official notice from the Club Sports Staff and submitted the confirmation acknowledgement?
- Added Services
 - Is the club planning to offer prizes, prize money, or other "scholarship" awards or money?
 - Is the club planning to sell any items on-site (i.e. t-shirts)?
 - Is the club planning to have any vendors on-site?
 - Is the club planning to have any added sponsorship/vender promotion materials?
 - Is the club planning to have any added signage or promotional items on site?
 - Is the club planning to have food on-site? Including compliance with the policies and procedures for serving food in the facility.
 - Is the club planning to bring any added equipment items?
 - Has the club thought of any added facility accommodations and/or lining requirements?