

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®