

# American Polocrosse Association

P.O. Box 158; Bonneau, SC 29431

## **AGREEMENT TO SANCTION EVENT**

*Please mail in pages 1 and 2; sign page 2...page 3 is for you to keep*

**Name of Event** \_\_\_\_\_

**Total Dates Of Insurance Wanted (list dates please)** \_\_\_\_\_

(This is: Public Event Days only; Set Up/Take Down days are already included *unless* there will be riding by non-APA members)

**IF NEEDED: Name and Address of Co-Beneficiary for Liability Insurance (otherwise, Proof of Insurance can be provided to landowner):**

\_\_\_\_\_  
(This is: Owners of Property, Facility, Grounds, Name of Corporation, whatever is appropriate)

\_\_\_\_\_  
(Address of Facility)

Registered Club name \_\_\_\_\_

Event Committee Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone and E-Mail \_\_\_\_\_

Exact Location of Tournament \_\_\_\_\_

Exact Address \_\_\_\_\_

Phone at Location (if any) \_\_\_\_\_

### **SPECIFICS OF EVENT:**

Number of Actual Play Days \_\_\_\_\_ Number of Extra Insurance Days \_\_\_\_\_

Number of Players Anticipated \_\_\_\_\_ Type of Draw/Divisions \_\_\_\_\_

Number of Spectators \_\_\_\_\_ (estimate) (knockout, round robin, jackpot, blind draw, sectional, Full 6 person, mixed; A,B,C,D,Jr., other)

### **SITE INFORMATION:**

Public, Private, Other: \_\_\_\_\_

Describe Fields (grass,dirt etc.) \_\_\_\_\_

Length of Run-outs available: (minimum of 20 feet) \_\_\_\_\_

Is an alternative field available in case of unsuitability of primary field: \_\_\_\_\_

If so, give brief description: \_\_\_\_\_

EMT or other Emergency Services: \_\_\_\_\_

Describe stabling facilities: \_\_\_\_\_

(stalls, pens, water available, shavings, feeds, proximity to field, etc)

This is a request for an APA club to sanction the event specified. Upon acceptance of sanctioning, said club/organization agrees to run the event by the guidelines of the Rules and Regulations of the APA, revised in 2008. ***The Chief Umpire requests that clubs hold 1 hour rules clinics on Friday nights before the tournament.***

- 1) To sanction a tournament; clubs must send this form to the APA office with a \$100 sanctioning fee deposit. A tournament is not considered sanctioned until the office receives both. Liability insurance for members and the property owner (if requested) and a Tournament Umpire are provided by the APA.
- 2) The deadline for sanctioning forms and tournament invitations is 60 days from the tournament. This is to allow for reasonable time to make umpire travel arrangements.
- 3) ***It is the responsibility of the registered club to collect any new or renewing memberships at the time of registration. If a player's name is not on the official APA membership list or if the date paid is not in the current year, they are not current with membership. The player must pay one of the three types of memberships. Your tournament contact will get an instruction letter with the APA information; please make sure this instruction sheet is given to the person responsible for registration at the tournament.*** Foreign players are the APA's guests for the first 30 days they play in the US, and they must sign the waiver on the APA membership form.
- 4) Tournament committees must **email membership information** (names, type and amount paid) to the APA office at [lhumphreys@americanpolocrosse.org](mailto:lhumphreys@americanpolocrosse.org) **within 3 days of the event**. This allows us to give correct information to the next tournament.
- 5) **All tournament results, player's names, number of players, the grades in which they played, cap fees and membership dues (with forms) need to be sent to the APA office within 14 days.** If not, the club forfeits their \$100 sanctioning fee. The sanctioning fee will be returned if the receipt of cap fees and tournament information is within 14 days of the tournament.
- 6) Current cap fees are now \$10 per person if the APA receives the sanctioning form at least 60 days before the tournament. Cap fees will increase to \$13 per person if the APA receives the sanctioning form in less than 60 days.
- 7) The APA requires tournaments for the Player Development Program international events to be sanctioned; but the host club may apply for a waiver of cap fees to the International Liaison and then the International Liaison will bring the waiver request to the Board for approval.
- 8) The Chief Umpire requests that clubs have 1 hour Friday night Rules Clinics at sanctioned tournaments. At least one team representative should attend.

**ACCEPTED AND AGREED BY:** \_\_\_\_\_ **CLUB OFFICER** \_\_\_\_\_ **DATE** \_\_\_\_\_

FOR APA USE ONLY:

SANCTIONING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_  
 INSURANCE CONFIRMATION DATE \_\_\_\_\_ BY \_\_\_\_\_  
 CERTIFIED UMPIRE ASSIGNED \_\_\_\_\_  
 DEPOSIT RECEIVED \_\_\_\_\_ DEPOSIT RETURNED \_\_\_\_\_  
 FEES COLLECTED \_\_\_\_\_ EVENT INFORMATION RETURNED \_\_\_\_\_  
 EVENT CANCELLED DATE \_\_\_\_\_ REASON \_\_\_\_\_

CHIEF UMPIRE NOTES \_\_\_\_\_

**CLUBS: KEEP THIS PAGE FOR YOUR REFERENCE:**

AMERICAN POLOCROSSE ASSOCIATION  
P.O. BOX 158  
BONNEAU, SC 29431  
843-825-2686 (LAURA HUMPHREYS); 843-825-2686 (APA FAX)  
[LHUMPHREYS@AMERICANPOLOCROSSE.ORG](mailto:LHUMPHREYS@AMERICANPOLOCROSSE.ORG)

This is a request for an APA club to sanction the event specified. Upon acceptance of sanctioning, said club/organization agrees to run the event by the guidelines of the Rules and Regulations of the APA, revised in 2008. *The Chief Umpire requests that clubs hold 1 hour rules clinics on Friday nights before the tournament.*

- 1) To sanction a tournament; clubs must send this form to the APA office with a \$100 sanctioning fee deposit. A tournament is not considered sanctioned until the office receives both. Liability insurance for members and the property owner (if requested) and a Tournament Umpire are provided by the APA.
- 2) The deadline for sanctioning forms and tournament invitations is 60 days from the tournament. This is to allow for reasonable time to make umpire travel arrangements.
- 3) *It is the responsibility of the registered club to collect any new or renewing memberships at the time of registration. If a player's name is not on the official APA membership list or if the date paid is not in the current year, they are not current with membership. The player must pay one of the three types of memberships. Your tournament contact will get an instruction letter with the APA information; please make sure this instruction sheet is given to the person responsible for registration at the tournament.* Foreign players are the APA's guests for the first 30 days they play in the US, and they must sign the waiver on the APA membership form.
- 4) Tournament committees must **email membership information** (names, type and amount paid) to the APA office at [lhumphreys@americanpolocrosse.org](mailto:lhumphreys@americanpolocrosse.org) **within 3 days of the event**. This allows us to give correct information to the next tournament.
- 5) **All tournament results, player's names, number of players, the grades in which they played, cap fees and membership dues (with forms) need to be sent to the APA office within 14 days.** If not, the club forfeits their \$100 sanctioning fee. The sanctioning fee will be returned if the receipt of cap fees and tournament information is within 14 days of the tournament.
- 6) Current cap fees are now \$10 per person if the APA receives the sanctioning form at least 60 days before the tournament. Cap fees will increase to \$13 per person if the APA receives the sanctioning form in less than 60 days.
- 7) The APA requires tournaments for the Player Development Program international events to be sanctioned; but the host club may apply for a waiver of cap fees to the International Liaison and then the International Liaison will bring the waiver request to the Board for approval.
- 8) The Chief Umpire requests that clubs have 1 hour Friday night Rules Clinics at sanctioned tournaments. At least one team representative should attend.

**ACCEPTED AND AGREED BY:** \_\_\_\_\_

CLUB OFFICER

DATE

