



AGREEMENT TO SANCTION EVENT

Registered APA Club Name _____

Name of Event: _____

Dates of Insurance Wanted: _____

*(Please list public event days only; for insurance purposes, "set up/take down" days will be automatically included unless there will be riding by non-APA members) **If you cancel, you need to inform the APA office ASAP.***

Co-Beneficiary for Liability Insurance If Needed: Fill out the following if you would like the property owner to be listed as a co-beneficiary for liability insurance (otherwise, Proof of Insurance can be provided to landowner):

Please list owners of property, facility, grounds, name of corporation, whatever is appropriate

Mailing Address of Facility, if different from Event Location

Event Committee Contact Person

Name _____

Address _____

Contact Phone _____ E-Mail _____

Event Details and Site Information

Number of Actual Play Days: _____ Number of Players Anticipated: _____

Number of Extra Insurance Days: _____ Number of Spectators (estimate): _____

In the event of a tie please declare how the tie shall be broken, up to three levels:

(For example 1st level head to head, 2nd level goals scored, then goals scored against):

1st Level: _____

2nd Level: _____

3rd Level: _____

Event Location *(Please provide exact address)* _____

Public, Private, Other: _____ Phone at Location (if any): _____

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: _____

Describe stabling facilities: _____

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

EMT or other emergency services _____

Horse Welfare Officer: _____

Horse Welfare Officer Phone: _____

(If the Tournament Organizer does not appoint a HWO, the responsibility of the position goes to the Tournament Umpire)

Please read the following, sign and mail to the APA address below:

- This is a request for an APA club to sanction the event specified above. 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 2020. The Chief Umpire requests that clubs hold 1 hour rules clinics on Friday nights before the tournament. If your event is cancelled, please contact the APA office ASAP. (see below)
- To sanction an event, clubs must submit this form to the APA as well as a nonrefundable \$200 cap fee deposit 60 days prior to the date of the event. The \$200 nonrefundable deposit will go towards the cap fees owed to the APA after the event. Example: there are 50 players at a sanctioned event, you would pay the \$200 deposit and then owe \$400 ((50 players x \$12 cap fee) - \$200 deposit).
- For tournaments the organizer must provide the tournament rater and umpire with team lists and a schedule at least 5 days prior to the start of the tournament.
- Liability insurance for members and the property owner (if requested) and a Tournament Umpire are provided by the APA.
- It is the responsibility of the registered club to collect any new or renewing memberships at the time of registration for sanctioned tournaments. If a player's name is not on the official APA membership list, the player must make their membership current prior to playing by becoming either a day member or an annual member. The tournament organizer will receive an instruction letter and current membership list at least 7 days prior to the tournament. Foreign players are considered guests of the APA for the first 30 days they play in the US. After 30 days, they must become an APA member.
- The tournament organizer must email membership forms to the APA office at lhumphreys@americanpolocrosse.org within 3 days of the event. **All tournament results, player's names, number of players, the grades in which they played, any remaining cap fee amounts and membership dues (with forms) need to be sent to the APA office within 14 days.**
- All Players, including foreign players, must sign the Liability Release, Code of Conduct, and Alcohol Policy prior to participating in any APA sanctioned events.
- Cap fees are \$12 per person if the APA receives the sanctioning form at least 60 days before the tournament. Cap fees will increase to \$15 per person if the APA receives the sanctioning form in less than 60 days.
- 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.
- **You must complete the attached Emergency Response Plan and keep it at the score table of each field.**

Accepted and Agreed By: _____
Club Officer Date

For APA Use Only:

Sanctioning Approved _____ Date _____ By _____
Insurance Confirmation Date _____ By _____
Certified Umpire Assigned _____
Deposit Received _____ Fees Collected _____
Event Information Returned _____
Event Cancelled Date _____ Reason _____
Chief Umpire Notes _____

**PLEASE SEND THE FIRST TWO PAGES TO: AMERICAN POLOCROSSE ASSOCIATION
P.O. BOX 158, BONNEAU, SC 29431**



Emergency Response Plan

Name of Tournament: _____

Tournament Dates: _____

Field Address: _____

Latitude: _____ Longitude: _____

(can be easily found on www.latlong.net)

Tournament Umpire: _____ Phone: _____

Tournament Contacts:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

Nearest Hospital: _____

Hospital Address: _____

Nearest Hospital with CAT Scan: _____

Hospital Address: _____

Non-Critical Transport Vehicle: _____

Name: _____ Phone: _____

Non-Critical Transport Vehicle (2): _____

Name: _____ Phone: _____



Frequently Asked Questions & Notes:

- Suggested training for anyone:
<https://www.cdc.gov/headsup/youthsports/training/index.html>
- Club Contact list: Individuals that can make things happen quickly at the tournament.
- Recommended First Aid supplies: Sam Splints, Ace Bandages, Arm Sling, Back Board, Straps and C-Collar.
- Non-Critical Transport Vehicle: Large SUV that can transport a non-critical player: If one is not available, the APA does not allow transport in the back of a truck, wait for ambulance to arrive.
- Pre-Tournament Communication: The Tournament Organizer should communicate with local EMS and inform them of the location, nature of sport, and address to the field.
- Rendezvousing Ambulance: In the event an ambulance is called to the field, the Tournament Organizer should designate an individual to meet and guide the ambulance to the injured player.
- Large Tournaments: It's the best practice that large tournaments should have an ambulance on standby.

