



Georgia Tech
Campus Recreation
Georgia Tech Sport Clubs
Event/Tournament Checklist

At Least 3 Months Prior

- Confirm that facility and/or field space is available for dates needed
- Facility request form filled out and submitted to Sport Club Coordinator
- Acquire Liability Insurance (if required)
 - Approach NGB for sanction of tournament to cover costs of liability insurance
 - OR
 - Acquire liability insurance through appropriate channels (TBD)
 - Cost of liability insurance will be covered by the club
- Sign Facility Reservation Contract and submit copy of liability insurance coverage (Dates are NOT confirmed until contract is signed)
- Officials Acquired through appropriate organizations

1 Month Prior

- Flyers with Contact Information and Event Information to Sport Club Coordinator (Pref. turn in when entry forms go out)
- Recommended
 - Acquire Athletic Trainer
 - Reserve AED (ONLY if certified individuals will be present for the entire event/tournament)
 - First Aid Kit acquired/reserved
 - Have an emergency contact list on site
- Logistics (Organize through Sport Club Coordinator)
 - Parking (Where to park and potential cost of parking)
 - Registration Table
 - Access into building for participants and spectators
 - Rosters/Schedules
 - Waivers
 - Lockers
 - Unlock Restrooms on Field
 - Location of Athletic Trainers (if present)
 - Accident/Injury Documentation must be kept regardless of presence of ATCs
 - Concessions
 - Field of Play set up
 - Send directions to the teams
 - Find out what supervision is needed from the CRC and the cost

Post-Event

- Meet with Sport Club Coordinator the week following the event
 - Recap event
 - Turn in:
 - Waivers
 - Accident/Injury Reports