

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®