



2008 UPA Sanctioning Application and Contract

Event Contact Information

Thank you for your interest in sanctioning your event with the Ultimate Players Association. Please complete the application (must be an adult 18 or older) and submit it to the UPA at least two weeks prior to the event start date. You must be a member in good standing and send the completed contract and deposit to the UPA in order for your application to be considered. You will be notified regarding the status of your application.

Date of Application: \_\_\_/\_\_\_/\_\_\_ Promoting Organization/Club name and website: \_\_\_\_\_

\_\_\_\_\_ The following provisions outline the sanctioning agreement between the Ultimate Players Association (UPA) and [Event Organizer] \_\_\_\_\_ for [Event] \_\_\_\_\_ to be held from the dates (not to exceed 6 months) \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ at (site, city, state) \_\_\_\_\_.

Primary Event Organizer: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: Day: (\_\_\_\_\_) \_\_\_\_\_ Night: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\*An Assistant Organizer or Additional Contact must be provided.  Asst. Organizer  Additional Contact

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: Day: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Indemnification for Event Organizer

As the duly authorized Event Organizer, in consideration of me being allowed to sanction in any way with the Ultimate Players Association (UPA), I agree to abide by and enforce all rules and regulations and decisions of the UPA. I understand that I have primary responsibility to promote safe participation and to direct a safe event. I further understand and agree that the rules, regulations and decisions set forth by the UPA are to be considered minimum standards and conditions and that special or unusual circumstances may require additional precautions and actions in the interest of safety.

The UPA does not supervise the event or event organizer and compliance with UPA regulations, rules, or policies is not guaranteed by the UPA. As such, the UPA is not liable for any injuries or damage caused in whole or in part, directly or indirectly by the actions, errors or omissions of anyone affiliated with or related to the event, or the event organizer.

It is hereby agreed that the undersigned, as Event Organizer and agent for all promoters, sponsors, organizers and any and all entities involved with the production of this event, jointly and severally agrees to defend, to hold harmless and to indemnify the UPA and its officers, directors and agents, in connection with the promotion, organization and conduct of this UPA event.

Printed Name of Event Organizer \_\_\_\_\_ Signature of Event Organizer (18 or older) \_\_\_\_\_ Date \_\_\_\_\_



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**Alcohol liability is NOT included in the Ultimate Players Association insurance coverage.**

### Guidelines for Youth Participants

1. Youth participants include any players under the age of 18.
2. Each team with youth players must have an adult chaperone.
3. Each chaperone must complete the Chaperone Form and submit it to the UPA.
4. Each youth player must complete the liability waiver with the signature of a parent/guardian.
5. Each youth player must complete a Medical Authorization Form with the help of a parent/guardian. This form is to be kept on site, with the appointed chaperone for use in an emergency situation.

### Event Guidelines

Quality is the key. Your event (any type) must *at a minimum* meet the following guidelines:

- Provide insurance coverage, safe fields, water, restrooms and good organization;
- Have a cell phone for emergency use at the fields for the duration of the event;
- Provide directions to area hospitals in player programs, at event headquarters and with an organizer or official that will be at the fields throughout the course of the event;
- Follow the UPA's definition of the sport as a, "Player defined and controlled non-contact team sport played with a flying disc on a playing surface with end zones in which all actions are governed by the Spirit of the Game™" and must be played according to the current edition of rules.
- Organizers must avoid the misuse or destruction of playing surfaces;
- Event organizers must read and abide by the use, health and safety guidelines regarding our lightning policy, heat, nutrition and hydration, and field and sideline use found online at <http://www.upa.org/outreach/sanctioning>. Keep a copy with you at the event for reference.

### The following are not required, but are recommendations for the event:

- Provide lined fields, food, shelter, social event and discs.
- Have an EMT at the field location during the event.
- Provide 2 coolers full of ice, for emergency use only.
- Provide 2 complete First Aid Kits with matching supplies for minor emergencies.
- Notify local ambulance companies of the dates and location of your event the week prior.

### **I will be responsible for submitting the following to the UPA:**

You may find registration guidelines and forms at <http://www.upa.org/outreach/sanctioning>. *All forms, fees and materials must be collected before teams/players begin play.*

1. Complete UPA rosters for all participating teams. (Players/teams not listed will not be covered by insurance.)
2. UPA Waiver and Release of Liability forms from all participants.
3. Membership dues or one-time event fees for all players that are not UPA members.
4. Completed chaperone forms for each chaperone.
5. Final materials (waivers, rosters, fees, etc.) within 10 business days (postmarked) after the conclusion of my event.
6. Bimonthly reports and updated materials if my event lasts for a period of weeks or months such as a league or practice.

### Accident Report and Claim Form

If during the course of the event a participant or spectator is injured, the event organizer must complete the Accident Report and Claim Form at <http://www.upa.org/outreach/sanctioning> (copies should be kept on site) and return it to the UPA. A form must be completed for all accidents or injuries regardless of how minor they may seem.

### Contract Guidelines

The completed contract must be submitted along with a deposit in order for an application to be processed. I realize that any failure on my part to meet all requirements outlined in this contract/application may result in the loss of or increase in a deposit, suspension of a director/organizer, assistant organizer and/or event from being able to sanction with the UPA in the future at the discretion of the UPA. The UPA reserves the right to deny event sanctioning to any organizer/event for any reason.

\_\_\_\_\_  
Printed Name of Event Organizer

\_\_\_\_\_  
Signature of Event Organizer (18 or older)

\_\_\_\_\_  
Date



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### Sanctioning Details

**Deposit:** The deposit for sanctioned events is \$100.00 US dollars. Deposits can be a check or money order and are deposited upon acceptance of the application. They are NOT held until the conclusion of the event. If you fail to fulfill sanctioning obligations as defined in this contract, the deposit will NOT be refunded and this is also ground for revocation of insurance coverage (to be determined by the UPA). If all obligations are met, a refund will be issued 4-6 weeks after final follow-up materials have been received. Deposits may not be used in place of dues or fees that are owed. Other deposits may be assigned based on past non-compliance of sanctioning obligations. If you are uncertain of your deposit, please contact the Outreach Director.

**Late Fee:** There is a \$25.00 nonrefundable charge for applications that are not *received* at least 10 business days in advance.

I am submitting the application after the deadline and have included the \$25.00 late fee.

Total sanctioning deposit amount enclosed: \$ \_\_\_\_\_

### **Event Information**

1) What type of event are you hosting?

Tournament;  League;  Practice;  Clinic;  Day Camp;  Hat Tournament

2) # of teams attending:      Youth Girls: \_\_\_\_\_      College Women: \_\_\_\_\_      Club Women: \_\_\_\_\_  
                                 Youth Open: \_\_\_\_\_      College Open: \_\_\_\_\_      Club Open: \_\_\_\_\_  
                                 Youth Coed: \_\_\_\_\_      Masters: \_\_\_\_\_      Club Coed: \_\_\_\_\_

3) Have all necessary permits or permissions for fields, vendors, etc. been secured (*or will they be if this application is approved*) and no state or local codes violated?  YES  NO

4) Have you arranged for emergency medical care on-site (*recommended but not required*)?  YES  NO

5) As an organizer of a UPA sanctioned event I understand that I will be a representative of the UPA and will be expected to support, uphold and act in accordance with all UPA policies and procedures?  YES  NO

6) Do you understand that any player that has been suspended or is appealing a suspension by the UPA Conduct Committee may not participate in a UPA sanctioned event?  YES  NO

7) Can we publish information on this event in the newsletter or on the website?  YES  NO

### **Take advantage of these benefits!!**

- Visit <http://www.upa.org/resources> to post your tournament on the calendar or update your league info online.
- Use the score reporting tool <http://www.upa.org/scores/instructions.html> to post your tournament scores online and to have your results count towards the RRI rankings!
- Check out <http://www.upa.org/outreach/sanctioning/faq#FAQ3> for a complete list of your sanctioning benefits.

### Event Insurance

The UPA liability policy provides coverage for the UPA committee members/volunteers, registered coaches and officials, registered athletes, UPA teams and UPA leagues (all while acting in their capacity as such on UPA business) and can be identified as Certificate Holders. Any other entities apart from those named requesting to be covered by this policy must be listed as an Additional Insured. Please check only one of the options. Certificates of insurance will be issued to all entities identified on the Insurance Holder's Page. All certificates are mailed to the appropriate holder. If you would also like a copy of the certificate to be faxed, then please provide a fax number.

\_\_\_\_\_  
Printed Name of Event Organizer

\_\_\_\_\_  
Signature of Event Organizer (18 or older)

\_\_\_\_\_  
Date



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### Insurance Request

Submission of this form is mandatory for sanctioning. To receive certificates, all contact information must be completed. Please write NEATLY in **BLACK** ink only. *If these forms are returned from our broker or issued incorrectly because of illegible handwriting or wrong information, you will be charged \$25 to reissue the certificates.* If you need additional certificates, use the Insurance Request Form at <http://www.upa.org/outreach/sanctioning/forms>. **For help completing this form go to [http://www.upa.org/files/Insurance\\_Request\\_Tips.pdf](http://www.upa.org/files/Insurance_Request_Tips.pdf)**

In order to receive our UPA insurance coverage you are required to complete this page. All UPA sanctioned events are required to provide insurance coverage for their events. Please check one of the following:

- I will be using the UPA insurance as coverage for my event (must complete this page).
- I am providing event coverage through another source and will not need the UPA insurance.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

1. Organization/Entity: \_\_\_\_\_

Contact/Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Specific wording if required: \_\_\_\_\_

Relation to event: \_\_\_\_\_  Certificate Holder  Additional Insured

2. Organization/Entity: \_\_\_\_\_

Contact/Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Specific wording if required: \_\_\_\_\_

Relation to event: \_\_\_\_\_  Certificate Holder  Additional Insured

3. Organization/Entity: \_\_\_\_\_

Contact/Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Specific wording if required: \_\_\_\_\_

Relation to event: \_\_\_\_\_  Certificate Holder  Additional Insured



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Merchandise Order Form

To order merchandise submit this completed form along with your check or money order to the UPA. Orders may not be filled if merchandise is not in stock.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Discraft 175g Ultrastar Discs

Quantity of white discs:	
_____ SOTG	_____ UPA 25 <sup>th</sup> Anniversary
_____ Quizzical Dog	_____ Women's 25 <sup>th</sup> Anniv.
_____ Play Ultimate	_____ UPA Sanctioned Event
_____ 10 Simple Rules	_____ UPA Coaching Corp.
_____ USA Ultimate	

Quantity of colored discs (colors vary):	
_____ SOTG	
_____ Quizzical Dog	
_____ Play Ultimate	
_____ 10 Simple Rules	

I would like to order (Quantity) \_\_\_\_\_ Discraft 175g Ultrastar discs X \$4.50/each = \$ \_\_\_\_\_

UPA 11<sup>th</sup> Edition Pocket-Sized Rulebooks

I would like to order (Quantity) \_\_\_\_\_ discounted rulebooks X \$1.50/each = \$ \_\_\_\_\_

Ultimate News Magazine Ad

Event organizers of UPA affiliated events can place black and white quarter page or eighth of a page ads in the UPA quarterly magazine for half price. See <http://www.upa.org/upa/newsletter.shtml> for details.

I have enclosed the Ad Insertion form at <http://www.upa.org/sponsors> and will be placing a discounted b & w ad in the upcoming issue of the magazine. Size (check one):  1/8 page;  1/4 page = \$ \_\_\_\_\_

GRAND TOTAL FOR DISCS, RULEBOOKS, ADS (check or money order should be enclosed) = \$ \_\_\_\_\_

Please ship my merchandise to the following address (no P.O. Boxes):  Business /Org.  Residential

Name/Contact: \_\_\_\_\_ Business/Org: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Day: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_



## 2008 UPA Sanctioning Application and Contract

### Application Checklist

Use the following checklist to make sure you have remembered everything when submitting your event sanctioning application to the UPA. This is for your use only. You do not need to mail this form in with the application.

- Read and understand the sanctioning guidelines and procedures at <http://www.upa.org/outreach/sanctioning>.
- Read and understand the health and safety guidelines at <http://www.upa.org/outreach/sanctioning>.
- Complete and include the Event Contact Information (pg. 1).
- Complete and include the Sanctioning Guidelines (pg. 2).
- Complete and include the Sanctioning Details (pg. 3).
- If you need insurance certificates issued, complete and the Insurance Request Form (pg. 4).
- Include your deposit check or money order in U.S. dollars.
- If your application is late, make sure to include the \$25.00 late fee.
- If you are not a current member, include your check for membership or sign up online.
- If you are purchasing discounted merchandise, include the Merchandise Order form and a check or money order.
- Print copies of the Accident Report and Claim Form <http://www.upa.org/outreach/sanctioning> to keep on site at the event.
- Post your tournament online at <http://www.upa.org/tournaments> or update your league or organization's contact info at <http://www.upa.org/resources>.

Thank you for your support!

Return the deposit, application and merchandise orders to:

Attn: Sanctioning  
Ultimate Players Association  
4730 Table Mesa Dr.  
Suite J200  
Boulder, CO 80305



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Complete and include this form with any follow-up materials that you may submit for your UPA sanctioned event to help us identify which event these are for. Materials may include rosters, waivers, fees, dues and forms. For additional copies see <http://www.upa.org/files/coversheet.doc> You do not need to turn this in with the application.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Organizer \_\_\_\_\_

- I am submitting materials for my event which is still ongoing.
- I am submitting the final materials for my event. Once you receive these please close out the event.

Please mail materials to:  
UPA  
Attn: Sanctioning  
4730 Table Mesa Dr.  
Suite J200  
Boulder, CO 80305

Contact Melanie Byrd at [Melanie@hq.upa.org](mailto:Melanie@hq.upa.org) with any questions.