



HOW TO HOST AN AAU EVENT

Contact the AAU Senior Sports Manager or AAU Karate National Chair

Please contact AAU Senior Sports Manager, Jennifer Miles, at 407.828.3704 or jennifer@ausports.org, or the AAU Karate National Chair, Jo Mirza, at 847.398.9410 or aausakarate@aol.com with any questions you may have.

AAU Club Membership

Register online at www.ausports.org, and then click **Join AAU**.

Club membership is necessary to apply to sanction an AAU event. Other benefits of joining as a club include receiving AAU mailings, event notifications, membership certificate, voting rights in AAU elections and club practice insurance.

Individual Athlete/Coach Membership

To participate in an AAU sanctioned event, each athlete and coach must be members of the AAU. AAU membership is as low as \$12 per athlete and \$14 per non-athlete (coach). As a member of the AAU, you can participate in any of the 35+ sports offered by the AAU.

The membership year is from September 1 through August 31. Membership must be renewed each year to be valid.

AAU membership provides each member with accident insurance (which is secondary and comes into force after any primary coverage) for all properly sanctioned AAU events. AAU membership also provides each member with similar coverage during supervised practices of member clubs. For specific details on insurance coverage, please refer to www.ausports.org and click on the **Insurance** tab.

To become members, join online at www.ausports.org and click on **Join AAU**.

AAU Sanction Application Form

A sanction is written approval by the AAU to authorize registered athletes to participate in a specific competition or event. No event is an official AAU event unless the host has obtained an AAU sanction prior to the start of the event. Sanctions are mandatory if you plan to host an AAU event. To apply to sanction a tournament, league, or other event, complete the *AAU Sanction Application Form* online at www.ausports.org. Sanction fees vary depending on the length of the event. You will need to be a registered AAU Club (Club Level 2 or Club Level 3) in order to sanction an event. You will also need to submit a flyer that advertises your event with your sanction application.

All participants in AAU sanctioned events must be individual members of the AAU. As the club sanctioning the event, it is YOUR responsibility to verify that each athlete and coach is a current AAU member.

Request for Certificate of Liability Insurance

If the facility or venue requests a certificate of liability insurance, complete the *Request for Certificate of Liability Insurance Form*. You only need this certificate if it is requested by the facility or third party. For full information regarding insurance certificates, visit www.aausports.org, click on the **Insurance Overview** tab, then click on **Certificates**.

Announcing the Event to Others

Once your dates are set and your sanction is approved, you can begin advertising your event.

The AAU will post the flyer you submitted with your application online, and can eblast your event to all the clubs in your district.

Order AAU Medals and Awards

As a benefit of sanctioning your tournament through the AAU, you can order AAU medals and ribbons. To order awards, go to www.aausports.org and click on the **Merchandise** tab, and then **Medals/Banners**.

Championship medals are available in sets that include 1 gold, 1 silver and 1 bronze medal. Sports for All Medals are available for invitational, league, open, or preliminary events. Ribbons for first through eights place, and merit ribbons, are also offered. Orders must be received at the AAU National Headquarters at least 30 days prior to the event. Orders received less than 30 days prior to the event will be assessed a rush fee. A shipping and handling fee will apply.

Incident Report Form

In case of any incidents during your event, make sure you have copies of the insurance forms at the tournament. These forms can be printed from www.aausports.org, **Insurance Overview** tab, **Insurance Forms**. This (These) form(s) should be completed and submitted to the address on the form immediately after an incident. This holds true whether the person involved is a participant or spectator, or whether or not you feel the incident will result in a claim. Please follow all the directions on the form.

Good Luck with your event!

Thank you for supporting the AAU.

If you need any assistance, please do not hesitate to contact us.

www.aausports.org