

Hosting Policy



Date: November 2012

“ADSA” – Alberta Deaf Sports Association

For those who are affiliated with ADSA to host sports events are required to follow through these guidelines as outlined below. The guidelines are to ensure that the event(s) hosted will be well-arranged and successful. To host an event, it first must be approved by ADSA Board.

The guidelines are as follows, with requirements and/or expectations:

- Prior to hosting the sporting event(s), it is required to establish a committee with roles and responsibilities outlined for them to do their duties by.
- Ensure that the planned sporting event(s) are not conflicted with any other event(s) that may occur at the same daytime.
- The committee arranging the event must:
 - Develop flyers (and/or advertising materials)
 - Select awards
 - Have the proper equipment ready for use
 - Create the sporting schedule/times
 - Have emergency first aid/medical kits on-hand
 - Develop programs for the event(s)
 - Have current up-to-date insurance
 - Book a facility when the sporting event(s) are planned to be held
- The committee is also responsible for any additional requirements that they would choose to have, such as a Photographer.
- Flyers (and/or advertising materials) must be distributed to the public within 60 days after ADSA has given approval.

*** What to include in the flyers (and/or advertising materials):**

- Name of the sporting event
- When/where/time/address
- Participation Fee
- Admission Costs (non/members)
- ADSA Logo (and other logos from sponsors if applicable)

*** Post-Event Responsibilities:**

- After the event, the hosting committee is required to review and report to ADSA about the event that occurred. So that feedback and information is exchanged for any improvements that might be needed in the future. As well as collecting valuable suggestions from the athletes.
- A thorough financial report must be completed in order to receive sponsorship from ADSA.

**** Other Responsibilities ****

- Thank You Letters to be sent out to sponsors and dignitaries.
- Thank You Letters to be sent out to volunteers to show recognition for their contributions.
- Complete bill payments and settle up any outstanding accounts.
- Send ADSA the financial report which is required to cover all the details and above information.