

AAU



Sports For All, Forever

EVENT DIRECTOR INFORMATION

(As of 08/15/17)



EVENT DIRECTOR INFORMATION

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AMATEUR ATHLETIC UNION OF THE UNITED STATES, INC.

P.O. Box 22409 Lake Buena Vista, FL 32830
407.934.7200
www.aausports.org



Home of the AAU

Dear AAU Event Director:

Thank you for hosting an AAU event.

The Amateur Athletic Union (AAU) has been raising champions for more than a century. Since its inception in 1888, the AAU has set the standard for amateur sports in the United States with one goal in mind: "Sports For All, Forever." It is more than a motto – it has been the focus and drive of AAU for 125 years and counting for sports in the United States and throughout the world.

The AAU brand and benefits are the perfect tools for event directors to use to ensure a successful event.
Planning and advertising are keys to your event's success.

- The resources of a multi-million dollar organization while maintaining control your event
- Multi-million dollar insurance program
- Marketing opportunities with AAU members
- AAU ribbons, medals and banners available to order
- Established and recognized sports rules
- Local and national web sites to promote your event
- Convenient online services
- Order custom event or club banners (<http://aau-banner-store.myshopify.com/>)
- **Event Promotion:** Request your event to be listed on our event bulletin. Email eblast@aausports.org.

We are glad you have chosen to receive an event license from the AAU and we hope the contents of this packet help you to have a successful event now and in the future.

Congratulations on becoming a part of this great tradition. We are AAU.

Sincerely,

Dr. Roger J. Goudy

President & CEO

Amateur Athletic Union of the United States, Inc.

Dr. Roger J. Goudy
President & CEO
roger@aausports.org

Rusty Buchanan
1st Vice President
rusty@aausports.org

Matt Williams
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Cynthia Trombly-Martin
Secretary
cindi@aausports.org

Jo Mirza
Treasurer
jbmirza@aausports.org



EVENT LICENSE AGREEMENT

In consideration of issuing this event license by the Amateur Athletic Union of the U.S. inc. the Member Club and Event Director hosting the event/activity agrees to the following:

- No entry will be accepted, neither coach nor athlete, unless he or she is a properly registered member of the AAU. Announcements, information flyers, and entry blanks of licensed events must state that no entries will be accepted unless the entrant is a properly registered member of the AAU.
- All site directors and/or any personnel directly involved with the host club in running event will be registered members of the AAU.
- Host Club and Event Director agrees/understands that if approved this event license may not be transferred.
- The license is valid only for the dates issued.
- The Event Director shall pay all expenses connected with the proper conduct of the event and shall abide by and enforce all rules and regulations of the AAU of U.S., Inc., the National Sport Committee, the AAU District and the appropriate District Sport Committee. Event Director agrees to be bound by the AAU Code.
- The Event Director shall hold harmless the AAU of the U.S. Inc, the National Sport Committee, the District, and the District Sport Committees and any of their associated bodies from any and all financial obligations or contractual liability incurred by the Event Director and or Member Club in conducting this event.
- Provisions will be made for proper medical supervision during the activity.
- Proper safety precautions will be made to protect the personal welfare of the competitors and spectators.
- Event Director agrees to comply with all provisions of the Americans with Disabilities Act, both State and Federal. This includes provisions for the venues and participants. <http://www.ada.gov/>.
- AAU takes a strong stance against fighting, threats and disruptive behavior. Anyone involved in such behavior, including but not limited to, athletes, coaches, parents, spectators, vendors, officials or other event attendees may be removed from the event. Additionally, athletes and teams may be disqualified from the event. A report of any such disturbance is to be filed with AAU Compliance at compliance@aausports.org.
- The event director shall report any and all significant incidents to insurance@aausports.org . This includes injuries to athletes, coaches, event personnel, and/or spectators, fights and confrontations. The Event Director shall have incident report forms at all venues.
- Handguns or other weapons are not permitted on the premises of AAU licensed events except for law enforcement officers in the exercise of their duties. Exception: Equipment utilized in competition.

I AGREE TO THE ABOVE: _____ DATE __/__/____

Event Director Signature

NOTE: This signed agreement page must accompany all event license applications
AAU Events will be granted to Club levels 2 or 3 only.
An event flyer is required to process all Event License Applications.



FACILITY AND EVENT SAFETY CHECKLIST

Plan accordingly and address safety hazards before you start to play. If there are any safety hazards, transfer responsibility by written notice to venue owner prior to game day. Discuss with venue owner to ensure corrective measures are taken.

Site Director:	Date:
----------------	-------

Checklist:

- Site Director for each location (be sure your officials and volunteers know who is in charge)
- Post emergency contact name and emergency contact numbers in common locations (entrances, locker rooms, etc.)
- A plan to handle emergencies
- First aid equipment
- Ice for injuries
- Access to emergency service
- Telephones and the appropriate emergency numbers are accessible
- There is adequate passage for emergency vehicles
- Emergency evacuation and response procedures in place
- Incident and Claim Forms (know the procedure for filling an incident report and claim form)
- Water for athletes

Athlete Areas:

- Playing surface is in proper condition
- Playing field, court, rink, etc. is free of debris, rocks, holes, water, etc.
- Proper clearance around court, field, pitch, etc
- Out-of-bounds areas are free of obstructions and protruding objects
- Playing area is clearly marked
- Lighting appears adequate
- Are perimeter fences and/or signs free of hazards (protruding wire, bolts, etc.)
- Protection equipment provided (post & wall padding)
- Locker room floors are dry and lockers are secure and free of laceration exposures
- Bathrooms appear sanitary
- Benches and tables in good condition

**EVENT DIRECTOR
INFORMATION**

FACILITY AND EVENT SAFETY CHECKLIST



Spectator Areas:

- Adequate number of waste containers in place
- Areas are free of slip, trip and fall hazards
- Water fountain areas are free of puddles, algae build up and/or mud
- Barriers to protect spectators are adequate and in good condition
- Area clean and free of debris
- No wet slip/fall hazards
- Electrical wiring that runs across surface secured with tape
- Adequate separation between spectators and playing field
- Bleachers are secure and in good condition

Parking Lot & Entrances:

- Lighting appears adequate
- Area is free of slip, trip and fall hazards
- Security is present
- Walking areas are free of slip, trip and fall hazards
- Will spills and tracked in water be cleaned up immediately
- Transitional areas are clearly marked
- Handrails are securely fastened
- Areas are free of trash, debris and other obstructions
- Sufficient trash containers are provided
- Entrance/exit areas are accessible

Note: Historically, 20 percent of general liability claims and 20 percent of the incurred claims costs involved a slip/trip/fall injury to a spectator at a sports venue. Bleachers are involved 30 percent of the time with these accident types. Other contributing factors include broken chairs, ice, liquids, steps, extension cords and parking lots.

EVENT DIRECTOR
INFORMATION



AAU Concussion Policy

It is the purpose of the Amateur Athletic Union of the United States, Inc. ("AAU"), to promote amateur sports and we wish for our members/participants who participate to do so in a manner that provides reasonable safety for their well-being.

The events and activities that are authorized by AAU are run by local event host(s), local organizing committee(s), and/or member clubs. Athletic activities involve risks and dangers of injury and accidents may occur sometimes without fault.

Available medical assistance may vary from venue to venue. The AAU recognizes that the potential for harm from concussions is a serious matter. While some accidents and even concussions may occur, the basis for the AAU's Concussion Policy is based upon trying to limit the potential harm, which could result from continued participation after such an injury.

We have therefore established this Concussion Policy for and on behalf of the AAU, which is as follows: Where there is reasonable cause to believe that a concussion may have occurred, such participant shall not be allowed to continue his/her participation in an AAU authorized event/activity without a medical release to resume such participation.

The AAU recommends all of its coaches, and other non-athlete members working with youth athletes avail themselves to the Center for Disease Control's (CDC) Head's Up program. Coaches and other club leaders can take a free on-line course that will provide important information in the recommendation and decision-making in handling situations that may involve concussion injuries. This course will only take approximately 30 minutes of your day. The CDC also has Hand-outs to download for athletes and their parents.

For more information, please visit:

<http://www.cdc.gov/headsup/youthsports/training/index.html>



EVENT DIRECTOR
INFORMATION



AAU Insurance Program Summary

AAU Insurance is a benefit of membership.

Club Membership insures practices and an event license insures competitions/clinics etc.,
Everyone participating must also have an individual AAU Athlete or Non Athlete Membership

SPORTS ACCIDENT: Coverage is provided for properly registered members that are injured during an approved event. Coverage is excess medical and becomes primary if there is no other coverage.

Excess Medical	\$50,000
Youth/Non Athlete Deductible	\$300
Adult Athlete Deductible	\$300
Accidental Death & Dismemberment	\$20,000
Dental	\$50,000

Who is insured? (The following categories include but are not limited to)

Athletes and Non-Athletes

Covered events

Licensed Events: This is an event that has been applied for and received an event license from the AAU of the U.S. Inc.

Supervised Practices for member clubs.

GENERAL LIABILITY COVERAGE

LIMITS

Each Occurrence - per club/team	Up to \$10,000,000
Aggregate - per club/team per year	Up to \$12,000,000
Products/Completed Operations Aggregate	Up to \$12,000,000
Personal and Advertising Injury	Up to \$10,000,000
Participant Legal Liability	Part of Per Occurrence Limit
Damage to Premises Rented to you	\$1,000,000
Medical Expenses (any one person)	\$5,000
Sexual Abuse & Molestation - Each Occur	\$1,000,000
Sexual Abuse & Molestation - Aggregate	\$2,000,000
Crisis Management Coverage	Sublimit
Participant vs. Participant	Up to \$1,000,000
Spectators	Included

Who is insured? (The following categories include but are not limited to)

Registered Athletes and Non-Athletes

Member clubs/teams when all participants are registered as athletes or non athletes

Event organizers, promoters, sponsors and managers of AAU licensed events

Volunteers while acting in their capacity at an AAU licensed event

AAU of the USA, Inc.

AAU Districts, AAU Governors and Administrators, AAU Directors & Officers

Officials while acting in their capacity at an AAU licensed event

Covered events

Licensed Events: This is an event that has been applied for and received an event license from the AAU of the U.S. Inc.

Supervised Practices for member clubs.

EXTENDED COVERAGE (AB) INSURANCE PROGRAM

The Extended Coverage (AB) program was developed to extend coverage for AAU members while participating in events hosted by organizations that are not member clubs of the AAU. Coverage in this program is provided for properly registered athletes or non-athletes.

Sports Accident	\$50,000
Liability Coverage	Up to \$10,000,000
Aggregate - per club/team per year	Up to \$12,000,000

Extended Coverage (AB) Is not available in the sport of Adult Taekwondo

Any organization that is a member of the AAU and hosts an event that is not licensed by the AAU would not have any coverage for the event, even if its members are AAU AB Registered.

VERIFICATION OF INSURANCE AVAILABLE

ALL INSURANCE CERTIFICATES ARE AVAILABLE AT WWW.AAUSPORTS.ORG UNDER THE INSURANCE OVERVIEW TAB

Verification of Insurance: This document verifies the club has insurance coverage as defined by the AAU policy and extends the club's coverage to a third party (if accepted by the third party). Your specific club name will appear on the document. **Free-Documents Available immediately.**

THIRD PARTY/ADDITIONAL INSURED INSURANCE CERTIFICATES AVAILABLE

ALL INSURANCE CERTIFICATES ARE AVAILABLE AT WWW.AAUSPORTS.ORG UNDER THE INSURANCE OVERVIEW TAB

This program is designed to provide member clubs the ability to obtain certificate(s). The fee structure is based on requesting the third party/additional insured certificate(s) at least 30 days before coverage start date or incurring an expedite fee

Fee Structure	Fee	Expedite Fee	Total
Start Date is 31 + days from today	\$35	NA	\$35
Start Date is 16-30 days from today	\$35	\$65	\$100
Start Date is 0-15 days from today	\$35	\$100	\$135

For the fees listed above, you may request up to 200 third party/additional insured certificate(s) in one transaction. If you do not list all requests on your initial submission, there will be a \$30.00 transaction fee each time you return to list additional requests. For each facility/entity over 200 there is a \$10.00 per facility/entity fee.

PRACTICE CERTIFICATES: Fees apply. This certificate extends coverage for members during practice and practice only. The practice must be scheduled & supervised by an AAU non-athlete member. It specifically names the third party/additional insured, confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured. (This certificate is applicable where needed for CG 2026 0413).

Available 2 hours after certificate request

EVENT CERTIFICATES: Fees apply. This certificate extends coverage for activities such as leagues, tournaments, clinics and other events approved by the Amateur Athletic Union of the United States, Inc. There must be a event license number relative to this event. Event licenses may take up to 16 days for approval. It specifically names the third party/additional insured, confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured. (This certificate is applicable where needed for CG 2026 0413).

Available 2 hours after Approval of Event Sanction Application

SPONSOR: Fees apply. This certificate extends coverage to a benefactor or donor who supports a member club. The sponsor name will appear on the certificate(s). It confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured.(This certificate is applicable where needed for CG 2026 0413). This type of certificate request must be submitted to the AAU National Office for processing.

Available 24-48 hours after request has been submitted and accepted.

EXTENDED COVERAGE CERTIFICATE: Fees apply. This certificate is for AAU member clubs while participating in events hosted by organizations that are not member clubs of the AAU. This certificate must be obtained by an AAU member club. This certificate insures the named third party in regards to the AAU member club's sole negligence. The entire competing team and coach (non-athlete) must be AAU Extended Benefit members. If you are a member of the AAU in the Extended Benefit category and conduct an event that is not licensed by the AAU, you forfeit your rights of insurance coverage for said event. This type of certificate request must be submitted to the AAU National Office for processing.

Available 24-48 hours after request has been submitted and accepted.



This brochure is only a brief description of the coverage available under the AAU Policies. The policies may contain reductions, limitations, exclusions and termination provisions. If there is a conflict between the contents of this document and the policy, the terms and conditions of the policy will govern in all cases.



AAU Registered Member Sports Accident Claim Procedure

AAU members may be eligible for medical expense benefits for treatment of covered injuries sustained while participating in AAU Licensed activities.

If injured, complete a Claim Form and return it to NAHGA Claim Services via email, mail, or fax. Please retain a copy for your records.

The Claim Form must be signed by a non-relative coach, witness, Club Administrator or other AAU Organization Official.

Notes:

- If the injured Member is covered by another medical insurance policy, the bills must first be submitted to that Primary Carrier prior to the AAU excess accident insurance plan. The Primary Carrier will issue an Explanation of Benefits (EOB).
- All itemized bills should be forwarded to NAHGA Claim Services with the corresponding EOB from the Primary Carrier (see above).
- Each Claim is subject to a \$300 deductible (Youth and Adult, Coaches, Volunteers & Officials)
- The Claim Form must be submitted to NAHGA Claim Services within 90 days of the accident/injury.
- The first medical treatment must be received within 90 days of the injury.
- Benefits are payable for covered expenses incurred up to 52 weeks from the date of injury.
- The maximum benefit offered by this plan is \$50,000/injury.
- Payment will be made directly to the medical provider unless the paid receipt is included with submission.

**Please submit Claim Form and related documentation
to NAHGA Claim Services:**



**PO Box 189
Bridgton, Maine 04009-0189
Phone: (800) 952-4320
Fax: (207) 647-4569
Email: aau@nahga.com**



CRUM & FORSTER
A FAIRFAX COMPANY

Please complete this claim form by typing or printing clearly in ink
and returning to:

NAHGA Claim Services

PO BOX 189 , Bridgton, ME 04009
(Phone) 800-952-4320 / (Fax) 207-647-4569
aau@nahga.com / www.nahgaclaimservices.com

Nature of injury _____

Print Name of Organization Official _____ Title _____

Organization Official's Signature _____ Phone No _____

PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A
PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

NEW YORK FRAUD WARNING: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

AUTHORIZATION: I hereby authorize Crum & Forster, U.S. Fire Insurance Company or its representative to inspect or secure copies of medical records, laboratory reports, diagnosis, prognosis, x-rays, and any other data covering this and /or previous conditions, confinements or disabilities. I further acknowledge that this plan is not subject to the federal regulations commonly known as 'HIPAA'. A photo static copy of this authorization and acknowledgment shall be deemed as effective and valid as the original. I ALSO ACKNOWLEDGE THE ATTACHED FRAUD WARNINGS

SIGNATURE OF CLAIMANT _____ DATE _____
Or Signature of Parent/Guardian if Claimant is 18 years or younger



PO BOX 189 , Bridgton, ME 04009
(Phone) 800-952-4320 / (Fax) 207-647-4569
aau@nahga.com / www.nahgaclaimservices.com



CRUM & FORSTER

A FAIRFAX COMPANY

THE FOLLOWING MUST BE COMPLETED BY THE INJURED PERSON OR IF THE INJURED PERSON IS UNDER THE AGE OF 18 OR OTHERWISE DEPENDENT – BY HIS/HER/ PARENT OR GUARDIAN

Member's Name _____ SS Number _____
Last Name First Name M.I.

Current Home Address _____
Number and Street City State Zip Code Phone No.

Date of Birth _____ Male Female Membership # _____

Employer Name _____

Employer Address _____
Number and Street City State Zip Code Phone No.

PARENT (OR GUARDIAN) INFORMATION (must be completed if claimant is under 18 years of age)

Name of Father or Male Guardian _____ SS Number _____

Current Home Address _____
Number and Street City State Zip Code Phone No.

Employer Name _____

Employer Address _____
Number and Street City State Zip Code Phone No.

Name of Mother or Female Guardian _____ SS Number _____

Current Home Address _____
Number and Street City State Zip Code Phone No.

Employer Name _____

Employer Address _____
Number and Street City State Zip Code Phone No.

Is the claimant covered under any other insurance policy? No Yes

Name of Policyholder _____ Individual Group

Name of Carrier _____ Policy No. _____

Carrier's Address _____
Number and Street City State Zip Code Phone No.

Name of Policyholder _____ Individual Group

Name of Carrier _____ Policy No. _____

Carrier's Address _____
Number and Street City State Zip Code Phone No.

If other insurance exists, all claims must be submitted to the other insurance policies first. A copy of the itemized bills along with the other carrier's corresponding Explanation of Benefits should be submitted for consideration.



CLAIM FORM FRAUD STATEMENT

FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

ARIZONA: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

ALASKA and KENTUCKY: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false, incomplete or misleading information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and may be prosecuted under state law.

CALIFORNIA: For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

COLORADO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

FLORIDA: WARNING: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

IDAHO: Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

MARYLAND: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NEW HAMPSHIRE: Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

NEW JERSEY: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.



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PENNSYLVANIA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

OKLAHOMA: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

TENNESSEE and VIRGINIA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

TEXAS: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

AAU MEDAL & RIBBON GENERAL INFORMATION

IMPORTANT REMINDERS!

Please note that the items listed below must accompany this application to process your order.

If all items are not submitted at the same time, your application will be placed on hold until the necessary materials are received.

Note: All athletes who participate in AAU Licensed events must be AAU members. Registration can be done over the internet by clicking *JOIN AAU*.

✓ Check List:

_____ **Awards Application** requesting ribbons and/or medals. Please indicate the exact number of awards you will need.

_____ Fee for Medals and/or Ribbons

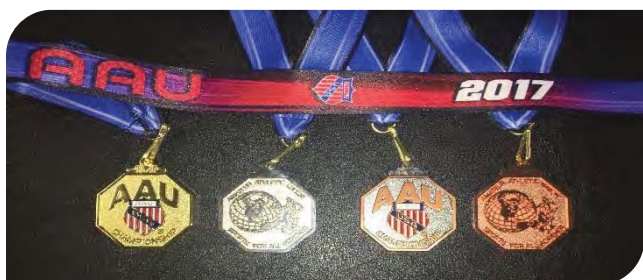
Make check or money order payable to the AAU. You may also pay via Visa, MasterCard, American Express, or Discover. Please put your card number and expiration date on the actual awards application. **Include correct shipping fees.**



2017 Replacement Lanyards are available in increments of 25 and should be used to replace 2016 Lanyards on District medals purchased last year. The price is **\$1.00** each.



Ribbons are available in generic or sport specific* for **1st through 8th place**, plus merit. The price is **\$0.40 each for all ribbons**. All orders will be assessed a handling fee of 10% of the total cost on orders less than \$1,000 to cover the shipping cost. Available in increments of 50. **Sport Specific ribbons are as follows – Basketball, Gymnastics, Jump Rope, Karate, Swimming, Track & Field, Wrestling and Volleyball. All other sports will need to order Generic ribbons.*



District Championship Medals are available for district championships and regional events **only**. The championship medals are **\$6.32 per set**. Each set consists of 1 gold, 1 silver and 1 bronze medal. Copper medals are available for 4th place and lower at **\$2.52 per medal**. You may order medals individually at a cost of **\$2.52 per medal**. *(Medal details 1 3/4" diameter, 4.5mm thick high relief, 2 sided medal, RWB color-filled shield with 1" x 35" RWB dated riveted neck ribbon.)*



Sports for All, Forever Medals are available for invitational, tournament series and league events **only**. *This medal is not to be used for a district championship or a regional event.* The medal is available in gold, silver and bronze. The cost of the medal is **\$1.99 per medal**. *(Medal details: 1 1/2" diameter, 2-sided medal, color-filled RWB shield with RWB neck ribbon.)*

SHIPPING INFORMATION: All orders are assessed a shipping fee as follows: **Orders under \$50.00** pay a flat rate of \$10.00, **Orders from \$51.00 to \$249.00** pay a flat rate of \$25.00, **Orders over \$250.00** pay 10% of total. **Orders that are received 15 working days or less prior to the event will be assessed a \$50.00 expedite fee. In addition, if the order requires next day shipping or 2-day shipping you must pay the shipping cost via credit card!**

Accurately determine your award needs because **no refunds** will be given on any unused medals or ribbons!

Complete and Return Awards Application with the required materials to:

Amateur Athletic Union
Attn: Medals Department
PO Box 22409
Lake Buena Vista, FL 32830

Email: medals@aausports.org

Fax: 1-407-386-3274



EVENT DIRECTOR MEMBERSHIP VERIFICATION

EVENT DIRECTORS: HOW TO VERIFY AAU MEMBERSHIP

All participants in your event must be current AAU members (club, non-athlete and athlete). As the event host, it is your responsibility to ensure and enforce AAU Membership requirements.

There are several ways to verify AAU Membership.

Submit Proof of Membership:

Require participants to bring proof of membership to the event check-in or send in advance with entry (depending on the entry process). **Please be sure to check the expiration date!**

Types of Proof of Membership include:

1.

Individual AAU Membership Cards (see sample below):

<p>AAU Membership</p> <p>Membership ID: _____</p> <p>Name: _____</p> <p>City, State, Zip: _____</p> <p>Email: _____</p> <p>Sport: _____</p> <p>District: _____ Club Code: _____</p> <p>Membership Type: _____</p> <p>Application Date: _____ Expiration Date: _____</p> <p>Goto www.AAUSPORTS.ORG to Reprint/Correct</p>	<p>AAU members agree to be bound by the AAU Code, including National Policies and sport rules.</p> <p>For information check www.ausports.org.</p>
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2. AAU Club Listing generated from the AAU website:

District: 01 - Illinois The Amateur Athletic Union of the United States, Inc. Print Date: 9/21/2015 3:08:19PM
2016 Member by District and Club Page 1 of 1

Member Number	Member Name	City	St	Home Phone	Work Phone	Cell	Date Appl	Sport	Prg	Cat	Gen	AB	Club Code
00000001	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000001
00000002	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000002
00000003	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000003
00000004	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000004
00000005	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000005
00000006	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000006
00000007	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000007
00000008	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000008
00000009	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000009
00000010	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000010
00000011	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000011
00000012	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000012
00000013	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000013
00000014	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000014
00000015	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000015
00000016	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000016
00000017	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000017
00000018	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000018
00000019	John, John	Chicago	IL	312-555-1234			08/15/2015	100	1	A	M		00000019
00000020	Jane, Jane	Chicago	IL	312-555-1234			08/15/2015	100	1	A	F		00000020

EVENT DIRECTOR MEMBERSHIP VERIFICATION



3. AAU Membership Verification Roster generated from the AAU website:

 **VERIFIED MEMBERSHIP ROSTER**

Event: N/A
Club: AAU National Test Club Roster Name: Test of New Create

Name	Member #	Exp. Date	Sport	Type	District	Age
Tester, Test	348DBEA5	8/31/2015	Sport Stacking	Non-Athlete	Florida	35
Tester, Test	348DBCN5	8/31/2015	Athletics	Non-Athlete	Florida	35
Testers, Test 2	348EFDA5	8/31/2015	Athletics	Athlete	Florida	13
Testerson, Test	348DBEA5	8/31/2015	Athletics	Athlete	Florida	13

VERIFIED MEMBERSHIP ROSTER

VERIFIED MEMBERSHIP ROSTER

VERIFIED MEMBERSHIP ROSTER

NOTE: The purpose of this roster is to verify that the members listed have current AAU memberships. This roster does not verify age or provide entry into events. Age listed is the age as of 9/28/2015.

Valid as of 9/28/2015 5:13:24 PM Roster ID: 186

EVENT DIRECTOR MEMBERSHIP VERIFICATION



Verify AAU Membership Online as the Event Director:

You have access to several online tools to assist in verifying membership.

1. Event Director Login:

- Visit www.aausports.org and click on **Event Director Membership Lookup** under the **Membership/Join AAU** tab.



- Enter your Event License Number and AAU Membership Number to access the information for your district and sport. **Please Note: You must be listed as the primary contact for the event in order to gain access. Your access will start 3 weeks before the event and end 3 days after.**

EVENT DIRECTOR, AAU MEMBERSHIP LOOKUP

Categories: Membership, Resources

Event Director Membership lookup is used by Licensed Event Operators to verify AAU Membership for Event participants. You will need your Event ID and your AAU Membership ID.

Login:

Connecting to AAU Event Directory Area:

Enter event code:

Enter AAU Membership Id:

Event Code:
Enter your 10 digit Event Code.

Membership ID:
Enter your AAU Membership Id.

Push login to continue.

To successfully login you must be listed as the primary contact for the event you are trying to log into.

Your access will start 3 weeks before the Event and ends 3 days after.

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DISCLAIMER: The information contained herein is for informational purposes only. It is not intended to be complete, nor is it represented as such. The AAU does not endorse nor recommend any specific club(s), coach(es), nor group(s) of athletes. The AAU merely provides this information as a service; it neither verifies nor guarantees the accuracy thereof.

EVENT DIRECTOR MEMBERSHIP VERIFICATION



- c. Enter the known information of the person you are searching for to verify that they have a current AAU Membership.

EVENT DIRECTOR, AAU MEMBERSHIP LOOKUP
Categories: Membership, Resources

Event Director Membership lookup is used by Licensed Event Operators to verify AAU Membership for Event participants. You will need your Event ID and your AAU Membership ID.

Selection Form:

District Code: Southern Pacific

Membership Category: [Dropdown]

Program Code: [Dropdown]

Sport Code: [Dropdown]

AAU Club Number: [Text] (Example XXBAXXXX or XXBA1234)

First Name: [Text]

Last Name: [Text]

City: [Text]

State: [Dropdown] Zip: [Text]

Birth Date from: [Text] (Example MM-DD-YY)

Birth Date to: [Text] (Example MM-DD-YY)

Gender: Male Female

Display/Sort Order: Sort by: Last Name, First Name

Push to Run Search/Selection

In the above search screen enter the known information. The more information you enter, the narrower the search will be.

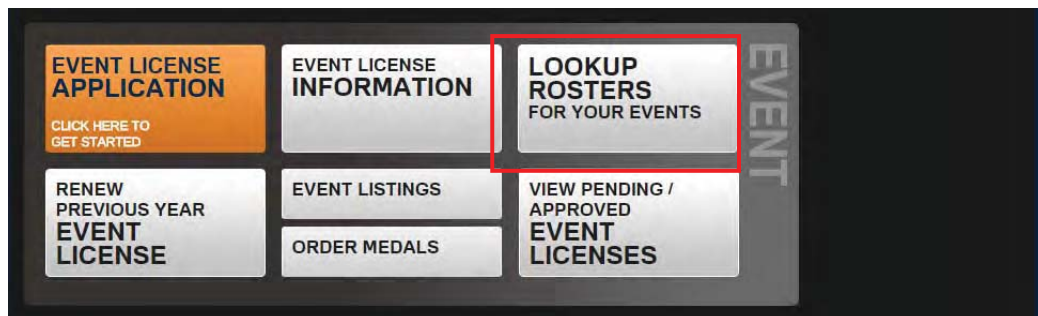
Display/Sort Order: The Display/Sort Order drop down lets you select the order you would like records displayed or printed in. The system will always start the session with records sorted by the "Last Name and First Name".

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- d. If the person you are searching for has a valid AAU Membership, their AAU Membership Number, Name, and Birth Date will appear. If no information is returned, an AAU Membership has not been approved for this year. If this is the case, they will need to provide with you with their individual AAU Membership Card.

2. Require Participants to Submit a Membership Verification Roster (to see the rosters that have been submitted for your event, please follow these steps):

- a. Login to your account at <https://play.aausports.org>.
- b. Click **Lookup Rosters for your Events** in the **Events** section.



EVENT DIRECTOR MEMBERSHIP VERIFICATION



- c. This will bring up a list of the events that your club has licensed. Click on an event to see the rosters that have been submitted.

Find Roster

Here you will see any events that you have licensed. Click on an event to see its rosters.

Search Options:

Browse By Event Search By Roster ID Search By Roster Name Current Events Past Events

License #	Event Name	Date	Sport	District	Rosters	Hidden
<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All		

3. AAU Membership Look-Up:

- a. Visit www.aausports.org and click on **Membership Look Up** under the **Membership/Join AAU** tab.

The screenshot shows the AAU website interface. At the top left is the AAU logo with the tagline "THE OFFICIAL HOME OF THE AMATEUR ATHLETIC UNION". To the right are social media icons and a search bar. Below the header is a navigation menu with "Home", "Districts", "Events / Results", "FAQs", "Media", "News", "Resources", and "Sports". On the far right of the menu is "Membership / Join AAU!". The main content area is divided into several sections: "JOIN AAU!", "MEMBERSHIP INFO", "MEMBER LOGIN", and "QUICKLINKS". The "QUICKLINKS" section contains buttons for "FIND A CLUB", "FIND AN EVENT", "FIND INSURANCE INFO", and "MEMBERSHIP LOOK UP", which is highlighted with a red rectangular box. To the right of the quicklinks are three columns of links: "Membership" (Apply for Membership, Import Athletes from Spreadsheet, Membership Fees, Renew Youth Athletes Memberships, Reprint / Update Correct Membership), "Club Membership" (Associate A Club With Your Account, Club Application, Club Membership Listing, Print Practice Certificates, Request Practice Insurance Certificate, Renew Practice Certificates, Renew Club Athlete(s), Trademark Agreement, Club Locator), "Event Licensing" (Event License Application, Event Director Membership Lookup, Licensing Fees and Info, Print Event Certificates, Renew Previous Year Event License, View In Process or Approved Licenses), "Orders" (Pending Membership Order(s), Order History), and "Medals" (Banner Order Form, Medals / Ribbons). On the far right is a "PARENTS PAGE" banner featuring a group of athletes.

EVENT DIRECTOR MEMBERSHIP VERIFICATION



- b. Enter the required information to receive the AAU Membership Information.

The screenshot shows the AAU website's membership lookup page. At the top left is the AAU logo with the tagline 'THE OFFICIAL HOME OF THE AMATEUR ATHLETIC UNION'. A navigation menu includes 'Home', 'Districts', 'Events / Results', 'FAQs', 'Media', 'News', 'Resources', and 'Sports'. The main content area is titled 'AAU MEMBERSHIP LOOKUP' and includes a sub-header 'Categories: Membership, Resources'. Below this is a welcome message and a note: 'Please note: You *can not renew last year's individual membership here*. You will need to goto [JOIN AAU](#) to purchase a membership ([click here](#)).' To the left of the text is a photo of a man and a woman. Below the text is a form with the following fields: 'Membership ID (if known):', 'First Name: *', 'Last Name: *', 'Zip Code: *', and 'Birth Date: *' with a date format '(Date mm/dd/yyyy)'. A 'Lookup & Display your Membership Card' button is located at the bottom right of the form.

Once again, all participants in your event must be current AAU members (club, non-athlete and athlete). As the event host, it is your responsibility to ensure and enforce AAU Membership requirements.

If you have any questions about any of the steps listed above, please contact the AAU Support Services Department at 407-934-7200.

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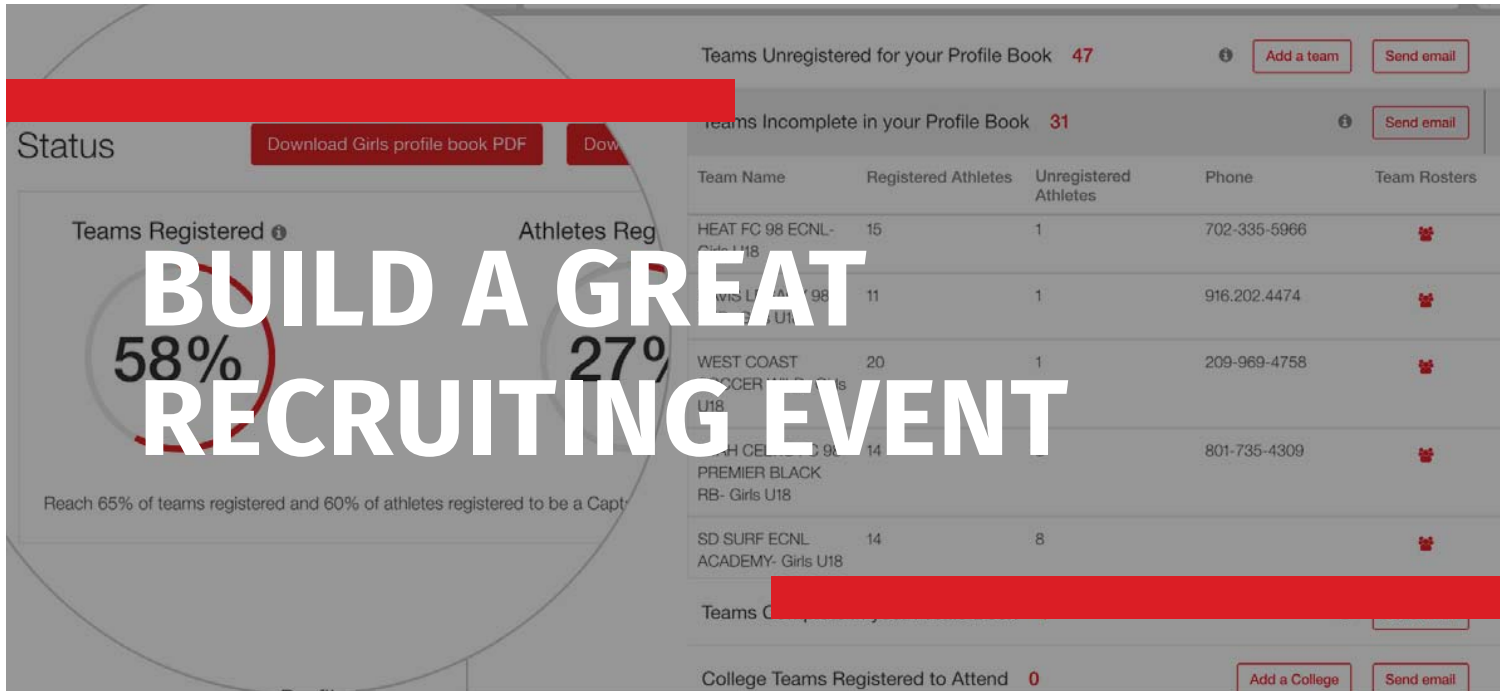
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WISCONSIN LAKESHORE 98 FC U18	11	1	916.202.4474	
WEST COAST SOCCER CLUB Girls U18	20	1	209-969-4758	
SHORE COUNTRY 98 FC U18	14	1	801-735-4309	
PREMIER BLACK RB- Girls U18				
SD SURF ECNL ACADEMY- Girls U18	14	8		

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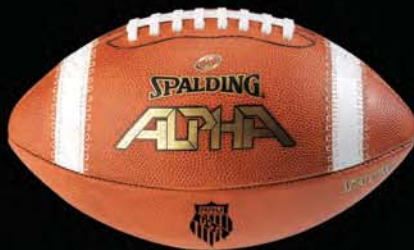


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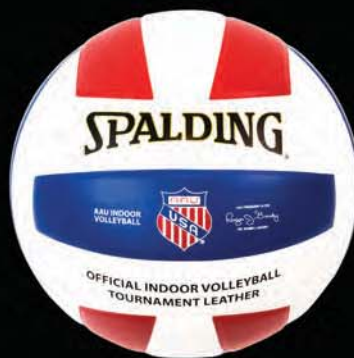


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