



(MCFFU/USSSA) Metro Competitor Flag Football Union National Tournament Checklist Request for Tournament Authorization Checklist			
1.	Tournament successfully registered on-line:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
2.	Trophy and awards on hand (ordered and paid for):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
3.	Date(s) of tournament listed:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
4.	All tournament info submitted 30 days prior to start:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
5.	Coaches meeting location and info provided:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
6.	Tournament 1 st Deadline set (25 days out):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
7.	Tournament 2 nd (Final) Deadline set (10 days out):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
8.	All participating teams registered on-line successfully:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
9.	Tournament field(s) confirmed & paid for (30 days prior):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
10.	Secondary tournament fields available (weather, etc.)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
11.	Rules of play available to all participating teams:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
12.	Referees contacted and scheduled:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
13.	Insurance and fees paid to Union and submitted:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
14.	List of ALL prizes that are awarded:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
15.	Manner in which prizes will be awarded (cash/credit/both):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
16.	Tournament format and estimated conclusion time stated:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
17.	All entry fees submitted to MCFFU account (on-line/mail):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
18.	Tournament brackets posted on website (3 days prior):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
19.	Copy of waiver form provided/available:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
20.	Tournament budget form completed & submitted on-line:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
21.	All tournament fees submitted to Union office	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
22.	Tournament Director Hotel info completed	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
23.	Tournament brochure information submitted to Union	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Primary Tournament Director Signature & Date:			
Secondary Tournament Director Signature & Date:			

All information on this form must be completed 3 days prior to the scheduled start date of any and all MCFFU tournaments and submitted to the Union. Failure to comply with all of the MCFFU tournament standards can result in a tournament director's removal from the Union's tournament schedule for a minimum of 1 year.