

## SSA SANCTIONED TOURNAMENT CHECKLIST



\* The SSA Tournament Sanctioning Checklist has been created to assist SSA Tournament Organizers. It contains a number of steps that will assist you - however, special circumstances within your tournament may require additional steps.

Should you have any questions or have any suggestions, please contact Octavian Iliuta @ [ccd@sasksoccer.com](mailto:ccd@sasksoccer.com).

Step	Item	Timeline	Check
1	Review SSA Tournament Sanctioning documentation	Prior SSA Application	
1	Obtain MO Initial Approval	Prior SSA Application	
1	Create Financial Plan (Expense vs Revenue) - estimate	Prior SSA Application	
1	Review SSA List of Sanctioned Tournaments to minimize conflicts	Prior SSA Application	
1	Initial Inquiry on Field Availability	Prior SSA Application	
1	Initial Sponsor contact	Prior SSA Application	
1	Determine tournament date	Prior SSA Application	
1	Confirm Staffing needs and Volunteer availability	Prior SSA Application	
1	Application to SSA including Sanctioning fee payment	Min 3 months in advance	
1	Emergency Action Plan Facilities - concept	Post SSA Approval	
1	Emergency Action Plan ( fields, events) - concept	Post SSA Approval	
2	Final Facilities Booking	Post SSA Approval	
2	Secure Sponsor	Post SSA Approval	
2	Emergency Action Plan Facilities - Final	Post SSA Approval	
2	Emergency Action Plan ( fields, events) - Final	Post SSA Approval	
2	Begin Advertising Tournament	Post SSA Approval	
2	Initial List of Medals/Awards	Post SSA Approval	
2	Create Goalline Roster Form, Registration Fees	Post SSA Approval	
2	Release Registration Form/Deadlines/Rulebook	Post SSA Approval	
2	Request Travel Permits to Out of Province Teams upon registration	At registration - Mandatory	
2	Close Registration Date	Recommended Min 3 weeks in advance	
2	Confirm Team Eligibility - registered/sanctioned (see Sample Team Status Form)	Post Registration Deadline/Prior Team Acceptance	
2	Draft Schedule meeting SSA requirements		
2	Confirm Field Booking (if additional times needed or times need to be released)	Post Registration Deadline	
3	Communicate Teams Accepted	Post Registration Deadline	
3	Request/Receive/Compile Travel Permits from Out of Province Teams	Upon team acceptance - Min 2 weeks prior	
3	Final List of Medals/Awards	Post Registration Deadline	
3	Schedule meeting all SSA Sanctioning Requirements	Post Registration Deadline	
3	Create/Verify Schedule as per SSA Sanctioning Policy	Post Registration Deadline	
3	Schedule Check vs Conflicts	Post Registration Deadline	
3	Schedule approval to SSA	Min 10 days in advance	
3	Schedule Release/Posting	Post SSA Approval	
3	Schedule to Referee Assignor	Post SSA Approval	
3	Receive/Compile Travel Permits from Out of Province Teams	Upon team acceptance - Min 2 weeks prior	
3	Travel Permits submitted to SSA	Min 1 day prior to tournament	
4	Reconcile Expenses vs Revenue	Post Tournament	
4	Referee List Reporting	Post Tournament	
4	Generate List of Teams reporting	Post Tournament	
4	Winning Teams Reporting	Post Tournament	
4	Expenses ( Facility, Game Fees, Awards, Other)	Post Tournament	
4	Submit Tournament Follow up Report	Within 20 business days of conclusion	
4	Settle any outstanding amounts	Post Tournament	