

SSA Sanctioned Tournament Checklist

Step	Item	Timeline	Completed
Pre-Application	Review SSA Tournament Sanctioning Document		
	Obtain MO Initial Approval		
	Determine tournament date		
	Initial inquiry on field availability		
	Create Financial Plan (expenses vs revenue)- Estimate		
	Review SSA list of Sanctioned Tournaments to minimize conflicts		
	Initial Sponsor contact		
	Confirm staffing needs and volunteer availability		
Application	Send in application to SSA with the sanctioning fee payment	3 months prior to tournament start date	
Post SSA Approval	Finalize facility/field bookings		
	Secure sponsor		
	Begin Advertising Tournament		
	Final Emergency Action Plan: Facilities		
	Final Emergency Action Plan: fields & events		
	Initial list of awards and medals		
	Create registration on RAMP		
	Open registration and release rulebook		
	Request Travel permits – out of province teams	Time of registration-mandatory	
	Close Registration	3 weeks in advance	
Post registration deadline	Confirm Team eligibility	Prior to team acceptance	
	Communicate with accepted teams		
	Draft Schedule meeting all SSA requirements		
	Confirm field bookings		
	Request/Receive/Compile Travel Permits	2 weeks prior	
	Final list of medals/awards		
	Create/Verify Schedule - SSA Sanctioning Policy		
	Schedule Check vs Conflicts		
Schedule approval to SSA	Min. 10 days in advance		
Post SSA Approval	Schedule Release/Posting		
	Schedule to Referee Assignor		
	Travel Permits submitted to SSA	Min. 1 day prior	



SSA Sanctioned Tournament Checklist: Post Tournament

Step	Item	Timeline	Completed
Post Tournament	Winning Teams Reporting		
	Referee List Reporting		
	Generate List of Teams reporting		
	Reconcile expenses and revenues		
	Settle any outstanding amounts		
	Submit Tournament Follow up Report to SSA	Within 20 days of completion	

