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## TOURNAMENT FOLLOW UP REPORT

Tournament Organizer: \_\_\_\_\_

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

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Tournament Organizer must submit the Tournament Follow Report and Financial Statement within twenty business days of the conclusion of the tournament. In addition to the information included in the Report, the following information must accompany the submission:

- List of all participating teams, as follows:
  - Divided by gender, age and division
  - Include the Member Organization (within Saskatchewan) or Provincial/State/National Governing Body for each participating team
  - Indicate the champion(s) and fair play award winner(s), if awarded
- Team Rosters, including all players and staff, if requested by the SSA
  - Check here if rosters have not been requested by the SSA
- List of all participating Referees
- Report of any Player, Staff or Team Discipline
  - Check here if there were no disciplinary issues during the tournament
- Special Incident Report, if necessary
  - Check here if there were no issues that warrant a Special Incident Report during the tournament

Examples of incidents that should be reported include but are not limited to medical, disciplinary issues beyond cautions and ejections and harassment. Please contact the SSA if you have questions about the necessity of completing a Special Incident Report.

The SSA values feedback from Tournament Organizers. If you have any comments regarding the sanctioning process or operation of a tournament that you feel would be valuable to the SSA or other Tournament Organizers, please include in the space below or submit in a supplemental report:

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## TOURNAMENT FINANCIAL STATEMENT

<b>Revenue:</b>	<b>Projected</b>	<b>Actual</b>
Entry Fees _____	\$ _____	\$ _____
Other Revenue (please specify):		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total Revenue =</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Expenses:</b>		
Facility Rentals _____	\$ _____	\$ _____
Officials Fees and Expenses _____	\$ _____	\$ _____
Other Expenses (please specify):		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total Expenses =</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Revenue – Expense =</b>	<b>\$ _____</b>	<b>\$ _____</b>



On behalf of the Tournament Organizer, I hereby confirm that all of the information contained within this report and any accompanying submission is accurate and complete.

Authorized Representative of Tournament Organizer:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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SSA Office Use Only:

Date Received: \_\_\_\_\_ Received by (signature): \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Approved by (signature): \_\_\_\_\_

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Tournament Organizers must submit the Tournament Follow Report and Financial Statement and all required accompanying information (see page 1) within twenty business days of the conclusion of the tournament. Incomplete forms or those lacking the required accompanying information will not be accepted. Completed forms must be submitted to the SSA by mail, fax or email at the following address:

Neysa Strueby  
Coordinator, Admin & Registrar  
Saskatchewan Soccer Association  
300-1734 Elphinstone St  
Regina, SK  
S4T 1K1

Fax: 306-780-9225  
Email: [n.strueby@sasksoccer.com](mailto:n.strueby@sasksoccer.com)

