

1. How to License An Event - Have a general knowledge of memberships, licensing, licensing categories and AAU codeL

- First - Familiarize yourself with the **different types of Events** to determine what kind of event you would like to offer. Also familiarize yourself with the duties and responsibilities of being an event director. The person who is applying for the licensing **must have an individual membership. Any contact listed on the club application can conduct business for the club, including applying for a license. An event director can be anyone who has a membership, the application just require a member ID and zip code, they do not have to be a contact or even listed in the club.**
 - It is our goal to help our members understand the licensing process and aid them by answering any questions about licensing an event. A district chair should be able to provide helpful information regarding other events being held therefore helping members determine the best time to offer their event. All licensing is applied for on line. Applicants will be required **to provide a flyer with general information about the event, such as dates, location, cost, (rules – national or district – awards to be presented), sport specific information and contact information for event director.**
- The below text must be included on any flyer which will be included on any licensing application: flyers without this information will hold up your licensing process.
- **This event is licensed by the Amateur Athletic Union of the U.S., Inc.**
 - **All participants must have a current AAU membership.**
 - **AAU membership may not be included as part of the entry fee to the event. AAU membership must be obtained before the competition begins except where the event operator has a laptop available with an internet connection.**
 - **BE PAREPARED Adult and non-athlete memberships are no longer instant and cannot be applied for at the event. Please allow up to 10 days for membership to be processed.**
 - **Participants are encouraged to visit the AAU web site www.aausports.org to obtain their membership.**

2. General knowledge of how to verify district participants membership - IMPORTANT

- Go to www.aausports.org and select the little red Membership/Join AAU button on the top right corner of the picture and under EVENT LICENSING SELECT EVENT DIRECTOR'S LOOK UP.
- You will have to enter the Event Code (on your license) and Individual Membership Number (the person who applied for the license) – not your secretary!
- Select the District, the program code (Youth), Sport (Gymnastics)
- Select by last name or by Club – NOTE: if you sort by club and a name is not there, sort by last name. Their name will only be listed under the club if they actually put in their valid club number at the time of application. So many may be floating in AAU land of unattached memberships!L
- Check the memberships and if you need additional assistance contact Member Services at the National Office, 407-934-7200.
- **A roster can be created in the AAU club Files system under the login and password. Log In and click on manage my roster. You have to choose from the members in their club listing, so yes they need to have the club code on all their athletes.**

3. AAU insurance questions leave it to the experts. Send specific questions to the national office. Injuries and Accident Reporting – Educate your membership on properly filling out AAU incident forms and AAU accident forms. – The procedure for reporting an accident to the AAU and insurance company is explained in detail on the national web site under insurance. All forms are also there for your reference and use. Reporting in a timely manner is extremely important. Visit the website and familiarize yourself with these very important procedures to protect you and your members if an injury should occur. Go to www.aausports.org and select **Resources – Insurance Overview – Sports Accident – and select the forms needed.**

- Sports Accident Claim Form – give to athlete's guardian or parent
- Incident Reporting – this is for the event director or coach to report the accident to AAU
- Non Member Injury Claim Form – example spectator – at a licensed event
- Property Damage

Meet Director Responsibilities page on OKAAU website: Go To <http://www.okaaugym.com/meet-director-responsibilities.html>