



Villanova University • Club Sports Home Competition Checklist

(This form must be submitted at least 30 days prior to competition)

Club: _____ Date of Competition/Event: _____

Event Details

If Tournament, Title of Event: _____

Location/facility reservation secured: YES NO

*Please note that a contract is required when hosting any athletic event at an outside venue.

Is there a facility rental fee associated with hosting the event? YES NO (For outside venues)

List locations/dates/times reserved: _____

Opposing Team Information

List Opposing Clubs participating: _____

Registration Deadline for visiting teams: _____ Cost to register for visiting teams: _____

Who will be responsible for bringing the Visiting Team Waiver and having it signed by each member of the opposing team(s)?

Event Staff Information

Officials Secured: YES NO The league will secure officials Pay rate: _____

Method of Payment: No Payment required at this time League handles payment of officials Check mailed out to official

Check given on-site (must be requested at least 3 weeks in advance to allow time for processing, then picked up at the business office and brought to event.)

Names of Officials assigned & contact info for at least one: _____

Person on the team responsible for having Event Staff Form completed by each official: _____

Requesting VEMS? YES NO (Required for Men's Basketball, Women's Basketball, Field Hockey, Women's Lacrosse, Running, Men's Soccer, Women's Soccer, Swimming, Men's Ultimate, Women's Ultimate, Men's Volleyball, Women's Volleyball)

Requesting EMSS? YES NO (Required for Men's Ice Hockey, Men's Lacrosse, Rugby, Equestrian)

Please list Dates/Times/Locations coverage is needed: _____

Are there any additional costs associated with the event? YES NO If yes, please explain: _____

Person Completing Checklist: _____ Date of Submission: _____