



## Washington State Northern Idaho Moose Association Requirements for Hosting an Association Sponsored Sports Event

A copy of this document must be signed by the Lodge Governor and Lodge Administrator and accompany each completed bid form before that bid for an Association Sponsored Sports Event will be considered.

### I. GENERAL REQUIREMENTS

A. INTRODUCTION: Prior to submitting a bid for any Association Sponsored Sports Event, the Lodge Board of Officers must be appraised of the requirements for hosting such an event. The following requirements must be met in their entirety:

1. TOURNAMENT CHAIR: The submitting lodge must provide the name of the person who will act as Tournament Chairman on the bid registration form. This person will be the contact point for all tournament information and requirements, and is expected to work closely with the Association Sports Chairman or his delegate. It will be the responsibility of the Tournament Chairman to provide a complete report and audit after the tournament is completed. This report must be submitted to the Association Sports Chairman within 30 days of tournament completion. This responsibility shall revert to the Lodge Governor should a Tournament Chairman be unable or unwilling to oversee an event or provide a tournament audit.
2. FINANCES: The host Lodge Board of Officers must understand that the Lodge will be responsible for any and all debts incurred relative to the tournament. The Association Sports Chairman prior to distribution of any event registration forms must approve a breakdown of all expected expenses. The Host Lodge must remit any and all residual monies generated by tournament registration fees to the Association Secretary.
3. BONDING: The General Laws of the Loyal Order of Moose requires that any individual handling funds must be bonded. The Lodge Administrator must handle all tournament funds. All sports funds received must be deposited into the Host Lodge's General Fund and labeled WASHINGTON/NORTHERN IDAHO ASSOCIATION SPORTS as per the General Laws of Moose International.

4. **ELIGIBILITY OF PARTICIPANTS:** The General Laws of the Order require that the Private Policy must be adhered to at all times. To fulfill this requirement, ALL participants in any Association Sponsored Sports Event must be a good standing member of the Loyal Order of Moose or Women of the Moose and must show a current membership card before participating in any event. Children of members between the ages of 17 - 21 years of age may participate upon submission of a release form signed by the card-carrying member. Individual lodges do not have the authority to circumvent these requirements.

5. **TOURNAMENT FORMAT:** There will be no changes from previous tournament formats without prior approval from the Association Sports Chairman. Requests for changes must be submitted in writing and must be approved prior to distribution of event entry applications. The Association Sports Chairman will notify the Host Lodge immediately whether permission to make the requested changes is approved or disapproved. It is the Host Lodge's responsibility to be familiar with prior tournament formats and Association approved formats will supercede local or regional rules/regulations.

6. **COMMITTEE COMPENSATION:** Tournament committee members and workers shall not receive any compensation from either the Association nor from tournament proceeds. All score keepers, referees, judges etc., when required by the rules of the event, shall be compensated by the Host Lodge.

7. **PROMOTIONAL MATERIALS:** All promotional materials, flyers, posters, application forms, rules sheets, etc., will be produced and distributed by the Host Lodge to every Lodge in good standing in the Association. The Association Sports Chairman or his delegate prior to production and distribution must approve all materials. A minimum of three (3) copies of all promotional material must be sent to each good standing Lodge. Registration Forms for each event shall be distributed by the host lodge at least twelve weeks prior to the event, and sooner if possible. The cost for promotional materials and mailing may be included in tournament entry fees as administrative costs. Include the following as part of the entry form; lodge functions, meals, available transportation, special events, etc. Provide information on motels, camping facilities and maps as necessary.

8. **TOURNAMENT AWARDS:** The host lodge will design and secure all awards/trophies for event winners. The Association Sports Chairman or his delegate must approve awards and the Association Sports Chairman or his delegate will present awards to event winners. Entry forms must show breakdown of awards/prize money distribution and all awards/prizes must be paid from the entry fee expense fund and shall never exceed said fund.

9. DECORUM: Participants in all Association Sponsored Sporting Events MUST maintain decorum befitting a member of the Loyal Order of Moose/Women of the Moose. The event Chairman shall notify the Association Sports Chairman or his delegate of violations of proper decorum and players may be denied further participation in any tournament/event without recourse if deemed appropriate by the Association Sports Chairman or his delegate.

10. GRIEVANCES: Any grievance submitted by a participant that cannot be resolved by the Tournament Chairman shall be submitted to the Association Sports Chairman or his delegate for resolution. It shall then become his responsibility to investigate said grievance and issue a decision. All decisions shall be final.

11. PER-CAPITA: Following the guidelines set forth by the Association, a Lodge that is in arrears of per-capita expenses is not in good standing and its members may not participate in Association sponsored events. Arrearage information will be supplied to the Event Chairman and it shall be his responsibility to check and reject all applicants/applications as required.

## II. BID APPLICATION PROCESS

A. EVENT DATES: Event dates are scheduled as far in advance as possible to help insure continuity and help reduce conflict with other events. Lodges submitting bids for dates other than those provided will not be considered for bid award. In the event the Association must change a date, Lodges will be notified immediately.

B. HOST LODGE SELECTION: During the Association Convention held in September, the Association Sports Chairman will issue his report to the Association Board of Officers and make his recommendations for bid awards. The Association Board will issue final decisions on bid awards to the Association Sports Chairman who will then announce bid winners at a General Session of the Convention. Keep in mind that an event can be given to only one Lodge at a time and it is the intent of the Association to insure that all members are given the opportunity to enjoy Association Sports Events. In that spirit, every attempt will be made to place events at a variety of locations from year to year.

C. DEADLINE FOR BIDS: To process bid applications in a timely manner, they should be submitted to the Association Sports Chairman as soon as possible. It is possible to bid for events two years in advance and all Lodges in good standing in the Association are encouraged to bid for Association Sponsored Events.

D. Association Expenses: Effective January 1, 2009, (as a requirement of the Association Executive-Board) Lodges hosting a Association Sponsored Sports Event must provide two nights pre-paid lodging for the Association Sports Chairman if he is attending and participating in the event. Lodges will provide the lodging information to the Association Sports Chairman at least 30 days prior to the event date. It is recommended that the Host Lodge pay for this lodging by a means other than using the participant's entry fee (i.e., raffles, donations, etc.).

F. Lodges submitting bids for an Association Sporting Event will do so with the understanding that conflicting Lodge functions (i.e. bingo) will assume secondary standing to the Association Event.

We have read, understand and agree to abide by the stipulations set forth in the above document as part of the process of hosting a Washington/Northern Idaho Moose Association Sports Event/Tournament.

LODGE \_\_\_\_\_ # \_\_\_\_\_

GOVERNOR(print name) \_\_\_\_\_ (signature) \_\_\_\_\_

ADMINISTRATOR(print) \_\_\_\_\_ (signature) \_\_\_\_\_

DATE \_\_\_\_\_