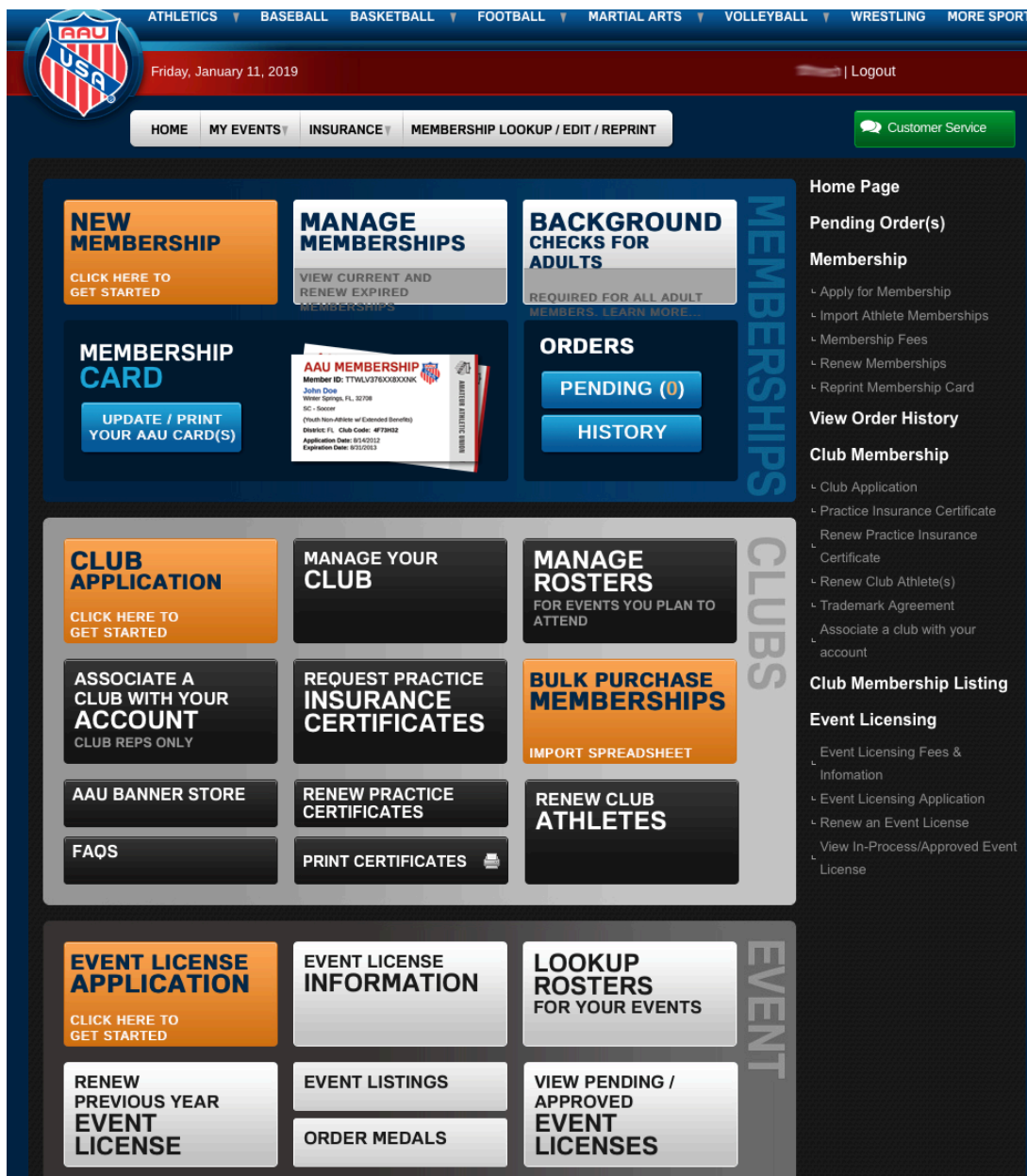


## ***How to License (host) an SAAU Invitational Tournament:***

Step 1 – Check the SAAU Event Calendar tab and make sure you choose an “open” weekend for invitationals ([click here](#))

Step 2 – Submit the SAAU Club Host Contract Form (CHCF is on page 3 below) to: [saubasketball@gmail.com](mailto:saubasketball@gmail.com)

Step 3 – Once you receive the approved CHCF form back from SAAU you must begin the AAU event license process on your AAU club home page. (your club login home page looks like this):



The screenshot displays the AAU USA Club Home Page. At the top, a navigation bar includes links for ATHLETICS, BASEBALL, BASKETBALL, FOOTBALL, MARTIAL ARTS, VOLLEYBALL, WRESTLING, and MORE SPORTS. Below this, a header bar shows the date Friday, January 11, 2019, and a Logout button. The main content area is divided into three primary sections: MEMBERSHIPS, CLUBS, and EVENT. The MEMBERSHIPS section features buttons for NEW MEMBERSHIP, MANAGE MEMBERSHIPS, BACKGROUND CHECKS FOR ADULTS, MEMBERSHIP CARD, ORDERS, and a vertical sidebar with links like Home Page, Pending Order(s), Membership, and View Order History. The CLUBS section includes buttons for CLUB APPLICATION, MANAGE YOUR CLUB, MANAGE ROSTERS, ASSOCIATE A CLUB WITH YOUR ACCOUNT, REQUEST PRACTICE INSURANCE CERTIFICATES, BULK PURCHASE MEMBERSHIPS, AAU BANNER STORE, RENEW PRACTICE CERTIFICATES, RENEW CLUB ATHLETES, and a vertical sidebar with links like Club Application, Practice Insurance Certificate, Renew Practice Insurance Certificate, Renew Club Athlete(s), Trademark Agreement, and Club Membership Listing. The EVENT section contains buttons for EVENT LICENSE APPLICATION, EVENT LICENSE INFORMATION, LOOKUP ROSTERS FOR YOUR EVENTS, RENEW PREVIOUS YEAR EVENT LICENSE, EVENT LISTINGS, ORDER MEDALS, and VIEW PENDING / APPROVED EVENT LICENSES, with a vertical sidebar for Event Licensing. A sample AAU MEMBERSHIP card is shown in the center of the MEMBERSHIPS section.

Step 4 - Your level 2 or 3 club **MUST** finalize an event license application (the button looks like this on your home page):



Step 5 – AAU HQ will forward your license app to SAAU for approval. SAAU will consult your CHCF to ensure all info is correct and will then approve your app with AAU HQ.

Step 6 – Your club will receive an email with your license # and online instructions. Please forward this confirmation email to SAAU so your event info can be posted on our SAAU website.

Step 7 – Your club **MUST** submit a schedule to SAAU (to be posted on our website) **NO LATER** than 72 hours **BEFORE** the start of your event in either PDF, Word or Excel format.

Step 8 – Your club **MUST** verify AAU membership from all players and coaches who participate in your event (details on how to do this are found on pages 4-9 below).

## SAAU Boys' Basketball Host Contract

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

**Host Team/Club:** \_\_\_\_\_ **Age Group(s):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ *Signature:* \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, Zip:** \_\_\_\_\_

**Home # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_** **Cell # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_**

Gym # 1: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Gym Contact: \_\_\_\_\_

Work # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

# 1-3 are Yes or No questions:

(1) Air-conditioning: \_\_\_\_\_

(2) Fiberglass backboards: \_\_\_\_\_

(3) Break-away rims: \_\_\_\_\_

Type of floor: \_\_\_\_\_

Gym # 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Gym Contact: \_\_\_\_\_

Work # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

# 1-3 are Yes or No questions:

(1) Air-conditioning: \_\_\_\_\_

(2) Fiberglass backboards: \_\_\_\_\_

(3) Break-away rims: \_\_\_\_\_

Type of floor: \_\_\_\_\_

Gym # 3: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Gym Contact: \_\_\_\_\_

Work # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

# 1-3 are Yes or No questions:

(1) Air-conditioning: \_\_\_\_\_

(2) Fiberglass backboards: \_\_\_\_\_

(3) Break-away rims: \_\_\_\_\_

Type of floor: \_\_\_\_\_

Gym # 4: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Gym Contact: \_\_\_\_\_

Work # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

# 1-3 are Yes or No questions:

(1) Air-conditioning: \_\_\_\_\_

(2) Fiberglass backboards: \_\_\_\_\_

(3) Break-away rims: \_\_\_\_\_

Type of floor: \_\_\_\_\_

All information presented MUST be factual in order for request to be granted. Once you have received this form with the approval stamp and signatures below, you MUST submit required host and license fees/forms to AAU within 15 days of approval date below in order to hold your event. All host MUST submit a schedule to SAAU NO LATER than 72 hours before event begins (in either PDF, Word or Excel format) in order for it to be posted on the SAAU website. Failure to meet any SAAU invitational tournament requirements will eliminate any future hosting of AAU events by you and/or your club.

**Date Approved:** \_\_\_\_\_ **SAAU Director's Signature:** \_\_\_\_\_

# EVENT DIRECTOR MEMBERSHIP VERIFICATION



## EVENT DIRECTORS: HOW TO VERIFY AAU MEMBERSHIP

All participants in your event must be current AAU members (club, non-athlete and athlete). As the event host, it is your responsibility to ensure and enforce AAU Membership requirements.

There are several ways to verify AAU Membership.

### Submit Proof of Membership:

Require participants to bring proof of membership to the event check-in or send in advance with entry (depending on the entry process). **Please be sure to check the expiration date!**

### Types of Proof of Membership include:

1.

#### Individual AAU Membership Cards (see sample below):

**AAU Membership**

Membership ID: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Sport: \_\_\_\_\_

District: \_\_\_\_\_ Club Code: \_\_\_\_\_

Membership Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Application Date: \_\_\_\_\_

Goto [www.AAUSPORTS.ORG](http://www.AAUSPORTS.ORG) to Reprint/Correct

AAU members agree to be bound by the AAU Code, including National Policies and sport rules.

For information check [www.aausports.org](http://www.aausports.org).

#### 2. AAU Club Listing generated from the AAU website:

District: FL - Florida

The Amateur Athletic Union of the United States, Inc.  
2016 Member by District and Club

Print Date: 9/21/2015 3:08:19PM  
Page 1 of 1

Member Number	Member Name	City	St	Home Phone	Work Phone	Cell	Date Appl	Sport	Prg	Cat	Gen	AB	Club Code
2016000001	Allyson, Amanda	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000001
2016000002	Anna, Kelly	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000002
2016000003	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000003
2016000004	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000004
2016000005	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000005
2016000006	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000006
2016000007	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000007
2016000008	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000008
2016000009	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000009
2016000010	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000010
2016000011	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000011
2016000012	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000012
2016000013	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000013
2016000014	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000014
2016000015	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000015
2016000016	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000016
2016000017	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000017
2016000018	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000018
2016000019	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000019
2016000020	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000020
2016000021	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000021
2016000022	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000022
2016000023	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000023
2016000024	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000024
2016000025	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000025
2016000026	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000026
2016000027	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000027
2016000028	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000028
2016000029	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000029
2016000030	Anthony, Johnathan	Orlando	FL	407-555-1234			08/15/2015	100	17	21	2	10	2016000030

## EVENT DIRECTOR MEMBERSHIP VERIFICATION



### 3. AAU Membership Verification Roster generated from the AAU website:



### VERIFIED MEMBERSHIP ROSTER

Event: N/A

Club: AAU National Test Club Roster Name: Test of New Create

Name	Member #	Exp. Date	Sport	Type	District	Age
Tester, Test	348DBEA5	8/31/2015	Sport Stacking	Non-Athlete	Florida	35
Tester, Test	348DBCN5	8/31/2015	Athletics	Non-Athlete	Florida	35
Testers, Test 2	348EFDA5	8/31/2015	Athletics	Athlete	Florida	13
Testerson, Test	348DBEA5	8/31/2015	Athletics	Athlete	Florida	13

**NOTE:** The purpose of this roster is to verify that the members listed have current AAU memberships. This roster does not verify age or provide entry into events. Age listed is the age as of 9/28/2015.

Valid as of 9/28/2015 5:13:24 PM Roster ID: 186

# EVENT DIRECTOR MEMBERSHIP VERIFICATION



## Verify AAU Membership Online as the Event Director:

You have access to several online tools to assist in verifying membership.

### 1. Event Director Login:

- Visit [www.aausports.org](http://www.aausports.org), scroll down to the footer and click on **Event Director Lookup**

The screenshot shows the footer of the AAU website. On the left, there is a logo with the text "Sports For All, Forever" and a paragraph about the AAU's history. Below this is the "AAU National HQ Address" and "Overnight Deliveries" information. In the center, there is a "NAVIGATE" section with links: National Leadership, Join AAU, Conflict of Interest, Internship Program, **Event Director Lookup** (highlighted with a red box), Director License Approval, Need Help?, and District Reporting Login. On the right, there is a "STAY CONNECTED #WeAreAAU" section with social media icons and a "Talk to Us" section with contact numbers for the National Office, District, and West Coast Office.

- Enter your Event License Number and AAU Membership Number to access the information for your district and sport. **Please Note: You must be listed as the primary contact for the event in order to gain access. Your access will start 3 weeks before the event and end 3 days after.**

The screenshot shows the "EVENT DIRECTOR, AAU MEMBERSHIP LOOKUP" page. It includes a description of the tool and a login form. The login form has fields for "Event Code" and "Membership ID", and a "Push to Login" button. There are also instructions and a disclaimer.

**EVENT DIRECTOR, AAU MEMBERSHIP LOOKUP**  
Categories: Membership, Resources

Event Director Membership lookup is used by Licensed Event Operators to verify AAU Membership for Event participants. You will need your Event ID and your AAU Membership ID.

**Login:**  
Connecting to AAU Event Directory Area:

Enter event code:   
Enter AAU Membership Id:

**Event Code:**  
Enter your 10 digit Event Code.

**Membership ID:**  
Enter your AAU Membership Id.

**Push login to continue.**

**To successfully login you must be listed as the primary contact for the event you are trying to log into.**

**Your access will start 3 weeks before the Event and ends 3 days after.**

**CONFIDENTIALITY NOTICE:** The information available here is intended only for the members of AAU, and contains information that may be confidential or privileged. If you are not an authorized member, you must not access, read, copy, use or disclose this information.

**DISCLAIMER:** The information contained herein is for informational purposes only. It is not intended to be complete, nor is it represented as such. The AAU does not endorse nor recommend any specific club(s), coach(es), nor group(s) of athletes. The AAU merely provides this information as a service; it neither verifies nor guarantees the accuracy thereof.

# EVENT DIRECTOR MEMBERSHIP VERIFICATION



- c. Enter the known information of the person you are searching for to verify that they have a current AAU Membership.

**EVENT DIRECTOR, AAU MEMBERSHIP LOOKUP**

Categories: Membership, Resources

Event Director Membership lookup is used by Licensed Event Operators to verify AAU Membership for Event participants. You will need your Event ID and your AAU Membership ID.

**Selection Form:**

District Code: Southern Pacific

Membership Category:

Program Code:

Sport Code:

AAU Club Number:  (Example XXBAXXXX or XXBA1234)

First Name:

Last Name:

City:

State:  Zip:

Birth Date from:  (Example MM-DD-YY)

Birth Date to:  (Example MM-DD-YY)

Gender: ☐ - Male ☐ - Female

Display/Sort Order: Sort by: Last Name, First Name

In the above search screen enter the known information. The more information you enter, the narrower the search will be.

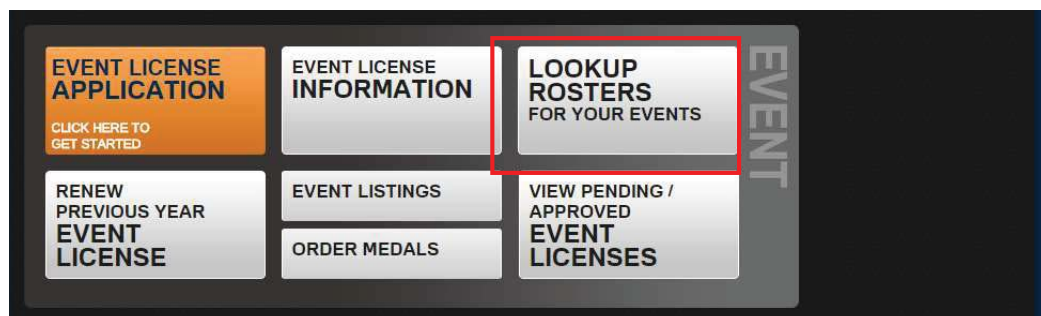
**Display/Sort Order:** The Display/Sort Order drop down lets you select the order you would like records displayed or printed in. The system will always start the session with records sorted by the "Last Name and First Name".

**CONFIDENTIALITY NOTICE:** The information available here is intended only for the members of AAU, and contains information that may be confidential or privileged. If you are not an authorized member, you must not access, read, copy, use or disclose this information.

- d. If the person you are searching for has a valid AAU Membership, their AAU Membership Number, Name, and Birth Date will appear. If no information is returned, an AAU Membership has not been approved for this year. If this is the case, they will need to provide with you with their individual AAU Membership Card.

## 2. Require Participants to Submit a Membership Verification Roster (to see the rosters that have been submitted for your event, please follow these steps):

- a. Login to your account at <https://play.aausports.org>.
- b. Click **Lookup Rosters for your Events** in the **Events** section.



## EVENT DIRECTOR MEMBERSHIP VERIFICATION



- c. This will bring up a list of the events that your club has licensed. Click on an event to see the rosters that have been submitted.

### Find Roster

Here you will see any events that you have licensed. Click on an event to see its rosters.

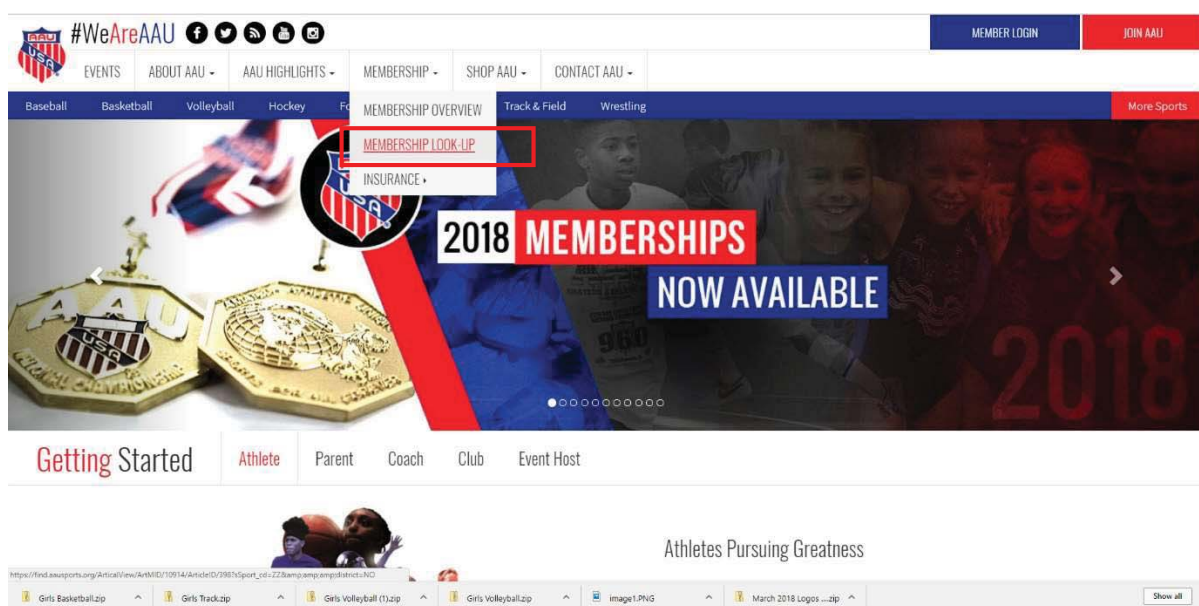
**Search Options:**

☒ Browse By Event ☐ Search By Roster ID ☐ Search By Roster Name ☒ Current Events ☐ Past Events

License #	Event Name	Date	Sport	District	Rosters	Hidden
<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All		

### 3. AAU Membership Look-Up:

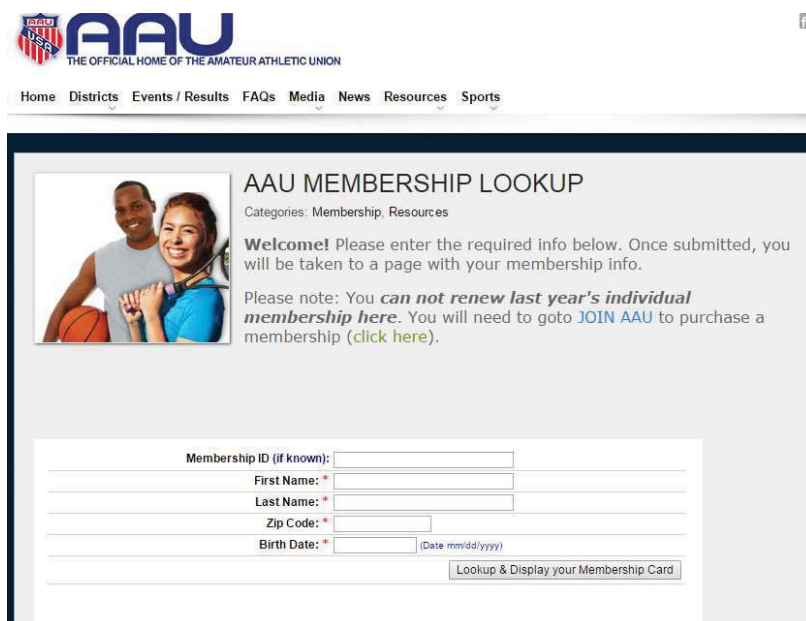
- a. Visit [www.aausports.org](http://www.aausports.org) and click on **Membership Look Up** under the **Membership** tab.



## EVENT DIRECTOR MEMBERSHIP VERIFICATION



- b. Enter the required information to receive the AAU Membership Information.

The image shows a screenshot of the AAU website's membership lookup page. At the top left is the AAU logo with the tagline 'THE OFFICIAL HOME OF THE AMATEUR ATHLETIC UNION'. To the right is a small Facebook icon. Below the logo is a navigation menu with links: Home, Districts, Events / Results, FAQs, Media, News, Resources, and Sports. The main content area is titled 'AAU MEMBERSHIP LOOKUP' and includes a sub-header 'Categories: Membership, Resources'. There is a welcome message and a note about renewing membership. Below this is a form with fields for Membership ID (if known), First Name, Last Name, Zip Code, and Birth Date. A 'Lookup & Display your Membership Card' button is at the bottom right of the form. An image of a man and a woman holding a basketball is on the left side of the form area.

**AAU**  
THE OFFICIAL HOME OF THE AMATEUR ATHLETIC UNION

Home Districts Events / Results FAQs Media News Resources Sports

**AAU MEMBERSHIP LOOKUP**  
Categories: Membership, Resources

**Welcome!** Please enter the required info below. Once submitted, you will be taken to a page with your membership info.

Please note: You *can not renew last year's individual membership here*. You will need to goto [JOIN AAU](#) to purchase a membership ([click here](#)).

Membership ID (if known):

First Name: \*

Last Name: \*

Zip Code: \*

Birth Date: \*  (Date: mm/dd/yyyy)

Once again, all participants in your event must be current AAU members (club, non-athlete and athlete). As the event host, it is your responsibility to ensure and enforce AAU Membership requirements.

If you have any questions about any of the steps listed above, please contact the AAU Support Services Department at 407-934-7200.