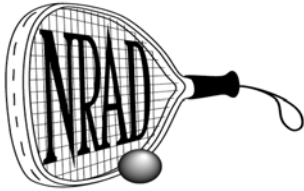


National Racquetball Association of the Deaf (NRAD)



Tournament Procedures

GUIDELINES

One (1) Year Preceding Annual NRAD Tournament:

- (1) The host chairperson and one (1) member must attend the Annual NRAD Board of Directors' meeting and general meeting.
- (2) The host organization must deposit Two Hundred Fifty Dollars (\$250.00) in cash/check/money order at the Annual NRAD Board of Directors' meeting.
- (3) The host shall submit the copies of the hotel and racquetball club contracts or letters of commitment.
- (4) The host shall open a new account for the NRAD tournament, separate from existing accounts. The host shall submit statement copies every six (6) months, or upon request by NRAD President or Treasurer. The host is responsible for fund raising which shall satisfy or exceed NRAD by-laws of One Thousand Dollars (\$1,000,000).

Two (2) Years Preceding Annual NRAD Tournament:

- (1) The host chairperson and one (1) member must attend the Annual NRAD Board of Directors' meeting and general meeting.
- (2) The host chairperson shall report to the NRAD Board of Directors' meeting about the upcoming tournament and to provide general information. Tournament flyers shall be provided and approved by the NRAD Board of Directors before distribution to the public.
- (3) The host chairperson will provide a draft of the tournament application. The application will be approved and/or revised by the NRAD Board of Directors within one (1) month. The host chairperson will return revised and finalized application within one (1) month. Applications will be ready for distribution at the next tournament.
- (4) The host shall provide contracts for the racquetball club and hotel or new letters of commitment.

- (5) The host shall submit a current copy of bank statement to the Treasurer of NRAD.

One (1) Year Preceding Annual NRAD Tournament:

- (1) The host chairperson and one (1) member must attend the Annual NRAD Board of Directors' meeting and general meeting.
- (2) The host shall obtain final contracts from the racquetball club and hotel.
- (3) The host shall report to the NRAD Board of Directors at the Annual NRAD meeting about upcoming tournament.
- (4) The host will reserve professional meeting rooms for the NRAD Board of Directors' meeting and general meeting for the following year.
- (5) The host shall submit copy of the current bank statement to the Treasurer of NRAD.

During Annual NRAD Tournament:

- (1) The host chairperson and one (1) member shall attend the Annual NRAD Board of Directors' meeting and general meeting.
- (2) The host is responsible for providing:
 - (A) Racquetballs, score sheets, and seeding charts
 - (B) Program books*, tournament attire*, and souvenirs if available
 - (C) Food throughout tournament
 - (D) Banquet/entertainment on Saturday night
 - (E) Cash prizes/awards
 - (F) At conclusion of tournament play seeding charts will be turned over to NRAD Statistician. Charts will be returned within sixty (60) days upon request.

* These items must display NRAD logo.

- (3) The host is responsible for remitting NRAD dues to the NRAD Treasurer during the first day of the tournament.

After Annual NRAD Tournament:

- (1) The host chairperson must submit a final accounting of the tournament within sixty (60) days of the conclusion of the tournament. This account will include income from all sources including but not limited to fund raising, donations, dues, entry fees and expenses. The documents must be required to use by the computer printers or typewriters.
- (2) A check for the tournament net profit shall be submitted to the Treasurer of NRAD within sixty (60) days of the conclusion of the tournament. The check should be marked payable to NRAD.
- (3) An original statement and/or bankbook indicating the NRAD tournament account has been closed will be submitted to the NRAD Treasurer ninety (90) days after the conclusion of the tournament. Documents will be returned to host chairperson.

Submitted by:

Stewart J. Gerlis, *Vice-President NRAD*

Revised:
May 8, 2002

