



# NATIONAL OFFICE EVALUATION FORM

<input type="text"/>	<input type="text"/>	<input type="text"/>
TOURNAMENT (INCLUDE DIVISION & CLASSIFICATION OF PLAY)	DATE OF TOURNAMENT	DATE OF REPORT
<input type="text"/>	<input type="text"/>	
TOURNAMENT SITE ADDRESS	CITY/STATE/ZIP CODE	
<input type="text"/>	<input type="text"/>	
HOST ASSOCIATION/COMMISSIONER	TOURNAMENT DIRECTOR	
<input type="text"/>	<input type="text"/>	
TOURNAMENT REPRESENTATIVE	TOURNAMENT UMPIRE-IN-CHIEF	

The National Office will be evaluating the following items that are of extreme importance to the success of USA Softball National Championships. We will rate each category and make additional comments as necessary.

1. National Championship Contract signed and returned to USA Softball National Office by February 1 of championship year.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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2. Pre-Tournament Fact Sheet completed and returned to USA Softball National Office within 30 days of the USA Softball Council Meeting they year prior to your Championship per USA Softball Procedural Manual Article 302 ( S ).

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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3. Bid down payment paid to USA Softball National Office by December 31 of year awarded tournament.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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4. Active website updated with results on a daily basis.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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5. Email "Completed Order of Finish" form ( filled out completely and accurately ) to Membership Services Department membership@usasoftball.com within 24 hours of Championship completion, per USA Softball Procedural Manual Article 307 E 1.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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6. Email All-American / All-Tournament teams and Individual Award Recipients to Membership Services Department at membership@usasoftball.com within 24 hours of Championship completion, per USA Softball Procedural Manual Article 307 E 2 (Adult Championships only - JO Championships receive credit automatically).

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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7. Email of Tournament Results letter (sent to each participating team and the commissioner of each participating team ) to Membership Services Department at membership@usasoftball.com within 30 days of Championship completion.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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8. File the "Financial Report" (income and expense statement) within 30 days of the Championship completion, as per USA Softball Procedural manual Article 304 ( F ).

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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9. File the official entry fees report, assessment report and payment to the National Office within 30 days of Championship completion, as per USA Softball Code Article 307 ( E ) ( 4 ).

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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10. Submit the Team Entry Forms, Team Rosters, and Team Sign-in Forms to the USA Softball National Office within 30 days of the Championship completion.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	DATE: <input type="text"/>	COMMENTS: <input type="text"/>
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If answer NO to any questions, please state reason why. Failure to have ALL "YES" answers will result in recommendation for probation for the tournament host. The USA Softball National Tournament Organizing Committee will conduct a review, and the host must appear in person at the upcoming USA Softball national council meeting (at own expense). The National Office will mail copy of the evaluation to the Tournament Director within 60 days after tournament completion.