



## 2005 District Director Duties and Responsibilities

### General District Director Responsibilities:

- Organize and develop a DSF committee including Event Coordinators, public relations support, medical representatives, sports council representatives, sponsors, etc.
- Supervise the successful planning, organization and implementation of all events.
- Designate Supervisors and Event Coordinators for each event, and assist them in securing individual sport sponsors, volunteers and support services for their event.
- Work directly with the Commission, through the District Coordinator, for approval of all sports, sponsors and printed materials.
- Receive and pre-approve all event entry forms for each event before entries are printed and distributed.
- Act as the official spokesperson within the DSF on behalf of the Commission.
- Advise Commission of all DSF activity changes, updates, cancellations, etc.
- Set date and host at least one Georgia Games meeting each year.
- Secure t-shirt/medal orders and distribute to Event Coordinators.
- Invoice Event Coordinators for t-shirts and medals received.
- Distribute DSF promotional materials throughout the year. (i.e. Distribute Georgia Games posters and flyers at all recreational facilities, local businesses, organizations and schools.) Promote all events.
- Attend or have a representative attend each event. Provide the Georgia Games with a minimum of 3 photos (participants, signage, award winners, etc.) per event.
- Provide event numbers each week during the District Sports Festivals. After all events have been completed, prepare an End of the Year Report / Brief Evaluation for the Georgia Games.
- Promote championship participation to local participants and organizations.

### Specific Event Coordinators Responsibilities:

- Attend DSF planning meetings
- Secure venue, management team, medical representation and volunteers for event.
- Plan, organize and execute event.
- Develop entry form (with assistance kit and sample).
- Promote events throughout district.

### **Georgia Games Responsibilities:**

- Provide Georgia Games manual to all District Directors. The manual will include information about the Georgia Games and its history and mission, promotional information and ideas, sponsorship information, sample agendas, timelines, medical guidelines, web site information, entry form kits, etc.
- Provide all promotional materials: district flyers, sport specific flyers, posters, handbooks, etc.
- Order t-shirts and medals. Ship t-shirts and medals to District Directors.
- Provide Entry Form kits, if needed, to all Event Coordinators and District Directors.
- Develop flyers for all events and mail to all Event Coordinators and District Directors.
- Georgia Games staff will attend as many DSF events as possible.  
Provide Georgia Games Championship information to all Districts.

**DISTRICT SPORTS FESTIVALS 2005**  
**EVENT COORDINATOR / HOST AGENCY AGREEMENT**

This agreement is entered into between Georgia State Games Commission, hereinafter referred to as the GSGC, and \_\_\_\_\_, hereinafter referred to as the Event Coordinator, on this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

The GSGC agrees to provide administrative and promotional assistance to the Event Coordinator for their District Sports Festival (DSF) event(s) during the month of May or June 2005. This assistance includes, dispersing information from the Georgia State Games Commission (GSGC), assisting in press releases, promotional brochures, and posters; and distributing T-shirts and awards medals.

The Event Coordinator / Host Agency agrees to the following:

1. To provide the necessary management to execute a successful competition. This management includes creating an entry form (following established guidelines), securing the venue, equipment, officials, insurance, sanctioning fee, fluids, mailings and other promotions to encourage participation.
2. To submit within one week of the DSF event(s), event numbers (athletes, volunteers and spectators) for each event held.
3. Event Coordinator agrees send all completed athlete entry forms AND athlete and volunteer waiver forms to the Georgia Games office within one week of event(s). If this information is not submitted or is incomplete, Event Coordinator agrees to pay an additional \$5.00 per T-shirt to GSGC.
4. To submit within 30 days of the DSF event or upon receiving an invoice, payment for T-shirts, at a cost of no more than \$2/T-shirt and \$1.35/medal. If the amount due is not paid in full within the established deadline a penalty of 5% interest will accrue daily. T-shirts and medals will be ordered by the Event Coordinator through the District Director. The DSF event entry fee will be retained by the Event Coordinator in order to cover all costs of the event, including T-shirts, medals, officials, out-of-pocket expenses, etc.
5. If necessary, secure sponsorship for the DSF event. All sponsorships must be approved by the GSGC.
6. Work with support services and local volunteer groups through DSF committee to recruit and train volunteers for the event including medical, athletic trainers and general volunteers.
7. Secure proper medical coverage established by the GSGC medical guidelines.
8. Event Coordinator / Host Agency agrees to abide by and adhere to all requirements and guidelines state in the District Sports Festival Event Coordinator / Host Agency Guidelines Sheet. Will only sell excess t-shirts after ALL participants have received their participation T-shirt.
9. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which when taken together, shall constitute one in the same instrument.  
This document, when properly signed, will formalize this agreement.

\_\_\_\_\_  
Event Coordinator / Host Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eric Pfeifer – Executive Director, Georgia Games

\_\_\_\_\_  
Date

**2005 DISTRICT SPORTS FESTIVALS  
EVENT INFORMATION FORM**

*\* DUE IMMEDIATELY AFTER YOUR DISTRICT EVENT(S) \**

MAY & JUNE 2005

**So that we may maintain mandatory records on the numbers of athletes, volunteers, and spectators for each completed event in your district, it is imperative that you fax this information to the Georgia Games office at (770) 528-3590 following your event. In the event of cancellations, please contact the Georgia Games at (770) 528-3580 or fax information with reason for cancellation immediately. Thank you!**

DISTRICT:

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EVENT:

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EVENT CHAIRPERSON:

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VENUE:

---

NUMBERS:

ATHLETES: \_\_\_\_\_

VOLUNTEERS: \_\_\_\_\_

SPECTATORS: \_\_\_\_\_

COMMENTS:

(Event Support, T-shirts, Medical Support, organization, suggestions, etc.)

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**GEORGIA GAMES**  
**DISTRICT SPORTS FESTIVALS**  
**2005 ENTRY FEES & MEDICAL RISK LEVELS**  
*(Revised 10/23/02)*

Note that these are the highest, not lowest, fee that can be charged at a DSF event. This is not a complete list of events that may be offered. If your sport is not listed, please call (770) 528-3580 to develop the appropriate fee.

<b><u>Sport</u></b>	<b><u>RISK LEVEL</u></b>	<b><u>FEE</u></b>
Archery	Medium	Youth: \$10 1 <sup>st</sup> event or \$15/ 2 events Adults: \$17 1 <sup>st</sup> event or \$25/ 2 events
Badminton	Low	\$10 1 <sup>st</sup> event \$5 each add'l event
Baseball	Medium	Youth: \$225/ team Adults: \$300/ team
Basketball	High	\$175/team; \$100 late fee
BMX	High	\$12/individual; \$5 late fee
Bowling	Low	\$10 plus lane fee
Boxing	High	\$7/individual
Canoe/Kayak	High	\$18/person; \$4 late fee
Cycling (Criterium)	High	\$17/individual; \$5 late fee
Cycling (Track)	High	\$12 - Race day Only
Disc Golf	Low	\$15/individual/ \$20 Day of Comp.
Diving	High	\$12 per event; \$5 late registration
Equestrian	High	\$24/Jumper; \$30/Dressage; \$55 Combined
Fencing	Medium	\$15 1st event \$10 each additional
Field Hockey	High	\$10/individual
Fishing Rodeo	Low	\$5/individual
Golf	Low	Varies
Gymnastics (Artistic)	High	\$37 Compulsories / \$45 Optional
Gymnastics (Rhythmic)	Medium	\$25/individual
In-Line Skating	High	\$15; \$20 on race day
Judo	High	\$12/individual; \$5 late fee
Lacrosse	High	\$25/individual; \$10 late fee
Mountain Biking	High	\$17; \$5 late fee

Racquetball	Medium	\$23 youth 1st event; \$17 2nd event; \$5 late fee \$37 adult 1st event; \$20 2nd event; \$5 late fee
Road Race	High	\$14; \$3 late fee \$40 family
Roller Hockey	High	\$20/individual
Roller Skating	High	\$17 1st event \$5 each add'l event
Rowing	Medium	\$16 per person; \$4 late fee
Rugby	High	\$175/team; \$25 late fee
Shooting	Low	\$15/individual – plus range fee
Soccer	High	\$275/team (11 v 11); \$175/team (4 v 4)
Softball	Medium	\$225/team
Swimming/Youth	Medium	\$4/event; \$8/relay
Swimming/Masters	Medium	\$14 registration (all relays); \$2.50/event
Synchronized Swimming	Medium	\$10 1st event; \$4 each add'l event; \$5 late fee
Taekwondo	High	\$30 1st event \$5 each add'l event
Table Tennis	Low	\$7 youth each event \$12 adult 1st event \$7 each additional event
Team Handball	High	\$75/youth team; \$100/adult team; \$25 late fee
Tennis	Medium	\$15 singles / \$20 per doubles
Track & Field/Youth	High	\$10/individual; \$12 relay
Track & Field/Adult	High	\$10/1 <sup>st</sup> event; \$3/each additional; \$10/relay
Triathlon	High	\$55/individual; \$90 teams; \$5 late fee; \$10 team late fee
Ultimate Frisbee	High	\$150/team; \$40 late registration
Volksmarch	Low	\$9/individual; \$3 late fee
Volleyball	Medium	\$20 per person; \$5 late fee
Wakeboarding	High	\$30/individual
Weightlifting (Olympic)	High	\$18 youth / \$20 adult
Weightlifting (Power)	High	\$30/1 <sup>st</sup> event;

**Wrestling**

**High**

**\$10/each additional;  
\$20 Bench Press  
\$12/individual**

# MEDICAL GUIDELINES

## RISK LEVELS

### PURPOSE

To determine minimal medical coverage, each sport has been evaluated and graded as high, medium, or low risk. Criteria for determination of risk levels are as follows:

<b>HIGH RISK</b>	<b>MEDIUM RISK</b>	<b>LOW RISK</b>
<ul style="list-style-type: none"><li>• Significant Contact</li><li>• High Velocity Sports</li><li>• Significant Environmental Factors</li><li>• Large Athlete Population Per Venue</li></ul>	<ul style="list-style-type: none"><li>• Opportunity For Contact</li><li>• Average Velocity Sports</li><li>• Potential Environmental Factors</li><li>• Medium Athlete Population Per Venue</li></ul>	<ul style="list-style-type: none"><li>• Minimal Contact</li><li>• Low Velocity Sports</li><li>• Inconsequential Environmental Factors</li><li>• Low Athlete Population Per Venue</li></ul>

### MINIMUM SUGGESTED REQUIREMENTS FOR EVENT COVERAGE

#### High Risk

- \* One physician and one athletic trainer, preferred; or
- \* Two or more athletic trainers and/or emergency technicians on-site with physician assigned for communication availability.

#### Medium Risk

- \* Athletic trainer or emergency technician or with physician assigned for communication availability.

#### Low Risk

- \* Athletic trainer or emergency technician; or
- \* Physician assigned for communication availability.

# Promotional Information and Ideas

The Georgia Games will promote ALL District Sports Festival events on our web site ([www.georgiagames.org](http://www.georgiagames.org)). We will also provide each Event Coordinator and District Director with promotional posters and flyers for each specific sport.

## 10 Easy Ways to Promote a YOUR Event:

1. Post Georgia Games posters and flyers at all recreational facilities within your department.
2. Encourage local businesses, organizations and schools to post Georgia Games posters and flyers to promote your event.
3. Mail a Georgia Games flyer or an event entry form to athletes in your area.
4. Spread the word ..... Nothing promotes an event like “Word of Mouth”. All participants love the fact that they will receive a Georgia Games t-shirt just for participating.
5. Post your event(s) on your web site.
6. Announce your event by sending an e-mail to everyone in your address book.
7. Ask your local newspaper or radio station to promote your event. Recognize them by including a special “Thank You” in your quarterly newsletter, flyers, etc.
8. Contact other recreation departments in your District to distribute your entry forms at their facilities. Repay the favor!
9. Secure a sponsor for your event. Sponsors are often very happy to promote events that they sponsor! In return for sponsorship and/or prize donations, advertise for your supporting sponsor by hanging their banners at your event or including their logo on your entry form.
10. Is your community having a fair, festival, annual fun run or other large event? Ask if you can set up a booth to promote your organization and events.

# Event Sponsorship

The Georgia Games encourages District Sports Festival Event Coordinators to secure sponsorship for their events. Sponsors can play a valuable role in funding, promoting and enhancing an event. However, to ensure that a sponsor will not conflict with a Georgia State Games Commission sponsor, please contact the Georgia Games office before approaching a sponsor. The Georgia State Games Commission must approve all sponsorships.

**You have a lot to offer a sponsor! In exchange for cash or in-kind donations, you can offer the following:**

- Put the sponsor's logo on your entry form.
- Hang sponsor signage at your event.
- Allow the sponsor to set up a promotional booth at your event for maximum on-site exposure.
- Put the sponsor's logo on your web site.
- Incorporate a "Sponsor Spotlight" in your quarterly newsletter.
- Inform your athletes of your sponsors. Praise sponsors every chance you get!
- After your event, send a personal thank you letter. Go the extra mile and write a brief recap of the event or create a scrapbook for your sponsor. Include event photos, fliers and entry forms that contain their logo.

## AGREEMENT, RELEASE AND WAIVER OF LIABILITY

In consideration of being permitted to participate in or assisting others in participating in the Georgia Games ("Games"), and related events and activities, on behalf of myself, or a minor child or ward, heir, next of kin, personal representative, successor or assign;

(1) I ACKNOWLEDGE, UNDERSTAND AND DECLARE THAT:

- (a) To the best of my knowledge, I am in good physical condition and have no disease or injury that would be aggravated by participating in activities related to the Games;
- (b) Participating or assisting others in participating in the Games may involve risk of injury to me, including death, loss or damage to me or my property, or other consequences, which might result not only from my own actions, inactions or negligence but also actions, inactions or negligence of others, the rules of play, or the conditions of the premises or of any equipment used;
- (c) There may be other risks not known or not reasonably foreseeable; and understanding all of the above, I assume all of the above risks and release, waive, discharge, hold harmless, indemnify and covenant not to sue:
  - (a) the State of Georgia or any of its agencies, the Georgia State Games Commission, its Commissioners, its employees or volunteers, coaches, trainers, officials affiliated with the Games;
  - (b) any affiliated subsidiary, successor, organization, or related companies or businesses, other participants, participating or sponsoring municipalities, governmental agencies, international organizations, agencies, sponsors, or advertisers, the respective administrators, officers, directors, agents, representatives, employees, or volunteers of such entities or organizations;
  - (c) the National Congress of State Games, the United States Olympic Committee and/or their respective representatives, officers, directors, employees, agents, successors and assigns;
  - (d) owners, lessors and lessees of premises used to conduct the Games from any and all liability for injury, including death, loss or damage to person or property, or any other consequence in connection with entry in or arising out of participation in, performance in or lack of performance in, including travel in route to and from the Games.

(3) I agree that:

- (a) Prior to participating as an athlete, I, or in case of a minor, a parent or guardian, will inspect the facilities and equipment to be used, and if I believe same to be unsafe, I will immediately report such condition(s) to the athletic coach, supervisor or official connected with the Games of same and either decline to participate or assume the risk of participating;
- (b) I will allow my photograph, picture or likeness and/or voice to appear in any official documentary, promotional (including any & all advertisements), television, radio or film coverage of the Games without compensation.

(4) I consent to:

All emergency medical treatment as may be deemed appropriate under existing circumstances by medical personnel or personnel associated with the Games.

I HAVE READ THIS FORM IN ITS ENTIRETY AND HAVE PROVIDED TRUTHFUL INFORMATION.

\_\_\_\_\_  
Name of Athlete (print)

\_\_\_\_\_  
Signature of Athlete (if at least 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Legal Guardian if athlete is a minor

\_\_\_\_\_  
Signature of Parent/Legal Guardian if athlete is a minor

\_\_\_\_\_  
Date

## AGREEMENT, RELEASE AND WAIVER OF LIABILITY

In consideration of being permitted to participate in or assisting others in participating in the Georgia Games ("Games"), and related events and activities, on behalf of myself, or a minor child or ward, heir, next of kin, personal representative, successor or assign:

- (5) I ACKNOWLEDGE, UNDERSTAND AND DECLARE THAT:
- (a) To the best of my knowledge, I am in good physical condition and have no disease or injury that would be aggravated by participating in activities related to the Games;
  - (d) Participating or assisting others in participating in the Games may involve risk of injury to me, including death, loss or damage to me or my property, or other consequences, which might result not only from my own actions, inactions or negligence but also actions, inactions or negligence of others, the rules of play, or the conditions of the premises or of any equipment used;
  - (e) There may be other risks not known or not reasonably foreseeable; and understanding all of the above, I assume all of the above risks and release, waive, discharge, hold harmless, indemnify and covenant not to sue:
    - (e) the State of Georgia or any of its agencies, the Georgia State Games Commission, its Commissioners, its employees or volunteers, coaches, trainers, officials affiliated with the Games;
    - (f) any affiliated subsidiary, successor, organization, or related companies or businesses, other participants, participating or sponsoring municipalities, governmental agencies, international organizations, agencies, sponsors, or advertisers, the respective administrators, officers, directors, agents, representatives, employees, or volunteers of such entities or organizations;
    - (g) the National Congress of State Games, the United States Olympic Committee and/or their respective representatives, officers, directors, employees, agents, successors and assigns;
    - (h) owners, lessors and lessees of premises used to conduct the Games from any and all liability for injury, including death, loss or damage to person or property, or any other consequence in connection with entry in or arising out of participation in, performance in or lack of performance in, including travel in route to and from the Games.
- (7) I agree that:
- (c) Prior to participating as an athlete, I, or in case of a minor, a parent or guardian, will inspect the facilities and equipment to be used, and if I believe same to be unsafe, I will immediately report such condition(s) to the athletic coach, supervisor or official connected with the Games of same and either decline to participate or assume the risk of participating;
  - (d) I will allow my photograph, picture or likeness and/or voice to appear in any official documentary, promotional (including any & all advertisements), television, radio or film coverage of the Games without compensation.
- (8) I consent to:  
All emergency medical treatment as may be deemed appropriate under existing circumstances by medical personnel or personnel associated with the Games.

I HAVE READ THIS FORM IN ITS ENTIRETY AND HAVE PROVIDED TRUTHFUL INFORMATION.

	ATHLETE'S NAME (PLEASE PRINT) PARENT'S SIGNATURE  (If athlete is under 18)	ADDRESS (street, city, state, zip)	T-shirt size	Age
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____