

THE PERFECT TOURNAMENT APPLICATION PACKAGE
Or—How to Keep Your District 4 Tournament Directors Happy!!

The less unfolding, unstapling and sorting that we have to do, the faster we can process yours and other applications in a timely manner. Always check the cysanorth.org website for any changes. Download the current application from the website. Use one large paper clip for each tournament application package. ***No Staples Please!!***

You can send as many Tournament applications as you want in one 9 x 12 manila envelope. Just make sure that each tournament package is separated with it's own paper clip.

1. **Use only this year's tournament application.** Fill out completely with player's birthdate, gender/age/class, and team official's signature at bottom. **Pg. 2 (back) must be included.**
2. Send two (2) copies of the tournament application (original and one copy for District 4 file). ***Please do not fold!***
3. Address the #10 envelope to the Tournament that you are applying to. *Apply sufficient postage and your return address. Place check to the tournament in this envelope.*
4. Fill out No. 9 (stuffing) envelope with your address and stamp. Place inside the #10 envelope. (Do Not Fold). (This is for the tournament to send you information.) *(If you can not find the #9 Envelope, you can use a #10, but please fold in thirds to fit inside the #10 envelope addressed to the tournament.)*
5. Optional: Include a self-addressed stamped postcard if you want confirmation that the tournament has received your application. *(Please write this on the postcard.)*
6. Include your check to the tournament **inside** the No. 10 envelope addressed to the tournament. *(Do not send the check directly to the tournament. They cannot hold a spot without the stamped application.)*
7. Everything you want to send to the tournament (except the application) needs to be in the No. 10 envelope addressed to the tournament.
8. Attach the two (2) copies of the tournament application and the No. 10 envelope with one large paper clip (**please do not staple or fold**).
9. Put all tournament applications in one large 9 x 12 manila envelope addressed to:
Pat & Paul Hodges, 3808 Aqua Vista Ct., Hayward, CA 94542.
10. Optional: Include a self-addressed stamped postcard if you want confirmation that we have received and processed your application. *(Please write this on the postcard.)*
11. *If you have been rejected from a tournament and are applying to a new tournament for that same weekend, you must include a copy of the rejection letter with the new application.*

All tournament applications will be sent out First Class Mail Only. Please do not send your applications to us asking for a Return Receipt. If we are not at home, and have to go to the post office to pick up any mail, this can delay your applications being processed. **Please do not put the applications in our mailbox.** If the postman comes after you come by---they pick up the package! We have a box by our front door for applications.

If you have any questions, please call or FAX us at 510/889-1369, or e-mail at Phodges06@aol.com.