



FORMS USAGE GUIDE

FORMS NUMBER	FORMS DESCRIPTION	Youth Class	Youth State	Adult Class	Adult State	Youth Regnl	Adult Regnl
OKASA1	Tournament Evaluation	CP	CP	CP	CP	CP	CP
OKASA2	Attention Coaches	CP	CP	CP	CP	CP	CP
OKASA3	Ejection Incident	TD	TD	TD	TD	TD	TD
OKASA5	Order of Finish–Class	TD					
OKASA6	Order of Finish–State		TD				
OKASA7	Order of Finish–Class			TD			
OKASA8	Order of Finish–State				TD		
OKASA9	Class Tourn Info	CP					
OKASA10	Class Tourn Info			CP			
OKASA11	State Tourn Info	CP	CP*				
OKASA12	State Tourn Info			CP	CP**		
OKASA13	Natl Tourn Info		CP			CP	
OKASA14	Natl Tourn Info				CP		CP
OKASA15	Financial Report	TD	TD	TD	TD		
OKASA16	Petition Up	TD	TD	TD	TD		
OKASA17	Tournament Check-In Roster	TD	TD			TD	
	Southwest Regional Order of Finish					TD	

CP = COACHES' PACKET

CP* - GSP, GFP16, GFP 18

TD = TOURNAMENT DIRECTOR

CP** - WSP

(TD should have adequate supply of these forms on hand)

YOU ARE REQUIRED TO FURNISH THE DESIGNATED FORMS TO EACH TEAM FOR THEIR SIGNATURE. THESE FORMS (WITH THE EXCEPTION OF THE EVALUATION FORM) SHOULD BE PAPERCLIPPED TO THE BACK OF THE TEAM'S ROSTER AND FORWARDED TO THE APPROPRIATE STATE OFFICE. (The only exception to this is form OKASA16 – Petition Up should be paperclipped to the front of the roster and noted on the front of the JO Envelope.)

THE EVALUATION FORM SHOULD BE PAPERCLIPPED TO THE BACK OF THE FINANCIAL STATEMENT AND RETURNED TO THE APPROPRIATE STATE OFFICE. Do not staple the Evaluation Form to the roster!!!