

REGION V 234A BASKETBALL TOURNAMENT HANDBOOK

PRE-TOURNAMENT: 6-8 WEEKS PRIOR

- **INFORMATIONAL LETTER TO REGION V 234A ADS/ADMIN:** REGION V SAMPLE LETTER ON WEBSITE
- **GOOGLE SHARED DOCUMENT:** SHARE REGION V 234A PARTICIPANT/COACH/CHAPERONE/HOUSING/AWARDS
- **DESIGNATE CHEER/DANCE COORDINATOR:** CONFIRM THEY HAVE APPROPRIATE INFORMATION (CHEER & DANCE FORMS FROM REGION V WEBSITE). JUDGES NEED TO BE SELECTED.
- **DESIGNATE HEAD OFFICIAL AND HEAD ANNOUNCER:** CONFIRM THEY HAVE APPROPRIATE REGION V GUIDELINES
- **DESIGNATE PEP BAND COORDINATOR:** CONFIRM THEY HAVE APPROPRIATE INFORMATION (PEP BAND HANDBOOK)
- **PLANNING STAGE AT HOST SITE** (LOOK AT TOURNAMENT NEEDS – REGION V WEBSITE)

RESERVED AND GENERAL SEATING (WORKER ASSIGNMENTS, TICKETS, PARTICIPANT PASSES), EMERGENCY ACTION PLAN, EMT SCHEDULES, POLICE SCHEDULES, PARKING AND TRAFFIC PLANS, OFFICIALS/DANCE/CHEER FOLKS (SELECTIONS, HOTELS, CAR, TRANSPORTATION), APPAREL SALES, TOURNAMENT PROGRAM, VIDEO, LOCAL ADVERTISEMENT, MEDIA NEEDS,
- **FACILITIES REMINDERS:** GARBAGE/CLEAN UP, COURT SWEEPING, ANNOUNCING, GATES, CONCESSIONS, SESSION SECURITY, OVERALL SECURITY, GAMES COMMITTEE.

TOURNAMENT OPERATIONS & GAME DAY REMINDERS:

- **TOURNAMENT PROCEDURES:** (ATTACHED), MEDIA COMMUNICATIONS, PHOTO COPIES OF BOOKS, STREAMING & ACCESS FOR COACHES.
- **MEETINGS:** ADMIN AGENDA, OFFICIALS AGENDA, COACH AGENDA (2A GIRLS, 2A BOYS, 3A GIRLS, 3A BOYS, 4A GIRLS, 4A BOYS, CHEER, DANCE, PEP BAND).

HELPFUL HINTS

- SECURE EMT/MEDICAL COVERAGE EARLY
- SECURE POLICE COVERAGE EARLY
- SECURE HOTELS FOR OFFICIALS EARLY-HOTELS MAY BE WILLING TO COMP ROOMS FOR ADVERTISEMENT
- DESIGNATE CHEER/DANCE COORDINATOR EARLY AND FIND JUDGES
- USE GOOGLE SHEETS FOR ACQUIRING SCHOOL INFORMATION
- REVIEW/PRACTICE YOUR EMERGENCY ACTION PLAN
- FIGURE YOUR APPAREL SALES EARLY
- CONFIRM WITH REGION V SEC/TRES REFEREE BALLOTS & SELECTIONS ARE TIMELY
- END OF TOURNAMENT: THANK YOUS/PAYMENT TO OFFICIALS/JUDGES ETC/BUDGET FINISHED

TOURNAMENT FORMS

➤ **TOURNAMENT DIRECTOR FORMS:**

TOURNAMENT NEEDS – REGION V
JOB DESCRIPTIONS FOR 234A TOURNAMENT (SAMPLE)
ADMISSION PRICES - SAMPLE
ADMINISTRATOR MEETING AGENDA (SAMPLE)
COACHES MEETING AGENDA (SAMPLE)
ANNOUNCEMENTS – REGION V
AWARDS PRESENTATION – REGION V

➤ **AD/ADMINISTRATOR OF EACH SCHOOL WILL RECEIVE THE FOLLOWING FORMS:**

1ST LETTER TO ADS – SAMPLE FROM REGION V
PASS INFORMATION – REGION V
SCHEDULE OF EVENTS
TOURNAMENT PROCEDURES – SAMPLE
REGION V TOURNAMENT ACCOMODATIONS – REGION V
REGION V BROADCAST NEEDS – REGION V
REGION V ALL-CONFERENCE SELECTION PROCEDURE – FOR BBALL COACHES
REGION V ALL-CONFERENCE SELECTION CRITERIA – FOR BBALL COACHES
FREE THROW AND 3-POINT CONTEST RULES – REGION V FOR BBALL COACHES
GREAT SPORT AWARD APPROVAL – REGION V FOR COACHES & ADMIN
ALL-ACADEMIC APPROVAL – REGION V FOR COACHES & ADMIN

➤ **TOURNAMENT DIRECTOR & OFFICIALS COORDINATOR WILL RECEIVE THE FOLLOWING FORMS:**

OFFICIALS SELECTION CRITERIA – REGION V
REFEREE SCHEDULE – REGION V
CLOCK/BOOK/ANNOUNCER SCHEDULE – REGION V
TEAM SPORTSMANSHIP CRITERIA – REGION V
PERDIEM EXPENSE FORM – REGION V

➤ **TOURNAMENT DIRECTOR & CHEER COORDINATOR WILL RECEIVE THE FOLLOWING FORMS:**

234A CHEER & DANCE HOST SCHOOL INFORMATION – REGION V
234A ADJUDICATION SCHEDULE – REGION V

➤ **ADS/CHEER & DANCE COORDINATOR & COACHES WILL RECEIVE THE FOLLOWING FORMS:**

CHEER TOURNAMENT INFORMATION FOR COACHES – REGION V
CHEERLEADING POLICIES – REGION V
CHEERLEADING ALL-TOURNAMENT NOMINATION FORM– REGION V
CHEERLEADING ALL-TOURNAMENT SELECTION FORM – REGION V
CHEERLEADING ADJUDICATION BIO FORM – REGION V
CHEERLEADING COMPETITION FORM – REGION V
CHEERLEADING COMPETITION POINT DEDUCTIONS FORM – REGION V

➤ **ADS/CHEER & DANCE COORDINATOR & COACHES WILL RECEIVE THE FOLLOWING FORMS:**

DANCE TEAM TOURNAMENT INFORMATION FOR COACHES – REGION V
DANCE TEAM ALL-STAR NOMINATION FORM– REGION V
DANCE TEAM RATING FORM – REGION V
DANCE TEAM ADJUDICATION BIO FORM – REGION V

➤ **ADS/PEP BAND COORDINATOR & PEP BAND DIRECTORS WILL RECEIVE THE FOLLOWING FORM:**

PEP BAND HANDBOOK