TOURNAMENT NEEDS

TOURNAMENT DIRECTOR
♦ Oversee all aspects of tournament
♦ Request budget sheet from secretary/treasure
♦ Turn in financial report
♦ Troubleshoot during tournament
♦ Organize Games Committee which includes
  • Tournament Director
  • Administrator from Host School
  • Representative from Each Classification
♦ Organize Coaches Meeting

T-SHIRTS
♦ Design/Order
♦ Sell

OFFICIALS
♦ Select (Region V secretary/treasurer handles voting)
♦ Schedule
♦ Pay and per-diem
♦ Arrange lodging, transportation and rental vehicle (per Region V policy)

PROGRAM
♦ School Info – rosters, pictures
♦ Produce
♦ Sell

AWARDS
♦ Get info for – Great Sport, All Academic, All Conference,
♦ Organize sportsmanship committee (generally officials)
♦ Do All Academic certificates
♦ Check Awards
♦ Hand out Awards

EVENT
♦ Put Game Schedule Together
♦ Complete Bracket
♦ Workers
  • Score Keepers/Timers/Judges
  • Floor Workers – sweep floor, clean benches, fill water
  • Runners
♦ Supplies – game balls, score book, rule book, practice balls
Announcers
EMT/Trainer on site
Copies score sheets for coaches and media

BROADCAST
Secure Area to Broadcast from
Send out broadcast need form
Collect fees

HOSPITALITY ROOM
Supplies
Food/Drink – limited budget, donations
Stock through out tournament

TICKET TAKING
Participant Passes – collect money from schools
Tournament Passes – sell in advance
Media Passes
Sell tickets at door for each session

SECURITY
Control Entrances/Exits/Starts/Finishes
Clear gym between sessions
Keep competition area clear
Deal with problems with fans and participants

FACILITY
Locker Rooms for each team – signs and assignments
Hospitality Room
Officials Room
Radio broadcast area
Video area – group do it and sell tapes
Scoreboard Working
Clean bleachers between sessions
Stock bathrooms, Empty Garbage

CONCESSIONS
Food/Drink for athletes and fans
Open during entire tournament

SKILLS CONTEST
Name of participants
Rules
Put on contest