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

FACILTIY
- ♦ 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