

## **Tournament Director Checklist**

- \_\_\_\_\_ Introduce yourself as the tournament director to the facilities manager and at coaches meeting
- \_\_\_\_\_ Introduce the Head Officials
- \_\_\_\_\_ Take Roll (by handing out coaches packet)
- \_\_\_\_\_ Collect Official USAV Rosters (give to Head Officials)
- \_\_\_\_\_ Pass out Coaches Packet & Officials Packet
- \_\_\_\_\_ Designate Courts to Coaches/Officials (Ct. 1, Ct. 2, Ct. 3, Ct. 4)
- \_\_\_\_\_ Check to see if any teams need to be rated for Score Keeping or Officiating, if so, have them sign up at the Tournament Desk.
- \_\_\_\_\_ Tell coaches matches will not start earlier than 10 minutes before their original designated times for first two rounds of play.
- \_\_\_\_\_ Remind Coaches they must check out at the TD desk at the end of the day to make sure they are not missing a referee assignment.
- \_\_\_\_\_ Explain Ground Rules for Facility, including facility policy. Have Head Officials explain ground rules for play on courts.
- \_\_\_\_\_ Remind Coaches they must have one certified Score Keeper and Referee on Roster.
- \_\_\_\_\_ All R1 and R2 Officials must have a whistle. Those without must purchase one from the TD. The coach must sign the TIF of the Head Official.
- \_\_\_\_\_ All Protests must be resolved before play resumes. Standard protests will be resolved by the Head Official. If the protest involves a Head Official, the Protest Committee will be formed using three coaches who are not involved in the match. If there is more than one Head Official assigned at the tournament site the Protest Committee will be composed of two uninvolved coaches and a 2<sup>nd</sup> Head Official.

**Information from Junior Handbook**  
**[www.columbiaempirevolleyball.com](http://www.columbiaempirevolleyball.com)**  
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