

## TOURNAMENT DIRECTOR CHECKLIST

1. Submit your tournament information on the link to publish tournaments on website.
2. Send out tournament information one week before tournament or close to that time.
3. Check teams in when they arrive
  - a. Go over court markings - color of lines, obstructions
  - b. Remind them of serving rule for the grade level
  - c. Collect verified roster, have coach sign verified roster
  - d. Inform teams of where to camp
4. Be visible during the tournament
  - a. Address any concerns/issues you observe
  - b. You can ask players, coaches, parents, spectator to leave if needed
  - c. Keep the tournament moving
  - d. You are in charge you might need to make difficult decisions
5. Submit your results to [diane.harms@dnhcsd.org](mailto:diane.harms@dnhcsd.org) after your tournament
  - a. Would like to have 1st Place, 2nd Place, 3rd Place, etc
  - b. Helps with the gold tournament directors
6. Provide a copy of a correctly completed scoresheet at the scores table
7. Only allow 3 players at the scorers table
8. No cell phones or food at the scorers table (players may rotate each set if needed)
9. Only 1 player as a line judge at each corner
10. Have all the necessary forms score sheets/libero tracking/line up sheets
11. Have a place where parents/players can check results during the tournament