

## Appendix 6: Tournament Manager's Handbook

This handbook has been developed by the NBIAA to assist Tournament and Meet Managers who are responsible for the running of NBIAA sanction tournaments and meets. A pre-planned tournament or meet will run smoothly if specific guidelines are followed.

Each conference is responsible for selecting a tournament or meet manager for NBIAA Championships when their turn comes up.

The individual charged with coordinating a provincial championship shall be responsible for providing all involved schools and the Executive Director with a detailed report of the event. Failure to comply shall warrant a fine.

The following items are pre-set by the NBIAA: (Do not make any changes unless permission is granted by the Executive Director)

1. Date of tournament or meet
2. Tournament and meet format
3. Awards (NBIAA Banner, NBIAA Medals)
4. Budget limitations
5. Rule modifications
6. Officials expenses
7. Game equipment
8. Facility specifications

Tournament Managers must remember they are running a NBIAA Regional or Provincial Tournament not a local school tournament.

Check List for Tournament Manager:

1. Select tournament or meet location.
2. Reserve facilities as soon as possible. Consider the following in selecting facilities:
  - a) Dressing rooms – enough available
  - b) Seating – try to forecast the anticipated attendance
  - c) Parking
  - d) Lighting
3. Formulate tournament or meet budget based on NBIAA guidelines.

The Tournament Manager must follow the following procedures:

  - a) Entry fees are to be charged to competing schools including host school for all activities except the Final 12 Basketball. The amount of the entry fee must cover the official's expenses and facility cost (if applicable).
  - b) If securing additional sponsors, they cannot conflict with NBIAA sponsors.
  - c) The NBIAA will set the entry fee per player for regional and provincial badminton tournaments.
  - d) Please refer to O.R. 6.3 for admission prices.
  - e) The host team will be responsible for all game equipment.
  - f) The cost of janitor services can be included under expenses. Receipts are required.

- g) For the financial rebates, please refer to each specific Sport Operating Regulation.
- h) **Hospitality Expenses** are the responsibility of the **HOST** school.
- i) The selection of tournament all-stars and MVP are prohibited.
- j) Player of the game / match recognition is permissible.
- k) Appropriate music will be provided by the host school.
4. Design schedule according to NBIAA regulations.
5. Send schedule to NBIAA Executive Director for approval.
6. Contact officials' association for assigning official. (Make sure they are familiar with NBIAA rule modifications)
7. Secure proper game/score sheets for tournament games.
8. List equipment required for tournament or meet.
9. Recruit tournament doctor or St. John Ambulance.
10. Recruit tournament or meet personnel:
  - a) Scorers
  - b) Statisticians
  - c) Ticket sellers
  - d) Bilingual game announcers
  - e) Decorations and ceremony personnel
  - f) Timers
  - g) Hostesses
  - h) Media personnel
  - i) Facility maintenance personnel
11. Establish Protest Committee made up of three (3) adults with knowledge and experience in the sport being played (Example: Tournament Manager, Head Official or crew chief and neutral knowledgeable adult)
12. Establish a security committee. (Review O.R. 10.7)
13. Establish procedure for Awards Presentation.
14. Make Press Release on tournament or meet.
15. Send information package (see the Language Policy in Article 16 of the Constitution) to coaches of teams entered in tournament or meet. Include the following:
  - a) Tournament schedule
  - b) Entry fee
  - c) Directions to tournament site
  - d) Accommodations available
  - e) Restaurants available
  - f) Facility phone number for emergency purposes
  - g) Explain team bench / area procedures
  - h) Explain uniform colour responsibility
  - i) Emphasize proper conduct by coaches and players will strongly be enforced
  - j) Warm-up time limit
  - k) Half-time game activities
  - l) Post game activities
  - m) Secure Awards and Banners from the NBIAA Executive Director
  - n) Obtain schedule of officials – both minor and major officials. Pay officials before game if possible. Keep receipts of officials' expenses.

- o) Oversee the operation of the tournament or meet
- p) Carry out NBIAA Award Presentation using the script at the end of competition.
- q) Contact NBIAA and Media with tournament or meet results after the event.
- r) Prepare financial report for NBIAA and send to the NBIAA Executive Director within 30 days of tournament or meet. Include the following in report:
  - i) Final results - if not previously sent
  - ii) Financial Report – submit all receipts approved by NBIAA regulations
  - iii) Recommendations
- s) Send thank you letters to volunteers