

## 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 sanctioned events. A pre-planned tournament or meet will run smoothly if specific guidelines are followed.

Schools are responsible for selecting a tournament or meet manager when they host NBIAA Regional to Provincial Championship events.

The individual charged with coordinating a regional to 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 (Provincials)
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 to Provincial Tournament and 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. Please refer to O.R. 5.1 for the entry fee amounts to be charged to participating schools.
  - b) If securing additional sponsors, please review with the NBIAA.
  - c) Please refer to O.R. 5.3 for admission prices.
  - d) The host team will be responsible for all game equipment.
  - e) The cost of janitor services can be included under expenses. Receipts are required.
  - f) For the financial reports, please refer to the Financial Affairs section in O.R. 5.1.
  - g) **Hospitality Expenses** are the responsibility of the **HOST** school.
  - h) The selection of tournament all-stars and MVP are prohibited. Player of the game / match recognition is permissible.
  - i) 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. 9.5)
13. Establish procedure for Awards Presentation (Provincials).
14. Make Press Release on tournament or meet.
15. Send information package (see the Language Policy in Article 13 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
16. Secure Provincials Awards and Banners from the NBIAA.
17. Obtain schedule of officials – both minor and major officials. Pay officials before game if possible. Keep receipts of officials' expenses.
18. Oversee the operation of the tournament or meet.
19. Carry out NBIAA Provincial Award Presentation using the script at the end of competition.
20. Contact NBIAA and Media with tournament or meet results after the event.
21. All game sheets, penalties and incident reports must be sent to the Conference President/ League Coordinator and the NBIAA within 24 hours of the event.
22. Prepare financial report for NBIAA and send to the NBIAA Executive Director within 30 days of tournament or meet. Include the following in the report:
  - i) Final results - if not previously sent
  - ii) Financial Report – submit all receipts approved by NBIAA regulations
  - iii) Recommendations
23. Send thank you letters to volunteers