



Tournament organizational timeline, resources and checklist

Updated:
Sept. 2017

TIMING	INFORMATION/TASK	REFERENCES/RESOURCES (Start by going to badgervolleyball.org then hover over on "Directors & Coaches")	DONE <input checked="" type="checkbox"/>
July	Read Tournament Director Handbook	"TD Tool Kit"	
Aug.	Form Tournament Committee	NA	
Aug.	Secure Facility/Secure Facility/Rental Fee	NA	
Aug.	Develop budget (Entry Fees/Admission)	"TD Handbook" (Page 6)	
Aug.	Develop budget (Facility/Officials/Staffing)	"TD Handbook" (Page 13)	
Aug.	Determine Age/Gender/Possible Format	"TD Handbook" (Page 4, 9, 10)	
Sept.	Send Certificate of Insurance Request Form	"TD Tool Kit" then "Certificate of Insurance"	
Sept./Oct.	List Tournament on AES	"TD Tool Kit" then "How-To Process"	
Oct./Nov.	Make request for officials	"TD Tool Kit" then "Securing Officials"	
Oct./Nov.	Return sanction fee no later than 60 days before the scheduled tournament	"TD Tool Kit" then "Sanction Fee Invoice"	
Oct./Nov.	Announce tournament/start marketing	"TD Handbook" (Page 7)	
Oct./Nov.	Post tie-breaking procedures for tournament	"TD Tool Kit" then "Tie Breaker Procedure"	
Oct./Nov.	Send emails/post on website	"TD Tool Kit" then "How-To Process"	
Oct./Nov.	Review Tournament Director Handbook	"TD Handbook"	
Oct./Nov.	Review Registration Process for tournament	"TD Tool Kit" then "How-To Process"	
End Nov.	Process Teams following Region Registration for tournament policies	"TD Tool Kit" then "How-To Process"	
Dec./Jan.	Close divisions, merge divisions, make call for additional entries	"TD Tool Kit" then "How-To Process"	
30 days before event	Send Larry Schoenick final court numbers, team counts, formatting	badgerofficialsassigner@gmail.com	
30 days before event	Arrange first aid/trainer for event	"TD Handbook" (Page 12)	
14 days before event	Seed teams with help of tournament committee	"TD Handbook" (Page 11)	
Wednesday prior to event	Send schedule to club directors or posted online	NA	
Wednesday prior to event	Review Tournament Day Information Review Tournament Tips, print match forms	"TD Handbook" (Page 10-11) "TD Handbook" (Page 19)	
Day of event	Collect "signed and dated" Webpoint roster Introduce staff and site director, go over facility rules, name protest committee	NA	
Post event	Post results, pay officials (within two weeks)	NA	