

NBIAA 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 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 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 Crests and 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
 - e.) Telephones
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 regional and championship basketball tournaments. The amount of the entry fee must cover the official's expenses.
 - B. The NBIAA will set the entry fee per player for regional and provincial badminton tournaments and admission prices for the semi-finals and finals in boys and girls hockey.
 - C. The host team will be responsible for all game equipment.
 - D. The cost of janitor services can be included under expenses. Receipts are required.
 - E. In hockey play-offs, semi-finals and finals, 10% of profits realized from gate receipts shall be forwarded to the NBIAA.
 - F. In senior basketball quarter and semi-final championships, profits must be divided in the following manner: 40% to host school and 20% to each of the other three (3) schools.
 - G. In junior basketball championships, profits must be divided (prorated) among the participating teams.
 - H. In Provincial Football semi-finals and finals, 10% of the profits shall be forwarded to the NBIAA.
 - I. In Provincial Cheerleading Championships, the host school will divide profits in the following manner: 10% to the NBIAA, 40% to the host school, and 50% to the participating teams.
 - J. **Hospitality Expenses** are the responsibility of the **HOST** school.
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- 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. List equipment required for tournament or meet.

8. Recruit tournament doctor or St. John Ambulance.

9. Recruit tournament or meet personnel:

- a.) Scorers
- b.) Timers
- c.) Statisticians
- d.) Hostesses
- e.) Ticket sellers
- f.) Media personnel
- g.) Game announcers
- h.) Facility maintenance personnel
- i.) Decorations and ceremony personnel

10. 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)

11. Establish a security committee. (See crowd control section)

12. Establish procedure for Awards Presentation.

13. Make Press Release on tournament or meet.

14. Send information package 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 Award Presentation at the end of competition
- q.) Contact NBIAA and Media with tournament or meet results

- r.) Prepare report for NBIAA. Send report to NBIAA Executive Director within two weeks of tournament or meet. Include the following in report:
 - i.) Final tournament or meet results
 - ii.) Financial statement – submit all receipts approved by NBIAA regulations
 - iii.) Recommendations
- s.) Send thank you letters to volunteers