

# NORTH CENTRAL DISTRICT ATHLETIC ASSOCIATION CHECKLIST FOR HOSTING

## **BEFORE THE EVENT:**

- \_\_\_\_\_ check your school's qualification for hosting (classification and facility)
- \_\_\_\_\_ book the appropriate facilities with administrators or community personnel
- \_\_\_\_\_ contact the district executive to receive medals
- \_\_\_\_\_ contact the SHSAA for a supply of score sheets and other required documents
- \_\_\_\_\_ confirm bookings of qualified major officials with the district officials commissioner
- \_\_\_\_\_ contact the district executive for names/contacts of eligible participating teams
- \_\_\_\_\_ construct a draw in accordance with guidelines published in the NCDAA handbook
- \_\_\_\_\_ contact participating teams well in advance to advise them of the draw and time schedule, specific tournament rules, availability of canteen, parking, and accommodation (if applicable)
- \_\_\_\_\_ contact the local media of the details for the event
- \_\_\_\_\_ set up a gate collection: float, workers, ...
- \_\_\_\_\_ assign students to welcome participating teams and assist in answering any questions

## **DURING THE EVENT:**

- \_\_\_\_\_ arrive early and make sure that the facilities are set up properly
- \_\_\_\_\_ if possible, provide a secure area for participating teams to store valuables
- \_\_\_\_\_ be available at all times in case of a misunderstanding or confusion over the tournament outcomes. If you are coaching, enlist the aid of other staff members to assist with the supervision of the school and co-ordination of the tournament.

**AFTER THE EVENT:**

- \_\_\_\_\_ distribute the medals to the winning team, returning any extra medals to the district executive at the next district meeting
- \_\_\_\_\_ pay the officials
- \_\_\_\_\_ complete an officials cost form and, if necessary, an expense voucher form for reimbursement
- \_\_\_\_\_ clean up and close up your facility in keeping with school or community policies
- \_\_\_\_\_ phone or fax the **SHSAA office and the District secretary** with the results of the playoff
- \_\_\_\_\_ notify the local media of the outcome of the event
- \_\_\_\_\_ complete the commissioner's report and mail or fax it, the gate, the officials cost form, and the expense voucher (if needed) to the district treasurer **within 2 weeks**