



# Tournament organizational timeline, resources and checklist

Updated:  
Sept. 2021

| TIMING                   | INFORMATION/TASK   | REFERENCES/RESOURCES<br>(Start by going to badgervolleyball.org then hover over on "Directors & Coaches") | DONE<br><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 Sara Voigt final court numbers, team counts, formatting   | sara@badgervolleyball.org   |   |
| 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  | "TD Handbook" (Page 10-11)  |   |
| Wednesday prior to event | Review Tournament Tips, print match forms  | "TD Handbook" (Page 19)   |   |
| Day of event             | Collect "signed and dated" Webpoint roster NA<br>Introduce staff and site director, go over facility rules, name protest committee |   |   |
| Post event               | Post results, pay officials (within two weeks)   | NA  |   |