

# Responsibilities of the Host School

## Equipment etc:

1. Stop watches: 1 per court
2. Benches or lower row of bleachers for “on deck” players
3. Flip cards or scoreboard
4. Copy of bylaws and rule book
5. Students to run the draw desk and monitor doors in/out of gym...if you are using more than one gym you need responsible kids in the secondary gym who will time each of the courts for warm-up and between games, who will tell you when courts are free etc.

## Prior to Tournament:

1. Pick up birds and draw packages from convenor (please contact Kim Penzhorn for info and plans)
2. Arrange/train students to work draw table....umpire can help with draw desk on day of tournament
3. Arrange for coaches room for your meeting on the morning of the event
4. Arrange for concession stand if desired
5. There is no allowance for food for the coaches’ room – new regulations have been passed down from the Board.

## Day of the event:

1. Set up draw table...be sure to have pencils, tape and extra copies of the draw
2. Set up and measure nets, be sure that all court lines are solid...tape if necessary
3. Greet umpire
4. Number courts and post signs on change rooms and gym doors
5. Post draw and update in an appropriate location for players and coaches
6. Run coaches meeting (see below)
7. Run pre-tournament meeting with players...outline the basic rules, any lets etc.
8. **Keep track of and send results to Kim Penzhorn at Uxbridge Secondary School...a ‘clean’ copy of the draw package must be sent via courier by the following Monday. E-mail Kim at least the top 3 results that day so that we can be sure these players aren’t entered into any further tournaments....top 3 move on to LOSSA but top 6 get points and ribbons so it is imperative that a clear and accurate copy of the draw be sent to the convenor (so please include them as well in your e-mail). You don’t have to distinguish between 5<sup>th</sup> and 6<sup>th</sup> place. Please just type in an e-mail rather than an attachment. Please send a copy of any substitutions made as well.**
9. HAVE FUN – it will be a wonderful day!!!!

## Coaches Meeting:

1. Go through the draw and make any changes in player names, drops, match numbers....the umpire will be able to help you re-number matches if there are withdrawals...there is a \$5 fee for dropping out or substitutions (tracking sheet provided – please forward to convenor along with results...please do not collect any fees)
2. Outline any school rules
3. Outline any faults/lets in the gyms
4. Remind coaches about uniform rules, eyewear etc
5. Remind teachers that there must be a staff member with the team during the entire day.