



General Outline for Planning & Organizing A Region Tournament

1) THREE (3) MONTHS PRIOR TO TOURNAMENT:

Meet with Region Committee

- Present format (ie., single elimination, double elimination, pool play, etc.).
- Hand out area tournament rules. This should be done early so stakes can incorporate these rules into their stake play, if they so desire.
- Confirm tournament dates with stake directors so stake play will be completed on time.
- Inform stake directors of the due date for rosters and waivers, and date of the pre-tournament coaches meeting.
- Reserve building(s) or field(s).

2) TWO (2) MONTHS PRIOR TO TOURNAMENT:

Meet with Region Committee

- Confirm facilities.
- Confirm exact number of teams participating in each stake so that you can begin your tournament planning.
- Visit as many stake games as possible to observe officials.

3) ONE (1) MONTH PRIOR TO TOURNAMENT:

Meet with Region Committee

- Complete tournament planning.
- Confirm facilities.
- Get updated list of officials from each stake.
- Collect all rule waivers.
- Assign hosting responsibilities.

4) TWO (2) WEEKS PRIOR TO TOURNAMENT:

- Complete tournament bracketing, locations, dates, and times of each game.
- Prepare packets to hand out at the pre-tournament coaches meeting.
- Inform stake sports specialists of rule waiver decisions.
- Arrange for ALL needed equipment for each location.
- Pick up awards from area office.

5) ONE (1) WEEK PRIOR TO TOURNAMENT:

Hold pre-tournament meeting with coaches, stake sports specialists, facility hosts, and officials.

- Hand out tournament packets.
- Check rosters to make certain all are complete. If you have any questions concerning rosters, handle PRIOR to tournament to avoid any misunderstandings.
- Confirm scorekeepers, officials, and facility hosts.
- Check and confirm everything with key people.

6) SUBMIT A COPY OF THE TOURNAMENT PLANNING AND SUMMARY REPORT TO THE DIVISION DIRECTOR.

7) WITHIN 30 DAYS FOLLOWING THE TOURNAMENT:

- Gather comments from all those who have helped. Use this information to continually improve your tournaments.
- If you desire, send out thank-you notes to those who have helped.