

Tournament Leader Information

Checklist

_____ Contact the coach, introduce yourself as the tournament lead, ask for any available tournament information such as schedules, number of courts, contacts for different sites, a cell number for the coach. Alert the assigner immediately if you feel you have too few or too many officials. Officials assigned were based on the initial information received and it may have changed.

_____ Email your “crew” as soon as you have information regarding your tournament as far as start times, duration, etc. to start the communication process. Most tournaments list one site in RefTown but may have multiple playing sites. Let them know when to expect a schedule and the possible locations. When you send the schedule, you should include that the schedule is tentative and subject to change the day of the tournament. Sometimes teams don’t show up or courts run behind and the schedule must be adjusted accordingly.

_____ **Send the assigner a copy of the schedule prior to publishing it to check for conflicts or blocks that may occur.**

_____ Once you publish the final schedule, request a reply to confirm that all your crew has received the schedule. CC the assigner.

Pay sheets

_____ For smaller tournaments that are at one site, it is recommended to use the amount entered in RefTown. For larger, multi-site tournaments, a Tournament Pay Spreadsheet is used and is available in the forms section of the website. You should notify the coach and their business office that you plan to use the spreadsheet so they will be expecting it rather than lots of pay sheets. Send the Assigner a copy of the spreadsheet for entrance into RefTown.

Mileage

_____ Per the new UIL mileage policy, all officials are to get the same mileage rate set for that school. Refer to the mileage guide on the ACV website or contact the assigner for the rate.

Other reminders

_____ Check RefTown for any changes to officials &/or to the notes.

_____ Be aware that some officials may have special requests - need to arrive late, need to leave early, prefer not to work with a specific person – try to honor what you can and explain what you can’t.

Game report

_____ Complete the game report for the tournament. Contact the assigner or post a note of any issues.

Assigning Fee Credit for Tournament Leaders

All credits are at the sole discretion of the assigner and will be applied to the November invoice.

Credits will be issued to officials designated as the “lead official” for tournaments that cover more than two courts and require scheduling of more than 2 referees per court.

Head officials will be responsible for submitting all necessary paperwork, coordinating scheduling of all assigned officials and communication of schedules to assigned officials. Head officials should submit a scheduling grid to the Assigner for review prior to sending it to the crew.

Credit will be issued to the “lead official” of tournaments meeting the above criteria at 50 cents per assigned official for Varsity tournaments and 30 cents per assigned official for sub-varsity and MS tournaments.