

BASKETBALL TOURNAMENT CHECKLIST

BAND

- Host
- Extra extension cords and floor mats
- Sign for their area – rope off
- Storage of instruments
- Put behind own team when needed (rotate this – fan seating also)
- Free admission – when the band is accompanied and vouched for by the participating school's director.
- Facility entrance for bands
- Band buses parking/ map of facility
- Band directors and chaperones must have tickets for all sessions.

BATHROOMS

- Toilet paper
- Lights
- Hand soap
- Clean often
- Garbage cans
- Check often to make sure still clean

CHEERLEADERS/DRILL TEAM

- Host
- Dressing Room – Key?
- Signs that say “do not leave valuables in the room because the room will not be locked” if dressing room left open
- Warm-up area and mats
- Performance halftime schedule/time and music/player. Performance time limit.
- Passes for cheerleaders. Drill team free admission – when accompanied and vouched for by their director/chaperon
- MHSA banner and sign policy/placement
- Map of facility
- Luncheon or goodies for dressing room

COACHES' Information

- Coaches' Meeting time and location.
- Coaches meeting agenda.
- Bracket with uniform schedule/ bench designation/locker-room schedule for each game.
- Teams wearing light jerseys are designated as the “home” team and will sit on the bench to the left of the score table while facing the court and dark jerseys are the “visitors” and sit to right of the score table.
- Each team will warm up and play at the basket farther from their bench in the first half (National Federation Rule).
- How much warm up period for teams for each game.
- Team line-ups must be at the scorer's bench 10 minutes before play begins.
- Six basketballs per team will be furnished for warm-ups.

- Pre-tournament practice – no team will be permitted to practice on the tournament floor at any time during the tournament (other than regular warm-ups) or any time during the ten day period immediately preceding the opening of the tournament.
- Map of facility
- Coach and player admission pass gate. All personnel (team, managers, coaches, bus drivers' etc.) **must have a ticket for admission.** Band directors and chaperones must have tickets for all sessions.

CONCESSIONS

- Workers – needed per session of event – time schedule
- Change box – adequate amount
- Workers on Pass List
- Have concessions well stocked
- Concession sign
- Price amount sign

GYM

- Floor captain/door guards/ushers
- Scoreboard lights and scoreboard controller – extra Ko-wax cables if needed
- Padding on backboards – new nets
- Microphone/wireless microphone/batteries/50 foot cord/power strip
- Check Lights
- Radio booth
- Team signs for scoreboard/holders
- Possession arrow
- Water cooler and cups/table
- Towels
- First-aid materials/blood kits
- America Flag, Montana Flag, National Anthem tape, warm-up music/player/CD
- Mops to clean floor
- Clean team benches after every game
- MHSА crowd control/sportsmanship policies. Crowd control ropes
- Cheering section seating signs (rotate this). Student standing policy.
- Chairs for teams to sit in
- Clean backboards/gym, coaches box, X on floor in front of scorer, free throw lane marked
- Clean bleachers before event and after each session
- Set-up time/day – game equipment
- Video area and video policy for teams
- Practice gym for shoot arounds

HOSPITALITY ROOM

- One for school personnel/workers
- One for officials
- Person to watch each area and stock it
- Sign for who can use room (passes)
- Food items: pop, coffee, donuts, oranges, pizza, etc.
- Thank you sign for food donators
- Chairs, tables, TV/video of game

LOCKER ROOMS – TEAMS

- Host
- Security (key)
- Locker room team schedule
- Towels
- Chalk and eraser
- Pop – end of game
- Oranges – half time
- Team signs and locker room number sign and sign to tell locker room in use
- Signs about valuables
- Check locker room after each team use (clean)
- Fruit baskets – programs

MEDIA

- Letter to them about tournament/advertising/flier
- Person to call in results – phone number, fax numbers
- Media passes/pass list
- Check radio booth – phone lines
- Chairs/press table –power to press area.
- packet of tournament information, rosters, officials rotation
- MHSAs policy on broadcast rights, videotaping, cybercasting, telecasting and photography and media passes
- Media/photographer areas or boxes
- Signs for media area
- MHSAs announcements
- Phones for their use after games

PARKING LOT

- Team/Band Parking Area/map of facility
- Administrators'/Officials' Parking Area and permits
- Workers' Parking Area
- Maps of all areas
- Two to three people for attendants/vests
- Signs
- Barricades and flags
- Flashlights
- Security

PROGRAMS

- Two to three people needed
- Change box
- Table/chairs at place to sell programs
- Aprons
- Sign for amount
- Check on arrival of programs

REFEREES

- Get host (another official best)
- Officials meeting agenda
- Checks
- Officials' locker room only area – sign (key to lockerroom)
- Dressing Room – male/female – signs
- Tournament information sheets and rotation schedule
- Alternate official schedule
- Pop/water
- Put in dressing room: pop, oranges, towels, chalk and erasers, chairs, bracket sheet, assignment sheet, coaches' names, tournament program, water bottles, clothes hangers
- Laundry service
- Secure place to sit to watch other games
- Check on motel rooms – pay for rooms (ask about Saturday rooms)
- Hospitality Room – drink/goodies – sign
- Parking area/entrance to facility

SCORE TABLE (P.A., Scorer, Timer)

- Tournament bracket to each person
- Scorer and Timer duties
- Mercy Rule
- Rosters/program
- Official rotation
- Team roster/program
- Pencils, pencil sharper
- Game ball – warm-up balls – cart
- Stopwatch – scorekeeper's shirt
- Scorebook
- Comfortable seats
- Map of facility
- P.A. Information/packet with MHSA announcer guidelines
 - Welcome/sportsmanship announcement
 - Introduction information/bracket/rosters
 - Emergency procedure
 - National Anthem/flag presentation schedule
 - Drill team/cheerleader performance schedule
 - Championship game introductions/cheerleader and band announcement/officials introduction, awards introduction
 - MHSA announcements
 - Coaches'/Administrators' Meetings announcement

SECURITY

- Police for event
- Crowd control personnel (fans on floor policy – ropes)
- MHSA crowd control policies—see MHSA Handbook
- Door guards/ushers
- Emergency procedures (fire, earthquakes, etc.)
- Escort for officials

TICKET TAKERS

- Supervisor
- Player, Administrator, Cheerleader, Officials Passes
- Adult and Student All Session Passes, Adult and Student General Admission Passes
- Time cards
- Workers' schedule
- Change box and tickets
- Adequate change for money boxes
- Punches
- Stamps/pad
- Ticket price list
- Signs for ticket prices and who needs to buy a ticket to get in policy
- Table/chairs/barricades
- Signs in and out of building
- Aprons for ticket takers
- Pass list/will call/pass gate/ticket purchased envelopes
- Reconciliation form
- List of MHSAs passes
- Money bags, deposit slips
- MHSAs support items allowed at post season events
- Northwestern Energy passes/policy

STATS

- Three to four people
- Worker assignments
- Packet of tournament information/bracket
- Officials rotation
- Team rosters
- Chairs/tables/clipboards
- Pencils
- Paper
- Computer, printer, and stats program
- Extension cord
- Multi-plug in strip
- Photocopier
- Copies to teams (2), media (1 each), P.A. (2), Hospitality Room (25), one set for the files

WORKERS

- Call them – send each worker assignment, duties, and passes
- Meeting to discuss assignments – written duties list – food for meeting
- Have something to identify them as tournaments workers (badge, T-shirt)
- Parking passes
- Thank them every chance you get (signs, gifts, pay, thank you letter or phone call)
- Custodians – give them a tournament packet information/time schedule/bracket
- Trainer/Medical personnel – Tournament Packet Information/bracket to them, list training room facilities and training services provided for coaches information. Have emergency procedures outlined if need ambulance. Also need check for training services fees.

SECRETARIAL

- Typewriter or computer (1)
- Typing tables (1)
- Typewriter ribbons (correcting tape)
- Paper – 8-1/2 x 11
- Pencils – 30 extra
- File folders
- Whiteout – 4
- Clipboards
- Staplers and staples (6)
- Masking tape
- Expense forms
- Extension cords (3) or power strips
- Calculator
- Copier
- Copy paper (white and colored)
- Highlights (4)
- Red pens – blue pens
- Scotch tape (6)
- Duct tape (5 rolls)
- Rubber bands
- Paper clips – 6 boxes
- Rulers
- Masking tape
- Staple removers (3)
- Band-aids
- Extra forms/equipment/tournament information

MISCELLANEOUS

- Bracket board and team labels for bracket board
- MHSA Trophies – check them – table for them
- Trophy presentation person and information
- Seating signs – rotate this
- Welcome sign/Chamber of Commerce welcome
- Officials' badges or t-shirts
- Tell area businesses of tournament (parking problems)
- Ask other people to not be in building
- Ball personnel
- Sold out signs
- Food for coaches' and administrators' meetings – room
- Snow removal/salt and sand
- Phone available
- Extension cords – multi plug-ins
- Walkie talkies – who gets them
- Place for UAS sales and other vendors
- Copier/paper
- All State/All Conference certificates
- Gift for coaches
- Rule book/Case Book/ Officials Manual
- MHSA Handbook/Conference Handbook

- Table for program sales
- Doctor/ambulance
- Coaches' box
- Banner placement policy
- Person to contact to get seeding for the bracket
- Video cameras/area/power
- Camera to film game – video to concession area
- Handicap seating areas
- Unplug all vending machines
- Flip charts if power goes to scoreboard