Tournament organizational timeline, resources & checklist

Start by going to www.ncrusav.org/tournament-directors. The Tournament Director Resources page is accessible with a 23-24 NCR Adult Club Director of Juniors Membership.

TIMING	INFORMATION/TASK	REFERENCES/RESOURCES	DONE ✅
Aug/Sept	Read Tournament Director Guide	TD Resources > Tournament Director Guide	
Aug/Sept	Form Tournament Committee		
Aug/Sept	Secure Facility/Rental Fee		
Aug/Sept	Develop Budget (Entry Fees/Admission)	TD Guide • Page 6	
Aug/Sept	Develop Budget (Facility/Officials/Staffing)	TD Guide • Pages 11 & 12	
Aug/Sept	Determine Age/Gender/Possible Format	TD Guide • Pages 4-5 & 9-10	
September	Send Certificate of Insurance Request Form	TD Resources > Certificate of Insurance Request	
September	Contact AES regarding AES Scheduler	TD Guide • Page 9	
Oct/Nov	Make request for officials (if applicable)	TD Guide • Page 12	
Oct/Nov	Announce tournament/Begin marketing	TD Guide • Pages 6-7	
Oct/Nov	Post tie-breaking procedures for tournament	TD Guide • Page 10	
Oct/Nov	Review Tournament Director Guide	TD Resources > Tournament Director Guide	
Oct/Nov	Review Registration Process for Tournament	TD Guide • Page 7-8	
Oct/ Nov	Begin verifying all registered teams have USAV affiliation	TD Guide • Page 7-8	
Octo/Nov	Begin accepting teams into your event	TD Resources > Accepting Teams into your Club Tournament	
30 days prior	Make call for additional registrations		
30 days prior	Verify all remaining registered teams have USAV affiliation	TD Guide • Page 7	
30 days prior	Begin verifying if rosters are being uploaded in AES. Reach out to NCR for assistance as needed.	TD Resources > Roster Verification in AES	
30 days prior	Arrange first aid/trainer for event	TD Guide • Page 12	
14 days prior	Seed teams with help of Region Ranking System/Tournament Committee	TD Guide • Page 11	
14 days prior	Confirm all rosters have been submitted in AES.	TD Resources > Roster Verification in AES	
Wednesday prior to event	Send schedule to club directors and/or post online		
Wednesday prior to event	Review Tournament Day Information, Tournament Tips	TD Guide • Pages 13-18	
Wednesday prior to event	Print match forms	TD Resources > Tournament Forms	
Day of event	Introduce staff and site director, go over facility rules, name protest committee	TD Guide • Pages 15-16	
Within 2 weeks following event	Verified Region Rank Tournaments submit results to NCR	TD Guide • Page 16	
Within 2 weeks following event	Pay officials		