

CEVA OFFICIALS' & TDs UPDATES – 1/3/2022

Staffing Update

- CEVA has named Ashley Waggoner as the region's next Director of Operations. Ashley has a wealth of event management and supervisory experience that will benefit us in numerous ways. She officially begins her duties January 9. She will oversee tournament directors, facilities, and several other areas once we get her up to speed. Officials will continue to report to Alix Montoya. Ashley's e-mail will be ashley@cevaregion.org

Event Updates

- Urgent Line – (503) 894-6455. To be used for roster verification, membership eligibility questions, or other immediate needs on the days of tournaments.
- Items to cover in a coaches' meeting for both tournament directors and officials: [SEE HERE](#).
 - o Work to keep your coaches' meetings to ten minutes or less.
 - o Work to find a quiet area to hold your meeting (e.g., outside the gym if possible). A separate room is ideal.
- Not sure what a legal roster looks like? Here's [AN EXAMPLE](#).
- Reminder of the document that was handed out at the preseason meeting – "helping each other." [SEE HERE](#). Good reminders for both TDs and officials.
- Tournament directors should be responsible for entering scores into AES. Officials – please check with your TDs prior to entering scores into AES. TDs have been sent AES information previously, and we want to ensure this process is streamlined as much as possible.
- All TD boxes have a copy of our tiebreaking procedures. These are also on our website – [LINK HERE](#). Remember – if you have a three-way tie in a pool, please confirm the finishes with our staff (via text or call).
- Reminder – TIFs are due at 12:00 PM on Monday so we can process payroll. Full payment calendar can be [FOUND HERE](#).
- Tournament directors – please post a copy of the Parent/Spectator Code of Conduct in your facilities, as well as a copy of the Safesport reporting procedures. These are in your TD boxes.
- Officials – **be visible** around your courts. If you're not serving as an R1, please ensure you're helping your scorekeepers.