

DAY OF TOURNAMENT - CHECKLIST

LOADING

- _____ This tournament workbook
 - _____ Bins - Catering
 - _____ Bins - Officials' Booth
 - _____ Bins - Medical Supplies
 - _____ Bins - Scorekeeping
 - _____ Bins - Registration
 - _____ Bins - Ring Set-up
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LARGE ITEMS

- _____ Service Cart
 - _____ Food for Staff
 - _____ Drink Dispenser
 - _____ Ice Chest
 - _____ Microwave
 - _____ Mini-Refrigerator
 - _____ Scorekeeping Table Charts
 - _____ Medical Scales
 - _____ Barrier Stantions
 - _____ Banners
 - _____ Hand Cart
 - _____ Mats for Self Defense
 - _____ PA System
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Day 1 Day 2

SET-UP

- _____ _____ Catering Room
- _____ _____ Officials' Booth
- _____ _____ Registration
- _____ _____ Referees' Meeting Room
- _____ _____ Ring Set-up
- _____ _____ Rings
- _____ _____ Coaches Boxes
- _____ _____ Scorekeeping Tables
- _____ _____ Scorekeeping Tablecloths & Skirting
- _____ _____ Judges chairs (in appropriate positions)
- _____ _____ Scorekeeper Chairs
- _____ _____ Player Chairs
- _____ _____ Spectator Chairs
- _____ _____ Ring Barriers (stantions)
- _____ _____ Ring Number Signs
- _____ _____ Rings Divisional Signs
- _____ _____ Flip Cards for Sparring
- _____ _____ Forms Pads
- _____ _____ Continuous Sparring Clickers or Wipe boards
- _____ _____ SKITA - Rules at a Glance
- _____ _____ Scorekeepers Kits (pens/pencils/rubber bands/post-it notes)

_____ _____ Water Stations
_____ _____ PA System - Set-up and working so it can be heard but doesn't kill anyone's eardrums

Day 1 Day 2
MEETINGS

_____ _____ Coordinators
_____ _____ Referees
_____ _____ Scorekeepers
_____ _____ Registration

COMPETITION START (Start on Time!!)

_____ _____ Is the competitor area set-up?
_____ _____ Do your Coordinators, Arbitrator, Chief Referee, Registration Representative and Promoter have working headsets?
_____ _____ Is the medic set-up?
_____ _____ Is the PA system working?
_____ _____ Are the water stations filled?
_____ _____ Do the Scorekeepers tables have water?
_____ _____ Have the players for the first two divisions of each ring completed registration yet?
_____ _____ Have divisional envelopes for first two divisions been brought to each ring?
_____ _____ Are the Scorekeepers at their rings?
_____ _____ Is Referee's meeting ended and are Coordinators taking Referees directly from the meeting to their rings?
_____ _____ Are the Coordinators and Referees at their rings?

DURING COMPETITION

_____ _____ Process Staff lunch
_____ _____ Have water at rings for staff
_____ _____ Make sure divisional folders/envelopes are getting to the rings on time
_____ _____ Make sure completed divisional folders/envelopes are being brought to the NBL Commissioner

AFTER COMPETITION

_____ _____ Make sure Commissioner and Arbitrator get their payment envelope
_____ _____ Make sure Commissioner has gotten all the cards
_____ _____ Thank your staff

