

SITE DIRECTOR CHECKLIST

CHECK YOUR SITE

- ☐ Entrance doors are marked and unlocked
- ☐ Nets are proper height, serving line is marked (and 6' serving room behind the serve line) and there is adequate space for play. Additionally, no spectator seating allowed within 8' of the serve line.
- ☐ Score tables have scoresheets, instructions, writing utensils, scoreboards, and AAU lineup sheets
- ☐ Bathrooms are open, clean, and have soap, toilet paper, and paper towels
- ☐ Admission table (if used) is set up and ready for guests

PRE-TOURNAMENT

- ☐ Announce Coaches Meeting and location to meet
- ☐ Check in teams & collect roster - all teams are present and ready to play
- ☐ State rules and tournament criteria on Site Director Coaches Meeting Sheet
- ☐ Establish Protest Committee (State Director, you, and one other coach)
- ☐ Address any foreseeable issues; remind coaches to check app report incorrect scores promptly
- ☐ State how coaches can reach you (phone or designated location) during the event
- ☐ State if you will have another meeting before bracket play, or if play will start immediately after pool

DURING TOURNAMENT

- ☐ Monitor courts to make sure play is going smoothly
- ☐ Address unruly spectators and handle any disputes calmly and professionally
- ☐ Collect score sheets and ensure scores are entered into TM2 Sign CORRECTLY **Password: SCORE*****
Make sure trashes are emptied and facility rules are being followed
- ☐ Call coaches meeting before bracket play (if necessary)
- ☐ Award medals to top teams (per event protocol) and ribbons to lower bracket winners
- ☐ Take pictures of teams and ensure final winning teams are recorded

POST-TOURNAMENT

- ☐ Double check TM2Sign to make sure final scores and teams are input accurately
- ☐ Submit pictures of winning teams on social media - post on Wyo Club page or private message them
- ☐ If teams will be playing tomorrow, make sure courts are ready to go (adjust net height, prep tables)
- ☐ If teams are not playing tomorrow, make sure responsible parties are cleaning or caring for facility
- ☐ Submit the following to Dani via email: dani@wyoclubvb.com
 - ☐ Overall experience at your site; your perspective and vibe from teams and spectators
 - ☐ Issues, complaints, concerns, problems, or struggles you encountered
 - ☐ Solutions you used to solve above issues as well as things that went smoothly and any positives

THANK YOU for helping our tournament run smoothly and for helping grow AAU volleyball!