



# CESS TOURNAMENT ORGANIZATION

## 6 weeks before the tournament

- Send an email to the listed schools on the registration form to confirm their participation and the number of teams.
- Confirm permission for use of fields, gym, or stadium.
- Order ribbons/trophies, as soon as you hear from participating schools. There must be something for every participant (max of 18, if ribbons) and trophies or medals for top teams---excluding track & field. The suggested trophy to team ratio is 1:4.
- Book your TOC and make plans for them.
- Arrange officials
  - Tournament organizers need to provide adults or trained high school students to be the referees for all sports. For basketball, if high school referees are used, it would be ideal to pair them up with a trained adult.

## 3 weeks before the tournament

- Start student scorekeeper sign-up. They should receive adequate training before the event has started.
- Inform ADs to pass on the following information to coaches/parents:
  - Select and book your CESS rep. This is a reminder that each school needs a staff member as their CESS rep at all tournaments.
  - Tournament Schedule
    - Arrival time
    - Coaches meeting time
    - Devotional time
    - Expected finishing time including awards ceremony
  - Tournament rules - must be in accordance with CESS handbook
  - Concession information
  - Anticipated concerns
    - Proper use of facilities (i.e. eating in gym etc.)
    - Appropriate attire
    - Parking guidelines
    - Lunchtime concerns

## 1 week before tournament

- Create your tournament board including
  - Round robin and playoff schedules
  - Results and standings
  - Scorekeeper schedule
  - Referee schedule
  - Rules & expectations
- Communicate with your school re: tournament
  - Admin

- Secretaries
- Cafeteria
- Janitors
- Train scorekeepers
- Train refs
- Organize volunteers for concession

## 1 day before tournament

- Line fields or set up gyms
- Hang up signs on doors so spectators can know where to go
- Finalize tournament board
- Obtain equipment & supplies
  - Equipment: Game balls
  - Refs: Whistles, coin (toss), and jerseys
  - Scorekeepers: stopwatches, scoresheets, pencils, extra schedules

## Day of tournament

- Lead coaches meeting
- Lead devotions - all teams/coaches should be present
- Go over rules & schedule
- Pray for the tournament
- Update tournament board with results
- Confirm attendance of scorekeepers
- Problem-solve using Matthew 18 principles
  - Go try to work it out with the other person
  - Then speak to their CESS rep to help solve the problem
  - Then contact the CESS executive for greater assistance
- Check with refs for breaks
- Award ceremonies - encourage teams to stay or at very least; make sure they pick up their ribbons before they go
- Clean up & return equipment

## Day after tournament

- Forward closing letter, if desired
  - Thanks
  - Results
  - Lost/Found articles
- Write down rule concerns and submit to the CESS executive. Proposed rule changes will be discussed at spring meeting.
- Submit receipts to CESS treasurer. **All receipts must be submitted to the CESS treasurer within one month of your tournament.** Late receipts will not be honoured and the extra money will remain in the general CESS fund.
- Tournament organizers may spend 90% of the money their tournament has brought in from registration fees for the season. Track & field hosts can go beyond the 90% if necessary to cover stadium rental fees. Schools can apply for a subsidy to help break even on field rentals.