

## Form Instructions – Section Tournament Administrator 45-Day Checklist

### Purpose:

This checklist is a tool that the Section Tournament Administrator uses when meeting with a tournament staff to perform the status “health” checkpoint approximately 45 days prior to the start of the tournament. The purpose is to review the readiness plans that the tournament has made, ensure the tournament is adhering to established guidelines, and highlight any deficiencies that need corrective action plans.

The underlying purpose for the 45-day status checkpoint is to ensure a good experience for teams who will attend the tournament. As such, this process should be conducted in-person and involving as many of the key tournament staff as practical. The STA should delve into each area of tournament planning to the depth necessary to identify whether adequate plans are in place; then work with the tournament staff to brainstorm and develop any corrective steps that will be taken when deficiencies are noted.

At the conclusion of this process, the STA should document the results and share them with the Tournament Staff and respective RC, AD and SD.

### Recommendations:

I. Pre-Meeting Review	Prior to the checkpoint meeting, the STA should review the tournament authorization package to familiarize him/herself with the tournament as authorized. Then, the STA should log on to the internet and review the tournament’s website, to verify that the information that is being presented matches the authorization package. Using the 45-Day Status Checklist, The STA makes note of any deficiencies to be reviewed with the tournament staff at the upcoming checkpoint meeting.
Checkpoint Meeting Readiness	The STA should contact the tournament director to confirm the date, time and location of the checkpoint meeting. Preferably, this should be done in person although a teleconference meeting can be arranged as an alternative. Also, the STA should emphasize the participation of key tournament staff members, including tournament director (and asst. tournament director), registrar, treasurer, safety director, field director, referee administrator, volunteer coordinator, game scheduler, and facility director. It would be a good idea for the STA to send copies of the 45-Day Status Checklist so that the tournament staff is ready with the proper

	information.
II. Checkpoint Meeting Review	<p>At the meeting, the STA reviews the 45-Day Status Checklist.</p> <ol style="list-style-type: none"> <li>1. Review the checklist from the Pre-Meeting Review of the tournament website, and identify any corrective actions necessary.</li> <li>2. Next, the STA should proceed through the remainder of the checklist items, involving the appropriate tournament staff member(s). Ask to review any supporting documentation necessary.</li> <li>3. When deficiencies are identified, work with the tournament staff to develop corrective action steps and document them.</li> </ol>
Report Results	<p>At the conclusion of the checkpoint meeting, the STA should document the results including the corrective action steps, and share the results with the appropriate tournament, regional, area and sectional contacts.</p>