

## **Tournament Manager's Checklist** --- reviewed 2008

### **Venue**

- \_\_\_\_\_ Confirm Venue
- \_\_\_\_\_ confirm that venue is accessible for early set up (2 hours previous to tournament)

### **Supplies**

- \_\_\_\_\_ Start expense list

For strips: (mark everything as to ownership)

- \_\_\_\_\_ strip tables (1 table = 2 strips)
- \_\_\_\_\_ machines and reels
- \_\_\_\_\_ extension cords
- \_\_\_\_\_ non-marking painters' tape (45 yards per strip)
- \_\_\_\_\_ duct tape for bungee reels
- \_\_\_\_\_ count down timers (1 per strip plus extras) -- (spare batteries?)
- \_\_\_\_\_ clipboards (1 per strip)
- \_\_\_\_\_ pencils with good erasers

For registration and tournament management

- \_\_\_\_\_ registration table and 2 or 3 chairs
- \_\_\_\_\_ computer with trained operator (or 2! or 3!) and printer/paper, extension cord/surge protector (or paperwork and pool sheets for running tournament)
  - extra printer cartridge!
- \_\_\_\_\_ pencils with good erasers
- \_\_\_\_\_ pencil sharpener
- \_\_\_\_\_ paperclips
- \_\_\_\_\_ sturdy envelope for money
- \_\_\_\_\_ \$30 seed money in \$5 bills for change
- \_\_\_\_\_ GMD tournament report
- \_\_\_\_\_ preregistration lists (e-mail a response to every fencer as he/she registers)
- \_\_\_\_\_ sign up lists to record entries and payments
- \_\_\_\_\_ USFA membership forms (current year) -- and official receipts already printed!
- \_\_\_\_\_ GMD coupons (can be printed from computer as needed)
- \_\_\_\_\_ awards (labeled with tournament name, event, place, date)

- \_\_\_\_\_ First Aid kit

### **People**

- \_\_\_\_\_ set up crew
- \_\_\_\_\_ referees
- \_\_\_\_\_ armorer
- \_\_\_\_\_ refreshments
- \_\_\_\_\_ clean up crew

## **Advice to Tournament Managers: Preparing for Tournaments**

- 1.)** Check with the contact person for your venue and make sure the doors will be open at least 2 hours in advance of the first event (or the night before) for set up. Line up a crew of enthusiastic, committed volunteers from your club to help with set up. Make sure you will have enough tables on hand (1 for every 2 strips, plus one for registration)
- 2.)** Purchase non-marking painters' tape for marking out strips (Don't use duct tape, electric tape, etc. if your venue has a nice floor.) 45 yards of tape per strip is a generous estimate. (You'll have some leftover for the next meet, especially if you use some existing lines on the floor.) Keep track of expenses (you'll be reimbursed from the proceeds.) You might need duct tape if using bungee-reels.
- 3.)** Contact each GMD club representative to arrange for strip equipment (scoring machines and reels). This equipment will not just magically appear at your tournament. You must make sure someone from each club is on board to bring it.
- 4.)** Get commitments from the best fencers/most capable referees in your club to be there to help ref. (They may also compete at the same time.) If you cannot field enough refs for every strip, put out a call for help to the other clubs (via their club rep.) and try to recruit refs. Refs always earn "Green Mountain Money" coupons which can be used for future tournaments. No confident refs in your club? Organize a ref training course with Jon Moss and send a bunch of people to the course!
- 5.)** Line up someone from your club who knows how to fix equipment (especially floor cords and body cords) to serve as armorer when not fencing. An armorer is especially helpful for U and E events where a lot of inexperienced fencers are fencing with borrowed equipment. Armorer also earns GMD coupons (and can put out a "tip" jar.)
- 6.)** Get trained in using the Fencing Time software and train one or two other people in your club. Share the responsibility of running the computer during the meet so that other people in your club are also comfortable running it.
- 7.)** Gather supplies (listed on Tournament Manager's Checklist)
- 8.)** Awards: You are free to buy/make any awards you like for your tournament (You will be reimbursed from the proceeds, although if you are too extravagant it will seriously cut into the after expenses profit your club gets to keep.) However, most clubs find it most convenient to purchase their awards from the GMD stock of medals. The GMD treasurer has these, so you will need to contact that person in advance and let him know how many gold, silver, bronze medals you will need depending on the number of events you are offering. (Remember that you will need two bronze medals for non-qualifier events with 15+ competitors.) The cost of the medals can be paid from the tournament proceeds.  
Make stickers to put on the backs of each medal with tournament name, date, event and place. Computer-printed mailing labels work well but keep the font small as the medals are not large.
- 9.)** Refreshments: This is optional but selling refreshments (water, juice, bagels, baked good, etc.) can be a good source of fundraising for your club as well as a nice service for the fencers, especially those who have traveled a distance.
- 10.)** Don't be afraid to ask for help! There are people in the GMD who want to help but don't know what to do and there are new families coming in every month. Give them an opportunity to contribute.