

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 3

Tournament Convener Duties

IN CASES WHERE THERE IS MORE THAN ONE FACILITY BEING USED IN THE HOSTING OF A TOURNAMENT/EVENT, MAKE SURE THAT EACH FACILITY HAS ITS OWN CONVENER.

1. CONVENER DUTIES “DURING” TOURNAMENT:

- 1.1. Post results and determine tie-break situations as per STAS guidelines, indicated earlier in this section.
- 1.2. Ensure that the tournament schedule is adhered to.
- 1.3. Encourage officials to keep the tournament on time.
- 1.4. Ensure that the playing and surrounding area is safe and free from obstructions. This may mean the removal of some objects, garbage, gym bags, spectators, etc.
- 1.5. Have access to spare equipment and tools in case problems occur.
- 1.6. Arrive at least one hour prior to the start of the first match.
- 1.7. Ensure that all facilities are open and proper signage is posted, e.g., entrance to gym, washrooms, etc.
- 1.8. Check the nets often to ensure good tension and proper height.
- 1.9. Ensure that the score keepers table(s) has the following:
 - 1.9.1. Score sheets
 - 1.9.2. Pens/pencils
 - 1.9.3. Score cards/flip cards
 - 1.9.4. Tournament schedule
 - 1.9.5. Officials' schedule
 - 1.9.6. At least 2 game balls
 - 1.9.7. Receptacle for garbage
- 1.10. Ensure that the master draw sheet and a tournament schedule are posted in a visible location for teams and spectators.
- 1.11. Have ice on hand in case of minor injuries and have the Emergency Action Plan within easy access.
- 1.12. Ensure that the court numbers are clearly posted and correspond with the Tournament schedule.
- 1.13. Have a rulebook on hand.
- 1.14. Deal with other problems that may arise.

2. CONVENER DUTIES “IMMEDIATELY AFTER” TOURNAMENT:

- 2.1. Fax results to appropriate media on the same day.
- 2.2. Fax or email results to the STAS office immediately.
- 2.3. Assist in clean up of tournament site.