

SECTION 2

TOURNAMENT STAFFING & COMMITTEES

Tournament Director

Accepting the role of Tournament Director (TD) for an NCCS event is a challenging and rewarding experience. It requires skill in all areas of programming and is, therefore, an excellent tool for developing and/or refining management and leadership skills. The Tournament Director is the one person responsible for all aspects of the tournament. The TD creates the tournament plan, identifies individuals to help execute the plan and ultimately ensures that all aspects of the tournament run smoothly. The Tournament Director must be available to respond to any situation that requires his/her attention must rely on others to direct certain aspects of the tournament.

The NCCS Event Structure (see appendix 7) is intended to create a consistent structure across all NCCS events and to align tournament responsibilities in a manner that provides adequate support to the Tournament Director while providing leadership opportunities for a larger number of students and professionals.

In this structure the Tournament Director will identify three individuals, each serving as a Director of one aspect of the tournament: (1) Operations, (2) Competition, and (3) Student Officials. Because these four individuals rely upon each other, communication between them is critical. The following paragraphs outline the responsibilities of each of these positions.

Director of Operations

The Director of Operations is the individual most engaged with the Tournament Director in setting up the tournament. Responsibilities include identifying marketing and IT staff to help promote the tournament, securing food and hotels for participants and staff, coordinating the registration process from beginning to end, preparing for and resolving safety and security issues and helping the Tournament Director identify and secure local sponsors for the tournament. Additionally, the Director of Operations is responsible for daily set-up of facilities, for providing supervisory staff at each field, and fulfilling sponsorship agreements with local and national sponsors. Because of the nature of this position, the Director of Operations should be a member of the host institution's staff.

The following is a more detailed description of the duties of the Director of Operations.

Hotels

- First consider location and how far teams, officials, and staff will have to travel to and from the tournament location. Cost is not always the better way to go if participants are traveling over 30 minutes to get to the game site.
- Many hotels have discounts for large group reservations
- Set up a meeting with the hotel manager and discuss what options are available if you choose to use that hotel as the host hotel.
 - Examples are one (1) free room for every 30 or 40 rooms reserved, or the host school will receive \$5 or \$10 credit to be used towards payment of staff and official rooms.
 - Discuss transportation options with the hotel manager. Some hotels offer free shuttle service within 5 – 10 miles of the hotel.
 - The hotel manager may be able to offer discounts at the hotel restaurant or offer meeting rooms free of charge.

Food

- At a minimum, two meals should be provided per day. This could include a continental breakfast that is offered by the hotel. If staff and officials are working all day and are not splitting the day in half, providing all three meals is necessary.
- Local vendors, especially those that are near the tournament or hotel are usually very accommodating with providing meals. Some vendors may offer discounts in exchange for being able to sell food during the tournament.
- Check with your university to see if there are any food contracts that can assist with providing meals.
- Be sure to offer a variety of meals; do not offer pizza or hamburgers every day or for all meals.
- Remember to include vegetarian options.
- If the tournament schedule allows, offer a social which includes a meal (usually dinner) for the officials and staff, and then on another night offer a social that is just for the staff.
- Contact a local restaurant to set up discounts for players/staff if they mention NIRSA.

IT

- This Committee will assist in the technical needs of the tournament.
 - Their duties will include, videotaping of games, computer/projector set up, data entry, etc.
 - This committee chair would report to the Tournament Director (Regional Tournaments) or the Director of Competition (National Tournaments).
- The IT Committee should include at least one person to assist with data entry and updating the web (more may be needed depending upon the number of games and statistics being entered).

Operations Committee

- This committee will assist in anything having to do with running a tournament. Their duties include,
 - Set up fields/courts and all relevant supporting equipment (i.e. tents, water coolers, score clocks, sponsor materials, etc.).
 - Provide supervision of games played, responding to medical and/or behavioral issues as well as operational issues such as equipment checkout, scorecards, etc.
 - Respond to grounds and physical plant issues.
 - Develop and implement an Emergency Action Plan to respond to a critical incident.
 - The Operations committee may vary in size from tournament to tournament. The number of fields/courts and different venues will need to be considered when determining the size of the staff.

Sponsorship Fulfillment/Special Events

- Put up all branded materials and signage for event sponsors.
- Execute special events related to sponsorship requirements.
- Coordinate the “extras” for championship games including the singing/playing of the national anthem, announcing team line-ups and in-game announcements.
- Ensure that a photographer is present at the championship games (if not the entire tournament).

Host Committee

- Greet teams as they arrive for team meetings and contests.
- Provide information about local restaurants, entertainment, and transportation.
- Serve as an ambassador of your institution and community.

While these duties are not all-inclusive, they do represent many of the areas for which the Director of Operations will be responsible. Be sure to consult with the Tournament Director on exactly how to approach these tasks and for a precise division of responsibilities.

Director of Competition

The Director of Competition is responsible for ensuring that the event is executed in a manner consistent with NCCS Standards of Competition. Responsibilities include (in consultation with the Tournament Director):

- Establishing rules of play (consult with Tournament Director and Director of Officials).
- Creating and posting schedules of play.
- Creating and printing game sheets/scorecards.
- Recording and posting results of competition.
- Recording statistics (where applicable) including sportsmanship issues (red/yellow cards, technical fouls, unsportsmanlike penalties, etc.).

NOTE: In some tournament formats, the operations staff works the tables and records data on the game sheets. In such cases, these scorecards must be submitted to the Director of Competition's staff to compile and use accordingly.

Qualification Standards for a NCCS National Director of Competition

- Current NIRSA Member and current Recreational Sports professional.
- Willingness to learn and develop professionally in the field.
- Exhibit an interest or experience in student development.
- Available for entire tournament, including pre-tournament staff meetings.
- Must have institutional support as this is a two-year commitment.
- There will be no "term limits", i.e. all previous Directors of Competition are eligible to reapply at the end of the two year appointment.
- Served as tournament Director, Director of Operations or Director of Competition at state, Regional, or National level for a minimum of three-years.
- Served on Operations or Competition Committee for a minimum of two-years (in the same sport).
- Served on Officials committee at National Tournament for a minimum of two-years.
- Two letters of recommendation from NIRSA professional members **OUTSIDE** of host institution.
- These letters should directly address previous work as Tournament Director, Director of Operations, or Director of Competition.

All Tournament Committee

- The members of this committee will be responsible for selecting outstanding players for the tournament.
- Their duties might include, keeping stats, monitoring games, and an evaluation of sportsmanship throughout the tournament.

NOTE: In some tournaments, Operations Staff are used in this role (in addition to their operational responsibilities). If so, the Director of Competition must work closely with the Tournament Director and Director of Operations to ensure there is adequate staffing for both roles.

- The Director of Competition should assign a Chair to direct the All-Tournament committee.
- The Chair should be someone who has played the sport or has been on previous All-Tournament committees.
- Strong leadership and communication skills are critical for this position.
- This committee should have at least one person for each field/court.

Director of Officials

The Director of Officials is responsible for recruiting student officials to work the tournament (or at least be involved in the officials selection process), for providing training for these officials, and for providing evaluation and positive feedback consistent with the highest standards of the officiating avocation and of NCCS principles of professional development. The Director of Officials is also responsible for selecting and directing clinicians and evaluators to assist with the training and evaluation of student officials.

Qualification Standards for a NCCS National Director of Officials

- Current NIRSA Member and current Recreational Sports professional.
- Willingness to learn and develop professionally in the field.
- Exhibit an interest or experience in student development.
- Available for entire tournament, including pre-tournament staff meetings.
- Must have institutional support as this is a two-year commitment.
 - There will be no “term limits”, (i.e. all previous Directors of Officials are eligible to reapply at the end of the two year appointment).
- Four-years of experience training, scheduling, supervising and evaluating officials.
- Flag football – works at an institution which utilizes NIRSA rules.
- Served as Director of Officials at State, Regional, or National level for a minimum of three tournaments.
- Served on Officials committee at National Tournament for a minimum of two-years.
- Four-years as a current, active official in the respective sport OR have served as the Director of Officials for a minimum of five tournaments.
- Two letters of recommendation from NIRSA professional members **OUTSIDE** of host institution.
 - These letters should directly address previous work as Director of Officials at State, Regional, or National level.

When considering candidates for the Director of Officials position:

- It is imperative to have a person with experience on all levels: officiating, training and evaluating.
- Strong leadership and communication is essential.

Officials Committee and Officials Sub-Committee

- The Director of Officials (in consultation with the Tournament Director) will select professionals and graduate assistants from the NCCS region in which the tournament takes place.
- If sufficient staff is not available within the region, staff from outside the region may be invited.
- Ideally, there should be two Officials Committee members and one member of the Officials Sub-Committee at each court/field for the duration of the tournament.
- There should be a minimum of two committee members (professional or grad) at each court/field for the duration of the tournament.
- The Director of Officials should serve in a floater capacity and therefore should not be scheduled as an evaluator on any one court.

- The Director of Officials should select one committee member to serve as an Assistant Director. The Assistant Director capacity will be to assist in scheduling, evaluation summaries, and other duties that arise.

Protest Committee

A Protest Committee will exist at each tournament. This committee will consist of:

- Tournament Director
- Director of Operations
- Director of Competition
- Director of Officials
- NCCS Representative

The responsibility of this committee is to rule on all protests, appeals and other such issues requiring due process. The committee will have authority to rule on all issues not covered in the tournament rules or event literature.

General Staffing/Committee Information

- The Directors of Operations, Competition and Officials should be selected at least six months in advance of the tournament.
- Staff/committee members should be selected at least four months in advance of the tournament.
- Staff/committee members should be appointed by the Tournament Director, in consultation with the Directors of Operations, Competition and Officials.
- The Tournament Director will have the final say on all staff/committee member appointments and on the number of staff assigned.

Committee Qualification Standards for a NCCS Regional or National Tournament

- Current NIRSA Member and current Recreational Sports professional.
- Willingness to learn and develop professionally in the field.
- Exhibit an interest or experience in student development.
- Available for entire tournament, including pre-tournament staff meetings.

Meeting Agendas

- The Tournament Director should conduct a meeting with all the staff members prior to the start of the event.
- Items to be discussed are:
 - The role that each committee chair/members will have during the tournament.
 - Game schedules
 - Map of the fields/courts
 - Directions to the hotel
 - Social events
 - Handout staff shirts, nametags, and if appropriate the work schedule.
- After that is completed, each committee will need to break and have their committee specific meetings:
 - All-Tournament Committee will need to review the criteria for selection, number of All-Tournament members for each division/category, etc.

- Officials Committee will need to review the rules, discuss any new rule changes or points of emphasis, problem areas from other tournaments, and the criteria for All-American Officials or All-Tournament Officials.
- Operations will need to review the field/court locations and numbering, the set up/tear down process, storage/location of equipment, and review responsibilities during the tournament (trash pick up, refill water coolers, etc).
- The Captain's Meeting will be administered by the Tournament Director.
 - Tournament guidelines/expectations and sportsmanship will need to be discussed and communicated as a point of emphasis.
 - Logistical information will also need to be reviewed such as field/court location, tournament schedules, parking, hotel location, and behavior at the hotel.
 - The Officials Chair should review the rules and protest procedure at the Captain's Meeting.
- The Officials Meeting should be lead by the Officials Committee Chair and will need to discuss the tournament schedule, field/court location and numbering, schedules, review rules and point of emphasis, and give out any other logistical information.

Tournament Structure

NCCS Tournament Structure

