

## **Tournament Director/Athletic Director Checklist**

- \_\_\_\_\_ Ticket Sellers
- \_\_\_\_\_ Tickets & Money Boxes
- \_\_\_\_\_ Officials
- \_\_\_\_\_ State Police
- \_\_\_\_\_ Sheriff / City Police
- \_\_\_\_\_ Security
- \_\_\_\_\_ Crowd Control/ Enforcement of Spectator Support Regulations
- \_\_\_\_\_ Communications with visiting school administration
- \_\_\_\_\_ Ambulance / Rescue squad
- \_\_\_\_\_ Public Address Announcer
  - Sportsmanship, Tobacco & Other Announcements
- \_\_\_\_\_ Media Accommodations
- \_\_\_\_\_ Scoreboard/ Clock/ Play Clock - Operator (Back up Scoreboard)
- \_\_\_\_\_ Official Scorekeeper / Statistician
- \_\_\_\_\_ Chains, Chain Crew
- \_\_\_\_\_ Programs / Program Seller
- \_\_\_\_\_ Key and host for visitors' locker room
- \_\_\_\_\_ Officials' host
- \_\_\_\_\_ Refreshments/water for officials
- \_\_\_\_\_ Concessions
- \_\_\_\_\_ No parking signs
- \_\_\_\_\_ National Anthem
- \_\_\_\_\_ AED
- \_\_\_\_\_ Emergency Action Plan