

Tournament Leader Guide

Things to do upon accepting assignment as a tournament leader.

- Contact the coach for any available tournament information such as schedules, number of courts, warm-up protocols, contacts for different sites, and a cell number for the coach. Alert the assigner if you have too few or too many officials.
- Email your “crew” as soon as you have information regarding your tournament as far as start times, duration, etc. to start the communication process. All tournaments list one site in Arbiter, but they may have multiple playing sites. Let them know when to expect a schedule and the possible locations. When you send the schedule, you should include that the schedule is tentative and subject to change the day of the tournament. Sometimes teams don’t show up or courts run behind, and the schedule must be adjusted accordingly.
- The schedule should be sent to the Assigner prior to publishing for a review of potential partner blocks.
- Once you publish the final schedule, request a reply to confirm that all members of your crew have received the schedule.

Pay sheets

The use of a Tournament Pay Spreadsheet is recommended for all tournaments. It is available in the Pay section of the website. You should notify the coach and their business office that you plan to use a spreadsheet, so they will be expecting it rather than lots of pay sheets. For smaller tournaments of 1 or 2 courts, you may use regular pay sheets if that is the preference of the school or their business office. If a Tournament Pay Spreadsheet is submitted, it must also be submitted to the Assigner for Arbiter Pay entry.

Mileage

Mileage should be charged at the rate for the school where assigned per the UIL flat rate mileage policy.

Other reminders

Check Arbiter regularly for any changes to officials or to the notes.

Be aware that some officials may have special requests - need to arrive late, need to leave early, prefer not to work with a specific person – try to honor what you can and explain what you can’t.

Tournament Leaders may receive credit at the discretion of the assigner. Credit will be based upon the number of courts, matches, officials and days of the tournament.