



DISTRICT TOURNAMENT CHECKLIST

- Read Instruction Manual Thoroughly. Contact the KHSAA office if you have questions or comments.
- Announce Draw Meeting
- Download all appropriate forms and materials from <http://www.khsaa.org/basketball>
- Open and Inspect Trophies from Riherd's Trophy upon arrival from company. For 2012, there is no portion of the trophy costs covered by any sponsor, so you will receive a bill for the winner and runner-up award. You should budget approximately \$112.50 plus shipping for this cost.
- Conduct District Meeting Covering All Items Listed on Model Agenda
- Complete Draw Form. Use proper KHSAA bracket form and *emailed to the KHSAA emay@khsaa.org*.
- Contact Officials. Prepare checks for game officials. Pay rate for district tournament is \$60 each official per game for a three-person crew. This is a mandatory fee per the Board of Control and may not be altered. In addition, the KHSAA will inform you by letter or through the Assigning Secretary of the amount of money to be paid to the officials for mileage.
- Complete All Game Management Functions
- Contact Media with Results
- Complete Financial Report (BK105) and send to KHSAA
- Complete National Federation Report (BK103) and send to KHSAA
- Complete and submit Seeding Form (BK102) if district is seeded and send to KHSAA
- Complete Site Selection Plan Form (BK101) (*send to KHSAA immediately after meeting*)

MODEL AGENDA FOR DISTRICT TOURNAMENT MEETING

- Call To Order
- Designate Someone To Take Minutes and a keeper of the minutes for the district. This is critical in the event of future seeding or site selection dispute and solves a lot of arguments that may occur later due to turnover in positions.
- Discuss Seeding. Requires Majority to Change Future Seeding Method
- Complete and submit Seeding Form (BK102) if district is seeded
- Discuss Future Sites and Review Site Selection Plan and Ensure Accuracy
- Complete Site Selection Plan Form (BK101) (send to KHSAA immediately)
- Discuss Tournament Expenses (majority approval required)
 - PA
 - Scorer/Timer
 - Statistics
 - Security
 - Medical
 - Other
- Conduct Draw/Seed Placement
- Complete KHSAA Bracket Form for tournament
- Copy Draw to All Teams