



### REGIONAL 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>
- Conduct Meeting Covering All Items Listed on Model Agenda
- 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 \$119.90 plus shipping for this cost.
- Complete Draw Form. Use on proper KHSAA bracket form and faxed to KHSAA
- Contact Officials. Prepare checks, for game officials. Pay rate for regional tournament is \$70 each official per game for a three-person crew. This is a mandatory fee per the Board of Control and may not be altered.
- The assigning secretary will inform you 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 (BK106) and send to KHSAA immediately
- Complete Site Selection Plan Form (BK104) and send to KHSAA immediately

### MODEL AGENDA FOR REGIONAL TOURNAMENT MEETING

- Call To Order
- Designate Someone To Take Minutes and a keeper of the minutes for the region. This is critical in the event of future site selection dispute and solves a lot of arguments that may occur later due to turnover in positions.
- If there is dispute over future sites, please include these minutes with your end of site selection form when submitted.
- Discuss Future Sites (this discussion must involve all teams in the region, not just tournament participants). The final decision over future sites rests with the Commissioner, based on input from the Principals (Designated Representatives) of the member schools.
- Review Site Selection and Ensure Accuracy. Double check compliance with KHSAA Tournament Rules
- Complete Site Selection Form BK104 (*send to KHSAA immediately*)
- Discuss Tournament Expenses (majority approval required)
  - PA
  - Scorer/Timer
  - Statistics
  - Security
  - Medical
  - Other
- Conduct Draw
- Complete Enclosed Draw Sheet
- Copy Draw to All Teams