



# Southwest Zone Outline Hosting Weekend Tournaments

## Planning for the Weekend Tournament (3-4 months prior to the event):

- Secure pool time/contract with facility
- Secure local discounted, tournament hotel (for referees, out of town teams)
- Sanction tournament with USA Water Polo (Club Admins need to login)
- Create tournament website at club website
- Prepare tournament information one sheet with all basic information
- Communicate with Zone Head Referee about tournament specifics (how many courses, timelines, etc.)
- Send tournament information one sheet to Clubs/Coaches/Club Admins/Referee Leadership
- Send reminder emails leading up to tournament entry deadline
- Coordinate specific needs/wants regarding goals, lane lines, clocks, etc. Figure out what you need.
- Coordinate Table Workers for the Event: Who will be working the tables? Sign-ups?
- Coordinate Event Volunteers: hospitality, apparel sales, concessions, admissions, pool set-up, pool break down, table supervisors, etc. What will club be doing for tournament? Sign-ups?

## Preparing for the Weekend Tournament (3-4 weeks prior and leading up to event):

- Entry Deadline: Host will need to call, text, email to finalize team entries.
- Send list of all team entries to all Clubs/Coaches/Club Admins (schedule coming soon)
- Complete Tournament Schedule based on team entries
- Create Online Google Docs schedule/results
- Distribute tournament schedule/tournament info to attending teams (including update emails)
- Finalize Referees for Tournaments (out of town refs, hotels, etc.)
- Finalize specific needs/wants regarding goals, lane lines, clocks, etc.
- Finalize Table Worker Schedule (club athletes, four athletes per game)
- Finalize Volunteers for Hospitality, Apparel Sales, etc.
- Compile/Monitor team rosters thru USAWP website (send reminder emails as needed)
- Print copies, schedule/table worker/door sign posters, Game Books/Game Sheets/Table Supplies

## During/After the Weekend Tournament:

- Coordinate Pool Set-up/Pool Break Down (tables, clocks, lane lines, clean up, etc.)
- Welcome attending teams/referees and collect payments on site/after the event
- Monitor/Organize Event Volunteers and Table Workers
- Compile Tournament results, post online during the tournament
- Organize the Tournament Committee as needed
- Organize distribution of Awards at the conclusion of the tournament
- Send tournament recap, results email to attending teams
- Coordinate with Head Referee for reimbursements and/or payments
- Submit all receipts/reimbursements as needed to treasurer
- Submit payment for facility once invoice is received

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