



# Southwest Zone Outline League Administration & League Game Day Hosting

## League Administration:

- Determined League Game Days and League Game Day Hosts
- Sanction League with USA Water Polo (Club Admins need to login)
- Create League website at club website
- Prepare tournament information one sheet with all basic information
- Communicate with Local Head Referee about League specifics (how many courses, timelines, etc.)
- Send League information one sheet to Clubs/Coaches/Club Admins/Referee Leadership
- Send reminder emails leading up to League entry deadline
- Entry Deadline: League Admin 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 League Schedule based on team entries
- Create Online Google Docs schedule/results
- Distribute league schedule/league info to participating teams (including update emails)
- Finalize Referees for Leagues with Local Head Referee
- Compile/Monitor team rosters thru USAWP website (send reminder emails as needed)
- Collect Teams Entry Fees from participating teams
- Order League Awards for various divisions; Organize distribution of Awards at the conclusion of League
- Prior to each League Game Day, coordinate with Game Day Host about their responsibilities (see below).
- During League Game Day, organize the League Committee as needed
- After League Game Day, send updated results/standings to all participating teams
- After League Game Day, coordinate with Local Head Referee for reimbursements and/or payments

## League Game Day Hosting:

- Secure pool time/contract with facility and coordinate with League Administration.
- Determine/Finalize specific needs/wants regarding goals, lane lines, clocks, etc. Figure out what you need.
- Finalize Table Worker Schedule: Who will be working the tables? Sign-ups?
- Finalize Event Volunteers: hospitality, apparel sales, concessions, admissions, pool set-up, pool break down, table supervisors, etc. What will club be doing for Game Day? Sign-ups?
- Print copies, schedule/table worker/door sign posters,
- Provide Game Balls, Game Books/Game Sheets/Table Supplies
- During League Game Day, welcome attending teams/refs & monitor/organize volunteers/table workers.
- During League Game Day, compile results and post online at the League Google Doc
- Submit all receipts/reimbursements as needed to club treasurer
- Submit payment for facility once invoice is received

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