

HEAD OFFICIAL'S CHECKLIST

- Touch base with Zone Rep. and assist with assigning officials for tournament
- Contact Tournament Director and collect following information.
 - Number of mats being used
 - Weigh-in format
 - Categories
 - Schedule
 - Rules being used
 - Protest procedure
- Touch base with assigned Clinician and Head Pairing Master
 - Assist clinician with clinic and grading of officials
- Ensure venue meets BCWA safety standards
 - Adequate First Aid facilities
 - Ensure all minor officials are familiar with their roles/duties
 - Ensure all mats have the following supplies
 - Clocks in working order
 - Hand sanitizer for officials and athletes
 - Pencils
 - Disinfectant
 - Paper Towel
 - Garbage Can
- Meet with coaches to discuss rules and code of conduct
- Ensure all officials receive appropriate breaks and food.
- Complete Head Official's report
 - Number of entries
 - List of Officials
 - Officials information i.e. address, phone, e-mail
 - Officials ranking
 - Tournament incidents
 - Nominee for most sportsmanlike coach
 - Monies collected
 - Monies distributed
 - SEND REPORT TO TREASURER AND SECRETARY ASAP