

HEAD PAIRING MASTER'S CHECKLIST

- Touch base with VP Provincial and Provincial Head Pairing Master
- Confirm draw team assignments with Provincial Head Pairing Master
- Contact Tournament Director and collect following information.
 - Number of mats being used
 - Weigh-in format
 - Categories
 - Schedule
 - Team points being used
 - Awards being presented
 - Draw format
 - Registration information
 - Number of medals being awarded
 - Obtain a copy of the tournament brochure
- Touch base with assigned Head Official and Clinician
- Confirm draw room location
- Confirm equipment
 - Paper
 - Adequate power supply
 - Copier
 - Personnel for wall charts
- Ensure all members of the draw team receive adequate breaks and food.
- Keep result package for a minimum of 2 weeks
- Send results package to BCWA (in excel format)
- Forward all recommendations to Provincial Head Pairing Master and Secretary