

Timelines of Information

SCHOOLS PACKETS

PACKET ONE (send to AD, PRINCIPAL, COACH)

- **About 1 month to 1½ months before event**
 - **Tournament information**
 - **Administrative passes**
 - **Player and manager passes**
 - **Parking passes (parking instructions)**
 - **Expense report**
 - **Bracket sheet – locker room assignments**
 - **Bracket sheet (Home/Visitors bracket)**
 - **Map of facility**
 - **Flier about tournament**
 - **Roster sheet**
 - **Administration and coaches' meetings - agenda**

PACKET TWO

- **Monday of Tournament Week (send to AD, Principal, Coach)**
- **Complete bracket – home-visitor/locker room bracket**
- **Officials working tournament and rotation schedule (if known)**
- **Conference records**
- **Administrators and coaches meeting information – agenda**
- **MHSA Crowd Control/Sportsmanship guidelines**

PACKET THREE

- **One to each coach – given to them when they arrive**
 - **Welcome letter**
 - **Complete bracket – home-visitor/locker room bracket**
 - **Conference standing**
 - **Officials' rotation schedule**
 - **Expense report**
 - **Focus on sportsmanship guidelines**

REFEREES PACKETS

PACKET ONE

- **Mailed as soon as you know who the officials are and have talked to them about:**
 - **Motel needs**
 - **Travel arrangements**
- **Packet includes:**
 - **Officials' meeting – agenda**
 - **Notification of Assignment of Tournament Officials**
 - **Tournament Bracket**
 - **Officials' assignments (if known)**
 - **Tournament Pass**
 - **Parking Pass – map of facility – special entrance**
 - **Contract and motel arrangements**

PACKET TWO

- **Give day of tournament**
 - **Check/welcome letter**
 - **Complete bracket – Home/Visitors bracket**
 - **Conference records**
 - **Officials' assignments/rotation**
 - **Names of coaches**
 - **Program**

TICKETS

- **Get passes ready 2 months before event**
 - **Adult and Student All Session/Single Day**
 - **Officials**
 - **Player/cheerleader**
 - **Administrative**
- **Ticket taker schedule 2½ months before event**