

Site Director

* The Site Director is one of the most important people on our staff for the entire week of Finals. You are essentially the Director of Athletics at your respective site. Spectators, athletes, coaches, officials, and all members of our staff will view your event based upon how well prepared you are and how well each contest is organized and administered. Prudent risk management, crisis intervention, and problem solving done quickly and fairly will make or break our event. If all decisions are made with the best interest of our athletes foremost in your mind then it will be a good decision.

Before you leave HQ for your site, make sure you have the following:

- ✍ Walkie talkie
- ✍ Food Vouchers
- ✍ Score boards, game clocks, and game horns (if applicable)
- ✍ Contest schedule for your site
- ✍ Maroon Crate containing balls, pinnies, other equipment.
- ✍ Sport Binder containing: Official Payment Forms, Entry Booklet, Score Sheets, Map of Facility.

Upon arrival at your site:

- ✍ Make sure site is open and ready for competition
- ✍ Introduce yourself to the custodian or site host
- ✍ Check the facility for the following:
 - bleachers out
 - score table
 - food and souvenir clothing concessions
 - time and score clocks on and working
 - goals out, field(s) lined, mowed, corner flags up
 - team benches
 - ice and water
 - sound system ready
 - tents (if on a field)

Make sure the following personnel are on site and that you GREET and THANK them:

- ✍ Game Officials
- ✍ Ticket staff
- ✍ Sports medical staff
- ✍ Coaches and teams
- ✍ Police (if applicable)
- ✍ Scorers and timers
- ✍ Sport Coordinators
- ✍ Game Administrators

Make certain at the conclusion of your last scheduled contest you clear all players and spectators and secure the site or find the person at the host site responsible for securing the site.

PLEASE NOTE: if you have an injury that requires an ambulance, notify HQ as soon as possible