

COACH AND SPONSOR RESPONSIBILITIES AT THE SUPER TOURNAMENT

In order for **your** tournament to run smoothly and effectively, everyone must do their part during the games, meal times, and all other times. Please read the following and share the expectations and information with all adult chaperones and with your students.

1. **ALL ADULTS AND STUDENTS MUST WEAR THEIR NAME BADGES AT ALL TIMES—PLEASE HELP ENFORCE THIS!!** Badges are part of our security system and are meal tickets.
2. Insist on proper behavior from all students even when not gaming—including if you venture out of the hotel. Please stop all students from running or playing on the elevators (even if they are not your students). Instruct students not to play in stairway elevators, balconies, or with the ice machines. Direct all students to return back to their room for their badges, even if they are not your students.
3. Strictly enforce room curfew—use the masking tape trick. Monitor your halls after hours—knock on doors of students that are noisy. Take the telephone mouthpieces from students that abuse the phone use.
4. Make a room check often—you or your school will be charged for any damages, repairs, cleaning, or missing items. Make a thorough room check for the damage report (Due to MLAG desk by the first night of the tournament).

BEFORE/AFTER GAMING:

1. Coaches should be aware of the whereabouts of their students at all times. Students should not venture out of the hotel without an adult chaperone.
2. Arrive at the gaming room 10-15 minutes before the starting time.
3. Shoes (not slippers) must be worn outside of the students' room (No sleepwear!!)
4. Players must bring required amount (3 per team) of complete games to the gaming room. Players will line up in their team of 5 and show their 3 games prior to entering the gaming room.
5. Coaches must pick up 1st, 2nd, and 3rd place individual awards before leaving the tournament. State championships and team trophies will be given at the Awards Program.*(different for high school)
6. Give your chaperones specific duties (however, coaches are the ones to be in the gaming rooms.)

DURING GAMING:

1. Every coach/sponsor is involved in every game that their students play—**BE IN THE GAMING AREA AT ALL TIMES!!** Not every question is a “judging” type—we need you for crowd control, room set-up, helping students find their seats, the distribution and collection of score sheets, table markers, and other gaming items and assist in clean-up.
2. Make sure all of your players are playing in the correct rank—make a copy of your gaming registration forms.
3. Make sure all players have paper and pencils or pens and **DO NOT** have notes, headphones, electronic games, radios, or cell phones during gaming. **STUDENTS MUST USE A NON-ERASABLE INK PEN FOR ALL READING GAMES.**

AT MEALTIMES:

1. Be prepared to show your name badge (adults and players).
2. Insist on “restaurant-type” behavior. Speak to any student who is not acting properly.
3. All meals must be eaten in the designated rooms—food served from the hotel is not to be brought onto the elevators or up the rooms—this includes adults. Everyone must be dressed in street clothes (no sleepwear) for meals. There is no room service.
4. Send an adult to pick up the lunch boxes with the appropriate lunch form. Commuters will receive lunch only. Other arrangements must be made for other meals—this applies to those commuters in playoffs also.
5. We need all adults to help with the line formation for meals. Insist on students cleaning up after themselves or coaches will have to clean the rooms before the next game.