

SWAC Tournament Host Duties and Guidelines

The following host duties and guidelines are applicable to sectional and state tournaments for all sports. The following guidelines are taken from the [SWAC Manual](#). For further clarification and specifics regarding these and other duties and guidelines, refer to the [SWAC Manual](#). By agreeing to host either a sectional or state tournament, you are indicating that you have read, understood, and can abide by these duties and guidelines.

- All facilities used in the tournament must meet accepted recreation standards. (**Section 9.0**)
- Brackets shall be drawn by the Tournament Host and approved by the Sport Coordinator.
 - When possible, the host team should play in the first game.
- The Tournament Host shall serve as Tournament Director or shall assign an individual from their staff to serve as Tournament Director. If Tournament Host is not on-site, appropriate contact information for Tournament Director will be provided to Sports Coordinator and NCRPA. (**Article 10.2 D**)
- Tournament Host will provide information as laid out in **Article 10.2 B** to participating teams at a minimum of two weeks prior to the start of the tournament.
- As per **Article 10.2 C**, During the tournament, the Tournament Host will be responsible for the following:
 - Hosting a coaches' meeting
 - Providing game balls
 - Providing officials and scorekeepers
 - Providing adequate staff to run the tournament
 - Check credentials for each team
 - Sign off on the roster for each team
 - Forward the roster and birth certificates of teams advancing to the State host and all remaining rosters to NCRPA within 24 hours following the completion of their tournament
- Tournament Host may charge admissions fees to the tournament as per **Article 6.3**
- Following the tournament, Tournament Host may submit reimbursement forms for officials and fines to NCRPA within two weeks of completion of the tournament.
- All other rules, regulations, and guidelines as per **Section 10.0 – Host Duties**
- Duties and guidelines specific to each sport are laid out on the following page.