2022 - 2023 NIRSA Club Basketball

Host Preparation Manual

Reserve Court Space

- Campus Recreation Professionals are expected to reserve 2-3 courts minimum to host Club Basketball contests
- Courts should follow NFHS High School regulations
  - Collegiate court sizes are also acceptable
- Any cost acquired by the host school shall be paid by the host school

Secure Staff/Officials

- Coordinator - Competitive Sports
  - Intramural Sports Officials (2-3 per court)
  - Contact High school Association
    - Cost covered by team fees paid post tournament from NIRSA
- Host site should provide 1-2 scorekeepers per table
  - IM Staff (Preferred)
  - Host site any Recreation Center Student staff (must be taught the basics of score keeping)
- Secure Athletic Trainer or alike staffing
  - University or outside resources (athletics is a good place to start)
  - go4ellis.com
  - EMT/EMS
- Email state/region university professionals interested in assisting/evaluating (Schools nearby)
  - GA's
  - Professional Staff

Team Communication

- Tournament Schedule - Will be created by the Region Commissioner and communicated to participating teams
- Region Commissioner and Host Site staff will collaborate to send this information to teams:
  - Roster Deadline to submit to Conference Commissioner one week prior to first game
  - Number of courts available for available times to use
  - Email from Region Commissioner will include:
    - Gym address
    - School Map
    - Check-In Table location
    - Map of where to park
    - How to get parking passes (if necessary)
- Confirm Team Attendance with Conference Commissioner
  - How teams will gain access to facility
    - Student IDs preferred but will accept government issues identification in the event a visiting participant does not have a Student ID
- Hotel Block - *if necessary*
  - Optional: List of hotels near host site (2-3 if possible)

- Hospitality
  - Check In Table
  - Official's Room
    - Locker Room used for showers after games if available
  - Team Hospitality Room (Optional)
- Local Restaurants - *if necessary*
  - Potential List of restaurants nearby
- Parking Options
  - Conference Commissioner will communicate with Host Site about parking options
- Visit city or town brochure or website link

Day of Logistics

- Team Check in with Facility Staff
  - Provide parking passes if possible
  - Lost & found will be located at check in table
  - Pinnies available for checkout - if necessary
- Event Timeline
  - Have schedule posted/visible for all teams
  - Print score sheets from IMLeagues with correct game information/rosters
  - Courts set up one hour prior to first game tip off
  - Games run every 1 hour 20 minutes
  - Players check in with scorekeepers prior to each game with ID's & jersey number
  - Email pictures of the scoresheets to the conference commissioner at the conclusion of each round.
- Day of Signage
  - Directions to game courts - if necessary
  - Locker rooms for teams
- Court Set-Up
  - Tables (skinny), Chairs, Garbage Cans
  - Team Benches
  - Scoresheets, writing instruments
- When can teams enter the facility?
  - Warm-up location/courts
- Athletic Training Space
  - Arrive 30-45 minutes before games begin
  - Provide location
  - Table/chair if necessary
  - Ice available
- Scoreboards ready to go
  - Cheat sheet with NIRSA conference basketball rules at table
  - Cheat sheet for scoreboards (if necessary)
- Game Balls
  - Men's & Women's game balls
  - Provide 2 warm up balls
  - In the event teams want to utilize a ball confirmed by both captains

<u>Post Event</u>

- Email all teams thank you email
- Email Conference Commissioner summary of event including any conflicts that arose
- Scoresheet w/ stats
    - Scan these and send via email
- Submit post tournament form (provided by NIRSA) for historical purposes
- Connect with Nicole Jackson about payment for the teams that attended your event