



Regional Championship Operational Manual

A Resource Guide for Hosting a NIRSA Tournament

Last Updated August 2023

NIRSA CHAMPIONSHIP SERIES

Regional Championship Manual Acknowledgments

THIS MANUAL WAS MADE POSSIBLE THROUGH THE DEDICATION OF SEVERAL INDIVIDUALS AND THE SUPPORT OF THEIR INSTITUTIONS. THEIR VISION AND DEDICATION TO IMPROVING NIRSA AND NIRSA CHAMPIONSHIP SERIES EVENTS LED TO THE CREATION OF THIS RESOURCE. IT IS THE HOPE OF THESE DEDICATED PROFESSIONALS THAT THE INFORMATION CONTAINED WITHIN BENEFITS THE LEADERS AND VISIONARIES OF TOMORROW. NIRSA AND THE NIRSA CHAMPIONSHIP SERIES COMMITTEE WISH TO THANK THE FOLLOWING FOR THEIR SELFLESS EFFORTS:

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INTRODUCTION

Thank you for showing interest in hosting a NIRSA Championship Series Regional Tournament. The involvement from NIRSA members is an important element in making these tournaments successful. Without the willingness to volunteer and provide these great opportunities for our students and staff, these tournaments would not be possible. NIRSA Championship Series recognizes each tournament varies in size. This regional championship operations manual is meant to be a recommended guide as you plan and execute your tournament on campus. The NIRSA Championship Series is dedicated to providing experience learning through sport. The NIRSA Championship Series provides premier championship experiences delivered by qualified experts within a safe and inclusive environment.

NON-DISCRIMINATION POLICY

Standing against bigotry by holding fast to the basic principle of respect for human rights, in all matters both public and private, the NIRSA Championship Series and the NIRSA Services Corporation (NSC), a wholly owned for-profit subsidiary of NIRSA, strives to promote civil society and social justice. It is our stated position that the NSC upholds the tenets of the NIRSA Mission Statement to foster quality recreational programs, facilities, and services for diverse populations and that it demonstrates a commitment to excellence by utilizing resources that promote ethical standards. Accordingly, the NSC does not tolerate discrimination against persons based on race, gender, religious affiliation, age, marital or civil union status, sexual orientation, gender identity, national origin, ancestry, intellectual development, or physical ability.

LAND ACKNOWLEDGEMENT

We are gathered on the traditional, unceded land of the Chepenefa, Chemapho, and Kalapuya peoples. I ask you to join me in acknowledging the Chepenefa, Chemapho, and Kalapuya communities, their elders both past and present, as well as future generations. NIRSA also acknowledges that the land upon which this event is being held was founded upon exclusions and erasures of many Indigenous peoples. This acknowledgement demonstrates a commitment to beginning the process of working to dismantle the ongoing legacies of settler colonialism.

The guide below has been updated with the land acknowledgements for NIRSA HQ in Corvallis, and for New Orleans where NIRSA was founded. This guide was approved by the NIRSA Board in February 2021.

[Land Acknowledgement User Guide](#)

Use this link to search the digital map for the territories, languages, and treaties of your location: [Native Land Digital Map](#)

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What's New in the 2023-2024 Operational Manual!

- ◆ Soccer Details have been added throughout this manual!
 - ◆ Appendix #1: Sample Regional Host Application
 - ◆ Appendix #2: Sample Regional Volunteer Staff Application
 - ◆ Appendix #3: Sample Regional Officials' Application
 - ◆ Appendix #5: Budget Items
 - ◆ Appendix #9: Player Certification/ Enrollment Form Examples
 - ◆ Appendix #10: What to Except after your Tournament concludes.
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Section 1: Tournament Logistics

Tournament Timeline

- ◆ See a before, during and after timeline breakdown for a regional championship in Appendix #3

Facility and Other Reservations

Facility Space:

- ◆ Provide minimum of four (4) courts or fields (fields must have lights) for entire tournament weekend.
 - Reserve 6 months before or at the time of accepting to be a regional host.
 - There is an understanding that the host institution provides all facilities owned by that institution at no cost.
 - If there is a cost for facility rental, this expense should become part of the event budget.
 - If the event is played at a private complex for a fee, then this expense should become part of the event's budget.
 - Confirm facility spaces three months before event.

Meeting spaces:

Reserve a place to: conduct volunteer staff meetings (each morning), hold captains meeting (one time), hold the student officials' clinic (throughout the weekend – Basketball and Flag football only), have other various officials/All-Tournament/Media/Competition meeting space and a hospitality space (if needed) for volunteer staff and officials to take breaks. Reserve 6 months in advance.

Confirm meeting spaces 1 month before event.

Hotels:

Reserve hotel rooms for student officials and visiting event volunteer staff: 3-6 months in advance.

Confirm hotel rooms 1-2 months before event. Provide hotel information to all officials and volunteer staff 3-4 days before event.

Medical Staff:

Reserve medical staff to be on site the entire weekend about 4 months prior to event. We recommend this is a Certified Athletic Trainer; one (1) trainer per four (4) fields or courts.

Equipment and Other Orders

Apparel:

Order volunteer staff apparel once all staff, volunteer staff and officials have been determined. We recommend ordering a few extra should there be staffing/official adjustments.

Awards:

Check local award companies once number of awards is determined. Typical awards are given to the first and second place teams in each division – team trophy and/or individual medals. Order 2-3 months in advance so awards are in house one month prior to event. Other awards can be given throughout the event such as MVP pool play awards, Golden Boot (most goals – soccer), Golden Glove (best goalie – soccer) and All-Tournament team awards.

Concessions:

Order supplies if a concession stand is available (this could be a great opportunity for sport club, officials club or other student organizations to fundraise).

- ◆ If not concessions: providing a document available to all participants and spectators with names and addresses (maybe simple directions) to local food establishments is recommended.

Staff & Officials' Meals: Hosts are to provide all staff and officials with meals during the event.

- ◆ **Breakfast:** recommend reserving a hotel with breakfast included.
- ◆ **Lunch:** provide at the tournament.
- ◆ **Dinner:** normally food is provided during the social after the day is over.
- ◆ Determine local restaurants for lunches 1-2 months in advance – place order week before if possible. See if these local businesses will donate or provide meals for a discount (more information in Section #3 Sponsorship)

Socials:

Determine close or local place that can hold your staff and officials for a social

- ◆ Reserve as soon as possible 3-4 months in advance

Radios:

To help with effective communications, consider giving all directors radios throughout the tournament. Reserve 1-2 months in advance

Other equipment:

Consider what else you may need: water coolers, drinking cups, golf carts, tables, chairs, tents, towels, etc.

Facility Recommendations

Locker Rooms:

- ◆ Dressing Areas (with showers and restrooms within the dressing area): Should be provided for the participating teams within the facility. A dressing area separate from the team dressing area should be provided for officials.
- ◆ Changing Areas, Toilets, Showers: Non-binary student-athletes should be able to use the locker room, shower, and toilet facilities in accordance with the student's gender identity. Every locker room should have some private, enclosed changing areas, showers, and toilets for use by any athlete who desires them. When requested by a non-binary student-athlete, schools should provide private, separate changing, showering, and toilet facilities for the student's use, but non-binary students should not be required to use separate facilities.

**Schools that do not have these facilities in place will not be excluded from consideration as tournament hosts; however, schools that are selected to host a regional or national NIRSA Championship Series tournament whose facilities do not meet the guidelines above will be expected to work with the NIRSA Championship Series Committee to provide comparable accommodations.*

- ◆ Competition at Another School: If a non-binary student-athlete requires a particular accommodation to ensure access to appropriate changing, showering, or bathroom facilities,

school leaders, collegiate recreation professional, and coaches, in consultation with the non-binary student-athlete, should notify their counterparts at other schools prior to competitions to ensure that the student has access to facilities that are comfortable and safe. This notification should maintain the student's confidentiality. Under no circumstances should a student-athlete's identity as a non-binary person be disclosed without the student's express permission.

Laundry Services:

If applicable, provide laundry service for officials' uniforms.

Transportation and Parking:

For participating teams, attending spectators, volunteer staff and officials provide:

- ◆ Map of campus with playing locations and parking lots highlighted.
 - Indicate where teams can park cars, vans, or buses. If there are parking restrictions, notify teams of your campus rules and any parking fees and where to get parking passes.
- ◆ Addresses of school, playing locations, hotels, and airport.
- ◆ Local places to eat (on campus or off)
- ◆ Contact information of tournament director

Risk Management:

Implementation of a comprehensive Risk Management Plan will assist in ensuring a safe environment for the event.

- ◆ A Risk Management Plan should be discussed at the tournament volunteer staff/officials meeting prior to the start of the tournament.

Insurance:

- ◆ Tournament Insurance: The regional host must have an insurance policy or acquire an insurance policy that will cover NIRSA and NIRSA Services Corporation. NIRSA HQ will automatically add you to our policy unless your school is able to provide insurance. If that is the case, the insurance coverage needs to meet the following requirements:
 - At least \$5,000,000 liability coverage
 - Accident/Medical coverage for participants
 - Indemnification of NIRSA/NIRSA Services Corporation
 - Each participant MUST have insurance to play in an NIRSA Championship Series event.
 - Each player must sign the NIRSA Championship Series waiver.
- ◆ Participant Health Insurance: Required for each participant to have.

Medical Information:

Information about the location of ambulance/paramedics/trainers at the game site as well as local hospitals or urgent cares should be available to volunteer staff/officials at the tournament, including phone numbers and directions.

- ◆ Each scheduled open gym/practice or contest of any NIRSA Championship Series Regional Championship should include the following:
 - The presence on site of a person qualified and designated to render emergency care to a stricken participant.
 - The presence of planned access to an Athletic Trainer for prompt medical evaluation of the situation, when warranted.

- Planned access to a medical facility, including a plan for communication and transportation between the site and the medical facility for prompt medical services, when warranted.
- Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
- All necessary emergency equipment should be at the site or quickly accessible and should be in good operational condition. Personnel must be trained in advance to use it properly.
- Emergency information about the participant should be available at the tournament site for use by medical personnel, this information can be found on the NIRSA Championship Series waiver.

All parties involved with the tournament should understand the available medical help.

Security:

The Tournament Director is responsible for development and implementation of a security plan. All security personnel should report and work with the Tournament Director.

- ◆ The NIRSA Championship Series and NIRSA request that all security personnel report for duty at least one hour before the site is opened to the public and remain until after the competition concludes or until dismissed by the Tournament Director or their designee.
- ◆ The responsibility for crowd control rests with the Tournament Director or designated representative of the host institution.
- ◆ The Coach, Captain, or Representative of the competing institutions is expected to communicate with their spectators and other fans to encourage enthusiastic support within the confines of positive sporting behavior.
- ◆ The public address announcer should read a prepared crowd control / sporting behavior statement at least once during each championship session (see Positive Sporting Behavior below)
- ◆ **DO NOT PERMIT** artificial noisemakers, air horns, or similar devices in the arena/fields at any time. The Tournament Director is responsible for strict enforcement of this rule. Use of electric instruments is not allowed during play.
- ◆ Provide security as needed for each locker room, including the officials' locker room, if needed.
- ◆ Only the participants, coaches, game officials, and authorized personnel shall be allowed on the playing court/field before, during, and at the end of competition.

Positive Sporting Behavior Statement:

The NIRSA Championship Series believes good sporting behavior is an integral component of intercollegiate competition. We wholeheartedly embrace the position that, for positive sporting behavior to prevail, coaches, student-athletes, and fans must display respect, fairness, civility, honesty, and responsibility before, during, and after all athletic contests. The NIRSA Championship Series is committed to holding tournaments in a safe and inclusive environment free from bullying. Offensive language including profanity and/or derogatory remarks of any kind directed at officials, event volunteer staff, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the competition site.

NIRSA Standard of Conduct:

The Tournament Director is responsible for ensuring all participants sign the NIRSA Standards of Conduct before participating.

- ◆ Full Code of conduct can be found on the website: <http://play.nirsa.net/nirsa-championship-series/code-of-conduct/>

The Tournament Director should determine the need for any disciplinary action for a participant or volunteer staff member. Should a player be deemed ineligible to participate, it should be noted that:

- ◆ A player can protest the Tournament Director's decision and appeal to the Protest Committee
- ◆ All-Tournament selections should not include a participant who has been ejected from a contest during the event.

Competition Preparations

- ◆ Team captains and/or coaches should be provided game rules, game schedule, travel info (hotels, local restaurant, etc.), campus information and other important information for teams to know about your tournament.

Tournament Structure:

- ◆ All teams entered in the event should receive a minimum of two (2) contests.
- ◆ Pool play followed by a single-elimination playoff is the recommended event structure.
- ◆ All events structures/formats, along with any alterations to the event structure, should be announced and given in print to all teams entered in the event before the first contest is underway.
- ◆ Flag Football: male, female and co-rec divisions are required to be offered.
- ◆ Basketball: male and female divisions are required to be offered.
- ◆ Soccer: male and female divisions are required to be offered.
- ◆ Tournaments are expected to have a Unified division as well (see [Unified section](#) for more information)
- ◆ A minimum of 8 teams is recommended for each division.

Game Site Preparation (Outdoor Event):

- ◆ Prepare at minimum one week prior to the event:
 - General "freshening up" of the facility.
 - Paint lines (if necessary)
 - Secure proper number of balls and goals
 - Results/Information posting area.
 - Risk Management Plan (to be determined by Tournament & Operations Director)
 - Set-up First Aid Area/Tent.
 - Check for playing hazards on all game sites.
 - Set-up additional tent (if necessary).
 - Set-up concessions area(s).
 - Hospitality Room/Area (for officials and committee member ONLY)
 - Golf carts (transportation)
 - Seating for committee members.

- Have a contingency plan in place for any weather/technical (lightning) issues that would impact playing areas.
- Plenty of restroom facilities with back-up supplies (toilet tissue, paper towels, soap).
- Additional trash cans and trash bags.
- Schedule custodial staff for upkeep of restrooms and other facilities.
- Test each scoreboard and scoreboard control box (Replace bulbs if necessary).

Game Site Preparation (Indoor Event):

- ◆ Prepare at minimum one week prior to the event:
 - General “freshening up” of the facility.
 - Changing nets
 - Sweeping/tacking floors
 - Wiping down backboards
 - Wiping down bleachers
 - Secure proper number of balls
 - Results/Information posting area.
 - Risk Management Plan (to be determined by Tournament & Operations Director)
 - Set-up First Aid Area/Tent.
 - Check for playing hazards on all game sites.
 - Set-up concessions area(s).
 - Hospitality Room/Area (for officials and committee member ONLY)
 - Seating for committee members.
 - Have a contingency plan in place for any technical issues that would impact playing areas.
 - Plenty of restroom facilities with back up supplies (toilet tissue, paper towels, soap).
 - Additional trash cans and trash bags.
 - Schedule custodial staff for upkeep of restrooms and other facilities.
 - Test each scoreboard and scoreboard control box (Replace bulbs in necessary).

Sideline Preparations (Basketball):

- ◆ Scorer’s Table
 - The scorer’s table is only for those individuals directly involved with the administration and conduct of the contest(s) [i.e., scorers, public address announcer, alternate official, and clock operator].
 - An official court supervisor and a home and visiting team scorebook keeper should be seated at the scorer’s table during all competition.
- ◆ The intent of this is to minimize the number of individuals sitting at the scoring table in the best interest of the conduct of the contest(s).
- ◆ Arrange for a back-up system for the game clock and horn.
- ◆ Possession Arrow (if applicable)

Team Bench Area:

- ◆ When possible, team benches or chairs should be on the same side of the playing surface as the scoring table and not at the ends of the playing surface.
- ◆ The team benches or chairs shall be set for 15 individuals (e.g., players in uniform, coaches, etc.).

- Team benches should be set for 30 individuals for soccer.
- ◆ Set the team benches or chairs further back from the playing surface than the official scorer's table (this will help with the line of sight for the staff seated at the scorer's table).

Team Uniforms:

- ◆ Teams must bring both light and dark uniforms.
- ◆ For pool play games, the home team will wear lighter colored uniforms.
- ◆ For Tournament-Play, the higher-seeded team will wear its light uniforms.
- ◆ If the home team or higher-seeded team's "light" uniforms are not in a color contrasting with the lower-seeded team's uniforms, the lower-seeded team must adjust and wear a contrasting color.
- ◆ Provide a backup neutral/non-contrasting set of jerseys for teams to check out in case of color conflict.

Banners:

Your host location will receive three NIRSA Championship Series banners.

- ◆ One: A-frame, pop-up banner (stands on its own)
- ◆ Two: 3x5 hanging banners (will need zip ties to hand)

No banners may be posted at any session of the competition other than NIRSA Championship Series/NIRSA or approved local Tournament Sponsors and official participating institution banners.

Championship Game:

- ◆ Special consideration needs to go into making the championship game a special event.

Announcements:

- The tournament director or designee will coordinate the ceremony with the public address (PA) announcer.
- Player introductions should take place before the game (the non-starters followed by the starting line-ups for each team).
- The National Anthem may be played and/or sung prior to each championship contest.

Awards Ceremony:

- ◆ The tournament director should plan an awards ceremony with the aid of Appendix #6
- ◆ The championship trophies and/or individual awards should be presented on the court or field immediately following the end of each division championship game.
- ◆ Presenting All-Tournament/All-American/MVP award:
 - The public-address announcer will read players' names from a prepared script (example see appendix #6) as the director of the committee or pre-selected member presents the awards (Officials, All-Tournament, etc.).
 - Invite them to stand for a picture.
- ◆ Presenting team trophies:
 - The public-address announcer will read team names from a prepared script (example see appendix #6) as the director of the committee or pre-selected member presents the awards (Officials, All-Tournament, etc.).
 - 4th place – mention if no trophy
 - 3rd place – mention if no trophy
 - 2nd place – present trophy – ask them to stand for a picture.

- 1st place – present trophy- ask them to stand for a picture.
 - ◆ For basketball: If applicable, direct winning team to cut down net

Registration:

- ◆ A minimum team number for registration should be established.
- ◆ NIRSA HQ will provide the following documents to be used during registration:
 - Code of Conduct,
 - Roster Information
 - Entry form
- ◆ Provide these forms and any other documents for a complete registration packet to each team well in advance of the event (2 months).
- ◆ Registration should be held on site in a central location.
- ◆ College/University Checks, College/University Credit Card, Money Orders, or Cash should be the only forms of accepted payment.
- ◆ A receipt book/form should be present, and a receipt should be issued to all teams to confirm registration.
- ◆ Post-event survey should be sent out to all Team Captains (See Section 9 for A&D Surveys).

Entry Deadline:

- ◆ An early bird price at a lower rate is recommended to encourage early sign ups.
- ◆ The final deadline is recommended at about two weeks to ten days before the event (full price or late fees go into effect).
- ◆ A strict cut off is up to each individual institution.
- ◆ For basketball regionals – you will potentially have teams coming from NIRSA Club Basketball Conference, as part of their entry fee, one regional championship is included. This will be communicated to each regional host and each club basketball conference team.
 - These teams will need to go through the same registration process as other teams attending your tournament. The only difference is NIRSA HQ will cover the cost of these teams attending your regional.

Refunds:

- ◆ The decision to refund a team that drops is up to each individual institution.
- ◆ It is recommended that within ten (10) days of the event no refund is given.
- ◆ If a Club Basketball team coming from our Club Basketball Conference drops within ten (10) days of a regional championship start date the host institution will receive their entry fee.

Postponements/Rescheduling:

- ◆ In the event of inclement weather or major conflict, plans should be made for the possibility of an abbreviated event. Notify all participants of any potential postponements or schedule changes prior to, and during the event.
- ◆ The Tournament Director should be flexible with each team's request to ensure they still have a quality event experience.
- ◆ Team scheduling requests (due to travel distance) should be handled by the Tournament Director.

Tournament Promotion:

- ◆ Reach out to the NIRSA HQ sports department for 'NIRSA Regional Contact List' from your region. This will contain names and email addresses of professionals in your region within the intramural and sport club world.
- ◆ Programs that historically participate will likely continue to participate, so the goal of promotion should be to reach the programs and schools in each region that have not yet participated.
- ◆ Promote tournament via NIRSA Communities of Practice
- ◆ Utilize social media (Facebook, Instagram, Twitter, etc.)
- ◆ Three months prior to event communicate with each potential team the following:
 - Brief tournament information
 - Save the date reminder.
 - Link to tournament website
 - Contact information for Tournament Director
- ◆ Two months prior to event communicate with each potential team the following:
 - Rules of eligibility
 - Promotional advertisement
 - Volunteer staff and Officials application link
 - Host hotel info including website and potential contact name.
- ◆ One month prior to event communicate with each potential team the following:
 - Maps of campus and parking clearly identified.
 - Rules of play (tell teams to bring both a light and dark jersey)
 - Social media information
 - Captain meetings information or other meeting times for participants
 - Rough game schedule including times of first and last games for the weekend.
- ◆ Other information to communicate with teams:
 - Open Gym/Practice times
 - Type of ball to be used.
 - Policy for cheerleaders, mascots, and bands

Eligibility Requirements for Participants and Officials:

- ◆ Players must be enrolled for the minimum number of hours (listed below) for at least 45 days prior to the start of the championship event.
- ◆ Undergraduates – minimum of ½ full-time enrollment status
 - Must be consider an Undergraduate student by College/University's Registrar
- ◆ Graduate – minimum of six credit hours
 - Must be consider a Graduate student by College/University's Registrar
- ◆ For the entire player and officials' eligibility: <http://play.nirsa.net/nirsa-championship-series/player-eligibility-requirements/>
- ◆ OFFICIALS ONLY: Please verify that each official selected to attend has been cleared to participate in the regional by their professional staff member.

Appeal Process for Eligibility:

- ◆ An individual or team can appeal the sanction or request an eligibility exception through the completion of the Online Appeal Form. This form requires written letter approved by their

Campus Recreation Director (or designated representative) to be uploaded. This letter should include the Director's statement of support and signature.

*Please note, a Google account is required to complete the online form because of document uploading. If the person completing the form does not have a Google account, please email the written letter and reason for appeal to the NIRSA Director of National Sport Programs (nicole.jackson@nirsa.org).

- ◆ For full details on appeals - refer to the website: <http://play.nirsa.net/nirsa-championship-series/appeals-process/>

Team Eligibility:

- ◆ All team players must attend the same institution from any two- or four-year degree-granting college or university.
 - Teams representing military installations are eligible to compete, so long as all members of those teams are assigned to the same military installation.
 - Teams are limited to the number of former varsity player(s) (listed below) they can register. A former varsity player is defined as a student who has been listed on a "school's varsity squad list" for any 2-year or 4-year college/university team for more than one academic year:
 - Basketball – 1 athlete
 - Flag Football – 2 athletes
 - Tennis – 1 athlete
 - Soccer – 3 athletes
 - A participant may only be listed on one team roster at a NIRSA Championship Series Events unless a Co-Rec division is offered.
 - Participants may be listed on one Co-Rec roster and one single-gendered roster.
 - Teams with players on both Co-Rec and single-gendered teams in a tournament should plan on having enough players to play games simultaneously.
 - Co-Rec and single-gendered teams may be scheduled at the same time.
 - Officials may not participate in the same tournament/event they are officiating
 - Participants are eligible to play based on their expressed gender identity so long as they comply with all Player Eligibility Guidelines. Individuals are not eligible to play on multiple single-gender teams.

Section 2: Budgeting

Budgeting and Marketing Introduction

Budgeting:

Budgeting is the most important component of these interdependent areas. A thorough, established budget is the foundation for a successful event. To ensure the financial success of the tournament, it is imperative that the host institution has a solid understanding of the procedures that will be used in the financial administration of the championship. The host institution is

responsible for all expenditures. In Appendix #2, you will find a sample budget. The budgets are zero based and assume no financial impact or contribution from the host site.

Personnel:

See [Section 4: Tournament Volunteer Staff & Committees](#) for volunteer staffing chart recommendations.

Game 'Table' Volunteer Staff:

- ◆ It is recommended that table staff come from the student or professional population of the host institution.
- ◆ Basketball – will need score keepers/timekeepers. These should be students paid at least minimum wage per game worked. With the running clock format, other staff can perform these duties to reduce wage costs.
- ◆ Flag football – no need for extra staff for games. All-Tournament Committee is the main field admin for games.
- ◆ Soccer - no need for extra staff for games. Field Marshals is the main field admin for games.

All-Tournament/Field Marshall Committee:

- ◆ It is required that tournament volunteer staff come from the pool of volunteers who applied.
- ◆ Basketball & Flag Football – All-tournament committee will assist with anything needed and to handle the administrative concerns of the match, they do not have any authority over any decisions made by the referee. They are the stat and score keeper for the match as well as tracking potential players for the player All-Tournament team.
- ◆ Soccer– Field Marshals is there to assist with anything you might need and to handle the administrative concerns of the match, they do not have any authority over any decisions made by the referee. Immediately after the match the Field Marshal will make sure the match card is signed by each team representative and given to the tournament representative.
 - Field marshals are typically volunteers or host site student workers. Student worker rates may apply, and lodging and meals are usually covered for volunteer staff.

Media Relations Team:

- ◆ It is suggested that tournament volunteer staff come from the pool of volunteers who applied.
- ◆ Provide a photographer for the tournament.
- ◆ Recommend hosts provide each team with a team photo after the completion of the tournament.
- ◆ Recommend hosts provide each tournament committee member with a group photo after the completion of the tournament.
- ◆ Recommend hosts provide each official with a group photo after the completion of the tournament.
- ◆ Host must provide the NIRSA Championship Series headquarters with championship photos.
- ◆ Host must provide the NIRSA Championship Series headquarters with a variety of action shots (spectators, team meetings, official's huddles, sponsors, game action, special events, host site, special guests, etc.). These can be used for promoting future events.
- ◆ Post tournament and game updates on various forms of social media to engage with participants.
- ◆ Assist with game live streaming, if available.

Officials

- ◆ For Basketball and Flag Football - It is required that tournament officials come from the pool of those who applied.
 - The regional host or director of Officials for the regional championship is responsible for selecting the student officials for the weekend. The regional host is responsible for paying the student officials, this should be included in the tournament budget. Provide the game officials with the appropriate forms, as needed (typically W-9). The officials' payment should be sent to officials as soon as possible following the completion of tournament games or be handed to each official on the last day of gameplay.
- ◆ For Soccer – The regional coordinators are responsible for hiring and paying the game officials. Provide the game officials the appropriate forms, as needed (typically W-9). The officials' payment should be sent to officials as soon as possible following the completion of tournament games. The officials' payment should be sent to officials as soon as possible following the completion of tournament games or be handed to each official on the last day of gameplay.
- ◆ Basketball (student officials)
 - 3-person crews with payment of at least minimum wage per game worked.
- ◆ Flag football (student officials)
 - 4-person crews with payment of at least minimum wage per game worked.
- ◆ Soccer (non-student officials)
 - 3-person crews are recruited for NISOA Certified officials at a rate of:
 - Referee (center, 1 per game): ~\$80-130
 - Assistant Referee (2 per game): ~\$60-100
 - Assigning Fee: ~\$20 per game or ~\$500 flat fee

Operations:

- ◆ It is suggested that tournament volunteer staff come from the pool of volunteers who applied.
- ◆ Basketball and flag football
 - Can also utilize host institution full-time staff, graduate assistants, or interns for tournament operation needs. Suggested pay should be at least minimum wage per game worked during tournament playing hours plus two hours set-up and two hours strike each day.
- ◆ Soccer
 - Operation consists of student and professional volunteers, who are unpaid, but are provided lodging, apparel, and hospitality costs.
 - If not, enough volunteers are recruited it is suggested that student workers be hired on from host site at least minimum wage per game worked during tournament playing hours plus two hours set-up and two hours strike each day.

Trainer Services:

- ◆ One Certificated Athletic Trainer or EMT one site for all contests
- ◆ Market value is generally established at \$35 per hour.

Facility Spaces/Hotels

Welcome Reception:

Not required but suggested that the host institution/sponsoring agency arrange for a banquet or welcome reception prior to tournament starting. This can be used as an all staff/official's welcome dinner, networking as well as just an all-event personal meeting.

Hospitality Room:

A room or area is required for volunteer staff and officials to use for eating meals, taking a break and conducting on-site meetings as needed.

Socials:

Proven to be worthwhile and are recommended to take place one of the nights of the tournament. This is welcome to volunteer staff and officials. Food and beverage can be covered or not by host institution, please be upfront on what will or won't be covered so volunteer staff and officials know.

Hotels:

- ◆ First consider location and how far teams, officials, and volunteer staff will have to travel to and from the tournament location. Cost is not always the better way to go if all are traveling over 30 minutes to get to the game site.
- ◆ Set up a meeting with the hotel manager and discuss what options are available if you were to choose to select them as a host hotel. Examples include:
 - One (1) free room for every 30 or 40 rooms reserved, or the host school will receive \$5 or \$10 credit to be used towards payment of volunteer staff and official rooms.
 - Discuss transportation options with the hotel manager. Some hotels offer free shuttle service within 5 – 10 miles of the hotel.
 - The hotel manager may be able to offer discounts at the hotel restaurant or offer meeting rooms free of charge.
- ◆ Adequate lodging should be no more than four students per room and 2 full-time volunteer staff per room unless there is a third bed in the room.
- ◆ All volunteer staff should be lodged at the same hotel. All officials should be at same hotel. Volunteer staff and officials do not have to be at the same hotel as each other but it is recommended for ease of transportation.
- ◆ Shuttles may need to be provided for volunteer staff and officials from hotel to tournament site or to socials. If not offered, encourage car rentals and inform all as soon as possible.

Equipment

Apparel:

- ◆ One t-shirt for each working volunteer staff member should be provided. You can make enhancements and include multiple shirts, jacket, hat, etc. but that's a decision that each individual institution or regional coordinator (soccer) will make.
- ◆ You are welcome to also do staff appreciation gift (portfolios, glassware, whistles, bags, etc.) but this is not required or expected.
- ◆ Selling shirts onsite is welcomed or providing one shirt for each player and coach listed on the roster is welcomed but not required.

- ◆ Offering the winning teams, a championship shirt is encouraged budget permitting.

Awards:

- ◆ First place teams: Encouraged to provide a team award as well as an individual award for each player.
 - Awards can be trophies, plaques, medals, or equipment.
 - Team award is typically a trophy or plaque. Individual awards typically are a medal, equipment, or certificate.
 - The winning team receives entry into the NIRSA Championship Series National Championship. The entry fee is paid by the host institution. The team must attend the NIRSA National Tournament, if not, the institution host will not pay the entry fee.
 - *If available, recommended to provide a travel stipend to the second-place team to attend the NIRSA Championship Series National Championship.*
- ◆ Second place teams: Encouraged to provide a team award as well as an individual award for each player.
 - Awards can be trophies, plaques, medals, or equipment.
 - Team award is typically a trophy or plaque. Individual awards typically are a medal, equipment, or certificate.
 - *If available, recommended to provide a travel stipend to the second-place team to attend the NIRSA Championship Series National Championship.*
- ◆ Third and Fourth place teams may receive finalist trophies or plaques based on the number of team entries.
 - *Basketball & Flag Football - For teams that win two regionals, if you are the first regional you are required to cover the winning team's entry fee into the NIRSA Championship Series National Championship. If you are the second school, it is recommended that you provided the second-place team entry into the NIRSA Championship Series National Championship. If not, you are required to provide the winning team a travel stipend.*
 - *Soccer - For teams that win regionals, you gain a bid to the NIRSA Championship Series National Championship. If you are the second place, it is recommended that you provided the second-place or co-champion team entry into the NIRSA Championship Series National Championship. Also, regular season power rankings can determine automatic bids to the National Championship.*
- ◆ All-Tournament
 - Players: Individual awards are recommended for All-Tournament selections (in each division).
 - Student Officials (Basketball & Flag Football): Individual awards are recommended for All-American selections. The top regional officials will receive a bid to the NIRSA Championship Series National Championship. Each out to the work team to determine the number of officials bids your regional will get (this is based on team numbers).
- ◆ Other awards to be considered.
 - Tournament MVP, Sportsmanship and Honorable Mention Officials. The host institution realizes that all or some of these awards may be supplied by the event sponsor, however,

if this is not the case, the cost of these awards should become a part of the event's budget.

Game Balls:

- ◆ Tournament host shall provide men's/women's (if applicable) warm-up balls for each competition field/court.
 - Soccer will be required to use a size 5 soccer ball for each competition field.
 - Teams should be encouraged to travel with their own balls and should be allowed to use them during warm up.
- ◆ Tournament host shall provide all game balls.
- ◆ Each game field/court should have a minimum two of the appropriate ball (men's, women's, size 5 for soccer, etc.) on each field or court. These should be official tournament balls used only during completion.

Meals & Drinks:

- ◆ Provide meals include:
 - One meal Friday
 - Three meals Saturday (recommended to have breakfast at the host hotel)
 - Two meals Sunday (recommended to have breakfast at the host hotel)
- ◆ Remember to include vegetarian, gluten, dairy, and other dietary restriction options.
 - These should be asked about prior to ordering any meals.
- ◆ Snacks and drinks for officials and event staff should be available throughout the tournament.
- ◆ Local vendors, especially those that are near the tournament or hotel are usually very accommodating with providing meals. Some vendors may offer discounts in exchange for being able to sell food during the tournament.

Other:

- ◆ Necessary items to conduct the tournament including balls, back-up jerseys or pennies, water coolers, office supplies, etc. The host site should provide equipment for each field/court (cones, flags, timers, nets, cones, etc.). This equipment should be the same or equivalent at each field/court.
- ◆ There is an understanding that the host institution provides all equipment owned by that institution at no cost, or partner with another college/university to borrow any needed equipment. If the event has to rent any equipment, this expense should become a part of the event's budget.

Section 3: Sponsorships

Local Partnership/Sponsors

Host schools are encouraged to pursue local sponsor or partners in assisting them to provide amenities not necessarily affordable through team registration fees only. In some cases, it may be necessary to request 3rd party support in order to attain a balanced budget or to operate with positive cash flow. The

NIRSA Services Corporation Board of Directors encourages partnership and sponsorship development on the local level that may assist the host school in any way deemed appropriate for the host institution.

- ◆ Host school administration should contact the NIRSA Services Corporation when potential 3rd party partners/sponsors are identified to verify these are not in conflict with secured NIRSA partners.
- ◆ Should NIRSA secure a Title or Presenting Partner/Sponsor, host schools will be asked to consider, in good faith, allowing these partners/sponsors to fully implement their brands as a partner in the NIRSA Championship series event.

There are several successful NIRSA Championship Series Regional events that make money for respective host institutions. These events cover tournament expenses and provide other opportunities for host departments to offer amenities not only for participants in the NIRSA Championship Series events but for other campus-wide events. Some have even created leadership stipends and scholarships from the proceeds of the Championship Series event.

Below are some helpful tips for “selling” your program or event:

- ◆ Sell image of the program, not the event itself.
- ◆ Sell student development, not flag football/basketball/soccer.
- ◆ Sell professional work ethics of staff.
- ◆ Demonstrate student and staff learning.
- ◆ Demonstrate how partners name will be associated not only with the program, but more importantly with your department and college/university.
- ◆ Always make a presentation to potential partners (do not refer to them as a sponsor) with material (printed handout) that can be left with the potential partner.
- ◆ Don't leave it up to the potential partner to contact you – be proactive with either another face-to-face meeting or phone call. Do not text or email the message.
- ◆ Always follow-up with written thank you for the face-to-face (see Addendum A - Letter) and most importantly, follow-up post event with thank you letter that contains the highlights of the partnership/sponsored activity making sure the prestigious-ness of the event is captured in the note of appreciation (see Addendum B - Letter).
- ◆ Present a framed photo of partner (CEO) making presentation to participants of the activity/program supported. Hopefully, they will locate the picture somewhere easily seen within their business.
- ◆ Host an appreciation breakfast or lunch inviting all partners/sponsors along with your Assistant VP or Vice President attending to also thank them for their support. The Vice President may recognize other contributions to the college/university unrelated to your specific activity/program. During this event, make gesture for next year's commitment; bring a couple of students who benefitted from the patron's contribution. You will want to assist the students in the development of a testimony of appreciation.

Economic Impact

A very important item to consider is the economic impact benefitting the community and/or the region. Money spent on lodging, food, gas, sporting goods stores, and registration fees all have a positive impact on the local economy. Each region of the country has a formula for economic impact regarding the turnover dollars. Regional and national events bring in new money to the area – that stays in the area.

Chambers of Commerce, Convention and Visitors Bureaus, Sports Authorities/Commissions have multiplier formula for their respective areas. Normally it can be expected that an economic multiplier will be a minimum of 1.35-1.5 meaning that dollars spent rollover within the local economy 135-150%. Depending on the sophistication, length of event and volume dollars spent, multipliers can be as high as 3.0 or better.

Categories of Sponsorships

- ◆ Title (cash and in-kind)
 - Reserve for potential large sponsorships/partnerships – five figures or more. Partner may be associated with NIRSA National Sponsorship.
- ◆ Presenting (cash)
 - This partnership/sponsorship can be associated with larger aspects of competition:
 - Officials Training Program
 - All-American Officials
 - Men's, Women's, Co-Rec or Unified Championship
 - Men's, Women's, Co-Rec or Unified All-Tournament
 - Sportsmanship Award
- ◆ In-kind Sponsors
 - Meals for staff and officials
 - Meals for participants
 - Team Pictures
 - Trophy/plaques
 - T-shirts
 - Staff Polos/Jackets (if not sponsored nationally)
 - Hotel rooms for officials
 - Hotel rooms for volunteer staff
 - Officials' development opportunities (clinic, workshops, etc.)

Franchises vs. Locally Owned Businesses

- ◆ Franchises of national brands have less flexibility in providing cash than locally owned, home-grown businesses. Of course, there are exceptions where franchises have large advertising/promotion budgets with the flexibility of working with community partners. Franchises are normally very good in making in-kind gifts of food, prizes, apparel, sporting equipment, etc. In most cases, there is a process in requesting cash from a franchise which includes an application that must be submitted to corporate headquarters for confirmation. This is usually a long, drawn-out process that could take months.
- ◆ Locally, home-grown businesses are usually vested into the community and can find great value in creating a long-term relationship with a campus partner. Decision making, for the most part, will be in the hands of the CEO and/or President of the local business, therefore, providing opportunity for quick turnaround regarding confirmation of a cash partnership.

Packaging Events/Programs

Some partners/sponsors find it desirable for regional competition to be packaged with greater local exposure opportunities as IM flag football, basketball, soccer, softball, fitness, 5k runs, and other special

events. Sponsor's image/logo placed with 3-4 programs/events can easily bring about a five-figure number (see Addendum C – Letter).

Scholarship Packaging

Providing scholarships or leadership stipends are appealing to local partners/sponsors. When partners/sponsors know their contribution, or a portion of their contribution is providing scholarships to students or academy/leadership stipends for student/professional development, there is a sense of a long-term benefit not only for the business, but more importantly, the benefit to student development. Portions of the contributions can be set aside until there are enough funds to make an award to students. The partner/sponsor should be present when announcing or presenting the award to students – a great photo opportunity. Don't stop there – make sure the photo along with supporting news release is submitted both locally and regionally to media outlets. (Note – the partner/sponsor should approve a release going public). This type of media exposure serves to acknowledge students, your program, and partners. Releases can also serve as a tool for recruiting other future partners.

It is conceivable for endowed scholarships to occur over a period of time with local businesses/partners. It is known that some colleagues have created numerous endowed scholarships from 10-20-year relations with local businesses/partners.

Addendum A
**Generic Sample Follow-up Letter
After Face-to-Face Meeting
With Potential Partner/Sponsor**

Mr. John Smith
John Smith Companies
1111 John Smith Lane
Hattiesburg, MS 39409

February 20, 20—

Dear John,

Thank you for the opportunity to meet last week and discuss the {location name} Regional {sport} Championships scheduled for {full date}. Per our discussion this special event will bring over 500 college students to {location from above} and {city name} to compete for the right to advance to the National Championships. Of course, the tangible benefit to these students besides competition is exposure to the {city name}, skill development, ability to meet students from other campuses and, most importantly, student development. Another element of your partnership with {location from above} provides an economic benefit to the {city/county} area as money spent by visitors multiplies at a rate of nearly 150%* on each dollar spent.

Your support both financially and in kind will assist our department and {location from above} in creating an environment that will be both educational and memorable. For your generous contribution, the John Smith Companies will be listed in the official tournament program as a presenting sponsor and included on all field/court banners.

Thank you for consideration of a \$1,000 partnership and the donation of box lunches for all the players, student officials and volunteer staff. \$500 of your contribution will be used as a stipend to send a {location from above} Team to Nationals. We will work with you for a date that a photo opportunity can occur on site at John Smith Companies with the student team you will be supporting to compete in the National Championships. A media release will be provided regionally to recognize your support of {location from above} students as well as the Regional Championships.

For your convenience, please make your check payable to {name check payable name}, whichever method is in your best interest. Either method may be able to provide you a tax benefit for your contribution.

Sincerely,
Your Name
Your Title

Addendum B

**Example of a Sample Follow-up Letter
After Event to Partner/Sponsor**

Mr. John Smith
John Smith Companies
1111 John Smith Lane
Hattiesburg, MS 39409

December 3, 20--

Dear John,

Thank you for coming out to the Southern Miss Regional Flag Football Championships and taking the time to personally experience a one-of-a-kind event. As promised, John Smith Companies and your logo were prominently displayed during the kick-off program and throughout the Regional.

Your contributions helped make a difference in Southern Miss Recreational Sports Department's ability to manage a very successful special event. More than 600 students, student sports officials and volunteer staff truly benefitted from your commitment.

Besides great competition, tangible benefits included: demonstration of positive sporting behavior, camaraderie, meeting of new friends from different colleges, and exceptional learning for developing student sports officials and young professional staff. The educational and training sessions for student sports officials brought about an array of student learning outcomes that will be applied on campuses throughout the region.

Additionally, I am pleased to report the local impact our visitors had while participating in this year's Regional. Our visitors stayed a combined 150 bed nights at one of our local hotels. The hotel lodging economic impact, utilizing the local multiplier*, translated into an excess of \$20,000. And of course, lodging is only one of the areas where those who attended the tournament spent money.

As a result of your support, we will be able to send an extra Southern Miss team and student sports official to the National Championship, scheduled to take place January 3-5, 20—in Pensacola, Florida. We would like to schedule a photo opportunity with your sponsored team, the Southern MissFits and staff of John Smith Companies. If convenient, will next week, December 10-12 work for your schedule? Please advise the best day and time.

Thanks again for your commitment to Southern Miss and our students and programs. Next year's Regional will be November 23-25. Looking forward to your continued partnership.

Sincerely,

Your Name

Your Title

CC: Vice President for Student Affairs

Vice President for USM Foundation

*The multiplier 1.5 was supplied by the local Chamber of Commerce

Addendum C
**Sample Follow-up Letter
To Partner/Sponsor (Packaged Events)**

Mr. John Smith
John Smith Companies
1111 John Smith Lane

Hattiesburg, MS 39409

June 10, 20--

Dear John,

As our school year comes to a close, it is important that I communicate to you and John Smith Companies our appreciation for your support of Southern Miss students and those programs that serve as retention elements in assisting students to be successful.

Although the focus of our partnership is through both the Southern Miss Student Affairs Golf Classic and Southern Miss Classic Rodeo, you should know, besides the exposure and value provided by these two events to John Smith Companies, numerous students are the beneficiary as noted on the back page of the attached Golf Classic and Rodeo Dinner programs. During the 2013-14 school year, over 80 different students benefitted from your generosity.

We would not be a in a position to continue supporting these students and those who follow them without your commitment and understanding of how valuable your contributions are to their success.

For your information, next year's Golf Classic is scheduled for Saturday, October 4 and the Southern Miss Classic Rodeo is scheduled for February 20-21.

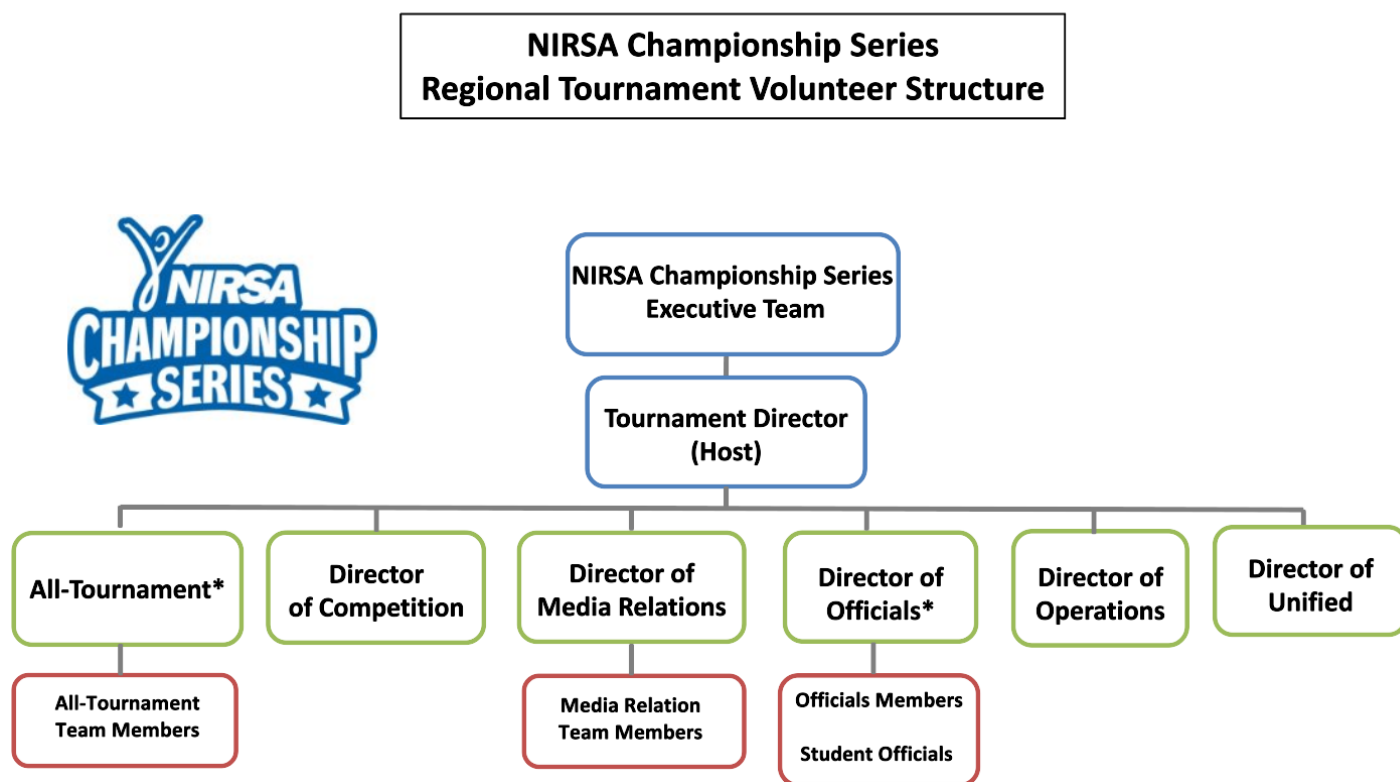
Sincerely,

Your Name

Your Title

Section 4: Tournament Staffing & Committees

The considerations for volunteer staff and officials' selection for all NIRSA Championship Series positions should include promoting diversity of applicants, not only as they reflect NIRSA membership but also



*Required Committee Director Positions, all others are recommended or encouraged to be host institution staff

those campuses and communities that we serve. Value should be explicitly placed on the NIRSA commitment to creating a culture of wellbeing and continually evaluated by the NIRSA Championship Series Work Teams through the assessment of demographic information of applicants and their responses to Social Justice questions on each Series application.

General Staffing/Committee Information

- ◆ Basketball & Flag Football: The Tournament Director is required to be from the Host Institution.
- ◆ Soccer: The regional coordinator may be the Tournament Director. If not, the institution should provide a point person who will provide direct communication with the Regional Coordinator and NIRSA headquarters to organize and run the tournament.
- ◆ The Directors of All-Tournament, Competition, Officials (student and non-student), Media Relations, Operations, and Unified should be selected at least three months in advance of the tournament.
 - Basketball and Flag Football: All-Tournament directors are required.
 - All sports: Officials director is required.
 - Competition, Media Relations and Operation directors are not required but encouraged or can be from the host school.
 - Unified director is required if having a unified division during the event.
- ◆ Staff/committee members should be selected at least two months in advance of the tournament.
- ◆ Staff/committee members should be appointed by the Tournament Director, in consultation with the Directors of All-Tournament, Competition, Officials, Media Relations, Operations, and Unified, where needed.
- ◆ The Tournament Director will have the final say on all staff/committee member appointments and on the number of staff assigned.

Regional Positions

Director Selection:

- ◆ Applications for open director roles will be posted on the NIRSA Championship Series volunteer [website](#). The Tournament Director or Regional Coordinator (soccer) will review application materials and make regional director selections.
- ◆ Applicants should be notified of their application status within two (2) weeks of the application close date by the Tournament Director or Regional Coordinator (soccer).

Committee Member Selection:

- ◆ Applications for open committee roles will be posted on the NIRSA Championship Series volunteer [website](#). The Tournament Director or Regional Coordinator (soccer) will review application materials and make regional volunteer staff selections. It is highly encouraged that Directors and actively involved in committee member selection.
- ◆ Applicants should be notified of their application status within two (2) weeks of the application close date by the Tournament Director or Regional Coordinator (soccer).
- ◆ Make sure ALL applicants, those selected and not selected, are notified in a timely manner. If notifications will take a few weeks, we encourage a thank you for applying here is our timeline for selections email to each applicant, so they are aware and know what to expect.

Position Descriptions:

- ◆ Descriptions for Director and Committees roles for: All-Tournament/Field Marshal, Competition, Officials, Media Relations, Operations, and Unified can be found on our website:
 - [Basketball: Volunteer Descriptions & Experiences](#)
 - [Flag Football: Volunteer Descriptions & Experiences](#)
 - [Soccer: Volunteer Descriptions & Experiences](#)

Host Committee:

- ◆ These include members from the host institutional or tournament facility.
- ◆ Greet teams as they arrive for team meetings and contests.
- ◆ Provide information about the tournament, social, local restaurants, entertainment, and transportation.
- ◆ Serve as an ambassador of your institution and community.

Protest Committee:

- ◆ This is a committee selected from the Directors of the tournament.
- ◆ The responsibility of this committee is to rule on all protests, appeals and other such issues requiring due process. The committee will have authority to rule on all issues not covered in the tournament rules or event literature. This committee should consist of:
 - Tournament Director
 - Director of Competition
 - Director of Officials

Meeting Agendas:

- ◆ The Tournament Director and/or Regional Coordinator should conduct a meeting with all the volunteer staff members prior to the start of the event (can be each day or just first day).
- ◆ Items to be discussed in first meeting:
 - The role that each committee chair/members will have during the tournament.
 - Game schedules
 - Map of the fields/courts
 - Directions to the hotel
 - Social events
 - Handout shirts, nametags, and if appropriate the work schedule.
- ◆ Committee Specific Meetings
 - Field Marshal/All-Tournament Committee will need to review the schedule and make any last changes. Schedule should be posted on site or be sent out via email to all participants. They also need to review the criteria for selection, number of All-Tournament members for each division/category, etc.
 - Competition will need to review the schedule and make any last changes. Schedule should be posted on site or online or be sent out via email to all participants.
 - Media Relations will need to review the field/court location and determine the best course of action for obtaining pictures and videos of participants. Also, review championship day to take pictures of final games and winners.

- Officials Committee will need to review the rules, discuss any new rule changes or points of emphasis, problem areas from other tournaments and provide officials with final schedules for the day.
 - For Basketball and Flag Football, officials crew will need to review the criteria for All-American Officials.
- Operations will need to review the field/court locations and numbering, the set up/tear down process, storage/location of equipment, and review responsibilities during the tournament (trash pick-up, refill water coolers, etc.).
- ◆ A Captain's Meeting should be administered by the Tournament Director and/or Regional Coordinator.
 - Tournament guidelines/expectations and sporting behavior policy will need to be discussed and communicated as a point of emphasis.
 - Logistical information will also need to be reviewed such as field/court location, tournament schedules, parking, hotel location, and behavior at the hotel.
 - The Director of Officials should review the rules and protest procedure at the Captain's Meeting.
- ◆ Each committee should hold a separate meeting led by the Director of the committee to discuss the tournament schedule, field/court location and numbering, schedules, review rules and point of emphasis, and give out any other logistical information needed.

Section 5: Basketball & Flag Football Game Officials

Officials Application and Selection Process

Selection Student Officials:

- ◆ Officials for the tournament will be selected through an automatic or application process.
 - Officials will submit an application of interest to attend one or several regional tournaments. Once their application is submitted a professional member from that officials institution must complete a verification form stating that they are able to represent their institution.
- ◆ Officials must submit application and bid information within the prescribed deadline period for consideration. The initial deadline for consideration should be three weeks prior to the regional tournament.
- ◆ The Director of Officials and Tournament Director will be responsible for the final selection of officials.
 - If there are multiple officials from a single institution the Director of Officials and Tournament Director have the right to contact the institution to get a preference ranking of those that have applied from their institution.
- ◆ EVERY EFFORT should be made to have as much diversity (including institutional, ethnicity and gender) from within the region represented.
 - Examples of “every effort” include phone calls and emails to directors from within the region include HBCUs, minority colleges/university, etc.
 - When determining the final officials’ roster, no more than two officials per institution should be *initially* selected.
 - If roster spots remain available, selection can then be made regardless of institutional affiliation.
- ◆ A **minimum of two weeks prior to the event**, email notification should be sent to all officials (and volunteer staff), for those selected and those not selected to work the tournament.
 - Officials selected to work the tournament should be informed of uniform requirements in this notification email.

Number of Officials

- ◆ The total number of officials should be equal to 1.5 crews per field/court. Ideally, the number would be 3 officials per field/court.
- ◆ All games should be officiated using four officials for football and three officials for basketball and three officials for soccer.

Amenities

- ◆ Where possible, host sites should provide two or more dressing areas for officials; if dressing areas are designated by gender identity it is expected that officials will be fully encouraged and able to access the dressing area, they are most comfortable using. These dressing areas should also include showers and restrooms.
- ◆ Please ensure that officials have transportation to and from the host site. Hotels may be willing to provide shuttle service to and from game/meeting sites as part of agreement.
- ◆ Hotel rooms should have no more than four officials.

Training Student Officials

- ◆ The initial training session for game officials should be scheduled to last between two and three hours and include both classroom and on-field/court time.
- ◆ This training session should be before play begins, on the first day of the tournament or if possible, the day before.
- ◆ This training session should focus on the following: *See Appendix #4 for recommended official's clinic agendas.*
 - Advanced officiating concepts (3-person for basketball & soccer and 4-person for football).
 - Conflict resolution
 - Game management strategies
 - Philosophy of officiating
 - Communication:
 - Working with new partners
 - Officiating new teams
 - Receiving evaluations
 - General tournament expectations:
 - All officials should arrive and be on the field/court 30 minutes prior to the game.
 - Behavioral
 - Interactions with teams and/or other officials (off and on the court/field).
 - Social events
 - DO NOT include officials in social gatherings held in connection with the championship participants.
 - Field/Court/Facility lay out.
 - Meals
 - Meetings
 - Uniforms

Meetings

- ◆ Meeting times and locations should be set in advance and discussed at the initial training session for officials.
- ◆ Meetings should be held one hour prior to the start of all subsequent days of the tournament (All officials should come dressed and ready to officiate).
- ◆ Official's meeting is recommended to be held at the end of the day's action as well.
- ◆ Utilize these meetings to discuss any problems, answer any questions and distribute game assignments.
- ◆ The room for these meetings should have audio visual and internet connectivity and provide comfortable seating.
- ◆ In needed, the Tournament Director should provide the following:
 - Computer
 - TV with VCR and/or DVD
 - Projection screen
 - Dry erase board
 - Copy machine and/or printer if possible.

Schedules

- ◆ The scheduling should be completed by the Director of Officials and the Assistant Director.
- ◆ The Director of Officials and the Assistant Director are responsible for devising a method to track the number of games worked by each official. The Tournament Director will need this information to properly pay the game officials.
- ◆ The initial game schedule should be distributed at the meeting prior to the first game.
 - All subsequent game schedules should be distributed at morning meetings and natural tournament breaks, such as meals.
- ◆ If possible, the initial schedule should have officials from different skill levels working on the same crew.
- ◆ Through pool play, every effort should be made to schedule officials to equal numbers of games.
- ◆ Every effort should be made to rearrange officiating crews at the natural breaks that occur in the tournament game schedule.
 - This ensures that officials get an opportunity to work with as many partners as possible.
 - Additionally, it allows the Officials Committee the opportunity to observe officials' teamwork abilities when working outside of their comfort zone.
- ◆ If possible, officials scheduled to work the last game of the night should not be scheduled to work the first game the next day. This can be difficult because crews will, more than likely, be rearranged for the next day.
- ◆ If the integrity of the tournament would not be impacted, every effort should be made to schedule every official to work one game on the final day.
- ◆ Input from Officials Committee Members should be given, especially when determining schedules for the second and/or third days of the tournament.
- ◆ The Director of Officials should solicit the following information:
 - Crew leaders
 - Weaker/less experienced officials
 - Potential personality conflicts
- ◆ From this information, the Director of Officials and the Assistant Director should rank each official as a 1, 2, or 3 (in BB) or 1, 2, 3, 4 (in FFB). Every effort should be made to have crews comprised of at least one official from each category.

Avoid in Scheduling:

- ◆ Scheduling an official to referee a game involving their own institution.
- ◆ While officiating, no official should wear institution-related apparel, be it from his/her own school, fraternity/sorority, or from another institution participating at that tournament.
- ◆ Scheduling officials to long stretches of games, e.g., back-to-back. Every effort should be made to give each officiating crew one game off. See Evaluation section below.

Evaluation

Philosophy:

- ◆ The purpose of evaluations is to educate, instruct and develop both student officials and Officials Committee Members
- ◆ Evaluations of student officials should focus on constructive criticism and as such should be presented in a positive manner.

- ◆ Officials Committee Members are educators first and should treat the evaluation process as such.
 - **Regional tournaments *are not* officiating camps.**
- ◆ “Tearing down” or “breaking down” student officials should be avoided unless necessary.
 - KEY CONCEPT: Behavioral/off-court/field issues are different than officiating/on-court/field related issues.
- ◆ In the spirit of learning, the student officials should be asked to provide constructive and developmental comments through the Officials Committee Members Evaluation Form (Appendix #5)
 - The goal of this evaluation is to provide honest and unbiased feedback from officials about their experiences with Officials Committee Members.
 - Officials Committee Member Evaluations can be completed at a time convenient for each tournament. A few options may include after each verbal feedback session from clinicians, at a break in game play, prior to the elimination of officials from tournament games, lunch and/or dinner breaks, etc.

Film:

- ◆ If possible, as many courts/fields should be set up with a video camera. Recommended at least two courts/field have video.
- ◆ Additionally, in an ideal situation, the on court/field evaluator(s) for the “film court/field” will be able to use a wireless microphone.
 - When using the microphone, evaluators should keep in mind the official’s evaluation philosophy.
- ◆ One film breakdown room should be provided, near the filmed court/field, to facilitate the learning process.
- ◆ Each official should receive, shortly after the conclusion of the tournament, an electronic a copy of the game(s) they worked on the filmed court/field.

Playoffs:

- ◆ If the integrity of the tournament would not be impacted, every effort should be made to schedule every official to work one game on the final day.
- ◆ After the first round of bracket play, the pool of officials should be narrowed down.
- ◆ Input from the Officials Committee becomes critical at this juncture. Different methods can be utilized, including private ballot; open discussion; and a combination of discussion, then balloting.
- ◆ When considering scheduling the final game(s), every effort should be made to ensure *that an official does not work a semi-final in the same bracket in which s/he may also work the championship game.*

All-American Selection

- ◆ The selections are made by the Director of Officials and the Officials Committee.
- ◆ Things to be considered when making selections:
 - Overall tournament performance
 - Being responsible in all off court/field actions and a good representative of their respective institution and of the tournament staff (e.g., attendance at all meetings, etc.).

- Attitude, receptivity for critique, communication, leadership with other officials, and improvement.
- ◆ In addition to the Officials Committee, the tournament officials should be given an opportunity to voice their opinions about the best officials at the tournament. This can be done most effectively via private ballot. (E.g., sometime during the meeting on the morning of the last day of the tournament, distribute paper and ask each official to rank the three best officials).
 - The Director of Officials should have feedback from the officials prior to meeting with the Officials Committee.

Section 6: Soccer Game Officials

Selection for Soccer Non-Student Officials

- ◆ Officials for the tournament should be college certified. High school certification is acceptable.
 - The Tournament Director should contact the host location's local NISOA chapter directory.
 - The Tournament Director should negotiate rates and coverage for all games and/or meetings.
 - Referee (center, 1 per game): ~\$80-130
 - Assistant Referee (2 per game): ~\$60-100
 - Assigning Fee: ~\$20 per game or ~\$500 flat fee
- ◆ Student intramural officials will not be invited to apply (unless they serve with the local chapter).

Number of Officials

- ◆ The total number of officials should be equal to 1.5 crews per field/court. Ideally, the number would be 3 officials per field/court.
- ◆ All games should be officiated using three officials for soccer.

Amenities

- ◆ Where possible, host sites should provide two or more dressing areas for officials; if dressing areas are designated by gender identity it is expected that officials will be fully encouraged and able to access the dressing area, they are most comfortable using. These dressing areas should also include showers and restrooms.
- ◆ Please ensure that officials have transportation to and from the host site. Hotels may be willing to provide shuttle service to and from game/meeting sites as part of agreement.
- ◆ Hotel rooms should have no more than four officials.

Section 7: Social Media & Branding

Social Media and NIRSA Championship Series Branding Guidelines



Introductions

The NIRSA Championship Series Brand Management committee has developed some guidelines to assist host institutions in their social media communication before, during and after events.

Social media is a powerful way to communicate to participants, officials, fans, and staff in a real-time fashion to create synergy and excitement for our events. This document is designed to create more consistency in how our brand as NIRSA is presented. You may be a social media novice or even an expert. Our goal is to provide resources to help you at whatever your level of comfort is and to become a more effective user.

Social media changes by the minute. As a result, this document will continue to evolve to better suit everyone's needs. If you have suggestions, please contact NIRSA Championship Series Brand Management Work Team Chair Nikki Vance, nvance@uoregon.edu.

NIRSA's Social Media Policy

NIRSA's social media policy is [available online](#). NIRSA only endorses individuals and groups whose posts align with NIRSA's guidelines. Be sure to check anything you plan to post before publishing it to ensure continued support from NIRSA. Create usernames, logins, hashtags, and other social media components with NIRSA's name and images after obtaining approval from the NIRSA's headquarters Marketing Team to have a NIRSA affiliated account.

This policy governs all social media activity by staff, members, and volunteers of NIRSA. In terms of this policy, social media is defined as any web-based or mobile technologies used to participate in user-generated content. Such content includes, but is not limited to blogs, wikis, discussion forums, and social networking sites.

Branding & Getting Started

Each year we want to emphasize, and we like to use a consistent name. The NIRSA Championship Series is the umbrella brand for our regional and national Flag Football, Basketball, Soccer and Tennis events. It's a mouthful, which is where this guide can help you project a consistent brand. So, what to call this?

- ◆ NCCS - **NO**. That's the old acronym. It will still be said and stuck on people's minds and old polo shirts. It's not a 10-yard penalty for saying it. Just make sure to keep it off official announcements, websites, social media, brochures, programs, shirts, etc. It will be a distant memory before we know it, aka other famous name changes like the New Jersey Nets, Chad Ochocinco, or the WWF.
- ◆ NCS – **NO**. While abbreviations and acronyms are natural for most people, we already have an acronym for who we are. NIRSA!
- ◆ NIRSA – **YES!** - We'd prefer students say, "We're going to the NIRSA tournament" if they want to shorten NIRSA Championship Series or NIRSA Regional Flag Football.
- ◆ NIRSA Championship Series – **Yes!** Refer to the collection of events – all the regional flag football tournaments, or each of the four sports we offer events in – as the NIRSA Championship Series. Individual events can be referred to as NIRSA Regional Flag Football with their nicknames as a tagline, such as "Swamp Bowl."
- ◆ Championship Series or The Series – **YES!** This is an acceptable shortened version of the NIRSA Championship Series name. It still encompasses who we are and what we do. It also helps when you are trying to save characters or create hashtags on social media.

The Brand Management Work Team encourages the use of various social media for host institutions during NIRSA Championship Series events. Communicate with the Brand Management Work Team and let us know:

- ◆ What social media you plan to use for your event? Examples:
 - Your own branded Twitter account such as @SwampBowl26
 - A blog such as <http://battleofthebluegrass.wordpress.com/>
- ◆ What assistance you may need from the work team, and what collaboration you hope to see from NIRSA's official social media avenues
 - Members of the Brand Management work team are often attending your event as staff. They can assist by using the official social media accounts if your event does not have or want to use its own.
 - You may also utilize some of the official NIRSA Championship Series social media accounts in moderation, these will be managed by the Brand Management Work Team staff during the event if they attend your event.

What social media should you use? Twitter is our recommended tool for in-event updates, participant interaction and conversation, and timely announcements. Facebook is a great way to post photo albums of events and share information within fans of your department. Instagram and YouTube are excellent tools for sharing highlights of game action, interviews, testimonials, and any other video footage. Tumblr or other blog sites are great for providing recaps and game summaries.

NIRSA Championship Series Social Media Accounts:

Twitter - @NIRSAClamp

Instagram – @NIRSAClamp

Facebook – <https://www.facebook.com/NIRSA-Championship-Series-100385298194389>

Snap Chat – NIRSACChamp

Recommended Hashtags

Flag Football - #NIRSAFlag

Basketball - #NIRSABB

Club Basketball - #NIRSAClubBB

Soccer - #NIRSA_Soccer

Tennis - #NIRSATennis

Tips and Best Practices

There are several terrific web-based resources for using various social media. Find them and stay current! Here’s a sampling of tips we found to help guide your experience:

◆ **Be the boss**

Identify your event’s social media coordinator. Determine who will be the primary person responsible for updating and monitoring your site. Assign and train a backup for this person.

◆ **Be Authentically NIRSA**

Communicate an authentic voice that stays true to the positive and engaging voice of the NIRSA community at-large. Avoid slang, acronyms, or any language that is “beneath” our target audience.

◆ **Be Accurate & own any goofs.**

Have someone quickly proof your message to make sure it follows proper grammar and spelling before sending it out. The credibility of the NIRSA Championship Series depends on our message being professional. If you make a mistake – hey, it happens - send out a correction and move on!

◆ **Balance It All**

Use social media to enhance—not replace—traditional marketing and member communication.

◆ **Copy-Cat the Right Way**

Attribute credit when using someone else’s words, images, or ideas. Whenever possible, link to the original source – if it’s an appropriate one.

◆ **Keep the Private Stuff Private**

Be considerate and protective of NIRSA members’ privacy by **not** publishing confidential information, such as financial information, unofficial/unannounced projects, or personal member information.

◆ **Play Nice and Take the High Road**

Participate in dialogues with the NIRSA community but avoid conversations involving inflammatory remarks toward anyone or any institution. Nobody likes a bully.

◆ **Be active**

Social media presences require diligent care and feeding. If you do not have the time or resources to check in on these sites at least a few minutes each day, and to post fresh content several times a week, reconsider jumping into social media currently.

◆ **Be timely!**

One of the great benefits of social media is the ability to share information almost instantly with a global audience. Maintain your timeliness throughout the event. Somewhere, someone is refreshing their feed trying to find the final score of the game you've been giving updates on. Don't kill their battery.

◆ **Interact**

A social media site without comments isn't very social. Be prepared to accept and respond to comments. To protect your site, moderate all comments before posting. Understand that not all comments will be positive and respond to negative comments professionally if a response is needed. The best way to gain followers and friends is through interaction.

Twitter Specific Tips

Past experience has shown that Twitter can be very effective to use during a tournament. Students enjoy real-time updates, mentions, pictures, and video. According to Twitter, its primary purpose is to serve an information network.

When representing NIRSA, you agree to [Twitter's Terms of Service](#) and [Privacy Policy](#). In doing so, you agree to:

- ◆ Assume responsibility for use, posted content, and consequences of posted content through your account.
- ◆ Not impersonate others.
- ◆ Not spam or publish contaminated virus links.
- ◆ Publish personal or confidential information.
- ◆ Advocate violence against others
- ◆ Use the service for any unlawful activity.

First, some Twitter 101

1. Tweet

280-character max of information you wish to share

2. Timeline

Your timeline is a feed of any tweets from those you follow. Your followers will be able to view your tweets on their timeline.

3. Mention @username

Include @username in a tweet to link to another user's profile. This will bring attention to user and appear to all your followers. All @username mentions are clickable and link back to the mentioned individual's profile.

4. Hashtag #wordorphrase

A hashtag is any word preceded by the # sign. People use hashtags to organize conversations around a specific topic. Clicking a hashtag takes you to search results for that term. Hashtags are broken by spaces and other punctuation characters. Capitalization is irrelevant and can help separate hashtags using multiple words.

5. Reply

You can respond to a tweet by hitting the reply button. Reply responses are public and appear in your home timeline and the timeline of the person to whom you are responding. Someone not in the conversation must follow both users to read both sides of the conversation.

6. Retweet RT

You can share any public user's tweet to your followers by hitting the retweet button. It will appear in the timeline of your followers. If using the twitter website or app, you also have the option of quoting a tweet and manually adding your comment prior to the letters RT and then the original message.

7. Searching

Searching is an important way to monitor the Twitter conversation of not only your event but to also get feedback on topics or hashtags.

8. Direct Message DM

A direct message (DM) is a private message; it will not appear on any timeline. You can only send DM to users you follow who also follow you. You can use a DM to answer a question privately, to make a request of a follower, or even to thank a follower. Remember to make sure you're sending a DM and not a tweet (ala Anthony Weiner).

Additional Twitter Guidelines:

Whether you are utilizing the @NIRSACChamp account or your own departmental twitter account to cover your tournament, keep the following things in mind:

- ◆ Think of your account as if you were the NCAA, ESPN or local newspaper covering a major sporting event. Use Twitter leading up to the event to remind students about deadlines, meetings, accommodations, or another tournament information.
- ◆ Don't over tweet. While you may be excited that your staff is setting up the fields or that the sun is rising, students likely aren't as interested. You don't want to risk being un-followed or ignored. Try to tweet 5-6 times a day before and after the event.

- ◆ During the event, try to capture the scene of the tournament. Spread the wealth, give shout-outs to teams, tweet some photos of action, capture some Instagram highlight videos, and send out links to results. Try not to give play-by-play or final scores of all games. Tweets are fleeting if you're giving hundreds of scores updates it will clog up a timeline. Twitter users are ok with clicking on a link to a trusted source that contains the results they need.
- ◆ As the event concludes, attempt to give more updates of championship games. Send out photos/videos of action and if you're going to give more frequent updates – give your followers a heads up.
- ◆ At the end of the event, be sure to tweet out all champions, all-tournament winners, and officials' awards.

Content:

- ◆ Tweets are limited to 280 characters; this includes spaces and punctuation. Be frugal and creative! By aiming to limit tweets to 280 characters, you leave room for commentary in other user's RTs.
- ◆ Stay positive. Do not use twitter to embarrass a player that just got dunked on or an official that missed a call. If you receive complaints, only respond if appropriate.
- ◆ Make sure information posted is relevant and up to date. Be precise with date and time. When referring to "today" or "tomorrow" include the date.
- ◆ Don't compromise the character of your tweet by deleting too many words or vowels, so a tweet appears sloppy or hard to read. Maintain a professional voice:
 - Good Tweet: @NIRSACChamp Scott Flickinger of Boston just threw a 20-yard touchdown pass to win the semi-final game 24-21 over Albany!
 - Bad Tweet: @NIRSACChamp Yoooooo DID YA'LL just c Flick ballin' outta control?? R u serious?!?!?!?
- ◆ Maintain a conversational tone, without being unprofessional. Texting abbreviations are not appropriate. LOL, TTYL, G2G, etc. should be avoided.
- ◆ Use internal and external hashtags. Internal hashtags, like #NIRSAFLAG, create a @NIRSACChamp specific conversation. While external hashtags like #Basketball extends the @NIRSACChamp reach.
- ◆ When introducing a new internal hashtag, provide context for users to grasp meaning.
- ◆ Maximum of 2 hashtags per tweet.
- ◆ You may refer to or tag tournament sponsors in tweets. Be sure to comply with the MOU for the tournament regarding not soliciting sponsors that compete with NIRSA Championship Series title sponsors or sponsors that do not match up with NIRSA's mission. Also keep in mind that profiting off a tweet through advertising is a violation of Twitter's TOS. You should not offer a sponsor a mention in exchange for monetary support.

Instagram Specific Tips

Instagram is great for showing live action and capturing the feel and experience of your tournament from various points of view. From player interviews about big games to interviews with officials and staff as to how this experience is helping develop them, all of that provides great content for those following along. Make sure to explain what is occurring in your caption and use the appropriate #hashtags. Do not be afraid to get the username of the people in the video because they will help spread the message for you.

Instagram 101 Enhancements

- ◆ Do not be afraid to experiment with all the various features Instagram offers to enhance your post!
 - Boomerang – Turns a burst of 10 photos into a mini video.
 - Stickers – Used to replace hashtags or just add some pop to your post. Take a photo. Tap the stickers' icon. Select the hashtag (it's in a white box, you can't miss it!). Customize it your tournament and add it to your story.
 - Story – A way to capture all your posts in one continuous video to share and recap the day.
 - Eraser Brush –Allows your post to become a mystery to its viewers. Take a photo, select the drawing tool, and pick your favorite color. Hold it for a few seconds to flood the screen with a bold color. Tap the eraser icon to revel parts of the photo underneath.
 - Live Video – This allows you to share real time experience with your audience. If there is about to be an exciting finish or play, let the audience experience it live and get a real feel for the audience at the event.

Section 8: Unified Sports

Tournament Registration

Regional Tournaments:

- ◆ Definition of Terms
 - Unified Partner – A Unified partner is a student without an intellectual disability, who actively participates with the athletes in a fun and meaningful way for training and competition.
 - Special Olympics athlete – Athletes are the heart of Special Olympics Unified Sports! A Special Olympics athlete can be a student or a member of the community.
 - Meaningful Involvement – The principle of meaningful involvement ensures that every player is given an opportunity to contribute to the success of his or her team through their unique skills and qualities.
 - SONA – Special Olympics North America
 - SO – Special Olympics
- ◆ Encourage to set up IMLeagues or institution specific site for tournament.
- ◆ Captains should register the team, not a non-playing coach, if possible.
- ◆ Each team should complete Tournament Registration Forms. Requirements for all players, athletes, and partners include:
 - Must join team on IMLeagues, Fusion, etc.
 - Creating accounts on IMLeagues
 - Partners: Select current academic year
 - Athletes: Select “Unified Athlete”
 - Each team members should complete all required NIRSA forms:
 - Team Entry Form
 - Code of Conduct
 - Waiver
- ◆ Partner Requirement: Fill out the NIRSA Player Certification Form (See Player Certification Section for examples)
 - **Must be signed by Campus Rec professional and the registrar office**
 - Player Certification Form to be submitted 1 week in advance. Review, confirm, and notify schools/players of any eligibility issues at that time “Bring hard copy with registrar seal and campus rec staff signature to tournament.
- ◆ Athlete Requirement: Fill out SO/NIRSA Athlete Certification Form (must be signed by Special Olympics State Representative & Campus Rec professional)
 - **Player Certification Form to be submitted 1 week in advance. Review, confirm, and notify schools/players of any eligibility issues at that time”** Bring hard copy with SO official and campus rec staff signature to tournament.

- ◆ All Unified teams should have the same contact for the tournament - that tournament staff should be available at team check-in.

Roles

Special Olympics Unified Contact/State Office Role:

- ◆ Team recruitment - communicate with Unified Director/Assistant Director how payment for teams will be handled.
- ◆ Attendance at event - responsible for assisting with enforcement of meaningful involvement and player dominance rules.
- ◆ Provide SONA/Unified Sports stand/ground banners, pop out banners, giveaway items, etc.
- ◆ Assist in the planning of Unified Social for teams and staff to socialize and a Unified Experience for other participants to interact with Unified Division

Tournament Unified Director & Assistant Director Role:

- ◆ Refer to job descriptions in [Section 4: Tournament Staffing & Committees](#)
- ◆ Collaborate with the Unified Work Team throughout the planning process.
- ◆ Involved in tournament planning and calls leading up to event with other tournament directors.
- ◆ Communication after teams commit.
 - Registration process and requirements
 - Tournament information
 - Rules
 - Policies
 - What to expect
- ◆ Give presentation about Unified Sports to All-Tournament Committee and Officials Clinic
- ◆ Liaison for all teams at tournament
 - Needs of teams
 - Engage with coaches/captains/fans.
 - Attend each game - responsible for assisting with enforcement of meaningful involvement and player dominance rules.
- ◆ Assist Special Olympics staff with organizing a Unified social and Unified experience.

Game Format/Scheduling

- ◆ If Unified games are playing on multiple courts/fields at the same time, try to have them next to each other so that SO Staff or your tournament Unified liaison has the ability to address meaningful involvement or player dominance situations and assist with rule clarifications.
- ◆ Integrate the Unified division into your tournament to provide exposure to traditional divisions. Unified fields/courts should be near all other fields/courts.

Experience

- ◆ Any perks or enhancements being provided to traditional divisions should also be provided for Unified divisions. Examples include but are not limited to:
 - Scoreboard

- Announcers
- Live streaming
- Awards
- ◆ Offer a GroupMe for team captains to receive updates on tournament info (highly requested)
- ◆ Offer a Unified Sports experience open to tournament participants from all divisions.

Rules

- ◆ Partners must be currently enrolled students and meet NIRSA eligibility standards.
- ◆ Include the appropriate basketball/flag football/soccer Unified Sports rules in the tournament rules.
- ◆ Teams should receive rules prior to event and a handout at registration.
- ◆ Officials should receive rules prior to event and training on-site.

Other

- ◆ Communicate with teams whether or not practice/ warm-up balls will be provided.
- ◆ Information about Unified division included in all tournament marketing/publication materials where traditional divisions are listed.
- ◆ Create cloud folder to hold all documents.
- ◆ Create a communication plan to be used year after year.
- ◆ Create a timeline of tasks and deadlines.
- ◆ Create a list of detailed responsibilities between Director and Assistant Director before and during the event.

Section 9: Assessment

Following the annual selection process for regional sites, host institutions should work to designate a liaison between the institution and the NIRSA Championship Series Analysis & Development Work Team. The Vice Chair for the Analysis & Development Work Team will coordinate all assessment materials with the liaison no later than three weeks prior to the tournament) encourage to send one month prior with a follow up email week of event). Host sites are encouraged to meet with the Analysis and Development Work Team Vice Chair to customize their tournament's assessment to enrich the data gathered for enhancing future events for their tournament.

Following the delivery of relevant materials, the host institution is responsible for assessing the game officials, staffs, and participants on-site. The most effective to gather data regarding the event is throughout it and prior to the tournament finishing. Some assessment may contain a pre and post assessment component and the Vice Chair will work with the Liaison to discuss when that assessment must be delivered to ensure the validity of the data gathered.

Below are the links for each respective event that should be distributed by host institutions. Please note that if you have worked with the Analysis and Development URL survey code and should coordinate with the Vice Chair to ensure that you have the appropriate survey link.

Written Assessment Examples

[Basketball Assessment Survey](#)

[Tennis Assessment Survey](#)

[Flag Football Feedback Survey](#)

[Soccer Feedback Survey](#)

A 2023-2024 QR code for the written assessment will also be provided to tournament hosts to be placed throughout the tournament site to maximize passive assessment completion.

Video Assessment

[Basketball Assessment Video Uploads](#)

[Flag Football Video Assessment](#)

[Soccer Video Assessment](#)

To assist in gathering this, below are some helpful ways to minimize the energy your team expends on gathering the data while ensuring valuable responses. ***Please be aware that you may not be able to collect multiple responses from one device without closing out of the browser or refreshing the cache for the written assessment.***

Written Assessment

- ◆ Gathering Participant Feedback – ***Should be combined with the Video Assessment***
 - Inform the participant that this survey should only take them 5 minutes to complete but will tremendously help your operation enhance the tournament for the future.
 - Your team does not have to provide the participants with iPads or other devices, but you can if you have them available, instead the participant can simply scan the attached QR code and complete the survey from their phone.
 - Android Users – Some Android Phones have a built in QR code scanner in their camera function. They simply have to select either QR code scanner in their drop-down settings or from the camera app. If they are unable to do so from their phone, Snapchat is able to scan QR codes and will redirect them to the survey. If the scan continuously fails the direct link to type in is <https://www.surveymonkey.com/r/NIRSABB>
<https://www.surveymonkey.com/r/USTAFallInv>
<https://www.surveymonkey.com/r/fall19flag>
<https://www.surveymonkey.com/r/nirsasoccer19>
 - iPhone Users – iPhone has a built in QR code scanner in their camera function. They simply must center and focus their camera on the QR code, and it should recognize the link and prompt them to go to the survey. Snapchat is still viable and if the scan continuously fails the direct link to type in is <https://www.surveymonkey.com/r/NIRSABB>
<https://www.surveymonkey.com/r/USTAFallInv>
<https://www.surveymonkey.com/r/fall19flag>
- ◆ Gathering Staff Feedback – ***See QR Code and Handout in Email***
 - Most tournaments find that during their championship games are the best time to have staff complete this survey. With less activity going on, this is a great opportunity for them to take the necessary 5 minutes to focus on providing quality feedback.
- ◆ Gathering Officials Feedback – ***See QR Code and Handout in Email***
 - If you provide on-site payment to officials, please ask that the officials complete this survey before providing them with their payment. This ensures that we do not miss any of them for feedback without disrupting their focus on the tournament itself.
 - If you do not provide on-site payment to officials, most tournaments have identified that either of the following methods have allowed for the best response rates and quality.
 - Adding a few minutes into their Sunday morning meeting before breaking out into crews to let the officials reflect on their experience and complete the survey.
 - Providing the survey at lunch or your final meeting on Sunday if you gather as a group to announce your championship crews.

Video Assessment

[Basketball Assessment Video Uploads](#)

[Flag Football Video Assessment](#)

[Soccer Video Assessment](#)

This is relatively new for most tournaments at the regional level, but the quality of data these testimonials are providing allows the series to tell the story of what our participants are gathering from their experiences at your events.

The assessment itself has instructions to assist whoever will be responsible for this, but below are some broader items for assistance with helpful hints on when to approach participants.

- ◆ Try and identify break times in advance for teams to determine when the best time to approach a team will be.
 - If your tournament does not advance all teams from pool play:
 - The ideal time to engage with teams would be after their first or second round of pool play games during a potential break. To help avoid bias based off the result of the game we recommend assessing participants before their matches.
 - If your tournament does advance all teams from pool play:
 - The ideal time to engage with teams would be at the draw selection and prior to their first round of tournament games if there is a set break time. To help avoid bias based off the result of the game we recommend assessing participants before their matches.
- ◆ When you approach a team, try, and get a few different opinions. Look to gather responses from first time attendees, players who have been multiple times but not the captain, and captains.
- ◆ While you are interviewing players, this is the perfect time to have other team members complete the feedback survey.

Appendix Index

Appendix #1: Sample Regional Host Application

Application questions may vary per sport. Each application is reviewed and updated as need each year.

1. Demo graphic information
 - a. Name, title, institution/venue, email, phone number, NIRSA Region, and divisions offerings
2. Date information
 - a. Agreeing to conduct the tournaments in specific date range and preferred dates (top 3)
3. Staffing Model – yes or no to the following committees
 - a. All-Tournament Committee
 - b. Official's Committee
 - c. Operations Committee
 - d. Participant Experience Committee
 - e. Media Committee
 - f. Photographer/Videographer
 - g. PA Announcer
4. Hospitality Model – yes or no to the following:
 - a. Will you provide housing for out-of-town staff?
 - b. Will you provide meals for staff throughout tournament?
 - c. Are you able to solidify 100 hotel room nights within a 10-mile radius of the complex?
 - d. Free parking available?
 - e. Transportation/shuttle services to/from airport for officials and staff?
 - f. Transportation/shuttle services to/from hotel for officials and staff?
5. Sponsorship/Branding– yes or no to the following:
 - a. Can you display sponsor banners around your complex?
 - b. Can you display sponsor logos on all tournament materials?
 - c. Do you have the ability to distribute product samples at your facility?
 - d. Will you provide space for sponsors to set-up displays, showcases, etc.?
 - e. Have you contacted your local Sport's Commission/Convention and Visitor Bureau?
 - f. Will you receive financial support (or in-kind donations) from your local Visitor's Bureau/Chamber of Commerce/Sport Commission?
 - g. Will you ensure branding, specifically the NIRSA Regional logo, is included on tournament website and tournament materials?
 - h. Will you ensure NIRSA is used in tournament title (NIRSA _____ Regional Basketball Championships)? Additional text between NIRSA and Regional may be inserted to connect with local area. For example, best in the West, Northeast, Midwest, etc.
 - i. Will your tournament be able to use social media throughout the tournament? Examples include Twitter, Facebook and options provided by the NIRSA Championship Series Brand Management team.
 - j. List any sponsorship opportunities and restrictions in your area.
 - k. List of all exclusive recreational sports department national sponsors. If your department is under the athletics department, please list all of their exclusive national sponsors, as well.
 - l. Amenities - please place a check next to any items that will apply at your event.
 - i. No rental charge for use of facilities (courts, meeting space, etc.)

- ii. Password protected Wi-Fi available for staff or participants.
- iii. Open access Wi-Fi available for staff or participants
- iv. Hospitality space for staff and officials
- v. Indoor meeting space for staff and officials
- vi. Designated seating for championship games
- vii. Gender neutral restroom (if needed)
- viii. Ability to livestream championship games.
- ix. Ability to livestream or record other tournament games.
- x. Tournament social for staff and officials
- xi. Tournament social for players and coaches

6. Facilities and Equipment

- a. What is the maximum number of teams that you can accommodate?
- b. How many courts do you have that are guaranteed availability at the dedicated facilities on the desired dates?
- c. Will you provide 4 indoor basketball courts for tournament play within a 2-mile radius of tournament headquarters? It is recommended that each tournament maintain a maximum ratio of 8 teams to every 1 available court.
- d. Will you be able to provide...?
 - i. Proper game equipment (basketballs, scorer's table, scoreboard, possession arrow, etc.)?
 - ii. Lockable and secure storage unit near courts to secure supplies?
 - iii. Walkie-talkies for the event director, director of officials, athletic trainer, building/court supervisors, etc.?
 - iv. Seating for 100 for the championship finals?
 - v. Gender neutral changing rooms and rest rooms?

7. Other

- a. Will you provide a travel stipend for the top official(s) to the NIRSA National Basketball Championships?
- b. Will you provide entry fee for winning teams to the NIRSA National Basketball Championships?
- c. Past history of hosting basketball events or special events/tournaments.
- d. A list of your recreational sports staff and their involvement/experience with NIRSA tournaments or other special events.
- e. Would you be willing to host a Club Basketball weekend if you are not selected for a regional?

8. Final Steps

- a. Will you follow the required insurance criteria for NIRSA events? If NO, please contact Nicole.jackson@nirsa.org
- b. Will you provide Athletic Trainers or EMTs?
- c. Why do you want to host a Regional Tournament?
- d. How will you promote the NIRSA Championship Series commitment to create an antiracist experience for officials, volunteers, and participants? How would you ensure these steps are followed throughout the event? Please note that NIRSA's strategic plan states: NIRSA will strive for inclusive excellence through an anti-racist and equity lens.
- e. Will you run a social justice conversation, surrounding Basketball, with staff and student officials prior to or during the weekend, if the content was provided?

9. NIRSA Headquarters Information Needs

- a. Who will be the main contact/Tournament Director for the event? (Provide name & email)
- b. Provide your school's PMS colors for a tournament logo if selected to host.

- c. Provide shipping address. If selected to host, banners will be shipped to you to use during the event.
- d. Do you have any questions for the selection committee?
- e. Please email the following 4 items to nicole.jackson@nirsa.org:
 - i. 1) A copy or sketch of the court layout including the special events area (mark the court which will be used for championship games).
 - ii. 2) A map of the campus (indicating the location of courts, parking for participants, etc.).
 - iii. 3) A tournament timeline (schedule of events the weekend of the tournament)
 - iv. 4) Any expected on-campus expenses (court rentals, student staff fees, etc.)

Appendix #2: Sample Regional Volunteer Staff Application

Application questions may vary per sport. Each application is reviewed and updated as need each year.

1. About You
 - a. Demographic information: name, email, phone number, gender identity, ethnicity, pronouns, NIRSA Region, Institution, title, NIRSA Membership date, years in collegiate recreation, and 5 years of NIRSA Champ Series experience.
2. Your Previous Experiences
 - a. Please highlight any non-NIRSA Championship Series experiences that are particularly relevant to the volunteer position(s) for which you are applying.
 - b. Do you have any previous experience working with Unified Sports or Special Olympics? If yes, please describe the role you played.
 - c. In addition to the work on the committee, if you are selected, are you interested in assisting the host committee with collecting assessment data during this event?
 - d. How do you contribute to a positive team culture?
3. From here – goes through each sport one by one and you select ‘Yes’ or ‘No’ if you want to volunteer example: Are you interested in being a volunteer at a Regional Flag Football Tournament?
 - a. Then you will need to select which tournament(s) you want to volunteer at.
4. Goes into each committee next – asking yes or no to each of these:
 - a. Committee Member of: Officials Committee / Sub Committee
 - b. Committee Member of: All-Tournament Committee
 - c. Committee Member of: Media Committee
 - d. Committee Member of: Operations Committee
 - e. Committee Member of: Competition Committee
5. If yes to any of the above, you will be asked if you are interested in a director role and need to fill out:
 - a. Director applicants only: How do you plan to support the success of your committee members?
 - b. Director applicants only: How will you develop the members of your committee?
6. If yes to a committee but no to director, the questions continue for each position (question vary based on position):
 - a. Explain how your past professional experience has prepared you for working on the XX committee.
 - b. As a member of the XX committee, how would you support the NIRSA Championship Series promise of providing “premier championship experiences delivered by qualified experts within a safe and inclusive environment”?
 - c. What role does a well-functioning operations teams play in the success of a NIRSA tournament?
 - d. What experience do you have with tournament scheduling?

- e. Describe your experience evaluating officials.
 - f. Are you a current, active football official?
 - g. Describe your high school and or collegiate flag football officiating experience.
7. Additional Information
- a. Roommate gender preference
 - b. Unisex Apparel Size/ Women’s Apparel Size
 - c. Emergency Contact Name & Relation & phone number
 - d. List any dietary restrictions or allergies. Leave blank if none.
 - e. How will you be traveling to the tournament?

Appendix #3: Sample Regional Officials’ Application

1. About You
 - a. Demographic information: name, email, phone number, gender identity, ethnicity, pronouns, NIRSA Region, Institution, year in school, and prior NIRSA tournament experience; include year and any All-American honors.
2. From here – goes through each sport one by one and you select ‘Yes’ or ‘No’ if you want to officiate
example: Are you interested in officiating at a flag football regional tournament?
 - a. Then you will need to select which tournament(s) you want to officiate at.
3. Flag Football Officiating Experience
 - a. How do you contribute to a positive team culture on an officiating crew?
 - b. Please list two goals you have for this tournament.
 - c. Please select all of the flag football intramural leagues you have officiated.
 - d. List your flag football officiating experience outside of intramural sports.
 - e. List all flag football certifications you hold; include number of years.
 - f. Do you have any previous experience working with Unified Sports or Special Olympics? If yes, please describe the role you played.
 - g. How often do you officiate in a 4-person system?
4. Additional Information
 - a. Roommate gender preference
 - b. Unisex Apparel Size/ Women’s Apparel Size
 - c. Emergency Contact Name & Relation & phone number
 - d. List any dietary restrictions or allergies. Leave blank if none.
 - e. How will you be traveling to the tournament?

Appendix #4: Recommended Officials Clinic Agendas

This is a Basketball Example of an Officials Clinic Agenda

-
- | | |
|----------------------------|----------------------|
| 1. Welcome & Introductions | (15 minutes, 2:00PM) |
| 2. Admin/Expectations | (10 minutes, 2:15PM) |
| a. Payroll | |
| b. Dress | |
| c. Schedules/Timeliness | |
| d. Ejections | |
| e. Protests | |
| f. Evaluations | |

- g. Meetings
- h. Hotel Assignments
- i. Tournament Specific Rules

Clinicians Leave for Evaluation Committee Meeting

- | | |
|---|----------------------|
| 3. Judgment & POE | (40 minutes, 2:25PM) |
| 4. Three-Person Mechanics/Rotations | (15 minutes, 2:55PM) |
| 5. Situational Awareness/Game Management | (40 Minutes, 3:10PM) |
| 6. Crew Assignments & Break | (15 Minutes, 3:55PM) |
| 7. Quiz | (30 Minutes, 4:10PM) |
| 8. Transition to Courts | (5 Minutes, 4:40PM) |
| 9. Station Work - 8-minute rotations | (32 minutes, 4:45PM) |
| a. Foul Reporting - Dietrich - Primary | |
| b. Switching - Johnson - Primary | |
| c. Presence/Command - Moore - Primary | |
| d. Primary Coverage Area - Reneau - Primary | |

Appendix #5: Budget Items

- ◆ Revenue
 - Include early and late bird registration for team – encourage teams to sign up sooner.
 - Entry fees range from \$250-375
 - Grants, Sponsorships, or hotel rebates
- ◆ Expenses
 - Hotel for visiting staff and officials.
 - Hospitality
 - Breakfast should be at the hotel.
 - Friday Dinner
 - Saturday lunch and dinner
 - Sunday lunch
 - Snacks and drinks
 - Officials' stipend
 - ATC/EMT/First Responders – 1 per 4 courts/fields
 - Staff & Officials apparel
 - Awards
 - First place, second place, All-Tournament Players, All-American Officials, Winner paid entry into nationals and potential travel stipend.
 - Miscellaneous items
 - Office supplies
 - Marketing materials
 - Equipment
 - Rental fees

- Transportation

Appendix #6: Tournament Timeline

NIRSA Regional Timeline	
Tournament Task	Deadline
Reserve Spaces and meeting rooms	6 months
Select host committee staff	5 months
Meet with Sports Commission	4.5 months
Apply for Grants	4 months
Sponsorship Package Draft	3 months
Establish early bird deadline and late fee	3 months
Order Awards for division winners, MVPs, All-American officials	3 months
Receive and return the MOU to NIRSA	2.5 months
Send “Save the date” to targeted schools	2 months
Website content to marketing team	2 months
Secure and set up hotel blocks	2 months
Secure in-kind donations for meals and snacks	2 months
Buy supplies needed to paint lines on fields (flag football & soccer)	2 months
Secure game equipment (pylons, yard markers, tables, scoreboards, balls, jerseys, flags, etc.)	2 months
Final Sponsorship Package	2 months
Reserve tents, carts, etc.	2 months
Meeting with NIRSA liaison, work team member, and Unified work team (if having unified division)	2 months
Set up IMLeagues for registration	7 weeks
Reserve space for all tournament social	7 weeks
Launch website with tournament information (provide link to NIRSA HQ)	7 weeks
Work on staff nametag, binders and other info	6 weeks
First Invitation to Register	5 weeks
Post on NIRSA Champ Series Connect Community	5 weeks
T-shirt design finalized	5 weeks
Order and design staff apparel	5 weeks
Secure AT coverage	5 weeks
Select Director of Officials & send confirmation email	Jan 1 or after
Select Director of All Tournament & send confirmation email	Jan 1 or after
Finalize meals for staff and officials	4 weeks

Determine championship day schedule including pictures, announcers, etc.	4 weeks
Secure radios for directors	4 weeks
Follow up call with Unified work team and Special Olympics to solidify Unified involvement (if having unified division)	4 weeks
Final emails/push for Early Bird deadline	22 days
Welcome back newsletter to students	21 days
Promotional Signage Printed & Hung	21 days
Sponsorships locked in	21 days
Second invitation to register + event details	21 days
Practice painting lines on fields (flag football and soccer)	21 days
Reserve coolers for fields/courts if needed	21 days
Social media campaign kicks off	18 days
Confirm officials committee selection with Director of Officials	18 days
Confirm all tournament staff selection with Director of All Tournament	18 days
Select any other needed staff from NIRSA application (media, operation, competition)	18 days
Final push – resend info from December plus additional updates	18 days
Begin working on day-of signage	18 days
Tournament nametag design finalized	18 days
Confirm officials staff selection with Director of Officials	17 days
Call big schools	2 weeks
Deadline to receive Player Certification Forms. Review, confirm, and notify schools/players of any eligibility issues	1 Week
Schedule tournament staff for weekend	1 week
Email officials W9 for payment	1 week
Staff finalized for tournament coverage	1 week
Finalize teams, schedule	1 week
Create pool play on IMLeagues – schedule games	1 week
Paint lines on fields (flag football and soccer)	1 week
Confirm reserved space for all tournament social	5 days
All day of signage printed	4 days
Finalize site map, staff contact lists, tournament rules, team schedules, room assignments, sponsorship coupons for staff and team packets/binders	4 days
Finalize AT coverage hours and share schedule with them	4 days
Hold staff meeting with host committee	3 days
Email team schedules, captain’s meetings info, game rules and travel info to teams, staff	3 days
Place meal orders if possible	2 days
Make sure building will be accessible if opening before normal hours	1 day

Touch up paint lines on fields (flag football and soccer)	1 day
Set up tents, signs, banners, etc.	1 day
Prepare coolers for courts/fields	1 day
Set up hospitality room for staff and officials	1 day
Tournament Weekend!	
Complete post-event NIRSA required forms	1 day after
Send post tournament survey	1 day after
Issue payment to officials	1 day after
Complete internal post-event summary	2 weeks after

Appendix #7: Officials Committee Member Evaluation Guide

This is a Basketball Example of an Officials Evaluation Guide

Live Ball Rotations

- *Lead Position – Close Down*: Does the official close down to the near lane line extended and pause to make sure that the ball settles before rotating?
- *Lead Position – Moving Quickly*: Does the official move quickly after the ball settles to complete the rotation?
- *Center/Trail*: Does the Center/Trail Official pick up the live ball rotation quickly and keep the play boxed in?

2. Call Selection

- *Hand Checking*: Is the official preventive? Does the official understand and apply advantage/disadvantage in call hand checking fouls? Does the official understand and apply the Rhythm, Speed, Balance, Quickness (RSBQ) philosophy when making this call? Is the official consistent?
- *Block/Charge*: Is the official consistent throughout the game in making this judgment? Is the official refereeing the defense? Does the official understand when a player has established a legal guarding position and is playing good defense? Are they applying the principle of verticality?
- *Shooting Fouls*: Does the official understand when a player has gathered the ball and started the throwing motion? Are they consistent with their judgment? Are they applying the principle of verticality?
- *Quality/Quantity*: Does the official utilize opportunities to pass on game interrupter fouls/violations, except when unsporting or flagrant in nature? Is the official rewarding good defense?
- *End of Game Officiating*: Does the official understand when a team is going to foul at the end of the game and get the first most obvious foul to keep control of the game?

3. Applying Advantage/Disadvantage

- In general, does the official understand and interpret contact situations by applying the advantage/disadvantage concept, realizing the difference between incidental contact and that which is a foul?

5. Signals/Mechanics

- *Violations*: Does the official know and use proper signals? Does the official clear the players so that everyone can see what they are calling?
- *Foul Reporting*: Are the proper signals used to communicate with the table, players, spectators, and fellow officials? Does the official clear the players prior to reporting so the table has a clear view? Does the official use his/her voice to aid in communicating with the table?
- *Counting*: Does the official utilize the appropriate counts? Does the official speed up when nearing the end of a count or when running?
- *Whistle*: Does the official have a strong whistle and know when to blow it with regard to violations, jump balls and fouls?
- *Clock Mechanics*: Does the official use the proper clock management signals to communicate with the table, players, coaches and fellow officials? Does the official understand when they are responsible for the clock, especially at the end of the game?

6. Game Management

- *Player Interaction*: Does the official use proper preventive officiating methods (i.e., verbally warning players for actions which could lead to a foul or violation, talk players through clearing the lane prior to 3-second violations, etc.)? Does the official relate well with the players in a pleasant but fair and firm manner?
- *Coach Interaction*: Does the official understand when to respond to the coach versus when to listen? Does the official remain calm or do they argue or coddle the coach (by explaining too much or too often)?
- *Showing Strength*: Does the official look confident when putting air in the whistle? Does the official stay with the foul and close down or do they immediately bail out to report the foul?
- *Dead ball Officiating*: Does the official properly use the quiet word technique? Does the official know when to utilize public warnings and the stop sign versus the quiet word? Does the official assist the players with lining up for free throws and in-bounds plays? Is the official keeping the player boxed in when they are not the calling official?
- *Being aware of Substitutes at the table*: Is the official aware of subs being at the table prior to the signal from the table?
- *Appropriate Use of Technical's*: Does the official understand when to put the hammer down? Does the official have a quick "T"? Does the official antagonize the player when issuing a technical? Does the official remove himself/herself from the situation after issuing a technical? Does the official understand when to assist their partner in issuing a technical?

7. Court/Field Coverage

- *General Court/Field Coverage*: Does the official understand the primary, secondary and shared area responsibilities of court/field coverage for each position. Does the official understand the concept of holding their whistle when the foul occurs outside of primary? Does the official understand the principle of no long switches and when to use appropriately?
- *Off-ball Coverage*: Does the official concentrate on their areas of coverage with special attention to off-ball action or do they routinely make calls out of their own area or tend to follow the ball too much?
- *Press Coverage*: Does the official understand when to help and actively assist his/her partner with press coverage or do they routinely move up the court/field to their final position?

- *Keeping Play Boxed In:* Is the official confused when they move to a position or do, they have the ability to “read” the play and get to the proper position?
- *Getting Appropriate Angles:* Does the official position themselves to see through the play by looking between the players or do they position themselves too close to get a wide-angle view to see the whole play or they are putting themselves in a straight-lined angle?
- *Hustle:* Does the official maintain a consistent pace throughout the game during live and dead ball periods? Is the official getting to the appropriate spot on the floor in time to officiate the play?

Appendix #8: Award Ceremony, All-Tournament/All-American, and Championship Pre-Game Script

NIRSA Championship Series Award Ceremony Script

Welcome to the Awards Ceremony for the {YEAR} NIRSA Regional {SPORT} Championships.

Before we begin, we would like to recognize those who have made this year’s tournament a success. First, we extend a huge thank you to all of our participating teams and players. Without your support for this event and your passion for basketball, this event would not be what it is today.

Secondly, we would like to thank all of the tournament volunteers and officials who have come from throughout the country to help put on this tournament.

Please give yourselves a round of applause for your dedication to NIRSA Championship Series and {YOUR INSTITUTION} on conducting this great event.

The presenters for tonight’s Award Ceremony are:

{NAME OF PRESENTERS, TITLE, INSTITUTION}

The Runner Up for the {NAME OF DIVISION} Division is {SAY NAME OF WINNER}
Please come forward and receive your trophy.

The {NAME OF DIVISION} Regional Champion is: {SAY NAME OF WINNER}
Please come forward and receive your trophy.

Congratulations to everyone!

NIRSA Championship Series All-Tournament/All-American Ceremony Script

For the {All-Tournament Team or All-American Team} awards:

For the {NAME OF DIVISION} Regional Championship Division
The {All-Tournament Team or All-American Team} Team is:
{List PLAYER NAME from INSTITUTION}

And the Most Valuable Player award:

For the {NAME OF DIVISION} Regional Championship Division
The Most Valuable Player is: {Read PLAYER NAME from INSITUTION}

Congratulations to all and thank you for coming. We hope to see all of you next year!

Continue to do the same format for each of the divisions.

Appendix #6 – NIRSA Championship Series Championship Pre-Game Script

Good morning / afternoon and welcome to {LOCATION/GYM NAME} for the {YEAR} NIRSA Regional {SPORT} Championships hosted by {INSTITUTION NAME}.

This is the {DIVISION NAME} Regional Championship game featuring.
{TEAM A (Home)} and {TEAM B (Guest)}

And now, let's meet the teams, starting with {TEAM B (Guest)}
who will be the Guest on the scoreboard.
{Read out Non-Starters Names}
{Read out Starters Names}

Next, {TEAM A} who will be the Home team on the scoreboard.
{Read out Non-Starters Names}
{Read out Starters Names}

The officials for today's game are
{Read out Official's Names}

Read out the Positive Sporting Behavior Policy:

The NIRSA Championship Series believes good sporting behavior is an integral component of intercollegiate competition. We wholeheartedly embrace the position that, for positive sporting behavior to prevail, coaches, student-athletes, and fans must display respect, fairness, civility, honesty, and responsibility before, during, and after all athletic contests. The NIRSA Championship Series is committed to holding tournaments in a safe and inclusive environment free from bullying. Offensive language including profanity and/or derogatory remarks of any kind directed at officials, event staff, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the competition site.

We thank you for your cooperation.

Appendix #9: Player Certification/ Enrollment Form Examples

- ◆ The player certification/enrollment forms are extremely important! They should be used at every regional and national tournament. These forms verify that the team and each player are in good standing with the university and are allowed to travel. Also, it verifies that each player is at least ½ full time or a full-time student at their institution. Below are examples of good and bad player certification/enrollment forms
- ◆ **Player certification/enrollment forms should be received 1 week in advance of the tournament for initial review. If errors noticed at that time, contact schools/players immediately for them to correct prior to the tournament. The original hard copy is due at on-site registration for final review and school registrar signature and seal.**
- ◆ GOOD example:



2022 NIRSA National Soccer Championships | Men's Championship - Player Certification Form



College/University Name: University of NIRSA Headquarters

Team Rep Name: Nicole Jackson

Team Rep Cell Phone #: 541-497-1649 Team Rep Email Address: Nicole.jackson@nirsa.org

By signing this statement of eligibility, I Valerie McCutchan (name of Campus Recreation representative), have conferred with the team captain to attest that each member of this roster has not already appeared on six varsity or NIRSA Regional Tournament rosters. All names listed on this roster meet each NIRSA eligibility guideline.

***signature of Val McCutchan _____ Email: Valerie.McCutchan@nirsa.org Phone: 541-766-8211
Signature of Campus Recreation representative approving team entry

This original player certification form with your institutions Registrar's seal must be submitted at the on-site team check-in.

Player	Last Name	First Name	Participant Signature	Student ID #	Completed by Registrar	
					Fall 2021: Semester or Quarter UG or GR	# of Credits
1	Reynolds	Amy		0001	UG/GR	10
2	Bogart	Beau		0002	UG/GR	12
3	Rejda	Brittany		0003	UG/GR	9
4	Haluzak	Christine	For	0004	UG/GR	11
5	Hansson	Chelsea	this	0005	UG/GR	12
6	Granhalm	Cory	sample	0006	UG/GR	10
7	Cleary	Dan	pretend	0007	UG/GR	11
8	Borin	Elishea	there	0008	UG/GR	12
9	Hughes	Emily	are	0009	UG/GR	12
10	O'Sullivan	Erin	player	0010	UG/GR	9
11	Hurley	Heidi	signatures	0011	UG/GR	12
12	Williams	Joe	here	0012	UG/GR	8
13	Raskauskas	John		0013	UG/GR	12
14	Carrroll	Kameron		0014	UG/GR	11
15	Birkland	Karin		0015	UG/GR	10


To be completed by Registrar's Office

of credit hours required by your institution for a student to be considered full time: 12
Please place your institution's seal of certification in the box to the right in order to validate the information on this form.
By drawing a line under the last participant verified and by signing below, I certify that the 15 (#) students listed above are currently enrolled for the listed number of credits.


***signature of registrar's office personnel _____
Signature Date Phone



◆ GOOD example with some explanations:



2022 NIRSA National Soccer Championships
Men's Championship - Player Certification Form



College/University Name: University of NIRSA Headquarters

Team Rep Name: Nicole Jackson

Team Rep Cell Phone #: 541-497-1649 Team Rep Email Address: Nicole.jackson@nirsa.org

By signing this statement of eligibility, I Valerie McCutchan (name of Campus Recreation representative), have conferred with the team captain to attest that each member of this roster has not already appeared on six varsity or NIRSA Regional Tournament rosters. All names listed on this roster meet each NIRSA eligibility guideline.

***signature of Val McCutchan _____ Email: Valerie.McCutchan@nirsa.org Phone: 541-766-8211

Signature of Campus Recreation representative approving team entry _____

This original player certification form with your institutions Registrar's seal must be submitted at the on-site team check-in.

Player	Last Name	First Name	Participant Signature	Student ID #	Completed by Registrar	
					all 2021: Semester or Quarter	# of Credits
1	Reynolds	Amy	For this sample pretend there are player signatures here	0001	UG/GR	10
2	Bogart	Beau		0002	UG/GR	12
3	Rejda	Brittany		0003	UG/GR	9
4	Haluzak	Christine		0004	UG/GR	11
5	Hansson	Chelsea		0005	UG/GR	12
6	Granholm	Cory		0006	UG/GR	10
7	Cleary	Dan		0007	UG/GR	11
8	Borin	Elishea		0008	UG/GR	12
9	Hughes	Emily		0009	UG/GR	12
10	O'Sullivan	Erin		0010	UG/GR	9
11	Hurley	Heidi		0011	UG/GR	12
12	Williams	Joe		0012	UG/GR	8
13	Raskauskas	John		0013	UG/GR	12
14	Carroll	Kameron		0014	UG/GR	11
15	Birkland	Karin		0015	UG/GR	10

To be completed by Registrar's Office


of credit hours required by your institution for a student to be considered full time: 12

Please place your institution's seal of certification in the box to the right in order to validate the information on this form.

By drawing a line under the last participant verified and by signing below, I certify that the 15 (#) students listed above are currently enrolled for the listed number of credits.

***signature of registrar's office personnel _____ Date: 8/1/2011 Phone: 541-497-1649

Signature _____



MUST - school name, team rep information. In case issues arise and you need to contact the team. Encourage to file away by school name and division for historical tracking.

MUST - name, signature, email and phone of a Campus Rec representative. Without this signature a team should not play. This signature signals a team is allowed to travel and is in good standing with the school

MUST: ALL Players must be listed on this form - NO exceptions. Make sure the same players listed here match what is on the other registration forms.

Signatures: not required for NIRSA but will likely be required for the registrar's office. These signatures tell the school it's okay to share the player's credit hours.

MUST: Each player should write or type in their own student ID #s

MUST: Registrar's Office must fill in if each player is an Undergraduate (UG) or Graduate student (GR). Registrar's Office: must fill in the player's number of Credits.

MUST: Registrar's Office must fill out this bottom section and include the number of players, number of credit that's considered full time at the school, sign, date, provide a phone number and must use the school's seal in the bottom right corner. Without this - the school must not be allowed to play.

- ◆ BAD Example #1 – try and find the issues – see explanations and solutions below each image:



2022 NIRSA National Soccer Championships |
Men's Championship - Player Certification Form



College/University Name: University of NIRSA Headquarters

Team Rep Name: Nicole Jackson

Team Rep Cell Phone #: 541-497-1649 Team Rep Email Address: Nicole.jackson@nirsa.org

By signing this statement of eligibility, I Valerie McCutchan (name of Campus Recreation representative), have conferred with the team captain to attest that each member of this roster has not already appeared on six varsity or NIRSA Regional Tournament rosters. All names listed on this roster meet each NIRSA eligibility guideline.

Signature of Campus Recreation representative approving team entry
Email: Valerie.McCutchan@nirsa.org Phone: _____

This original player certification form with your institutions Registrar's seal must be submitted at the on-site team check-in.

Player	Last Name	First Name	Participant Signature	Student ID #	Completed by Registrar	
					Fall 2021: Semester or Quarter UG or GR	# of Credits
1	Reynolds	Amy		0001	UG/GR	10
2	Bogart	Beau		0002	UG/GR	12
3	Rejda	Brittany		0003	UG/GR	9
4	Haluzak	Christine	For	0004	UG/GR	11
5	Hansson	Chelsea	this	0005	UG/GR	12
6	Granholtm	Cory	sample	0006	UG/GR	10
7	Cleary	Dan	pretend	0007	UG/GR	11
8	Borin	Elishea	there	0008	UG/GR	12
9	Hughes	Emily	are	0009	UG/GR	12
10	O'Sullivan	Erin	player	0010	UG/GR	9
11	Hurley	Heidi	signatures	0011	UG/GR	12
12	Williams	Joe	here	0012	UG/GR	8
13	Raskauskas	John		0013	UG/GR	12
14	Carroll	Kameron		0014	UG/GR	11
15	Birkland	Karin		0015	UG/GR	10

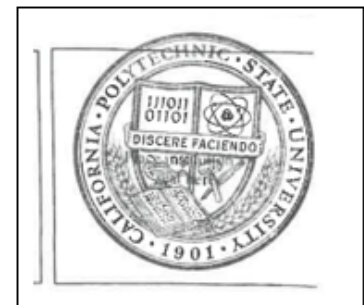
To be completed by Registrar's Office

of credit hours required by your institution for a student to be considered full time: 12

Please place your institution's seal of certification in the box to the right in order to validate the information on this form.

By drawing a line under the last participant verified and by signing below, I certify that the 15 (#) students listed above are currently enrolled for the listed number of credits.

**signature of registrar's office personnel 8/1/2011 541-497-1649
Signature Date Phone



- **Issue:** Campus Recreation Representative signature and phone number. From this we have no way to verify that this team was allowed to travel to this event.
- **Solution:** Tell the team to reach out to their campus rec rep (or you can if you know the person) and get them on the phone. The campus rec rep can email the team given them permission to be on site OR the campus rec rep can tell you (tournament director) verbally that the team has been allowed to attend the tournament.

- ◆ BAD Example #2 – try and find the issues – see explanations and solutions below each image:



**2022 NIRSA National Soccer Championships |
Men's Championship - Player Certification Form**



College/University Name: University of NIRSA Headquarters

Team Rep Name: Nicole Jackson

Team Rep Cell Phone #: 541-497-1649 Team Rep Email Address: Nicole.jackson@nirsa.org

By signing this statement of eligibility, I Valerie McCutchan (name of Campus Recreation representative), have conferred with the team captain to attest that each member of this roster has not already appeared on six varsity or NIRSA Regional Tournament rosters. All names listed on this roster meet each NIRSA eligibility guideline.

***signature of Val McCutchan _____ Email: Valerie.McCutchan@nirsa.org Phone: 541-766-8211

Signature of **Campus Recreation representative** approving team entry

This original player certification form with your institutions Registrar's seal must be submitted at the on-site team check-in.

Player	Last Name	First Name	Participant Signature	Student ID #	Completed by Registrar	
					Fall 2021: Semester or Quarter	UG or GR # of Credits
1	Reynolds	Amy		0001	UG/GR	10
2	Bogart	Beau		0002	UG/GR	12
3	Rejda	Brittany		0003	UG/GR	
4	Haluzak	Christine	For	0004	UG/GR	11
5	Hansson	Chelsea	this	0005	UG/GR	12
6	Granholm	Cory	sample	0006	UG/GR	10
7	Cleary	Dan	pretend	0007	UG/GR	0
8	Borin	Elishea	there	0008	UG/GR	12
9	Hughes	Emily	are	0009	UG/GR	12
10	O'Sullivan	Erin	player	0010	UG/GR	9
11	Hurley	Heidi	signatures	0011	UG/GR	12
12	Williams	Joe	here	0012	UG/GR	8
13	Raskauskas	John		0013	UG/GR	12
14	Carroll	Kameron		0014	UG/GR	11
15	Birkland	Karin		0015	UG/GR	10

To be completed by Registrar's Office

of credit hours required by your institution for a student to be considered full time: 12

Please place your institution's seal of certification in the box to the right in order to validate the information on this form.

By drawing a line under the last participant verified and by signing below, I certify that the 15 (#) students listed above are currently enrolled for the listed number of credits.

Signature

8/1/2011
Date

541-497-1649
Phone




- **Issue #1:** Player on line 3 – Brittany is crossed off AND doesn't have any credit hours.
- **Solution:** ask the team rep/captain/person checking the team in – if Brittany is still playing at the tournament. If no, make sure to cross her from any other form and you can make a note stating she is not competing. If yes, ask why she is crossed off and who did it. Inform then at this time Brittany is unable to play since her credit hours are not filled in. If she wants to play you have to call their registrar's office to get them to send documentation that Brittany is a school and how many credit hours she has. NO Transcript, NO school schedule should be accepted. This


information needs to come from the registrar's office OR if a campus rec professional can look up someone credit hours this can be accepted.

- **Issue #2:** Player on line 7 – Dan – has zero credit hours. He is NOT allowed to play.
- **Solution:** there isn't one. According to our eligibility rules Undergraduates must be enrolled at a minimum of ½ full-time enrollment status to compete.

◆ BAD Example #3 – try and find the issues – see explanations and solutions below each image:



2022 NIRSA National Soccer Championships |
Men's Championship - Player Certification Form



College/University Name: University of NIRSA Headquarters

Team Rep Name: Nicole Jackson

Team Rep Cell Phone #: 541-497-1649 Team Rep Email Address: Nicole.jackson@nirsa.org

By signing this statement of eligibility, I Valerie McCutchan (name of Campus Recreation representative), have conferred with the team captain to attest that each member of this roster has not already appeared on six varsity or NIRSA Regional Tournament rosters. All names listed on this roster meet each NIRSA eligibility guideline.

****signature of Val McCutchan** Email: Valerie.McCutchan@nirsa.org Phone: 541-766-8211

Signature of **Campus Recreation representative** approving team entry

This original player certification form with your institutions Registrar's seal must be submitted at the on-site team check-in.

Player	Last Name	First Name	Participant Signature	Student ID #	Completed by Registrar	
					Fall 2021: Semester or Quarter	UG or GR # of Credits
1	Reynolds	Amy		0001	UG/GR	10
2	Bogart	Beau		0002	UG/GR	12
3	Rejda	Brittany		0003	UG/GR	
4	Haluzak	Christine	For	0004	UG/GR	11
5	Hansson	Chelsea	this	0005	UG/GR	12
6	Granholtm	Cory	sample	0006	UG/GR	10
7	Cleary	Dan	pretend	0007	UG/GR	0
8	Borin	Elishea	there	0008	UG/GR	12
9	Hughes	Emily	are	0009	UG/GR	12
10	O'Sullivan	Erin	player	0010	UG/GR	9
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12	Williams	Joe	here	0012	UG/GR	8
13	Raskauskas	John		0013	UG/GR	12
14	Carroll	Kameron		0014	UG/GR	11
15	Birkland	Karin		0015	UG/GR	10

To be completed by Registrar's Office

of credit hours required by your institution for a student to be considered full time: _____

Please place your institution's seal of certification in the box to the right in order to validate the information on this form.

By drawing a line under the last participant verified and by signing below, I certify that the 15 (#) students listed above are currently enrolled for the listed number of credits.

****signature of registrar's office personnel** 8/1/2011 541-497-1649

Signature Date Phone

- **Issue #1:** don't know what the full-time credit hours are.

- **Solution:** Google may help here – see if the school’s website has where it lists their credit hour for a full-time student.
- **Issue #2:** no registrar’s office seal. This is a must! Without this we don’t know if the registrar’s office really saw this form.
- **Solution:** Sometimes the seal is just hard to see so make sure to feel for it. If there isn’t a seal – make sure the players don’t have other paperwork from the registrar’s office (some offices don’t fill out our form but have supplement document instead). If they don’t have any other paperwork and there isn’t a seal, call the person who signed the registrar’s section first to verify they filled out the form. If no answer, call the campus rec rep to see if they can get ahold of the registrar’s office. This team would not be able to play until this is sorted.
- ◆ Some exceptions:
 - Registrar may elect to provide enrollment certification on separate collateral with university letterhead and/or stamp. But it MUST still be from the Registrar's Office.
 - Graduating students in the semester they are competing in – the registrar’s office will need to provide a letter confirming they are graduating. This is specific to those who are taking less than ½ full time.

Appendix #10: What to Expect after your Tournament Concludes

- ◆ Memorandum of Understanding (MOU) expectations
 - Complete a Monday form: via google, will be sent out in advance of the event. This is basic information needed for the national tournament and for historical purposes.
 - Complete a 10-day form: via google, will be sent out in advance of the event. This is similar to the Monday form but asks for more details that are used for historical purposes. Both this form and the Monday form are pertinent for historical purposes and the national tournament.
 - Photos from your regional
 - Make sure to take staff, officials, and winning team photos. As many action shots as possible and any other award ceremony or officials’ shots are encouraged and welcomed.
- ◆ Flag Football & Basketball Regionals
 - National Directors may reach out to you for information regarding your tournament. The Series has tried to combat multiple people reaching out, but you may hear from them. Here is roughly what each director will reach out for.
 - All-Tournament: may ask for details around any statistics you took at your regional tournament.
 - Media: may ask for photos for your winners, All-Tournament team, or All-American officials.
 - Officials: will ask for top officials and maybe information about each to help with national official selection
 - Competition: tournament results to help seed national teams
- ◆ Soccer Regionals
 - The Regional Coordinators will submit the Monday and 10-Day form. Regional Coordinators will need to submit information to the Directors of Competition regarding automatic bids and the at-large bids for the championship division.
 - No other National Director should reach out.

Coming Next Year!

- Appendix 11: Finding Officials: Student vs NISOA - coming next year.

- Appendix 12: Awards: Bids vs Memorabilia - coming next year.
- Appendix 13: NIRSA Soccer Rules and Tiebreak Procedures – coming next year.