



**Tournament Hosting Structure 2020**  
(Roles and Responsibility at the Venue)

**Board of Directors**

Insurance, Budget and Money Matters  
Establish Rules of Play, Event Dates, and Event Venues



**Tournament Director**

Role: Manage the tournament, assign Deputy tournament directors, and make sure everyone follows their roles and responsibility to make sure that the tournament run safely and successfully.  
Also collect reports from staffs end of the day

**Deputy Tournament Directors (1,2,3)**

Role: Assisting the Tournament Director and Manage the teams below.

1) Maintain time management and ensure the tournament finish on time. 2) Collect all reports from staffs at end of the day. 3) Issue Photo ID Passes to Coaches, Officials, and staffs at Every single tournament. Make sure everyone follows their roles and responsibility to run the tournament successfully. Also Event Marketing (ie post tournament information on the Web and social Medias. Send Tournament information to Clubs, Athletes and Members.



| Sportdata Technicians  | Coaches  | Officials   | Security   | Logistic  | Catering  |
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| Role: Set up and take down of computer equipment. Responsibility to ensure the scores are properly entered in the sportdata and double check with the Tatami manager the results | Coaches must know the rules of play and code of conduct. Ensure that all Tatamis have licenced coaches in the coach's chair and coach the athletes while athletes competing. "Collect your Tournament Coach Pass at each Tournament" | Role: Officials are responsible for judging, refereeing and working with paramedics under the instruction of the Tournament Directors and report to them beginning and ending of the tournament. Run their divisions in a timely and efficient manner. "Collect your Tournament Official's Pass at each Tournament" | Role: Follow the Tournament Director's instruction to ensure a safe and uninterrupted tournament environment. Maintain crowd control as per fire code. Act as gatekeeper for the general entrance and tournament floor | Transport mats, tv, tv stands, speakers and all necessary equipment's to the tournament from the storage and back to the storage. | Role: All day Coffee, Snacks, Juice, and Water. Lunch, for Officials, volunteers and Organizers |
| ↓  | ↓  | ↓   | ↓  | ↓   | ↓   |
| <b>Table Staff</b><br>Must know Sportdata to ensure the scores are properly entered in Sportdata   | <b>Athletes</b><br>Must know the rules of play and be ready at least 1 hour before the start of their division   | <b>First Aid / Paramedic</b><br>Administer First Aid at the call of official and advise the referee regarding athlete's ability to continue the match.  | <b>Sportdata equipment</b><br>install and uninstall. Install night before and uninstall at the end of the event  | <b>Mat</b><br>Set Up and Tear Down. Set up mats night before and tear down at the end of the event                                |   |