



**FRASER VALLEY BASKETBALL COMMISSION 2008
PLAYOFF HOST DUTIES FOR
FRASER VALLEY REGIONALS & CHAMPIONSHIPS**

Dear Coordinator,

On behalf of the FV Executive, I want to thank you for hosting a Regional Playoff or a Fraser Valley Zone Championship. It is dedication like yours that has made the FV a great place to play and coach basketball. I am sure we can count on you to run a great and fair site for all teams. Here are the Guidelines and Expectations of Schools hosting a FV Championship.

Rich Goulet, President

REGIONALS & FRASER VALLEYS:

1. Contact each school that has qualified by fax or e-mail to make sure they know what time they are playing the first day.
2. Create a draw for the gym, preferably on poster paper so that the teams and fans can keep up with the results of the games.
3. Please make sure that a clean and private dressing room is appointed for each of the teams involved in a game. No PE class sharing, etc. Also please supply the referees with a private room to change away from the players and fans.
4. Have your gym properly prepared one hour in advance. Minor officials' table, team benches out. Bleachers out as well.
5. Have a Responsible Adult or two taking the Gate at least one hour prior to game time. Parents are a good resource.
6. At your Minor Officials Table, you must have Scorekeeper, Timekeeper, 30 second Clock Operator, (a spotter is optional) and an Adult Game Director. The Adult Game Director which could be a coach in your school, or in a neighbouring school, is responsible for the game and for making sure that all minor officials work without error. (They will make errors; he must catch them). An announcer is optional.
7. Have first aid supplies such as ice, tape, bandages, ready for use.
8. Report the scores of the games to Ross Dunning and Lynn Haywood by the next morning after the regional or FV is completed. Use the appropriate Regional or Championship report form from the basketball handbook or on the Fraser Valley Basketball website. This report contains a financial report. For most regionals, this form must be sent twice. After Day 1, and again after Day 2.

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9. Send a cheque for the gate to Ross Dunning (address below) within 24 hours of the completion of the event, or bring it to the FV Senior Boys "AAA" Tournament in a well-marked and sealed envelope, February 25, 26, or February 28, 29 and March 1, at Thomas Haney.

FV CHAMPIONSHIP TOURNAMENTS:

1. All of the above criteria must be met. Announcers are expected.
2. Arrange to pick up awards and banners. Contact Rich Goulet.
3. Organize an Allstar Committee (minimum 3 people) to select your tournament Allstars, MVP.
4. Senior "A", "AA" & "AAA" teams. You are responsible for putting together the program (along with your coordinator). All materials must be into TEG within one day of the teams being selected to the tourney. Make arrangements for TEG to deliver the finished programs to your school. Contact Rich Goulet for more details.

CONCESSIONS:

The host may run a concession if they desire. All profits from the concession stand go to the host school.

PLEASE NOTE:

All referees have been ordered by the Fraser Valley Basketball Commission. Please check with your local referees association that they have the schedule and the correct times. If there is a problem, phone Rich Goulet at 466-4284 (home) 465-7141 (school) 619-6562(cell).



Please note #2.

The Fraser Valley will not be responsible for any expenses other than those voted by the members. Hospitality rooms, gym rental (except for AAA), custodian and any other like expenses must be borne by the host school.

Have a Great Tournament!!

(Ross Dunning - 21321 Douglas Ave., Maple Ridge, BC

V4R 2H8)