



**HEAD OFFICIAL
TOURNAMENT INFORMATION FORM**

Name and mailing address: _____
Must be completed each time _____

Tournament specifics: **Mileage (From Chart)** _____

Location: _____

Tournament Date: _____

Host Team: _____

Division: (circle one) M W 12U 14U 16U 18U

The TIF is due in the CEVA office by 12:00pm on Monday following the tournament. The base pay is \$125.00

RESULTS: Division: _____ **Division:** _____

Team Name	Team Name
Champion _____	9 th /1 st _____
2 nd _____	9 th /2 nd _____
3 rd _____	9 th /3 rd _____
3 rd _____	9 th /3 rd _____
5 th _____	9 th /5 th _____
5 th _____	9 th /5 th _____
5 th _____	9 th /5 th _____
5 th _____	9 th /5 th _____

OFFICIALS:

Uniform Violations:	<u>Team Name</u>	<u>Comments</u>
(1 st violation – warning) 1.	_____	_____
(2 nd violation - \$25 fine) 2.	_____	_____
3.	_____	_____
4.	_____	_____

Non-Certified Ref/Score:	<u>Team Name</u>	<u>Ref/Score</u>	<u>Fine</u>
1 st violation – \$50 fine 1.	_____	_____	_____
2 nd violation - \$75 fine 2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Penalty Cards:		
<u>Coaches Name</u>	<u>Team Name</u>	<u>Comments/Penalty</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

HEAD OFFICIAL'S CHECKLIST

- TD'S Name: _____
- Arrival time at gym: _____
- Gym Description/Special Ground Rules (if any): _____

Captain's Meeting: Time Started: _____ a.m.

- Introduce Self – Cover Ground Rules for Facility
- Get Schedule from TD:
- Check Rosters throughout the tournament for Certified Referees or Scorekeepers
- Tournament Times: Scheduled to start: _____ a.m. Actual start time: _____ a.m.
Time tournament ends: _____ p.m.

After January 31st, all up referees (R1's) and scorekeepers (SK's) **MUST BE CERTIFIED**; their name must appear on the current certification status list. If a team does not have a certified R1 and SK, give them the option of finding someone else to cover their assignments (thereby avoiding payment of a fine) or you cover their matches and fine them \$50.00 for their 1st offense, or \$75.00 for their 2nd violation and beyond. Record this information on your TIF and collect the fine for no certified R1 and/or SK (**make checks payable to CEVA**). *Teams are not allowed to play until the fine is paid.*

Throughout the day, check for uniform violations and record them on your TIF. Notify the team of the uniform violation and record this information on your TIF. Only one warning or violation is recorded per team per tournament.

OFFICIATE: Pool Play: Scorekeep _____ vs. _____

Pool Play: Ref #1 seed _____ vs. #2 seed _____

Semi Final _____ vs. _____

Final _____ vs. _____ Score: ____-____, ____-____, ____-____

Whistle Purchase

<u>Club Name-Team Name</u>	<u>Coaches Name</u>	<u>Qty</u>	<u>Coaches Initials</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Contact the CEVA Office, (503) 644-7468, if you have any issues with submitting your TIF: The Commissioner will be contacting the media with results. If you do not report your results, the commissioner will contact you.