



AASCA

ASSOCIATION OF AMERICAN SCHOOLS
OF CENTRAL AMERICA

AASCA will be a model association that develops democratic leadership for today and tomorrow.

INTERNATIONAL TOURNAMENT CHECK LIST DRAFT

The Athletic Director is responsible for all the outcomes of the AASCA Sports Tournaments. He/she may request help from the different school's areas.

Committees and / or tasks	Due dates	Administrator responsible:
Tournament Invitations	At least 9 weeks before the event	Athletic Director
Hotels estimates	At least 9 weeks before the event	Athletic Director
Trophies & Medals	At least 7 weeks before the event	Athletic Director
Water & hydration contacts	At least 4 weeks before the event	Athletic Director
Suggestions for Games and facilities' Scheduling	At least 3 weeks before the event	Sport Coordinator & Coaches
Quotes for transportation and sports facilities	At least 3 weeks before the event	Athletic Director
Information on where the teams are staying (Hotels) & times for teams arrival & departure	At least 2 weeks before the event	Athletic Director and / or Activities Coordinator
Hospital and medical help coverage contacts	At least 2 weeks before the event	Business Office
Hire Referees	At least 2 weeks before the event	Athletic Director
Diplomas Design	A week before the event	Reproduction Department
Greet teams	Arriving on Wednesday	Coordinators and coaches
Ice Breaker	Wednesday late afternoon	Student Government
Coaches' Meeting	Wednesday Evening	Athletic Director
First Aid Help	From Thursday-Saturday	School Nurse and helpers
Lunch & snacks	From Thursday-Saturday	Booster Club/ Cafeteria
Transportation Coord.	From Thursday-Saturday	AD or Activities Coordinator
School Announcements	From Thursday-Saturday	Secretaries and Deans
Media Coverage	From Thursday-Saturday	Marketing Department
Opening Ceremony	Thursday Morning	Athletic Director
Posters and pictures	Thursday Morning	Publications Department
Tournament Visors	From Thursday-Saturday	Coaching Staff
Help Statistics & Results	From Thursday-Saturday	Coaches
Diplomas	Before closing ceremony	Reproduction Department
Awards Ceremony	Saturday Evening	Athletic Director
Closing Dance (D.J.)	Saturday Evening	Athletic Director, Coaches, School Administrators.
Send information on final standings and results (memoria)	At least a week after the event.	Athletic Director