

## **APPENDIX E:**

### **TOURNAMENT PROCEDURE — HOSTING AT OTHER SITE BRC PROTOCOL**

Prepared :1999

#### **Host School Procedure**

1. Host School furnishes all workers (same as if it was at your own facility). Other arrangements if made must be requested to the site school at least three weeks in advance. Site school may request workers from their school be used, but approval from host school is necessary. Officials are assigned per BRC Constitution.
2. Contact Athletic Director of SITE SCHOOL District at least three weeks prior to contest. Any arrangement of workers (as stated above) must be approved by host school and site school athletic directors.
3. Host school sends letter to participating schools with details of event at least two weeks prior to tournament. Refer to BRC sport bylaws.
4. Results of tournament, including final BRC overall, sent by host school A.D. unless otherwise arranged.

#### **Postponement/Cancellation**

1. Host School is responsible for determining makeup or rescheduling of tournament including time, date, site and parameters of rescheduled contest. Consideration of site school and timelines of season must be considered.
2. If site school determines meet cannot be held, first contact shall be to host school A.D. or his/her designee. The host school A.D. or designee shall make the decision on delay or cancellation after consultation with site school.
3. Communication with participating schools, media, and officials should be host school A.D. or designee FARTHEST travelling team is to be contacted first. It is strongly suggested that a postponement/cancellation plan be determined and included in the pre-meet information sent to each school. Host School shall make every reasonable effort to contact schools prior to their departure in the event a BRC contest may be postponed/canceled.