



Team Captain Checklist

ALL PARTICIPANTS AND VOLUNTEERS ARE STRONGLY RECOMMENDED TO WEAR MASKS INDOORS

Before Tournament:

- **The day before the tournament, remind team members that everyone is expected to bring their own water bottles and wear the team costume/t-shirt to school on that Friday.**
- If your team is participating in the costume judging, it will occur during the break period on the day of the tournament.
- **When released from class, gather your team and find your Team Manager** in the Players' Lounge (the outside area behind the small gym, opens at 12:30pm). Your Team Manager will be waiting for you and your team at an assigned table. Look for them holding up your Team Sign/Poster.
- **Be sure to stay with your team** at your assigned table. Once your Team Coach has arrived, you will be officially checked in to play. All team members must be present for check-in by **12:45pm**. Parent volunteers will come around to the team tables to check in the teams.
- **All teams will remain at their assigned tables for Opening Ceremonies which start at 1:00pm.**
- **Review your game schedule** with your Coach and team.
- **Review your starting lineup** with your Coach (must include a minimum of 2 players of each sex).
- **Stay with your team and be ready for your game times.** Teams that are not ready when called will have to forfeit that match.

During Tournament:

- **Go to the Team Holding Area (small gym doors)** when your team is called! Expect to be called 15 minutes before each game time. **Listen for your team name!**
- Phones are not allowed in the gym. Players will be required to give cell phones to their Team Manager prior to entering the gym. Phones will be returned once your team is back in the Players' Lounge.
- When each game ends, **keep your players on the court until your Coach has signed off on the scorecard.**

Other Reminders:

- **Stay hydrated and have fun. Remember this is just a game.**
- Snack bags will be provided by Team Manager. Please bring a snack with you if you have food allergies.
- If your team is eliminated, you are welcome to watch the event in the gym or go home. No re-entry into the Players' Lounge will be permitted for non-active players.
- **Players are not allowed to leave** the Players' Lounge during active play time. Players may leave campus at the time of playoffs if the team is not in playoffs. Please make sure all players communicate with the Team Manager about their plans to stay or go home.



- Please clean up after yourself, throw trash in the trash cans, recycles in the recycle bins, and help keep our school beautiful.
- Have a great time!