DIAA FOOTBALL TOURNAMENT COMMITTEE
NOVEMBER 11, 2018
Collette Room A – 9am

I. Call to Order, Roll Call
   A. Confidentiality & Committee Professionalism
   B. Review and Correct the Committee Contact Information Sheet

II. Team Worksheets, Seeding and Brackets
   A. Overview of Committee Procedures
      1. Gathering of Information – websites4sports
      2. Schools' Out of State records – Problems or concerns.
   B. Double-Check point totals

III. Officials
   A. Assignments for all Tournament Games

IV. Game Coverage
   A. Sportsmanship and Safety Precautions at the End of Games
   B. Committee Member Assignments
      1. All Rounds
      2. Arrive 1 hour before start of game – Introduce self to Site Manager, etc.
      3. Once assigned – please "show up" at the assigned site
   C. Calling in Scores
      1. **Winning** Coach calls media
      2. Committee members call the Chair
   D. After the Game
      1. Scorer should complete statistics in book
         - (Team's and coach's names; date; site; etc.)
      2. Take scorebook to next assigned site
      3. Game Ball to Losing Team^
      4. New record established – send e-mail with particulars

VII. Distribution of Packets / Scorebooks, Balls.
      1. Tournament Representative
         a. Take programs to next assigned site
         b. Take scorebooks to next assigned site

VIII. Evaluation

IX. Other

Post-Tournament Meeting – Set Date _____?_____

NOTE: Pursuant to 29 *Del. C.* § 10004(e)(2), the Delaware Interscholastic Athletic Association Football Committee's agenda shall be subject to change to include additional items or the deletion of items, including executive sessions which arise at the time of the Committee's meeting. The times designated on the agenda are approximate and are listed for administrative purposes only. The Committee reserved the right to hear any matter out of order during the meeting. The Committee may also take breaks during the meeting.