

### **Tournament Director Policies and Procedures**

The Event Coordinator will select a Tournament Director for each Western BCA Tournament. The Tournament Director will oversee the play at the tournament. The Tournament Director or his staff shall be on duty at all times during the tournament events. The Tournament Director shall inform the Event Coordinator about any problems with the tournament and offer suggestions as to how to better run the future tournaments.

1. The Tournament Director shall be responsible for maintaining personnel to act as Western BCA representatives during the running of the tournament.
2. The Tournament Director shall oversee the contracts, the Western BCA tournament staff and the Western BCA Podium.
3. The Tournament Director shall hold a meeting in conjunction with the Head Referee before the tournament to bring all of his staff and the refereeing staff up to date on how the tournament duties are to be handled.
4. The Tournament Director shall assign times for the tournament staff during the event.
5. The Tournament Director shall maintain a daily tournament log to explain any extraordinary events.
6. The Tournament Director shall oversee coordination between the podium, the Tournament Program Provider, the Table Provider, the Streaming Coordinator and the Streamer.
7. The Tournament Director shall handle any grievances in accordance with grievance procedures.