



US QUIDDITCH

TOURNAMENT DIRECTOR TRAINING MANUAL





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Tournament Director (TD) Certification for the 2019-20 season is now open. In order to become a certified Tournament Director this season, you must sign up for the program [here](#) and pass the TD certification assessment with a score of 80% or higher. The full assessment is available [here](#).

TDs who were certified in the 2018-19 season may take the recertification assessment instead, though they are still required to sign up for the program at the link above. The recertification assessment link was emailed out to TDs from the 2018-19 season on August 8, 2019. This assessment requires a perfect score of 100% to pass. It is shorter than the full assessment and covers core aspects of tournament planning, along with recent updates to USQ policies and the rulebook. TDs may only attempt the recertification assessment once. Should they fail to pass, they must wait a full 24 hours before attempting the full assessment.

USQ's Cheating Policy applies to the Tournament Director certification assessment. If a score less than 80% is earned on the test the individual must wait a full 24 hours before reattempting it.

The TD certification assessment will include information from this pamphlet as well as from the 13th edition of the rulebook and the gameplay policies and forms page. The links to all of these can be found below.

Important Links

- [🔗 Rulebook 13](#)
- [🔗 Gameplay Policies and Forms](#)
- [🔗 TD Resources](#)
- [🔗 TD Certification overview](#)
- [🔗 Cheating Policy](#)
- [🔗 Sign-up for TD Certification](#)
- [🔗 Full Assessment](#)

Important Email Addresses

| EMAIL ADDRESS | NAME | PURPOSE |
|--|---|---|
| tdsupport@usquidditch.org | TD Support Committee | Ask questions about the TD mentorship program and get support and advice on tournament problems |
| tdcertification@usquidditch.org | TD Certification Team | Ask questions about TD certification |
| events@usquidditch.org | Events Department | Ask questions about policy compliance and event sanctioning |
| gameplay@usquidditch.org | Gameplay Department | To report a forfeit, request a score change, and ask questions about gameplay policies |
| jeremy.taylor@usquidditch.org | Jeremy Taylor, TD Certification Coordinator | Ask questions about TD certification |
| carrie.soukup@usquidditch.org | Carrie Soukup, TD Support Coordinator | Provide pre-event support for TDs with events in Great Lakes, Mid-Atlantic, Midwest, or Northeast regions |
| amanda.perry@usquidditch.org | Amanda Perry, TD Support Coordinator | Provide pre-event support for TDs with events in Northwest, South, Southwest, or West regions |
| olivia.caughey@usquidditch.org | Olivia Caughey, Events Manager | Ask questions about policy compliance |
| mary.kimball@usquidditch.org | Mary Kimball, Events Director | Ask questions about policy compliance and event sanctioning |

Introduction

WHY WE HAVE TD CERTIFICATION

- To ensure enforcement of USQ policies at all events.
- Increase in the quality of events.
 - If you have been part of the USQ for a few seasons you have most likely noticed a general trend of increasing quality of events. TD certification is a key part of that trend.
- Give TDs a chance to communicate and collaborate.

HELPFUL NOTES

We use the words tournament and event interchangeably. They mean essentially the same thing; tournament is a more specific term to sports.

When an event has official games, we call it an official tournament. All official games must follow the same set of policies linked below. A sanctioned tournament is a special designation with additional rules.

If you have a suggestion for new material in this pamphlet or other TD resources, please email tdcertification@usquidditch.org.

Lastly, if you would prefer to listen to this information in audio form, go to the TD resources page on the USQ website for the listening links.

Important Links

[🔗 Official games policy](#)

[🔗 Event sanctioning](#)

[🔗 TD Resources](#)

Priorities of Tournament Planning

SAFETY

Biggest priority of tournament planning

Ensuring safety of everyone attending your event is paramount.

To ensure safety for players USQ has a medical staff requirement for all events. All official matches must have an onsite, nonplaying, certified Athletic Trainer or EMT for the duration of the event. In this situation we mean nonplaying as serving no other role than as the medical staff, including snitching, reffing, scorekeeping or anything else. It can not be an individual with just first aid training or even an MD, DDS, DVM, etc. It must be an individual with an **ATC** or **EMT/EMS**

certification in your state.

Aside from the medical staff requirement, here are some other things pertaining to safety to keep in mind when planning your event:

- Ensure water and ice are plentiful and that it is communicated to players so they know how and where to get it.
- If they are not aware of where water is, players will conserve water and this can lead to dangerous situations, especially on long and hot days.
- It is important to have ice as it is often needed to treat injuries. Plan ahead with the facility and your medical staff on how best to provide it to your event, whether it is made in bulk at the facility or bought from a grocery store by you or the medical staff and stored in a cooler.
- As TD, it is also your responsibility to make sure all required equipment as well as the field space is standard and safe.
- Work with the referees regarding safety of equipment on the pitch, including player equipment. Referees have the final call about it on the pitch, and you want to avoid a situation where one referee permits a piece of equipment, and a second referee disavows it or gives a card for it. Encouraging communication amongst referees is the easiest way to avoid that.
- It is also important to make sure that all pitches at your event are completely unobstructed, with no grates, trees, holes, or debris in the way of play, as well as keeping spectators outside the player area.

ATCs are paid on average \$30-\$35 an hour, though some states like Texas and California may be more expensive. EMTs are typically less. You may be asked to pay for or provide for supplies. Coordinate that with your medical staff in advance. Should you reimburse for medical supplies, do so at the fair market rate. ATCs and EMTs often have access to special bulk pricing through websites like MedCo and Cramer Sports Medicine and those are cheaper than what you can get at Walmart, Amazon, and other stores.

HOW TO FIND MEDICAL STAFF

- Check with local teams to see who has been used before. It is helpful to work with a certified ATC or EMT who has seen quidditch before or been contracted to serve as medical staff for another tournament.
- Email USQ for recommendations at events@usquidditch.org. We have worked with dozens of ATCs and EMTs over the years and have a lot of contacts. We can also put you in touch with one of our medical staff coordinators, who has additional ATC contacts.
- Check state databases for certified ATCs or EMTs and contact medical staff professionals directly.
 - For example, the state of Texas has a database of ATCs [here](#).
- Contact sports medicine programs at local universities, colleges, high schools, etc.

- Contact the local fire department. They will likely have EMT contacts.
- Contact sports medicine organizations in your community, like a physical therapist's office or a sports medicine clinic. They will likely have ATC contacts.

GAMEPLAY

Second most important priority of tournament planning

Remember that everyone there is because of quidditch. You may be in the mindset that you want the spectators of your event to enjoy themselves, and want to get them a bunch of extra things such as free food or face painting. It is important to remember that the reason why everyone is there is to watch or play quidditch, and you should be focused on gameplay. This includes the quality of event structure like scheduling, bracketing, and officiating. When planning your tournament one place to start is to guarantee a minimum number of games per team and communicate that to the attending teams.

There is no USQ requirement on gameplay structure for tournaments. Most tournaments use a combination of round robin or pool play then a bracket, where teams determine placement by playing in a round robin before competing in a single elimination play-off. A list of gameplay formats and structures will be available on the TD resources page later this season.

Ultimately, you want your focus to be on two questions:

1. Is the gameplay fair?
2. Are attending teams getting a reasonable minimum number of games?

Important Links

[!\[\]\(e1d6102fe77919492c04879c8450f1f5_img.jpg\) TD Resources](#)

USQ Policies

Before events there are a few critical deadlines that tournament directors need to be aware of.

Hard Deadline:

Submit your event to USQ calendar at least one week before your event. All TDs involved with planning and running a USQ official and/or sanctioned event must be certified at least one week before their tournament. Exceptions to this policy may be made in the case of an emergency.

You or another individual must be a certified TD to submit your event to the calendar. If you do not have a certified TD associated with the event upon submission, your event will not be approved. We encourage TDs to submit their event to the calendar as early as possible.

Once an event is submitted to the calendar, it will be pending approval. To see the status of a submitted event, visit the “my events” tab on your dashboard. If the event has been approved and posted on the

calendar, you'll see "Approved" under the Approval column. If the event was successfully submitted to the website, but not yet approved, it will say Pending. Note: if you believe you submitted the event, but it is not showing up as pending under "my events" that means the event was not properly submitted. If the one week submission deadline has not passed, resubmit the event and see if it shows up under "my events." If the one week submission deadline has passed, email events@usquidditch.org immediately. You can also send any questions about the event calendar submission process to that same email address.

Hard Deadline:

Teams must request attendance and submit rosters at least 24 hours before the start of the event.

Requirements for official matches the day of the event:

- A certified TD who planned the event must be present for the duration of the event.
- Photo IDs must be used for player check-in
- Certified Head Referee must be paid at least \$15 per game
- Certified Lead Assistant Referee must be paid \$10 per game
- Onsite non playing certified athletic trainer or EMT
- Each team must have a coach present during their matches

Certified snitch runners are recommended but not required for official matches. For questions about these policies, email tdcertification@usquidditch.org.

Important Links

[!\[\]\(642aa997563f9a325b310230bb5078b7_img.jpg\) Gameplay Policies and Forms](#)

RANKED GAMES POLICY

As listed on the gameplay policies and forms page, *"For any tournament to have ranked games, all games in the tournament between two USQ official teams must be ranked, and this must be announced by the organizers before registration."* This is referred to as the ranked games or official games policy. It is the foundation of USQ's gameplay philosophy. Under this policy, a team cannot compete against the same team officially and then also unofficially at your event.

We strongly recommend that official teams competing unofficially at your event do so under a different name. For example, let's say the Quafflemasters of Middle Earth, a USQ official team, wants to attend an event you're having where there are no official games taking place. So, the team would be competing unofficially. We recommend they compete under another name, like the Elf World Players, something that distinguishes them from their official USQ team name. This is to eliminate any confusion over the status of the game.

NON-PLAYING TOURNAMENT DIRECTOR REQUIREMENT

Continuing for the 2019-20 season, for tournaments with four or fewer teams the TD can serve

in other roles during the tournament. For tournaments with five or more teams the TD must be acting solely as the non-playing, dedicated TD for the duration of the event. Additional TDs are still recommended to help with the event. Events with more than 3 fields require a second TD

The second TD in these tournaments can serve additional roles.

This season tournaments with five or more teams may apply for a waiver if they wish to utilize non-dedicated TDs. The waiver is linked below. The application is due at least 2 weeks before the tournament date, but later applications may be accepted on a case by case basis. Waivers are not granted automatically and will only be granted in merited circumstances, such as:

- A shortage of referees where the event is being held and the TD is needed to serve as a head referee for at least one game
- A new team that does not have non-playing staff who could fill the role of a dedicated TD.

The goal of the waiver program is to offer additional support and flexibility to tournaments who do not have the capacity or resources for a dedicated TD. Those who are approved for a waiver will need to have a pre-event meeting with a USQ staffer at least one week prior to the tournament date.

Important Links

[!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\) Dedicated TD Waiver](#)

PLAYER DISCIPLINARY POLICY

USQ takes breaches of our fair play policy and our member code of conduct seriously. We encourage TDs, coaches, and referees who witnessed violations of our policies to report egregious conduct to USQ within one week of it taking place. Once reported we can investigate the incidents further and then take action if necessary.

In general, inciting a brawl, participating in a brawl, committing serious foul play, or using violent language or discriminatory remarks towards another person are all grounds to report a player. If you as a TD witness anything that you can report you can send that to us through the link in the sidebar on the gameplay and policies page or below. If a player receives a straight red card during the course of a game, that is something we recommend that you submit to us through this form. If you witness something outside of the game or something for which a player does not receive a red card, you can report that as well.

Important Links

[!\[\]\(d8ab143e904bfa3467271eec5af75a9b_img.jpg\) Disciplinary Conduct Form](#)

GAME APPEAL POLICY

If you go further down the gameplay policies page you'll get to the game appeal policy. The only outcome of an accepted appeal is to have the game removed from the USQ standings. Teams cannot expect to have the game replayed, or the score changed. The grounds for an appeal are *"A clearly incorrect*

implementation of the rules that played a direct role in determining the outcome of the game. Judgement calls and missed calls do not apply.” Game appeals must be submitted within one week of the event.

If a coach comes to you complaining about the result of a game, you can let them know there is nothing you as the TD can do right now and also explain the grounds for an appeal. You can also encourage them to file an appeal if they would like to. There is no penalty for applying for an appeal and having the appeal not granted.

Important Links

[🔗 Game Appeal Form](#)

EVENT SANCTIONING

Event sanctioning is an optional process by which a tournament can get additional support from USQ in return for being an exemplary event. This season we are implementing new guidelines for sanctioning. Events of all kinds may still apply for sanctioning in order to receive insurance coverage. The two primary benefits of getting your event sanctioned are being able to get a certificate of additional insured and potential financial support.

Major Benefit #1: Certificate of additional insured

All players in USQ official matches are covered by accident insurance
Covers Facility, some facilities require a certificate of additional insured

Major Benefit #2: Potential financial support through a grant

General Range is \$150-\$250

Other benefits might include marketing support, social media promotion, help with officials recruitment, etc.

To apply to have a tournament sanctioned by USQ, the tournament director must submit an application no later than one month in advance of the event, though applications received after that point will be considered on a case by case basis.

Financial support grant applications have specific deadlines:

- For events September 15-October 31: August 29, 2019
 - Grants will be awarded starting the week of September 2.
- For events November 1-December 31: September 12, 2019
 - Grants will be awarded starting the week of September 16.
- For events January 1-February 28: November 14, 2019
 - Grants will be awarded starting the week of November 18.
- For events March 1-April 30: January 16, 2020
 - Grants will be awarded starting the week of January 20.

For best consideration, TDs are encouraged to submit their sanctioning application as early as possible.

Please note that there is limited financial support available for events outside of the September 15-April 30 time frame, and applicants hosting events between May 1 and September 14 are encouraged to apply at least three months in advance.

In exchange for getting sanctioned all of these requirements are expected to be followed:

- For those events with unofficial teams, a list of all participants.
- Certified head referees (\$15/game) and certified lead assistant referees (\$10/game) paid the standard league fee for all games, including unofficial matches.
- For unofficial matches involving Quidditch Canada teams or players, including fantasy tournaments featuring both American and Canadian players, we will accept QC head referee certification in lieu of USQ head referee certification. Lead assistant referees will still be required. QC referees need to have passed the written QC assistant referee, snitch referee, and head referee tests to serve in the LAR role. Certified HRs and LARs must still be paid the standard league fee for these games.
- If used, certified snitch runners paid the standard league fee for all games (\$8/game), including unofficial matches.
- Facility for event including: high quality playing fields (soft turf or grass), clear field demarcation, ample on-site water, access to bathrooms, and food on-site or nearby.
- Professional, nonplaying medical staff onsite. Medical staff must be dedicated and designated in their role for the entirety of the tournament. Also, an overall injury report must be submitted after the event.
- Standard and safe equipment: hoops, brooms, balls, and clear scoreboards.
- Logical gameplay procedures: overall structure, pool assignment, bracket seeding, tiebreaker mechanism.
- Schedule released at least one week in advance: gameplay, referees, snitches, and other volunteers.
- All tournament essentials (including those listed above) reserved and confirmed a reasonable amount of time before the tournament date. USQ is happy to provide support in securing the essentials described above, given reasonable notice.

Events that feature these goals from USQ's strategic plan will be given priority for funding:

- Expand competitive opportunities for all USQ members
- Increase safety of all participants in quidditch
- Foster organized and sustainable youth play
- Promote opportunities for experienced teams to mentor new teams
- Foster the growth of more volunteers and officials.

Playing in a USQ sanctioned event is a benefit of being a USQ member. USQ and Quidditch Canada members may attend USQ-sanctioned events for free. Non-members must pay \$10 per person to attend a sanctioned event. Canadian players may also pay this fee to get access to USQ's accident insurance coverage.

Important Links

[Event Sanctioning Information](#)

[Event Sanctioning Application](#)

FIELD TESTING

Head referees must pass a field test before being eligible to refereeing an official game. A field test is optional for those seeking snitch runner certification.

Referee and snitch runner candidates are not paid for their field tests. The referee field test proctor will receive \$15 and the snitch runner field test proctor will receive \$8, even if the games are unofficial.

To request field testing at your tournament, fill out the form linked below. Applications for field testing must be submitted at least one month before the event. However, exceptions may be made on a case by case basis. For questions, email membership@usquidditch.org.

Only events with USQ official games, USQ sanctioned events, or Major League Quidditch official events may be used for field tests. The games used for field testing at these events may be either official or unofficial. However, field testing is now open to unofficial events that have no USQ official games provided they follow the guidelines below. Event sanctioning is no longer required.

Unofficial events may be approved for referee field testing provided they meet the following additional requirements:

- Have a USQ Referee Coordinator in attendance
- Have 5 or more teams competing
- Follow the current USQ or Major League Quidditch rules
- Have all rulebook-required official positions filled during each field test. The required referee positions are:
 - A certified lead assistant referee, at least one assistant referee, a snitch referee, a snitch runner, a scorekeeper, and a timekeeper

Important Links

[Referee Policies](#)

[Referee Field Test Event Request Form](#)

TEAM REQUIREMENTS

Teams must complete the following requirements in order to be eligible to compete in official matches. The individual deadlines for these requirements vary.

- All players on official teams must be registered as individual members of USQ.
- Teams are required to certify referees and a snitch runner in order to facilitate regular competitive play in the still-developing sport of quidditch.

- Each USQ official team is required to certify a coach before competing officially. They must be certified by the roster deadline for their first official event of the season - 24 hours before the start of the event.
- College and community adult players must be 18 or older. Those who are 17 may compete after they submit a signed parental consent form. The parental consent form is available [here](#).
- Members of collegiate teams must provide USQ with proof of enrollment in their institution at the beginning of the season (at least 24 hours before the start of the first event they are competing in officially) and again after January 1 to enrollment@usquidditch.org.
- Players may submit either an official proof of enrollment from their school's registrar or an official class schedule for the current season showing the player's full name. Additional forms of proof of enrollment may be accepted on a case-by-case basis.

A USQ employee will contact you regarding these requirements a week before your tournament, to ensure you are up to date on what's happening with the competing teams. See the USQ Support section below for more information.

Important Links

[🔗 Team Requirements](#)

Best Practices of Tournament Planning

GAMEPLAY

The main concern of gameplay is that all matches are fair to all teams at the event. We've already gone over how to set up your gameplay format and structure, along with USQ policies to be aware of. This section will focus on pitches, equipment, and score submission.

All pitches must be regulation. The player area boundary is still 72 x 48 yards; the pitch boundary is 66 x 36 yards. There were no changes in field lining for the 13th edition of the rulebook. A field lining guide is available on the TD resources page. Fields should be fully demarcated, using cones, line paint, etc. They must be unobstructed (no obstacles on the field of play). We recommend using at least a 45 minute game slot.

Equipment requirements are detailed in the rulebook. View equipment resources and guides at the link below.

TDs should submit scores within two days of the event. If you need more time, please email events@usquidditch.org. The rankings, which are based on the scores of official games, get refreshed on a regular basis and they are used for seeding at USQ Regional and National Championships.

TDs also have to submit a post-event report through the USQ website. Instructions on how to submit scores and fill out the post-event report are available at the link below.

Important Links

[!\[\]\(f4f9ac412efd7fead6377a2b0ae12137_img.jpg\) TD Resources](#)

[!\[\]\(c3cffc168beb4396c1e1a5a6db5d66b0_img.jpg\) Rulebook 13](#)

[!\[\]\(ad6ab0b77b86612fcbfecc8e2418b31e_img.jpg\) Equipment Guide](#)

[!\[\]\(b3131996c2d47980618867ba93d92313_img.jpg\) Score Submission and Event Report Guide](#)

HOSPITALITY

Before your event:

Communication is key.

Wait until all details are finalized before announcing your event.

Make sure you have signage prepared for your event, so people are able to find parking as well as your field space. This is especially important for events on college campuses. Posting a map on your event page can make directions clearer.

During the event:

Maintain a positive and professional “customer service attitude”. Don’t become defensive and hear people out. If someone loudly raises concerns at your event, it can be best to take them away from the center of attention, hear out their concerns, and then let them know what you can and cannot do in accordance with USQ policy. If you ever have questions during an event on what these options are, check your pre-event email from USQ (more details below under USQ Support).

After the event:

Follow up, via email or Facebook. Consider sending a post-event survey. You can invite people to fill out the USQ Event Survey. Reaching out to people who attended your event makes them feel heard. It can also give you information to improve your next event or to pass on to your teams next tournament director.

Important Links

[!\[\]\(bbcc5d2e6bfdea06264cef1b81418bd0_img.jpg\) USQ Event Survey](#)

LOGISTICS

Logistics is making sure you have what you need, where you need it, and when you need, including (not limited to):

- Facility permits
- Insurance
- Merchandise permits
- Medical staff
- A/V equipment

- Tables & Chairs
- Cones and or paint for field lining
- Gameplay equipment
- Access to water, ice, and bathrooms
- Parking
- Nearby food options
- Signage
- Electricity and wi-fi

Here are some other logistics tips:

- Create a budget and keep it up to date.
- Create lists of things you need and triple check them.
- When printing create a few extras to make sure you have something if anything happens.
- Make sure you have blank score cards, copies of the schedule, and rosters to check against IDs.
- Think of things that you have needed at a previous tournament, and what things people might need at yours.

There are a number of templates and guides related to logistics on the TD Resources page.

Important Links

 [TD Resources](#)

MARKETING

Marketing is one of the least urgent areas of tournament planning, but is still important.

You probably already know the best way to advertise your event, whether that is handing out flyers in your campus student union or buying ads on Facebook. Think about how you learn about events in your community and try to emulate that. If you're presenting quidditch to people for the first time visuals often work best. Budget for merchandise - having something to sell can help you offset the cost of your event and fundraise for your team.

Consider livestreaming your games. It is very easy to livestream using a smartphone on YouTube, Facebook, Periscope, Instagram, Twitch, etc. Use play by play and color commentators to give context to the action. Commentators should be professional, unbiased, and well spoken. They should refrain from cheering for any of the teams and focus on explaining the action to the audience.

USQ can also help promote your event through our email list and social media channels. Some support is only available to sanctioned events. For questions about marketing, email press@usquidditch.org. You can also find tips at the recruitment resources page of the USQ website linked below.

Important Links

 [TD Resources](#)

[Recruitment Resources](#)

OFFICIALS AND VOLUNTEERS

The size of your volunteer staff can change vastly based on the size of your event. Begin recruiting volunteers early. It is far easier to whittle down a large pool of volunteers than to build up a small one. A google form on your event page and direct outreach to volunteers, referees, and snitch runners is a good place to start. Consider offering perks to these people like housing, meals, and travel reimbursement.

You can search for referees and snitch runners on the USQ website. If you need help finding officials, email events@usquidditch.org with the name of your event, how many officials you need and what type (IE head referee, snitch runner, etc), how many games they can expect (IE head referees can expect 4 games), and what perks you can offer them (IE free housing, meals on the tournament day, etc).

Use of field managers is recommended, especially if you have more than one pitch. Field managers act as TDs of individual fields enabling the main TD to focus on bigger problems.

Convey a sense of urgency to all volunteers, especially field managers and head referees, to ensure your event is able to run on time.

It is important to pay certified officials promptly. All certified TDs are required to follow the officials payment policy. Per USQ policy, certified head referees must be paid \$15 per game in order for that game to be considered official. All certified lead assistant referees must be paid \$10 per game. All fully certified snitch runners must be paid \$8 per game. Officials payments should be sent within seven days following the event. Exceptions can be made for tournaments where payment is being processed by a third-party organization (e.g. universities).

Important Links

 [Officials Payment Procedure](#)

 [Referee Database](#)

 [Snitch Runner Database](#)

CRISIS MANAGEMENT

Plan for crises as best as you can, and respond quickly, efficiently and professionally. If you manage a crisis well, attendees should not even know there was a problem. It can be best if you wait to announce the problem till you have a solution.

For example, if you have a team the has to drop from your event, post the adjusted schedule at the same time you announce that the team had to drop.

Know your facility's inclement weather policies and prepare plans if you have to modify your event

because of them. For example, players may have to wear tennis shoes instead of cleats to limit damage to grass. You may have to only play on certain fields, or stop play during specific times.

We recommend you make a communication plan to prepare for any crises that arise. Figure out how you will communicate important information to teams and attendees and make sure you are set up to execute that easily. For example, if you plan on texting captains, collect their phone number when their team signs up to attend the event. If it's email, determine with your planning team who is in charge of emailing teams and attendees. Let teams know where to look for updates if there is inclement weather. You can also prepare text in advance for potential crises. The goal of a crisis communications plan is to put the thoughtful, deliberate work in before a crisis hits so that you are better prepared for the unexpected.

Be informed and prepared to enforce USQ policies. If you have an issue you can email us for help. At least one USQ staff member is on call during tournament weekends.

USQ Support

TD SUPPORT COMMITTEE

We are creating a new TD Support Committee this season. The committee is comprised mostly of USQ employees and year round volunteers, but there are a few open spaces available for experienced TDs who are not on USQ staff. Information on how to apply is available on the USQ website. Applications are accepted throughout the season but those interested are encouraged to apply by September 1. The TD Support Committee meets every other week from September-March for one hour to discuss upcoming events, the TD certification program, and challenges TDs are facing.

Additionally, brand new TDs will be eligible to join a mentorship program under the direction of the TD Support Coordinators and the TD Support Committee. More experienced TDs will also have access to guidance and advice from the TD Support Committee.

Certified TDs will be invited to join a private Slack channel on USQ's account where they can talk to other TDs as well as those on USQ staff. This Slack channel will replace the Certified TD Facebook group. [The Facebook group will be archived on September 15.](#)

Important Links

[🔗 TD Support Committee information](#)

PRE-EVENT INTERVIEWS

All TDs are invited to have pre-event interviews with TD Support Coordinators. During the interview, TDs will be asked a variety of questions about their tournament and they will have the opportunity to discuss current and potential challenges. All TDs involved with a tournament are invited to attend the pre-event interview. The TD Support Coordinator will be available throughout

the event planning process for further support.

To set up a pre-event interview, email the TD Support Coordinators. If your event is in the Great Lakes, Mid-Atlantic, Midwest, or Northeast regions, email Amanda Perry at amanda.perry@usquidditch.org. If your event is in the Northwest, South, Southwest, or West regions, email Carrie Soukup at carrie.soukup@usquidditch.org. You can also email tdsupport@usquidditch.org.

POLICY COMPLIANCE

When an event is approved on the USQ calendar, a USQ employee will reach out to confirm basic details and go over what USQ policies and deadlines competing teams need to be aware of. The week before an event, a USQ employee will email TDs a list of what requirements teams need to finish in order to be eligible to compete. The pre-event email will also contain a phone tree, with the names and phone numbers of USQ employees and volunteers that TDs can contact in case of a problem or emergency.

TD PROBATION POLICY

The Events Department expects all certified tournament directors to uphold all USQ policies, best practices, procedures, and regulations. Certified TDs are responsible for knowing and properly applying these policies, and for remaining up-to-date on any policy changes.

Tournament directors who are found to have violated any USQ gameplay or events policy or best practice before, during, or after the organization and execution of any event will be subject to being placed on probation by the USQ Events Department. A TD who is on probation may not organize official or sanctioned events until they have cleared probation by meeting with the Events Director and the TD Certification Coordinator to discuss the challenges that they faced in planning their event, and the ways in which these challenges could have been avoided or remedied.

Tournament directors who violate any USQ gameplay or events policy or best practice who have previously been placed on probation (even if that probation has since been cleared) are subject to immediate revocation of their TD certification. In extreme cases, TDs who are found to have egregiously violated USQ policy may be subject to immediate revocation of their certification, without first being placed on probation. In all cases where a TD's certification is revoked, the duration of the revocation is subject to the USQ Events Department's discretion.

Important Links

 [TD Probation Policy](#)

OTHER MATERIALS

Audio materials and webinars will be available throughout the season. Additional resources are available on the USQ website.

Important Links

[🔗 TD Resources](#)

QUESTIONS

Questions about the certification program can be directed to tdcertification@usquidditch.org.

Certification Process

1. Sign up for the program.
2. Read this training manual in full.
3. Take the TD assessment.
4. Must get an 80% score to pass the full assessment (100% score for the recertification assessment and TDs from the 2018-19 season can only take the recertification assessment once.)
 - a. The test may be retaken every 24 hours - allow full 24 hours before retaking.
 - b. USQ Cheating Policy applies!

OTHER STEPS

1. Once you've passed, join the Slack channel for USQ certified TDs. The link will be emailed to you.
2. Review the TD resources page to familiarize yourself with other aspects of tournament planning.
3. Schedule a pre-event interview with either Amanda Perry or Carrie Soukup. You can email them individually or contact the full TD Support Committee.
4. Get to know your TD mentor - more details coming soon!

Important Email Addresses

✉ amanda.perry@usquidditch.org

✉ carrie.souku@usquidditch.org

✉ tdsupport@usquidditch.org

✉ tdcertification@usquidditch.org

Important Links

[🔗 Sign Up for TD Certification](#)

[🔗 Full Assessment](#)

[🔗 TD Resources](#)

[🔗 USQ Cheating Policy](#)

Good Luck!



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