Procedure for Scheduling and Hosting a NASP District Tournament

1. Review "Requirements for Hosting" memo and seek approval of school administration to conduct a District NASP Tournament.
2. Determine date(s) and location the event(s) is to be held.
3. Complete and submit the "NASP District Host School Information" form to your Regional Specialist.
4. Complete and submit the "District Tournament Setup Planning Guide" to your Regional Specialist. (All tournaments that qualify as a District tournament shall posted to the NASPtournament.org website named using the follow format: "District – XXXX" to distinguish it from tournaments that do not meet the requirements for State qualification scoring.)
5. Get e-mail approval from your Regional Specialist before proceeding to post the District Tournament.
6. Post the tournament on https://nasptournaments.org website.
7. Secure the use of a scanner (Apperson Datalink 1200) - http://www.naspschools.org/gear/ordering (supplemental order form).
8. Order scorecards. - http://www.naspschools.org/gear/ordering (supplemental order form).
9. Download and print NASP Pro Software Guide and Quick Reference - https://nasptournaments.org/ClientSoftware/NASPClientPro.aspx .
10. Download and install NASP Pro Scoring Software on the laptop that will be used to score the event - https://nasptournaments.org/ClientSoftware/NASPClientPro.aspx.
11. Train your lane officials - https://www.youtube.com/watch?v=FMy-JOJQIqg (Line Scoring Judge and Scoring Protocol videos)
12. Administer your tournament during the registration period.
13. Set up range using NASP specifications.
14. Set up scoring room and train your scoring officials. Keep the NASP Pro Software Guide and Quick Reference handy for any issues that may come up.
15. Set up a bow check station and review with officials what to look for. Be sure to have a tape measure, Sharpie markers and black tape at the station.
16. Put together team registration packets (score cards and team rosters – for recording substitutions)
17. Make substitutions as needed in the scoring system.
18. Meet with line officials (safety briefing, bow inspection, cell phones and scoring protocol).
19. Use announcer's script to direct tournament.
20. Score flights, allow coaches' review (suggest that scores not be posted during event).
21. Print, post and announce final results. Post to web (Follow directions in posting)
22. Print scoring invoice and mail payment directly to NASP Inc.
23. Send results spreadsheet to David Dockery (david.dockery@dnr.ga.gov) within 24 hours of the end of the competition and copy your Regional Specialist on the e-mail.
24. Send Volunteer time sheets to your Regional Specialist within 30 days following the event.