

HOST A NATIONAL TOURNAMENT

In order to submit a request to host a LDB National Tournament, you must submit a letter from your league president along with the completed National Tournament Request Form. You may submit additional documentation to support your request.

STEERING COMMITTEE

A Steering Committee is paramount to the success of any tournament event. This committee has the responsibility for the administration, planning and coordination of the tournament. The Steering committee should take direct responsibility for the following areas:

1. Selection of committee heads
2. Budgeting
3. Ticket pricing
4. Raising funds as required to meet your financial responsibilities
5. Selection of venues
6. Liaison with local sports committee and Chamber of Commerce

COMMITTEE STRUCTURE

Conducting a LDB tournament requires an organizational structure with defined duties. A successful tournament requires the involvement of many people. We have put together a list of recommended committees, which although not required, are highly recommended in order to host a tournament within the standards required.

RECOMMENDED COMMITTEES

- | | |
|----------------------------------|--------------------------------|
| 1. Venues | 8. Public Relations/Publicity |
| 2. Finance | 9. Sale of Merchandise |
| 3. Participant Services | 10. Security |
| 4. Tournament Program | 11. Transportation |
| 5. Team Registration | 12. Tournament Passes |
| 6. Opening Ceremonies (optional) | 13. Trainer/Medical Facilities |
| 7. Concessions | |

SAMPLE BUDGET ITEMS

INCOME

Concessions
Corporate Sponsors
Program Sales
Souvenir Sales
Ticket Sales

EXPENSE

Advertising	Decorations
Equipment	Telephone
Venue Rental	Opening Ceremonies
Printing	Medical Services
Security	Insurance (Liability)
Referees	Trophies*

*The tournament host is required to provide twelve (12) trophies for champions and runners-up for each division. Tournament host is required to provide twelve (12) awards for each third place team. The 3rd Place award can be a trophy, medal, plaques, etc.

BIDDING CHECKLIST

1. Complete the Online Registration and pay all fees.
2. Submit National Tournament Host Request Form.
3. Acquire permission from your schools to use gyms and facilities.
4. Notify your local sports organization and/or the Chamber of Commerce.

TOURNAMENT REQUIREMENTS

The host league is required to pay to Little Dribblers' Basketball, Inc., \$5000.00 payable within 10 days of the completion of the tournament.

The host league is required to send to the National Headquarters the following items within 30 days from the end of the tournament: 1) Six (6) souvenir programs, which will be placed in the Little Dribblers' Basketball, Inc. archives; 2) all official scorebooks which have been labeled on the outside cover with the city and gym name. Each game must be labeled with the game number, (Example: NM-3).

INSURANCE

As a Little Dribbler league, you are required to have both accident and liability insurance coverage. Proof of coverage must be on file at the National Headquarters.

OFFICIALS

The host league will provide TASO officials who are knowledgeable of LDB special rules and regulations. The officials should not be from your league area. The host league is responsible for providing a clinic prior to the tournament for officials to review the LDB special rules and regulations as well as covering any questions they have concerning this tournament. Officials from the host league area are highly discouraged from officiating games involving the host league.

WEBSITE

The host league will provide tournament updates at least once a day to the website manager so that the National Tournament brackets on the website can remain current throughout the tournament. These updates can be faxed or emailed to the website manager. It is recommended that the publicity committee assign a person or person (s) to be in charge of this duty.

RESPONSIBILITIES OF LITTLE DRIBBLERS' BASKETBALL HEADQUARTERS

Little Dribblers' Basketball, Inc. National Headquarters (LDB) will provide all tournament brackets and the tournament schedule. The LDB will make all revisions to the brackets and schedule. LDB will post tournament brackets and schedule on the Little Dribblers' web site.

LDB Headquarters will be available by phone or in person at the tournament to handle any protest not settled by the tournament director. All contact numbers will be provided to the tournament director prior to the tournament.

APPLICATION TO HOST A NATIONAL TOURNAMENT

Instructions: Complete this form and submit it to Little Dribblers' Basketball, Inc. along with a letter from your school superintendent stating that your league has obtained permission to use the gyms for the dates of the National Tournament you are requesting to host. You may submit additional documentation in order to inform our Board of Directors about your community and the support you have to host this tournament. All information will be taken into consideration during the process of awarding the National Tournament.

LEAGUE INFORMATION			
League Name:		League President:	
City:	State:	Zip:	Email:
Home phone:		Cell Phone:	Fax:
TOURNAMENT INFORMATION			
Prior tournament hosting experience: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?	
Check the tournament you are requesting to host		Year: <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	
<input type="checkbox"/> Boys & Girls Continental	<input type="checkbox"/> Boys American & National	<input type="checkbox"/> Girls American & National	
FACILITIES:	Maximum number of gyms available for this tournament:	How many of these gyms are air condition?	
How many have concession stands?	How many gyms are equipped with adjustable goals to meet the 8 1/2 ft. goal requirement for the junior division games		
LODGING			
How many hotels are in your community?		Approximate number of hotel rooms?	
Approximate number of hotels within 50 miles of your community		Approximate number of rooms within 50 miles	
<input type="checkbox"/> I Agree to abide by all Little Dribblers' Basketball, Inc. Rules and Regulations. I understand that all costs incurred in hosting this tournament is the responsibility of the tournament host. I agree to pay Little Dribblers' Basketball, Inc. \$5000 within 10 days of the completion of the tournament.			

Send to:

Little Dribblers' Basketball, Inc.

911 Houston

Levelland, Texas 79336

Or email to: cara@littledribblers.org