

# **Pre, During and Post Tournament Responsibilities of Committees**

**Participation in the field of games and sports is on the rise when compared to yester decades. So, it becomes the primary duty of the officials to organize any sports tournament or event in a magnificent and splendid way.**

**So, smooth conduct of any sports event, it is essential for the officials of the event to know the pre, during and post game, responsibilities or duties.**

# **Pre, During and Post Tournament Responsibilities of Committees**

**The responsibilities of officials of the various committees can be classified as stated below:**

**Pre-Tournament Responsibilities**

**During Tournament Responsibilities**

**Post Tournament Responsibilities**

## **Pre-Tournament Responsibilities**

- 1. Prepare the Sufficient budget**
- 2. Prepare the schedule i.e. dates and venues**
- 3. Prepare sports grounds, track, equipment's**
- 4. Form various committees for organizing**
- 5. Send information to the various teams**
- 6. Arrange prizes and certificates for winners**
- 7. Arrangement regarding boarding and lodging**
- 8. Send the entry form to various institutions**

## **During Tournament Responsibilities**

- 1. Ensure proper arrangement during inauguration**
- 2. Check the arrangement of refreshment**
- 3. Announcement regarding the progress**
- 4. Check grounds, courts and fields are in order**
- 5. Event is being organized as per schedule**
- 6. Impart first aid to the injured athletes**
- 7. Provide information to electronic and print media**
- 8. Maintain proper discipline**

## **Post Tournament Responsibilities**

- 1. Give away the prizes and certificates**
- 2. Provide security refunds to departing teams**
- 3. Provide detailed result and other information**
- 4. Prepare reports related to expenditures**
- 5. Collect all files and records related to event**
- 6. Present mementos to the chief guests**