## **Pacific Storm Waterpolo - Tournament Process**

	Pre-tournament planning								
Who	Tournament Director Travel Director	Team Manager	Team Manager	Travel Director	Tournament Director	Team Manager			
Action	Set Tournament Budget and Details	Inform players, collect deposits, forward pmt to Treasurer	Confirm roster and player commitment	Make bookings for air/ hotel	Arrange Tournament Fee payment	Collect balance of pmt, forward pmts to Treasurer, request per diem cheques			
Info Flow	Communicate details to Team Managers	Tournament and travel details to players families	Forward roster to Tournament Director	Travel details to Team Managers	Request cheque from Treasurer	Inform players/families of all travel details Per diem request to Tresurer (copy to Tournament Dir.			
Treasurer		Receive payments, make deposits			Cheque for Tournament Fee	Receive balance of payments, prepare per diem cheques			

Post Tournament Follow-up									
Team Manager/ Chaperone	Travel Director	Tournament Director	Team Manager	Treasurer					
Verify players attending tournament, note unique argmts	Gather travel costs - hotel, flight, car rental	Ensure all costs are in, reconcile Tournament	Confirm accuracy of player roster & costs	Invoice player accounts					
Gather expense claims, forward to Treasurer, copy info to Tournament Director	Hotel/flight info to Tournament Director	Confirm tournament details with Team Managers	Advise Tournament Director	Confirm tournament break even status					
Expense reimbursement				Invoice player					

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