



## State Qualifying Tournaments (SQT) Requirements & Procedures

### ***SUBMIT A REQUEST TO HOST AN SQT***

- Contact one of the following SQT Directors:
  - THSCA Regions 1-2-3-4 (North): Jeff Kemp – Arlington Bowie High School  
817-781-4822 or [7on7@earthlink.net](mailto:7on7@earthlink.net)
  - THSCA Regions 5-6-7-8 (South): Greg McCaig – Cypress Creek High School  
832-483-8167 or [gregory.mccaig@cfisd.net](mailto:gregory.mccaig@cfisd.net)
- After you are approved as a SQT host site you will be given a date for your tournament. If for any reason this date needs to change, (weather conditions) you must contact your regional director.
- You will then be sent a copy of all the SQT sites .Please make copies of this SQT schedule and take it with you to distribute at your regional meetings in February.
- For a team to enter your SQT they must send you a \$180.00 deposit. This is the only way they can have their teams spot secured. No exceptions!!
- Once you receive that teams deposit please give them a courtesy confirmation call letting them know you received the deposit and that they are confirmed in your event.
- Once all 16 spots are filled you NEED to start a waiting list. A team can pull out of your SQT as long as they notify you by the 1<sup>st</sup> business day of the week that you are hosting your SQT. Please report any team that is in violation to your Regional director. Teams in violation will be subject to suspension from 7on7 SQT play for 1 calendar year.
- Make sure that you have from each school entered in your tournament the 7on7 coaches best contact number along with an email address. You will need to remind/confirm each team that is entered the week of your event via phone or email

### ***RESPONSIBILITIES OF HOST SCHOOL***

- Certify that your SQT will comply with the Texas State 7-on-7 Passing Tournament Rules.
- Run off a copy of the rules. Know what to do in a tiebreaker situation in pool play (the officials will not be responsible for this).
- Have a facility that can adequately handle the SQT.
- You must contact your officials immediately upon receiving your SQT so that they can put the tournament on their calendar.
- You will need to print the official Liability Form for 7-on-7, please go to our 7on7 webpage: [state7on7.com](http://state7on7.com)
- You will also need to print the official Registration Form for your 7-on-7 tournament. This will also be available on our [state7on7.com](http://state7on7.com) webpage.
- Contact your SQT Director immediately following your SQT - via e-mail – with the following information:
  1. Who qualified along with their names and contact numbers.
  2. Consolation game winner along with their name and contact number.
  3. Any injuries of major concern
  4. Were there any teams that did not show up?
  5. Anything else that took place during the tournament that we need to be made aware of?

## ***FIELDS***

- Two fields, 8-team tournament
- 4 fields, 16-team tournament.
- Cones placed at end line, goal line, 15, 30, 45, 45, 30, 15, goal line, end line on each side of field.

## ***GENERAL EQUIPMENT AND PROTOCOL***

- Water coolers/cups placed at 50 yd. line on each sideline (2 per field).  
Garbage cans (2 per field around water coolers).
- Each goal post that comes into play needs to be properly padded.
- Field managers (your coaches with radio and air horn):
  - Sound air horn at beginning of game, ending 1st half, beginning of 2nd half, and end of game.
  - Announce time remaining in each game at 10, 5, and 2 minute intervals for assigned field.
  - Assist with player behavior and crowd control.
  - Make sure all trash is picked up at each field (players help)
  - Report scores to tournament central after each game.

## ***REGISTRATION TABLE***

- Each team must turn in squad roster.
- Waivers turned in for each participant.
- Additional fees paid at this time.
- Bracket with field designations for pool play and qualifying rounds given to each team's coach at the registration table (check enclosures).
- Coaches (not students) need to handle the registration table and money.
- Master bracket updated after each round (kept at tournament central).

## ***TRAINER***

- Tape/treatment as needed.
- Ice for water coolers/injuries as needed.
- Water supply for tournament.
- Mouthpieces must be worn by all individuals participating in the SQTS. It is suggested that the trainer have mouthpieces on hand for the kids to buy for \$1.00

## ***RESTROOMS/PORTA TOILETS***

- Need one port a toilet per field if restroom facilities are not easily accessible.

## ***MEGAPHONE/PA SYSTEM***

- Place a coach/tournament official in the center of your playing fields with the official clock and a megaphone/PA system. This person will keep the official tournament game clock. He will sound an air horn to begin and end play.
- All field managers will do the same on their respective fields. He will also announce the time remaining at the 10, 5, and 2 minute intervals of each half.
- It is imperative to organize your tournament in this fashion so all play can begin and end on time (injury timeouts are explained in the rules) communication from tournament central to field managers will be done with the radios.
- Use the following signals:
  - 1 horn = play begins, halftime, end of game
  - 2 horns = injury, all fields stop play and wait on next horn to start play
  - 3 horns = inclement weather, clear all fields

## ***STOP WATCHES***

- The officials should have their own stop watches on each field for the monitoring of the 4 second clock.
- You will need two watches for tournament central for the official game clock (both started at the same time in the event one would malfunction).
- You will also need spare batteries for the watches or back-up watches for the tournament.

## ***CONCESSIONS/T-SHIRTS***

- Concessions are an optional item. The host school will decide if they would like to have concessions and sell T-shirts for the tournament. If provided, the booster club of the host school usually staffs it.

## ***MEDALS***

- Medals only can be awarded (UIL rule) for the tournament, we can only give symbolic awards.
- The host school will decide places to be awarded medals, types of medals given, vendor used, for their respective tournament.(the cost of the medals will be covered by the registration fee.
- 20 medals will be awarded per team (based on maximum number of participants allowed for each team)

## ***GAME SCHEDULE***

- Registration 7:30 AM to 8:30 AM.
- Group instruction from officials and tournament host 8:35-8:45 AM (rule review, general instructions, dismiss to fields for play)
- Pool play: round 1 - 9:00 to 9:50 AM;
- Pool play round 2 - 10:00 to 10:50 AM;
- Pool play round 3 - 11:00 AM to 11:50 AM.
- LUNCH BREAK: 12:00 - 1:15 PM.
- State Qualifying rounds will begin at 1:30 PM!
- Qualifying rounds are single elimination with the number of games played based on number of participants (8 teams- 1 game, 16 teams- 2 games)

## ***OFFICIALS***

- Six officials are needed for each field (3 for each half field): 2 fields, 12 officials, 4 fields, 24 officials, 6 fields, 36 officials, 8 fields, 48 officials.
- Officials are paid \$20 per game for a 3 man crew and \$25 per game for a 2 man crew Officials are also paid a \$5 token mileage fee (Houston Area).
- It is recommended that a head official be hired (one that knows the rules of 7 on 7) to supervise and evaluate the officials and to answer any and all questions pertaining to the rules. They are paid at the same rate as working officials.
- \* \* You need to make sure you contact your chapter and ask for the Head Official in charge of the 7on7 assignments. It is recommended that you contact them as soon as you find out your SQT date

## ***REVENUE/EXPENDITURES***

- Entry fee: \$15 per participant, \$300 maximum (20 team members), \$180 minimum (12 team members) per tournament.
- Expenses: officials, medals, trainers, police officers/security, porta toilets (you can also pay your coaches to work - we were informed that this is legal in our meeting with the UIL).
- Please remember to include your \$1.00 participation fee per participant to be sent immediately following the conclusion of your SQT.
- Income can be generated from concessions and T-shirt sales (the decision to provide this is up to the tournament host) .

## ***CALLS/MAILINGS/FAXES***

- Once all teams have registered in advance (you have received their \$180 deposit) establish brackets.
- Send/fax bracket information to each tournament team
- Send directions as to where the games will be played and how to get where they need to be.
- Emphasize the importance of being on time for registration so the tournament can begin as scheduled.
- Make sure everyone knows registration procedures and the materials (Waiver/roster/fees) that need to be taken care of by the team.
- Provide information for the location of any fast food establishments if concessions are not available.
- Make sure you have working phone numbers for each entered team so if it is necessary to contact them about a tournament being cancelled you can do so!

## ***16 TEAM TOURNAMENTS***

- 4 POOLS OF 4 TEAMS: POOLS (A, B, C, D) TEAMS (1, 2, 3, 4)
- ROUND 1A: TEAM 1 VS. 2 and TEAM 3 VS. 4
- ROUND 2A: TEAM 1 VS. 3 and TEAM 4 VS. 2
- ROUND 3A: TEAM 1 VS. 4 and TEAM 2 VS. 3
- STATE QUALIFYING ROUND: The 4 pool winners advance to the qualifying. Only 2 teams qualify for the state tournament.
- TIE BREAKER POOL PLAY: If two or more teams are tied with identical records, the first tie breaker will be head to head competition, next total points scored, next total points allowed (forfeitures, and teams already qualified will not factor into the tiebreaker. If the tie still persists, a coin flip will then determine the team to advance.)

## ***8 TEAM TOURNAMENTS***

- 2 POOLS OF 4 TEAMS: POOLS (A, B) TEAMS (1, 2, 3, 4)
- ROUND 1A: TEAM 1 VS. 2 and TEAM 3 VS. 4
- ROUND 2A: TEAM 1 VS. 3 and TEAM 4 VS. 2
- ROUND 3A: TEAM 1 VS. 4 and TEAM 2 VS. 3
- STATE QUALIFYING ROUND: The 2 pool winners advance to the qualifying round. Only 1 team will qualify for the state tournament. (exception is an 8-team Division II SQT)
- TIE BREAKER POOL PLAY: If two or more teams are tied with identical records, the first tie breaker will be head to head competition, next total points scored, next total points allowed (forfeitures, and teams already qualified will not factor into the tiebreaker. If the tie still persists, a coin flip will then determine the team to advance.)

## ***AFTER COMPLETEION OF YOUR SQT***

- After the tournament is completed each host needs to email/call in the results to their appropriate North/South director. At that time please mention any problems, injuries or teams that failed to appear without giving proper notice.
- Each SQT site will need to send a \$1.00 fee per participant to:  
Wayne Hooks 7on7 State Board Treasurer  
3211 Westleton Court  
Fulshear Texas 77441
  - Ex... If you have 320 participants (figured by adding all the players that are listed on the team rosters) you will send a 320.00 check.
  - Failure to do so will result in your tournament being revoked

If you have any questions or concerns please contact your North/South director.

We also strongly encourage all our SQT host sites to insure their event. Please refer to our web page for tournament insurance information.