

Part II – CONDUCTION A SOCCER TOURNAMENT

Below is a checklist of details, which must be considered when, conducting a tournament:

I. Form a committee and tournament with the idea of improving upon your organizational ideas of the program.

Discuss such things as dates, officials, AAU District policies and procedures, rules and regulations and supervision. This committee should consist of people in the community, which should include various organizations, clubs and your Chamber of Commerce.

II. Select a Tournament Director who will be responsible for conducting the competition.

This person must have knowledge of the sport, and be able to effectively administer the overall competition. He/she must be a person who is able to direct the efforts of others and have a general understanding of all aspects of the undertaking. He/she must be able to foresee everything, which must go into a tournament in the way of planning. He/she should be flexible and creative. He/she is coordinator of the total event.

III. Determine the location, date and time of competition.

- A. Be aware of holidays, they may or may not help.
- B. Allow enough time to handle problems and delays.
- C. Time your tournament to correspond to the normal season of the sport. (Will this tournament conflict with other sport events?)

IV. Select the sites for the tournament.

- A. Reserve and notify the areas you expect to use.
- B. Send a confirmation letter or memo to each facility.

V. Estimate income and expenses that will be incurred at your tournament:

- A. Income
 - 1. Team entry fee
 - 2. Admissions
 - 3. Donations ads for programs
 - 4. Local patrons
 - 5. District's contribution
 - 6. Concessions
- B. Expenses
 - 1. Sanction fee
 - 2. Awards
 - 3. Officials
 - 4. Equipment
 - 5. Printing
 - 6. Concession purchases
 - 7. Miscellaneous
 - 8. Tournament Director/ Referees Assignor

VI. Determine the method of publicizing the tournament.

- A. Tournament information flyer containing all pertinent information distributed to all possible entries.
- B. Publicity releases to all newspapers in the area.
- C. Personal contacts.
- D. Contact radio stations and TV media for publicity. Arrange a press conference.
- E. Submit story or news release to AAU District tournament.

VII. Select facilities to be used in the conducting of your tournament.

- A. Are the facilities in good shape and can you improve the conditions?
- B. Do you have sufficient seating arrangements for spectators, especially for the final game?
- C. Is a room available where officials can dress or rest between games? It is important to keep officials separate from competing teams, coaches, and spectators.
- D. Are the restroom facilities convenient, and are they working properly? Can you be assured these facilities will be clean and remain maintained?
- E. If the tournament is played at night, lighting systems should be thoroughly checked for bad bulbs and unclean reflectors.
- F. If electric scoreboard is available, make sure of its operation.
- G. Are the facilities in close proximity to one another?
- H. Are concessions available?

VIII. Determine the type and amount of equipment for the entire tournament.

Notify the competing teams in advance as to what the official tournament ball will be. Teams may want to practice with the same equipment that will be used at your tournament.

IX. Develop entry forms.

The information desired on the entry form will vary according to the tournament. The following information should be included on any entry form you develop.

1. Name of team
2. Name of manager
3. Address of manager
4. Age division entered
5. Participant's name
6. Participant's birthdate and/or school
7. Participant's address
8. Signature of team manager
9. Verification of entering agency
10. Entry fee information
11. Dates and type of tournament
12. Location of tournament
13. Your district heading
14. Where or to whom entry should be mailed
15. AAU Youth participant membership number
16. Entry deadlines
17. AAU Youth Club membership number

X. After entry deadline, all eligible entries will be included in the draw.

You should place teams in the draw from the same general location so they will not tournament in the first round of competition.

XI. The type of tournament to be used should be prearranged and the time schedule carefully planned.

- A. Travel distance of competing teams should be considered in regard to time of game.
- B. Age of participants should determine early and late games especially if night games are to be held.
- C. Time allotted for completion of each game is important. Allow enough time to complete a normal contest, but do not leave gaps in schedule. Inactivity can create a problem for officials, staff and spectators.

XII. Copies of the draw and subsequent schedule should be mailed to all managers of competing teams and all facilities being used.

Additional copies of schedule should be available at the tournament playing sites for coaches and interested spectators.

XIII. You are now ready to begin the event. Here's a partial checklist of things to consider.

- A. A meeting should be held with all game officials to discuss special rules or philosophy of your tournament which the officials may not be familiar with. Game assignments and dates should be covered at these meetings.
- B. A maintenance crew should be on hand for quick repairs or other situations that may occur.
- C. All games in a tournament situation must be completed. A responsible person must be assigned to supervise each contest. The head official is typically responsible for running the game and submitting the results to the tournament director. However, field marshals should be on hand to assist the officials and serve as a runner if necessary.
- D. The tournament schedule should be posted for the benefit of all participants and spectators. This draw sheet should be placed at a central location at each playing site and should be kept up to date with game scores and any field changes.
- E. A public address system is desirable for better communication. Insure that it is operating prior to the start of the tournament. The announcer is an important person in a smoothly functioning tournament. His/her voice should be defined and authoritative and his/her duties should be explained to him/her in detail before he/she begins.
- F. Plan to decorate the facilities used. A welcome sign over the entrance and posters and banners will help promote the event and create a special event atmosphere.
- G. Coverage of the tournament is important and should be on going. Game results and other anecdotes should be reported to the newspaper and other interested parties immediately for effectiveness.
- H. Prepare for emergencies. A medical professional should be available at all times during the tournament. First aid supplies should be on hand for athletes and spectators. Notify the police department that you are hosting a tournament and provide them with a schedule. Make sure a phone is available and operating. Make sure access roads or buildings are accessible.
- I. The official scorer is an important person in all types of tournaments. He/she is an aid in records and publicity and serves to keep the action of scoring accurate. A dependable person in this position can solve many headaches.
- J. Prepare for the awards ceremony. Depending on format and size of the tournament ceremonies may take place during the tournament or at its completion. Local dignitaries should be contacted well in advance to make the presentation. Make sure they know when and where they need to be. If an awards banquet is to be held, plan early, and prepare a separate checklist of all arrangements.

XIV. Your soccer tournament is now over and you should continue working by doing the following:

- A. Ask for and accept all recommendations for improvement of the tournament for future references.
- B. Recognize the value of thank you letters and write them to all the people who assisted.
- C. Complete and return your championship reports to the National AAU office and one copy to the National Chairman.
- D. Send a copy of all results to the National AAU office immediately after the tournament. Include the name and address of the coach of the winning team in each age division. Indicate if the National Entry packet was presented to the coach and if they intend to participate in the National Championships. This should be done as soon as possible following the competition.