

NORTHERN COMMUNITY SPORT TOURNAMENT PLANNING GUIDE

Step by Step Guide to Planning a Local Sport Tournament

At Least Three Months to a Year Prior to Tournament

(The more time you allow for planning, the more successfully your tournament will likely be)

✓	Task	Who's in Charge	Notes & Considerations
	Establish a tournament planning committee		
	Appoint a local <i>Tournament Coordinator</i> who will be in charge of the tournament		All questions regarding the tournament will be directed to this person(s)
	Book facility & equipment (if necessary)		Sport specific needs may vary
	Set tournament dates and design		Are there conflicting events those dates? Is it a one or multi-day tournament? How many teams can register?
	Set Budget		Determine how much you will pay officials, coordinators, food costs, time/scorekeepers, fuel, etc. Will you charge an entry fee to cover costs, fundraise or request donations? NSCRD can provide you with sample program budgets, donation request letters and fundraising ideas
	Fax out poster and advertise locally or to other communities		NSCRD can distribute posters to all Northern Communities if required through email and fax distribution lists
	Review and set tournament rules		Official sport rules can usually be obtained from PSGB websites www.sasksport.sk.ca Rules can be adjusted to suite needs of community as long as participants are aware of changes
	Create a tournament schedule		NSCRD has a tournament draw book that can be borrowed; draws differ depending on number of teams registered.
	Create and distribute team registration forms and tournament packages		Tournament packages should provide all the detailed tournament information such as: dates, location, rules, draw, contact information, entry fee, accommodation, meals, travel, etc. Any information that will help them in their planning and preparation to attend the tournament. NSCRD can provide sample registration forms
	Ensure your facility and equipment are maintained and safe		NSCRD can provide samples of facility and equipment inspection checklists
	Arrange accommodation for traveling youth teams i.e.: school (if necessary)		Note: security/janitorial should also be provided at the accommodation facility
	Arrange cooks, plan menu and organize meals for traveling youth teams (if necessary)		Where will the food be prepared? Served? If you are not providing meals is there a concession booth or restaurant in your community?

✓	Task	Who's in Charge	Notes & Considerations
	Notify medical services of the event and establish an emergency plan		Emergency plan = what to do in case of emergency on the playing field? <i>NSCRD can provide you with sample of an emergency plan.</i>
	Plan social activity in the evening (if necessary)		i.e.: dance, skating party, talent show
	Hire adequate number of officials for each game		Officials may be available from other communities if can't find enough locally. Agree on amount of payment prior to tournament. Ensure officials are currently certified in the specific sport.
	Determine the number of volunteers you will need to help out during the tournament and create a volunteer schedule		i.e.: score keepers, maintenance, set up/clean up, security, door workers, ticket sellers, hosts, etc. <i>NSCRD has resources on how to recruit, train and recognize your volunteers</i>
	Determine if you will request the attendance of community delegates (chief and council) or elders		How will you recognize their attendance? i.e.: opening comments, awards presentation, etc.
	Determine if you require any tournament supplies and purchase ahead of time		i.e.: medals, trophies, rule books, signage, whistles, tape, pucks, balls, sticks, stamps, etc.
	Determine who will make decisions regarding suspensions and appeals		

Once Participants Have Arrived In Your Community:

✓	Task	Who's in Charge	Notes
	Ensure the facility & equipment are maintained and safe		Again!
	Host a players and coaches meeting to review rules, schedule and any changes that may have occurred since the Tournament Packages were sent out		Have a respected community member/player/elder talk to players about good sportsmanship and welcome them to you community
	Host an officials meeting		Ensure officials know their scheduled times and review any rule changes
	Post tournament Schedule and Rules in a visible spot in the tournament facility		
	Confirm accommodation facility and ensure cooks are prepared (if necessary)		

During the Tournament:

✓	Task	Who's in Charge	Notes
	Ensure security/volunteers are on-site at the facility		
	Ensure spectators remain outside the area of play		
	Designate a space for equipment storage (if necessary)		The storage should be lockable
	Tournament Coordinator should be on-site during the entire tournament		
	Ensure the games start on time		
	Awards Presentation and closing comments		Determine <u>who</u> will do the awards presentations, recognize program contributors and volunteers and thank participants for coming
	Keep record of any incidents or injuries that may happen during the tournament		<i>NSCRD has sample incident report forms</i>
	Monitor and troubleshoot as required		Provide a method for participants to provide comments on successes and areas for improvements i.e.: suggestion box, evaluation forms <i>NSCRD has sample program evaluation forms</i>

After the Tournament:

✓	Task	Who's in Charge	Notes
	Evaluate the tournament		Celebrate your successes and discuss ways to improve for next year
	Record all expenses used for the tournament and balance the program budget		If the tournament made money, how will that money be used? I.e.: next year's tournament, sport development, etc.
	Create a follow-up report with suggestions for next year to keep on file		<i>NSCRD has sample program reports</i>
	Host a volunteer recognition event		Recognize all the people that contributed to making your tournament a success...say THANK YOU! I.e.: supper, put names in the newspaper, give away t-shirts or other promotional items.

For more information contact:

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