

Tournament Checklist

A checklist guide to ensure you have all the information to assist you with managing a sporting team for a tournament requiring overnight attendance.

<p>PRE TOURNAMENT</p> <p>Coach/Manager Meeting</p> <p>Team Goals</p> <p>Team Trainings</p> <p>Team Calendar</p> <p>Budget</p> <p>Player and Parent Contacts</p> <p>Data Base</p> <p>Phone List</p> <p>Team Share Options/Apps</p> <p>Custody or Parental Alternatives</p> <p>Induction with Players and Parents</p> <p>Provide Coach Contact</p> <p>Provide Manager Contact</p> <p>Provide Club/Association Contact</p> <p>Contact Responsibilities First point of contact – illness/injury, conflict Who is to contact</p> <p>Registrations Complete</p> <p>Medical Information Complete</p> <p>Code of Conduct – Player, Parents, Coach, Manager Understood and signed Anti-doping Player Profiles</p> <p>Uniforms Sizing Ordered Payment and methods</p> <p>Travel Arrangements Flights Accommodations Meals Hire Cars/Bus Payment and methods</p> <p>Fixtures Draw/Grading When available Proposed Schedule Fixture Address/Time</p> <p>Player/Parent Expectations for training</p>	<p>PRE TOURNAMENT</p> <p>Player/Parent Expectation for tournament Travel Accommodation</p> <p>Photographs</p> <p>Welcome Activity</p> <p>Fundraising Activities</p> <p>Supporters Dinner at Tournament</p> <p>Meal Survey Meal Planner – draw, travel Pre Order Groceries Pre Order Meals Room Allocation</p> <p>Confirm accommodation</p> <p>Request allocated rooms to be close in proximity</p> <p>Confirm rooms</p> <p>Packing List Team Share Sites</p>	<p>TOURNAMENT</p> <p>Daily Schedule Game Times Departure Times Physiotherapy/Recovery Times Meal/Snacks Video Analysis Photographs Budget</p> <p>Washing Uniforms</p> <p>Parent Time – tent access</p> <p>Entertainment</p> <p>Check Rooms Daily Second Room Key</p> <p>Check Players Daily</p> <p>Check Coach and Support Staff Daily</p> <p>Food Preparation</p> <p>Injury/Illness</p> <p>Medical Support</p> <p>Competition Rules</p> <p>Record Playing Time</p> <p>Hire Vehicle Fuel</p> <p>Organise venue for supporter's dinner</p> <p>Monitor Budget</p>
	<p>TRAVEL</p> <p>Transport Date, Time, Meeting Place, Sign In, Sign out</p> <p>Equipment Oversized items, deflate balls</p> <p>Uniform Travel Uniform Playing Gear in hand luggage</p> <p>Training</p> <p>Snacks</p>	<p>POST TOURNAMENT</p> <p>Parent/Player Acknowledgment Result/Achievement</p> <p>Return First Aid Equipment</p> <p>Return Equipment</p> <p>Support Staff Acknowledgment Thank you Payment</p> <p>Advise Club/Association of result</p> <p>Final Report</p> <p>Follow up on injury/illness</p>