

Tournament Preparation

By Denise Schuster

- I. Locate a tournament suitable for team's age & division at <http://cjsa.org> or <http://www.soccertournament.us/index.html>
 - A. Check the tournament link for
 1. Application deadline
 2. Registration deadline
 3. Tournament fees
 4. Maximum players per roster
 5. Guest players
 6. Number and length of games
 7. Tournament rules
 - a. Substitution rules
 8. Exchange of patches or pins
 9. Forms to be completed for team and/or players.
- II. Submit the application with the appropriate fees.
- III. Tournament Rosters
 - A. Use existing certified roster when
 1. There is no change made to the existing roster and
 2. The existing roster has the tournament box checked.
 3. Guest players need player pass, copy of their team's roster, & medical release form.
 - B. Obtain a certified tournament roster from the registrar (prior to Sept 15th), when
 1. An addition to the existing roster is made
 2. A division of players is made to make multiple rosters
- IV. Patches for exchange
 - A. Order patches from Uniform Coordinator in multiples of 5.
 - B. Order enough patches for each opponent using the maximum roster size.
- V. Divide the costs
 - A. Tournament fees + patch cost (+ room for trainer if necessary)
 1. Possible picnic cost – see Mid-Tournament Gathering
 - B. Divide between all participants.
 - C. Inform the parents of cost.
- VI. Get ready for travel and keep parents informed
 - A. Provide the tournament website link
 - B. Hotel suggestions (typically available on the tournament website)
 - C. Consider providing the link from MapQuest.com to the field location
 - D. Coordinate any commuters who may need to travel together
 - E. Keep a copy of all directions (to hotel and to all fields)

- VII. Items needed for the tournament
 - A. Player passes and Medical Release Forms
 - 1. Alphabetized for quick registration
 - B. Medical Kit (include gloves)
 - C. Ice packs, tissues & wipes (bloody noses, etc.)
 - D. Bag of soccer balls, piney, and equipment
 - E. Extra uniform, at minimum an extra jersey
 - F. Consider scripting substitutions prior to arrival.

- VIII. Registration requires a coach or team representative
 - A. Bring passes and medical release forms
 - B. Gather any tournament booklets
 - C. Participation Awards, available at time of registration for U9 & U10.

- IX. Consider a Mid-Tournament Gathering/Event to further enjoy the tournament experience
 - A. Email parents to help or your team manager
 - 1. Pizza party, Barbeque, Pool party.
 - 2. Collect funds for main dishes
 - 3. Provide a list to each parent for items to be brought to the event.

- X. Keeping track of payments and forms
 - A. Use a spreadsheet to track outstanding items from parents