

**HANDBOOK FOR
TOURNAMENT COORDINATORS**

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INTRODUCTION

The Tournament Coordinator's job is to plan, delegate, coordinate and execute soccer tournaments within their division using a group of volunteers and a set budget. This handbook is designed to help guide the process and provide consistency throughout the league. It is a living document, meaning it can and should be updated after each tournament and season to keep it current and as useful as possible for the next year's coordinators.

The Handbook is divided into two sections based on division – U6, U8 and U10 tournaments (half-day), and U12 and U18 tournaments (full day). There is also general checklist that applies to all divisions., plus some examples in appendices.

TOURNAMENT CHECKLIST

- Do you have a copy of the schedule and the field map?
- Is someone bringing the tents and the equipment?
- Are there people arriving early to set up the hospitality area, the tents and the fields?
- Has someone arranged for a bathroom?
- Is there food and a cheque for the referees?
- Is the food being delivered or is someone picking it up?
- Is there a hospitality schedule?
- Are the water jugs full?
- Do you have a team to clean up at the end of the day, and collect the lost and found?

SUPPLIES THAT COULD BE SHARED BETWEEN TOURNAMENTS

- Whiteboard and markers for scorekeeping
- Water jugs and pumps
- Folding tables for hospitality tent
- Leftover supplies from other tournaments: garbage bags, wipes, napkins, hand sanitizer, toilet paper.

U6, U8, U10 TOURNAMENTS

Below are the main volunteer areas for each tournament. The coordinator can decide to break down the tasks and/or areas differently, depending on the group of volunteers he/she has.

	# of volunteers	Tasks
SCHEDULE	1-2	<ul style="list-style-type: none"> • Invite all the teams, including Houston, Hazelton, Telkwa. Ask for confirmation that they will attend and how many players per team. • Once you have #s, create a schedule for the day. See Appendix B for examples. Most teams will play 3 games, some may have to play 4. Try to arrange for out-of-town teams to play midday to avoid early morning/late afternoon travel. • Coordinate with Field volunteers to make field map • Send your schedule to the BVSS website coordinator for them to post it to BVSS website and Facebook page. Send necessary changes to them as well to keep this information current and correct. Direct parents and coaches to these spots to view schedule. • Make copies of the final schedule for tournament day.
FOOD & SUPPLIES	4-6	<ul style="list-style-type: none"> • Based on your tournament budget, decide on a healthy food plan for your tournament. Please note that BVSS does not supply lunch for ½ day tournaments. See Appendix 1 for food suggestions. • BVSS does not supply juice boxes anymore; instead water jugs and pumps are provided that need filling at Tip of the Glacier on tournament day. Please remind all players to bring their water bottles for refilling. • Get your group of volunteers to bake, chop fruit and vegetables, etc. • Supplies you'll need: garbage bags, wipes, hand sanitizer, napkins, extra toilet paper. Before you buy, check with other tournament organizers to see if they have leftovers from their tournament • Use account at BV Wholesale. Note that your purchase is for BV Soccer and ensure to indicate your name, tournament dates and which division the purchase is for.

REFEREES	1	<ul style="list-style-type: none"> • Confirm your tournament date with the BVSS referees' organizer (referee@bvsoccer.ca). • Share your completed schedule with the BVSS referee coordinator. They will order the correct number of referees. • Remember that referees need to be fed so coordinate with the food volunteers (Note: U8/10 will need to coordinate as to who orders the lunch and what time for the referees) • Get a cheque from the referee coordinator so that you can pay the referees before the end of the tournament.
FIELDS & EQUIPMENT	2	<ul style="list-style-type: none"> • Coordinate with scheduler to make field map for the tournament • U6/U8/U10 use cones to line fields • Let the "team parents" know that cones and nets will be collected after practice on the Thursday before the tournament • Remind coaches to bring balls and jerseys to tournament • Set up the cones and nets tournament morning/afternoon a full hour before games start. • Collect cones and nets after the last tournament game and redistribute to teams next practice
BATHROOMS	1	<ul style="list-style-type: none"> • Book outhouse if needed and coordinate with other tournament happening same day • Check outhouses throughout the tournament – there will be toilet paper and Lysol wipes at the hospitality table.
CLEAN-UP	3-4	<ul style="list-style-type: none"> • General clean-up during and at the end of the tournament • Help collect cones and nets. • Take garbage and recycling • Collect lost and found and bring to next practice; email details of items to coordinator
HOSPITALITY	3-4	<ul style="list-style-type: none"> • BVSS has 3 tents you'll need for rain/shade/hospitality. You can pick them up at BVSS storage locker #67 at Bandstra's located on Fulton Ave. Contact BVSS equipment manager to arrange. • Tents need to be picked up prior to tournament, set up at 8am the morning of, taken down when the tournament ends, and returned (U8 to pick up and U10 to drop off).

		<ul style="list-style-type: none"> • The Hospitality table is the welcoming face of the tournament! At least one volunteer needs to be there at all times throughout the day. • Have a map and schedule posted, as well as a master list of team names and number of players • Have boxes to divide the snacks into, one for each team
MISC		

U12, U14 & U18 TOURNAMENTS

Below are the main areas for each tournament.

	# of volunteers	Tasks
SCHEDULE	1-2	<ul style="list-style-type: none"> • Invite all the teams, including Houston, Hazelton, Telkwa. Ask for confirmation that they will attend and how many players per team. • Once you have #s, create a round robin schedule for the day. See Appendix A for examples. Most teams will play 3 games, some may have to play 4. Try to arrange for out-of-town teams to play midday to avoid early morning/late afternoon travel. • Coordinate with Field volunteers to make field map • Send your schedule to the BVSS website coordinator for them to post it to BVSS website and Facebook page. Send necessary changes to them as well to keep this information current and correct. Direct parents and coaches to these spots to view schedule. • Make copies of the final schedule for tournament day.
REFEREES	1-2	<ul style="list-style-type: none"> • Confirm your tournament date with the BVSS referee's organizer. • Share your completed schedule with the BVSS referee coordinator. They will order the correct number of referees. • Remember that referees need to be fed so coordinate with the food volunteers. • Get a cheque from the treasurer so that you can pay the referees before the end of the tournament.
FOOD	4-6	<ul style="list-style-type: none"> • Based on your tournament budget, decide on a healthy food plan for your tournament. See Appendix D for suggestions. • BVSS does not supply juice boxes anymore; instead water jugs and pumps are provided that need filling at Tip of the Glacier on tournament day. Please remind all players to bring their water bottles for refilling. Powdered Gatorade can be purchased for players to add to their water bottles. • Get your group of volunteers to bake, chop fruit and vegetables, etc. • Supplies you'll need: garbage bags, wipes, hand sanitizer, napkins, extra toilet paper. Before you buy, check with

		<p>other tournament organizers to see if they have leftovers from their tournament</p> <ul style="list-style-type: none"> • Use account at BV Wholesale. Note that your purchase is for BV Soccer and ensure to indicate your name and which division the purchase is for.
FIELDS & EQUIPMENT	2-3	<ul style="list-style-type: none"> • BVSS does the field lining so you don't have to worry about that. • You will need 5 tents altogether. BVSS has 3 tents. You can pick them up at BVSS storage locker #67 at Bandstra's located on Fulton Ave. Contact BVSS equipment manager to arrange. • You will also need to borrow 2 tents. Dan's and BVCU are good places to try. • Tents need to be picked up prior to tournament, set up at 8am the morning of, taken down when the tournament ends, and returned. • Please remind coaches to bring balls and jerseys.
BATHROOMS	1	<ul style="list-style-type: none"> • If your tournament is at a school, you do not need to book an outhouse. However, you do need to check with the BVSS Fields coordinator to be sure the bathrooms in the school will be open and that the janitor will provide cleaning services. • If your tournament not at a school, book an outhouse if needed. • Check outhouses throughout the tournament – there will be toilet paper and Lysol wipes at the hospitality table.
CLEAN-UP	2-3	<ul style="list-style-type: none"> • General clean-up during and at the end of the tournament • Help take down tents • Take garbage and recycling • Collect lost and found and bring to next practice; email details of items to coordinator
HOSPITALITY	3-4	<ul style="list-style-type: none"> • The Hospitality table is the welcoming face of the tournament! At least 1-2 volunteers need to be there at all times throughout the day, so create a schedule. • Have a map and schedule posted, as well as a master list of team names and number of players • Have boxes to divide the lunches into, one for each team. • Keep the water jugs full for refilling water bottles

MISC		<ul style="list-style-type: none">• Medals – decide if you want to give medals for first, second and third place teams. Order from Anne at BV Trophies.

APPENDIX A

SAMPLE U10 TOURNAMENT GAME SCHEDULE

(Add welcome information)

START TIME: 12:45

LOCATION: CHANDLER PARK SOCCER FIELDS

Directions to Chandler Park Playing Fields:

- The Fields are right off of Hwy 16.
- Coming into Smithers from Houston or Telkwa you will turn left at the intersection of Hwy 16 and Alberta Street. Coming from Hazelton, you will turn right at this intersection. You will see the fields from this intersection.
- There is parking available near the old Chandler school (near the welcome table), along 3rd Avenue and Alberta Street. Do not park in the NO PARKING along the frontage road.

Snacks:

Each team will receive a snack package after their first game. This can be picked up from the hospitality tent after the second game. Please be sure to pick up the garbage before moving on – garbage bags will be provided. There is no concession.

Thanks, and have a great and fun tournament!

Field Set-up:

We ask all out of town teams to bring their soccer net and cones to set up the fields, as Smithers doesn't have enough to equip for 6 simultaneous games. Thank you for your help with this. Once you arrive you can check in with the hospitality table for questions around set-up.

Tournament Format:

- Each team plays 3 games.
- Each game consists of a 5-minute warm-up, 2-20 minutes halves, with a 5-minute halftime.
- There will be a 15-minute break between the games to move to the next field, and warm up.

GAME 1: 12:45 to 1:35 (Smithers 2 sits)

Smithers 7	vs	Hazelton 1	Field 1
Smithers 3	vs	Smithers 4	Field 2
Houston 1	vs	Smithers 1	Field 3

Smithers 5	vs	Smithers 6	Field 4
Telkwa	vs	Hazelton 2	Field 5

Snacks can be picked up from the hospitality table at this time and bring to your game 2 fields.

GAME 2: 1:50 to 2:40 (Smithers 3 sits)

Smithers 7	vs	Smithers 6	Field 1
Telkwa	vs	Smithers 4	Field 2
Houston 1	vs	Smithers 2	Field 3
Smithers 5	vs	Hazelton 1	Field 4
Smithers 1	vs	Hazelton 2	Field 5

GAME 3: 2:55 to 3:45 (Smithers 1 sits)

Smithers 3	vs	Houston 1	Field 1
Hazelton 2	vs	Smithers 7	Field 2
Smithers 2	vs	Smithers 4	Field 3
Smithers 5	vs	Telkwa	Field 4
Smithers 6	vs	Hazelton 1	Field 5

GAME 4: 4:00 to 4:50

Smithers 1	vs	Smithers 3	Field 1
Smithers 2	vs	Smithers 7	Field 2

Play hard and have fun!

APPENDIX B

SAMPLE U12 TOURNAMENT ROUND ROBIN GAME SCHEDULE

Saturday, May 30, 2015
Walnut Park Elementary

POOL A

Smithers 6 -
Smithers 5 -
Smithers 4 -
Smithers 3 -
Houston 2 -

POOL B

Telkwa 1 -
Smithers 2 -
Smithers 1 -
Houston 1 -

TIME	FIELD 1 (SCHOOL SIDE)	FIELD 2 (HOUSE SIDE)
9:00 – 10:00	SMITHERS 6 VS SMITHERS 5	TELKWA VS SMITHERS 2
10:10 – 11:15	SMITHERS 4 VS HOUSTON2	SMITHERS 1 VS HOUSTON 1
11:20 -12:25	SMITHERS 6 VS SMITHERS 3	SMITHERS 2 VS SMITHERS 1
12:30 – 1:35	SMITHERS 5 VS SMITHERS 4	TELKWA VS HOUSTON1
1:35 -2:05	LUNCH	LUNCH
2:10 -3:15	SMITHERS 3 VS HOUSTON 2	TELKWA VS SMITHERS 1
3:20 – 4:45	SMITHERS 6 VS SMITHERS 4	HOUSTON1 VS SMITHERS 2
4:30 -5:35	SMITHERS 5 VS SMITHERS 3	SMITHERS 1 VS HOUSTON 2
5:35 – 5:45	BREAK	BREAK
5:45 -6:50	1 ST POOL A VS 1 ST POOL B	2 ND POOL A VS 2 ND POOL B

TOURNAMENT RULES AND INFORMATION

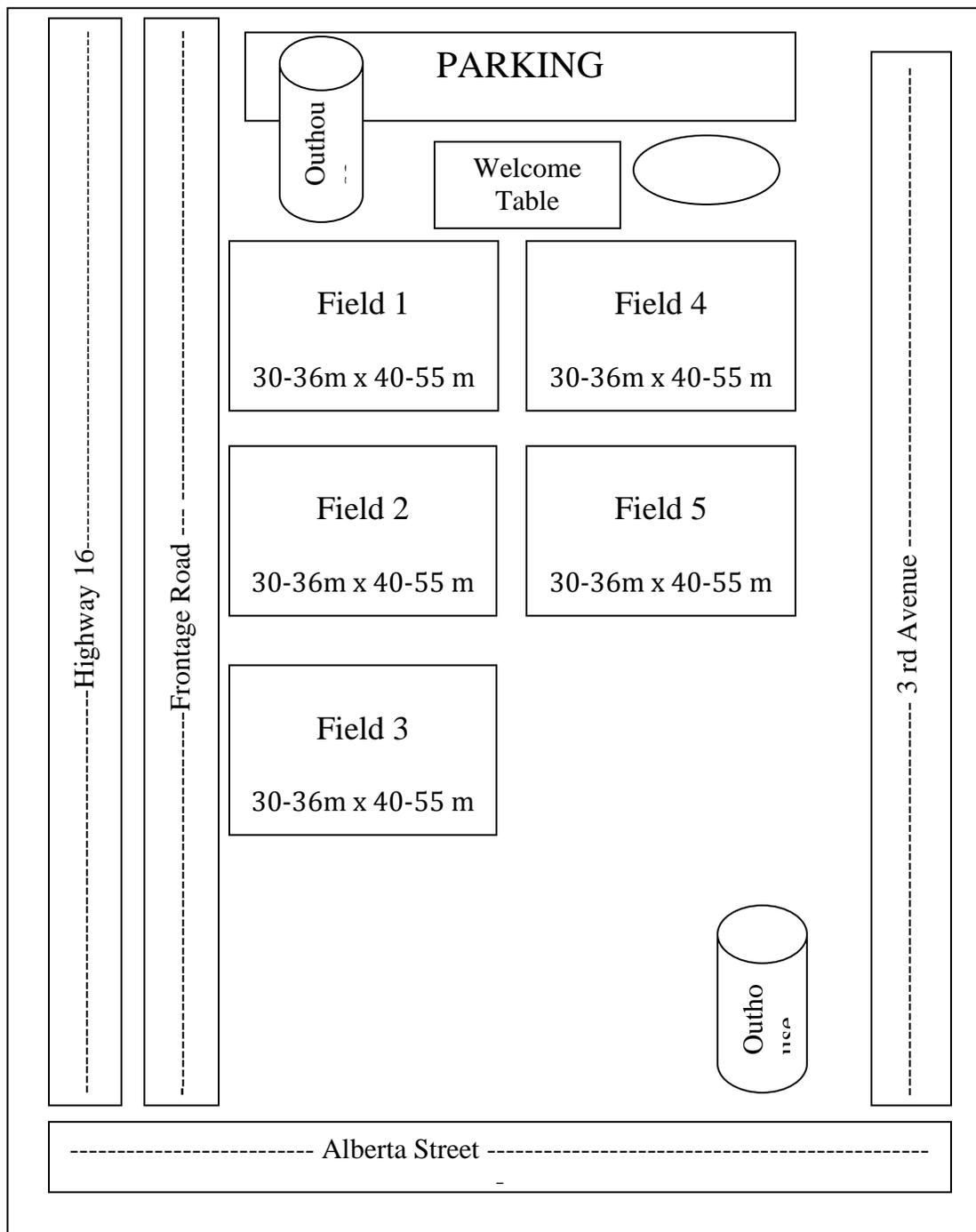
1. Each game consists of:
 - a) 5 min warm up
 - b) 2-30 min halves
 - c) 5 min half

2. Please have players at field 10-15 min before each game.

3. Playoffs determined by points earned in round robin.
4. Points:
 - Win: 2 points
 - Tie: 1 point
 - loss: 0 points
5. To break a tie, advantage will be given to:
 - a) head to head (who won if they faced each other)
 - b) least goals against
 - c) most goals for
 - d) flip of coin
6. No overtime in round robin games
7. Overtime in the play-off games will be:
 - a) two 5 min halves
 - b) if game is tied after overtime a shootout will determine the game with 5 penalty kicks for each team.
8. Each team is guaranteed 3 games excluding playoffs.
9. Please note that Smithers 1 is playing a fourth game to ensure Houston 2 get to play three games.
10. And remember to have fun and try your hardest!!!

APPENDIX C SAMPLE FIELD MAP for what division?

Chandler Park Playing Fields



APPENDIX D HEALTHY FOOD SUGGESTIONS

BVSS encourages healthy food choices

Half-day tournaments

- Meat sticks, cheese and crackers
- Granola Bars, fruit sticks
- Home-made cookies or muffins
- Cut-up fruit and veggies

Items not supported by BV Soccer

Fruit punch, pop, energy drinks

Chocolate bars and sugary snacks

Full-day tournaments

- Lunch item choices:
 - Sandwiches, wraps or other health lunch options
 - Examples of places to order: Subway, I-kitchen
- Home-made cookies or muffins
- Cut-up fruit and veggies

Drinks

There must always be water at the Hospitality tent. Order large jugs so players can re-fill their own water bottles. (please avoid bottled water)

Juice boxes or Gatorade can be supplied with in budget. (pop or fruit punch is not acceptable to be BV Soccer)

APPENDIX E BUDGET

Every Tournament has fixed cost:

- referee fees
- field fees
- bathroom rental fees
- supplies (garbage bags, napkins, bathroom cleaning supplies)

The variable cost is your Food budget:

For 2018 Tournament Coordinators are limited to:

U6-10 (half day): \$2.5/player for snacks

U12-u18 (full day): \$6/player for snacks & lunch

Please stick within your budget!

U12-U18: Recognition budget, \$8/player

Metals for the top 3 teams

**Please confirm that this money is available for use at the
Tournament with your Division Coordinator.**

**Preference will be given to a recognition that all BV Youth
Soccer have an equal opportunity to received.**

Example: t-shirts, soccer socks, water bottle, gift cards