

The following host duties, guidelines, and best practices are applicable to the SWAC State Soccer Tournament. Tournament duties are taken from the SWAC Manual with additional suggestions for best practices to ensure a smoothly run tournament. For further clarification and specifics regarding these and other duties and guidelines, refer to the SWAC Manual or contact the Soccer coordinator for assistance. By agreeing to host either a sectional or state tournament, you are indicating that you have read, understood, and can abide by these duties and guidelines.

Below is checklist of details, not intended to be all inclusive but rather an outline to aid potential host candidates in their decision to host and host in conducting a smoothly run SWAC Soccer Tournament. It is encouraged that hosts be creative with their planning and organizing of the State Soccer Tournament. Allow yourself plenty of time to put all the pieces of the weekend event together, schedules and officials are just a small portion of the entire event. Be prepared to show off your community, as this is a wonderful opportunity for your agency to host visitors from across the state.

Staffing/Volunteers/Host Committee

- Select 3-5 people to assist you with organizing tournament. Create meaningful partnerships with community organizations, local sports teams, businesses, etc. as partners and sponsors
- Select Tournament Director-person should have a fundamental working knowledge of Soccer Principles and Rules
- Select Official In Charge/Assignor Agent
- Field Marshals/Game Monitors
- General Assistants/Concession Workers/Gate Attendants/Field Maintenance Staff
- EMT/Medical Staffing On-Site or On-Call
- Security

Organizational

- Read thoroughly Section 10 Tournament Host Duties and Section 15 Soccer Tournament Playing Rules in SWAC Manual.
- Complete Brackets and Submit to Sport Coordinator for approval. Follow appropriate bracket outline Section 8. Read thoroughly. Official SWAC brackets can be found in SWAC drop box.
- Keep all documents related to tournament organization, team rosters, schedules, rules, birth certificates, etc. in a portable tournament binder or hanging folder container. This provides for fast and easy access to documents should situations arise.
- Take the travel distance of competing teams into consideration in regard to game times on Friday and Saturday Mornings if possible.
- Allow enough time in in schedules to complete a normal contest. Try to avoid large gaps. This could create problems for officials, staff and spectators.
- Have tournament schedule posted for benefit of all participants and spectator. Draw sheet should be placed in central location ie tournament headquarters. Keep it up to date with scores and any field changes or announcements.
- Conduct mandatory meetings ie coaches meetings, officials meetings, support staff meetings.



Soccer Host Guidelines and Best Practices

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- Coaches sideline passes if possible to identify persons recognized to be in teams technical areas
- Coaches Admission Passes and Player Admission Passes

Facilities

- Recommend Fields with proper dimensions per age group in good shape or can be improved and in close proximity to one another.
 - (3) three 8U Fields
 - (3) three 10U Fields
 - (4) four 12U Fields
 - (2) two regulation Fields
- Working lights on all fields to meet recreation standards.
- Sufficient seating arrangements for spectators and ample room for team technical areas.
- Facilities should have adequate parking.
- Admissions locations for each designated entrance.
- Facilities should have restrooms available.
- It is recommended that facilities have concessions available.
- Designated awards area.
- Designated Tournament Headquarters area.
- Convenient and ample amount of restroom facilities. Assured these can be clean and maintained during event.
- Concessions available or Vending Trucks.
- Public Address system or another means of mass communication.

Equipment

- Fields must have appropriate goals as outlined in Section 15 Article 15.4
 - Goals MUST be anchored down
 - Nets free of holes and properly hung on goals.
 - Net tie backs secured as to not impose on freedom of goalie movement inside frame of goal.
- Ample Match balls for each age division.
- Corner flags for each field.
- Pinnies available at each field to alleviate team uniform color conflicts
- Field Marshal Tent for each field
- First Aid Kits on each field.
- If scoreboards are being used, ensure they are in good working order
- Sound system for making awards announcements.
- Match Reports, pens, Waterproof folders to put reports in