

Virginian Soccer Tournament

Overview: How to Run a Virginian Tournament Site

Athletic Trainers

- Please use the term Certified Athletic Trainer or Athletic Trainer, not “Trainer”. There is a difference between a personal “trainer” and a certified Athletic Trainer.
- There will be at least one athletic trainer at every venue.
- Athletic Trainers bring their own medical supplies however, and they will bring their own ice and cooler.
- Athletic Trainers will report ½ hour before game time and stay till the last game has ended. If your Athletic Trainer does not show before the first game please call the Athletic Trainer Coordinator, his contact number will be in your Site Coordinator book.
- As a general rule, Athletic Trainers will work the same sites on Saturday and Sunday
- Tell each Field Marshall that there is an Athletic Trainer on site and what an Athletic Trainer is responsible for.
- The Athletic Trainer will be the person to make the decision in calling 911 for an injury to a player.

Tips for a great working relationship with your Athletic Trainer:

- Please introduce yourself and your site staff to the Athletic Trainers when they arrive on Saturday morning. Give them the tour to include location of headquarters tent where they can take a break, location of drinks, food, etc).
- At Site Room Pick Up Day you will receive an athletic trainer shirt. Please give this shirt to the trainer first thing Saturday morning.

Referees

- All Site Coordinators, Field Marshals and other SYC parents will remain NEUTRAL on referee issues. If a coach, parent or player complains about a referee, indicate you have heard their concerns, even write it down, or better yet, have the person voicing the complaint write the complaint down on the Kudos/Complaint Form in the Site Coordinator Book.
- Contact, the Referee Coordinator if any of the following issues arise (the phone number will be in your Site Coordinator Book)
 - ✓ If 5 minutes before a game a referee does not show
 - ✓ If there is a referee injury or referee assault
- Site Coordinators will pick-up a referee schedule at the Site Room Pick Up. **Please protect the names on the list.**
- Do not collect referee pay cards. These can be sent to, Tournament Referee Assignor. A link to his website can be found on the tournament website (www.soccertournament.com)
- **DO NOT** re-arrange the referee schedule. **Do not** move referees from field to field or AR’s to the center. ALL CHANGES ARE DONE ONLY by the Referee Assignor.
- **DO NOT** discuss schedules with the referees (i.e. time change of game, etc). The referees take all their instructions from Referee Assignor, or his staff.
- Please notify the Referee Assignor if a referee is injured, assaulted or if you have any other major issue with a referee.

Tips for a great working relationship with your Referees:

- Please introduce yourself and your site staff to the Referees when they arrive. Give them the tour (location of headquarters tent where they can take a break, location of their field, location of drinks and food, etc).

Tips on Running a Smooth Site

Be Prepared – visit your site ahead of time, perhaps several times between now and the tournament. While you are there do a site survey. Look at:

- ✓ **Location of Headquarters tent** – where is the most visible place for my headquarters?
- ✓ **Parking issues** – Will parking be tight? Should I reserve spots for the site coordinator? What spots will I reserve for Referees and the Athletic Trainers? How will I reserve the parking spots? Do I have cones, tape, signs, etc?
- ✓ **Route to your site.** Is your site easy to find? Do you need signs along the road indicating the tournament is up ahead? Do you need signs to your field locations (i.e. Fields 1 & 2 turn here, Fields 3 & 4 Straight ahead, etc?) Does the Virginian have signs I can use? Do I need to make my own signs? Who and when will make and put up these signs?
- ✓ Prepare a “site” toolkit that might include a hammer, twist ties, plastic “caution” tape for parking issues, scissors, etc.

Prior to Tournament

Send out email to all teams playing at your site - introduce yourself, inform them of any directions for driving or parking, share what type of food/concessions will be available at your site and surrounding area, etc. Sample letters can be found on the Volunteer Website.

During the tournament

- ✓ Try to handle the most common questions that will be asked by being proactive.
- ✓ If you have a problem, call the Command Center. If you feel you need support due to a difficult coach/team call the Command Center and a Tournament Official will come to your site.
- ✓ Post the laminated schedules provided to you **on** the scoreboards (Clips will be provided)
- ✓ Provide the tournament with two (2) telephone numbers at every site. Keep one telephone at the headquarter tent all the times.
- ✓ Keep your site CLEAN! Assign a parent to oversee trash collection. Pick up trash several times a day and at end of each day! Remove trash EVERY Night from your site. TIP: A child’s wagon is a great “Trash Truck”. Give the wagon to one of your players and ask them to patrol the site and pick up the trash bags.

Reminders while running your site

Scores

- ✓ Know how to post scores!! Read the tournament rules in order to know how to calculate points. A tip when posting scores – turn all scoreboards around, away from the audience, and tally up the points. You may even want to remove scoreboard into headquarters tent while tallying and writing points. Have someone double-check your math. Once complete, turn scoreboards around for teams to view. This removes the problem of having teams breathing down your neck when trying to calculate scores and points.
- ✓ Scores must be called in, or entered in thru the phone-in option every 2-3 games on Saturday. Scores can be called into the Command Center too (phone number to be provided in your Site Coordinator Book).
- ✓ Scores for Sunday morning games must be called in by noon.
- ✓ If your finals games are held at a different site – transport your scoreboards to that site Sunday afternoon after all games are complete or EARLY Monday morning. Coordinate with the Finals Site Coordinator for logistics of getting the scoreboard to them.

Tournament Rules

- ✓ Know the tournament rules!! Rules are currently posted on the tournament website.
- ✓ You **MAY NOT** change any tournament rule at any time. Only Dotty Talbott, Tournament Director, has the authority to make decisions about tournament rules.
- ✓ Keep track of red cards! It is your responsibility to ensure your Field Marshals have informed you of Red Cards and it is your responsibility to ensure the Field Marshal of that player's next game is aware that the red carded player cannot play. Make a notation in the field marshal book indicating which games have red carded players. **Also, ensure all yellow and red cards are recorded on the score cards with proper name and jersey numbers.**

Site Coordinator Reminders

Wear your site coordinator shirt on Saturday, Sunday and Monday.

Know your field complex rep/POC in case of problems; know what your permit states (in Site Book).

Things to have on hand at your site:

- Whistle
- Tool Box
- Hammer, nails
- Tape
- Rope
- Extra cones
- Extra net nooks
- Top soil
- Items to reserve parking for you, referees and athletic trainer (i.e. cones, rope, reserved parking signs)
- Extra Toilet Paper
- Large rocks/bricks to place in bottom of cardboard trash boxes to keep them from blowing away
- Wagon/cart to haul trash bags off –site

Items for your Headquarter Tent:

- Tables/chairs – a place for you, your staff and your referees/athletic trainers to relax
- Ice/Water – for you, and referees
- Plastic scoreboard which will hold the actual schedules – picked up in Site Coordinator Room at Friday Night

Remember that your HQ tent is NOT for your SYC team to hang out in—you must have controlled access to your HQ