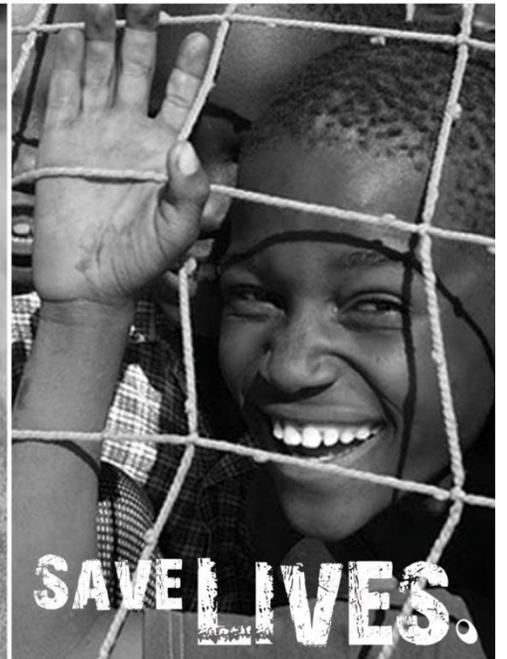




# GRASSROOTS SOCCER

## 3v3 Tournament Guide *"How to host a 3v3 tournament"*



# SUGGESTED TOURNAMENT PLANNING TIMELINE

The Grassroot Soccer 3v3 Tournament Guide is designed to help you plan and execute a successful 3v3 tournament. Throughout this guide we'll direct you to many templates and resources which are in **green**. All templates and resources are available at [www.grassrootsoccer.org/host-an-event](http://www.grassrootsoccer.org/host-an-event). Email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) with any questions.

## TABLE OF CONTENTS

Suggested Tournament Planning Timeline _____	3
Start Planning _____	4
Register Your Tournament _____	5
Promote Your Tournament _____	6
Encourage Fundraising _____	7
Secure Sponsorships & Prizes _____	8
Educate Participants _____	9
Arrange Tournament Day Logistics _____	10
Tournament Day Setup _____	11
Tournament Day Schedule _____	12
Post-Tournament Checklist _____	13
Templates & Resources _____	14
Contact Us _____	15

## SPONSORED BY POSITIVE TRACKS

**Youth + Athletics + Philanthropy + Creativity = Awesome Results**

Positive Tracks has granted Grassroot Soccer a matching challenge grant to double the dollars kids raise for Grassroot Soccer through 3v3 fundraising and awareness tournaments. Through this partnership, kids learn about HIV prevention and AIDS. They also experience the power of hands-on philanthropy, and the rewards of connecting to a cause on their own terms and turf.



### About Positive Tracks

Positive Tracks is a youth-centric non-profit that empowers young people to fundraise for charities using the power of athletics. Positive Tracks partners with charitable organizations to fulfill its three-fold mission: to encourage youth fitness and wellness; to teach creative, hands-on philanthropy; and to extend Positive Tracks youth challenge grants to charity partners. Positive Tracks operates out of Hanover, NH, and serves multiple regions of the country. Positive Tracks charity partners include: Grassroot Soccer, Lacrosse The Nations, Ride2Recovery, Turtle Ridge Foundation, The Patrick Dempsey Center for Cancer Hope & Healing, Additive Adventure, Soccer Without Borders, The Children's Hospital at Dartmouth-Hitchcock, and Travis Roy Foundation. Key spokespersons include: Ethan Zohn, Patrick Dempsey, Bode Miller, Majka Burhardt, Cam Marshall, and Travis Roy.

For more information on Positive Tracks and what they do, please visit [www.positivetracks.org](http://www.positivetracks.org).

# SUGGESTED TOURNAMENT PLANNING TIMELINE

## 8 – 10+ WEEKS BEFORE

- Print and read the Grassroot Soccer 3v3 Tournament Guide.
- Email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) to inform them of your interest and to ask questions or ask for assistance.
- Meet with your volunteer organizing committee; continue meeting throughout tournament planning.
- Confirm date, location, time, cost per participant and insurance for the tournament.
- Obtain a certificate of liability insurance for your tournament and get the event policy signed.
- Register your tournament with Grassroot Soccer by emailing [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org).

## 7 WEEKS BEFORE

- Determine a communications strategy to recruit players (e.g., radio, newspaper, emails).
- Finalize promotional materials to support your outreach and communications (e.g., flyers, posters).

## 6 WEEKS BEFORE

- Start promoting the tournament to your school, friends, family, and community; continue throughout planning.
- Begin soliciting sponsorships, prizes and additional donations; continue throughout tournament planning.
- Define volunteer roles for the day of the tournament; recruit volunteers to assist you.

## 4-5 WEEKS BEFORE

- Recruit referees (if necessary) for the tournament (typically our 3v3 tournaments don't use referees).
- Find someone to play music during the tournament (e.g., a local radio station DJ).
- Invite an educational speaker to talk about HIV/AIDS during the tournament's opening ceremonies (a local Grassroot Soccer representative or former intern may be available depending on location).
- Schedule an athletic trainer to be on site at the tournament and give the event information to the local EMT.

## 3 WEEKS BEFORE

- Create a day-of timeline and preliminary tournament brackets.
- Draw a field diagram to assist in set-up.
- Arrange for all necessary equipment (e.g., balls, cones, goals, microphone, tables, lining fields, etc.).

## 2 WEEKS BEFORE

- Email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) regarding Grassroot Soccer t-shirts and postcards.
- Create signs for field set-up (e.g., bracket poster).
- Arrange for food and drinks at the event.

## WEEK OF

- Host a final volunteer meeting.
- Confirm all event logistics.
- Close the registration process.
- Finalize your tournament brackets, along with a backup plan.

## DAY OF

- Set up and host your tournament.
- Relax and have fun!

## WEEK AFTER

- Send thank you letters to those who contributed to the event (e.g., volunteers, donors, school officials).
- Complete the [Post-Tournament Checklist](#) and send all required items to Grassroot Soccer (including \$).

# START PLANNING

We highly recommend finding at least one organization – sports team or club, health class, community service group, student council, etc. – that can assist you with planning and hosting your tournament. Organize a volunteer meeting to go over everyone’s responsibilities and schedule future meetings on a regular basis leading up to the tournament.

## SET YOUR LOCATION, TIME & DATE

**Resource:** [Letter to School Officials](#)

Pick a location that is big enough to host the tournament ([refer to Tournament Day Setup](#)). You may need to reserve the space through a school, city park, fitness center, etc. Ask your advisor, coach, teacher or parent for help in reserving the space. If you are a student hoping to use the fields at your school, use the [Letter to School Officials](#) to explain what Grassroot Soccer is to your school administration. Reserve a time and date for your tournament that doesn’t conflict with other events at your school or in your community. If you are organizing the tournament for an outdoor location, be sure to reserve a rain date. Keep in mind that a typical 20-team tournament runs approximately four hours.

## DETERMINE PLAYER REGISTRATION FEE/DONATION

In order to play in a Grassroot Soccer 3v3 tournament, each participant is strongly encouraged to make \$10-\$25 contribution. Every \$25 provides one youth with the knowledge and life skills needed to avoid getting or spreading HIV.

## SHIRTS

Official Grassroot Soccer red cotton shirts will be available for participants to purchase for \$5 when registering for a tournament online. Tournament coordinators may also opt to purchase additional shirts for \$5 each. All shirts, including those purchased by the participants, will be shipped to the tournament coordinator for distribution.

- Participants who register 10 days before the tournament will receive their shirts at the tournament.
- Participants who register less than 10 days before the tournament will receive their shirts after the tournament.

**Note:** For tournaments outside the U.S. and Canada, shirts will not be provided due to shipping and customs expenses. If international tournaments wish to make custom shirts using the Grassroot Soccer logo, please email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) for permission to use the logo.

## CONFIRM PERMISSION & INSURANCE

**Resources:** [Event Policy - School](#); [Event Policy - Non-School](#)

All tournaments MUST present proof of insurance and submit an event policy form BEFORE hosting a tournament.

1. **Event Policy:** The event policy represents the agreement between the event organizer and Grassroot Soccer, the beneficiary of the event. If you are holding an event at a school, the [Event Policy - School](#) must be co-signed by you, the tournament coordinator, and a school official. If you are not holding your event at a school, the [Event Policy - Non-School](#) must be signed by you alone.
2. **Certificate of Liability Insurance:** The best way to obtain liability insurance coverage for your tournament is through your school or organization’s existing policy. If possible, add Grassroot Soccer as coinsured. For tournaments that cannot get liability insurance through a school or organization policy, contact local businesses, especially insurance agencies, to see if they will sponsor your tournament by providing insurance. As a last resort, you can purchase insurance from an outside entity (a local insurance agency) or from one of a number of one-day event insurance providers online. Below are two suggested online providers with sample pricing:
  - [www.kandkinsurance.com](http://www.kandkinsurance.com) (\$300 for up to 150 participants/spectators)
  - [www.sadlersports.com/soda](http://www.sadlersports.com/soda) (\$198 for up to 25 4v4 teams, \$230 for 25-50 4v4 teams)

Please email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) with any insurance questions or difficulties.

# REGISTER YOUR TOURNAMENT

When you are ready to officially register your tournament with Grassroot Soccer, please follow these steps:

1. **Email the following tournament information to [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org):**
  - Hosting school/organization or community name
  - Date and time
  - Registration fee/donation amount
  - Location (e.g. the name of the field at your school, the intersection where the park is, etc.)
  - Who can attend (e.g. only students, faculty and staff at a particular school, etc.)
  - (Optional) Event details (e.g. divisions based on age groups or skill levels, themes, etc.)
2. **Email, fax or mail the following tournament documents to [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org), 802-649-2910 or Grassroot Soccer, P.O. Box 712, Norwich, VT 05055:**
  - Event Policy
  - Certificate of Liability Insurance

## ONLINE TOURNAMENT REGISTRATION PAGES

Grassroot Soccer encourages tournaments to utilize one of our online registration pages. Most tournaments will use an online registration page alongside in-person registrations. Players will have the option to pay online with a credit card or to pay at the tournament (you may limit these options to one or the other if you wish).

### Things to know about Grassroot Soccer online registration pages:

- **Registration Deadlines:** Online registration pages will close on Friday at 12 p.m. EST for all tournaments held that Saturday or Sunday. For weekday tournaments, online registration will end the day before at 12 p.m. EST. You may choose a different registration deadline if you prefer
- **Registration Reports:** Whenever a participant registers, you will receive an email with their participant info. You can also view and download your registration report in real time using your custom registration report link that will be provided when your online registration page is created.
- **Payments:** Participants can make their payment online using their credit card. For those who do not want to pay with a credit card, they can still register online and choose the option to pay at the tournament. You can limit your participants to credit card only or pay at tournament only if you wish.

# PROMOTE YOUR TOURNAMENT

Think big! You want everyone in your school and community to know about your Grassroot Soccer 3v3 tournament. We have listed some of the ways you can go about promoting your tournament and have included additional resources and customizable templates where possible. If you need help customizing any of the templates or have an additional item you would like us to create, email [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org).

## ONLINE REGISTRATION PAGE

Use your custom tournament online registration page to your advantage by including the link to your registration page on every email, letter, flyer, text or social media post you create.

## FACEBOOK

### Resource: [Facebook: Creating & Managing Events](#)

Facebook is a very powerful tool for getting the word out about your upcoming tournament and for encouraging people to participate. Due to a limitation in Facebook's Events Application, we cannot add your tournament as an event on the Grassroot Soccer Facebook page. Therefore we strongly urge you to create a Facebook event page for your Grassroot Soccer 3v3 tournament using your own Facebook account. Refer to [Facebook: Creating & Managing Events](#) for instructions and suggestions in setting up your Facebook event.

## TWITTER

Twitter is another powerful tool for getting the word out about your upcoming tournament. When composing your tweets, be sure to include #GrassrootSoccer or @GrassrootSoccer to link the post to the Grassroot Soccer twitter page. When posting URLs (such as your tournament registration page URL), use [www.tinyurl.com](http://www.tinyurl.com) to create a shorter URL so the tweet won't exceed Twitter's 140 character limit.

## BROADCAST EMAILS

### Resource: [Broadcast Email Template](#)

Broadcast emails are an easy way to invite your family, friends, classmates and community members to your tournament. In addition to emailing your own list of contacts, ask your school administration if you can send your email campus-wide or try sending it through a local community LISTSERV.

## FLYERS & POSTERS

### Resources: [Flyer Template \(Kid Playing Soccer\)](#); [Flyer Template \(Soccer Balls\)](#); [Poster Template](#)

Post tournament flyers or posters at local businesses, on community bulletin boards and all over campus. Station yourself at tables in high-traffic areas where you can hand out flyers, sign up teams and accept donations. If you have funds available, consider printing a banner to use during promotion as well as at the tournament.

## MEDIA

### Resources: [Press Release Template](#); [PSA Template](#)

Grassroot Soccer 3v3 tournaments are often picked up by the press, which means more participants for your tournament and more awareness of Grassroot Soccer. A win-win! To help get your tournament picked up by local newspapers, send out a press release; and for local radio and television stations, send out a public service announcement (PSA). You can find contact information for most newspapers, and radio and television stations on their websites.

## LOGO

### Resources: [Grassroot Soccer Logo](#)

If you create additional materials beyond what is provided as templates, be sure to include the [Grassroot Soccer Logo](#).

# ENCOURAGE FUNDRAISING

## DONATIONS

### Resources: [Coordinator Donation Letter Template](#)

A successful tournament will have a great mix of fun, education and fundraising. Using the [Coordinator Donation Letter Template](#), seek support from your friends, family, classmates, professors, community members, soccer leagues officials and referees, etc.; while some may choose not to participate in the tournament, they may still be interested in supporting the cause on behalf of your tournament.

Donors can make a donation on behalf of your tournament in three ways:

- Mail a check made payable to Grassroot Soccer with your tournament name in the memo line to:
- Donate through Grassroot Soccer's online donation page at [www.grassrootsoccer.org/donate-now](http://www.grassrootsoccer.org/donate-now) and include the tournament name in the comments section, or
- Give cash or a check to the tournament coordinator at any time and have the tournament coordinator submit the funds to Grassroot Soccer.

## PLEDGES

### Resources: [Participant Pledge Letter](#); [Template Pledge Form](#)

Encourage participants to seek support from their friends and families. After individuals have registered to play, send them a copy of the [Participant Pledge Letter Template](#) and the [Pledge Form](#) to help them raise additional funds in support of their participation in your tournament.

On the day of the tournament, collect copies of all the participants' pledge forms so you can track pledged donations that need to be collected. All pledged donations should be collected within one week of the tournament and submitted to you.

## IMPORTANT NOTE

Collect all donor information, including name, address, phone number, email address and gift amount for all donations. Grassroot Soccer needs this information in order to send proper thank you letters and tax receipts to each donor.

# SECURE SPONSORSHIPS & PRIZES

## SPONSORSHIPS

### Resource: [Sponsorship Letter Template](#)

The support of local sponsors is a great way to make your tournament an even better event. Customize the [Sponsorship Letter Template](#) and send it to local businesses and organizations asking them to sponsor your tournament – try to find the name and contact info for the head of the business or organization and address the letter accordingly. Be sure to follow up in person where possible after the initial letter is sent; do not just leave the letter and wait for them to get back to you.

It is best to approach LOCAL business such as pizzerias, coffee shops, sports stores, restaurants, poster/DVD stores, bookstores, ice cream stores, cinemas, bakeries, churches, service clubs (Rotary, Lions), etc. Large chain stores may be difficult to approach because sponsorships may have to go through the organization's national office.

### Example sponsorship opportunities:

- **Raffle & Awards Prizes:** Ask local businesses to donate gift cards, products or services to be use in a raffle or as a prize for the winning team(s). Be sure to announce which company donated each item when they are distributed.
- **Cash or “In Kind”:** While there shouldn't be too many expenses incurred to host a tournament, consider asking sponsors to make a cash or “in kind” sponsorship to help defray the operational costs. Typical expenses may include printing (flyers, posters, banners, etc.), equipment (balls, goals, cones, whistles, etc.) and insurance (if your school/community won't provide it for free). Giving potential sponsors a list of your expenses will help them decide whether or not to sponsor the tournament, as well as the size of the sponsorship.
- **Food & Drinks:** Local restaurants or convenience stores may want to sell food onsite, give your participants a discount, or even provide you with free food and drinks. If a restaurant wishes to sell food onsite, consider asking them to donate water, sport drinks and granola bars in exchange. Additionally, some restaurants will offer a percentage of their profits to your fundraising event, so check around and ask restaurant managers for more details (e.g. California Pizza Kitchen).

### What your tournament offers to sponsors:

- In exchange for a sponsorship, you can offer to feature the sponsor on your tournament's flyers, posters, email blasts, registration page, Facebook page, press releases, etc., as well as allow them to have on-site presence at the tournament. Be sure to thank all sponsors for their support at the tournament's opening ceremonies.

## RAFFLE & AWARD PRIZES

### Suggested raffles and awards:

- **Awards:** Tourney Champs, Spirit Award, Fundraising Award, Top Goal Scorer and for answering questions during the [HIV-AIDS Quiz](#) correctly.
- **Raffles:** You could enter every player or team that participates in the tournament into a raffle. You could also encourage people to register by creating a contest where the person who registers first, 25th, etc. gets a prize.

Announce the raffle and award items available in your promotional material during the lead up to your tournament. It's a great way to build momentum and encourage more people to sign up.

## EDUCATE PARTICIPANTS

While your tournament should certainly be a day to have fun with friends, consider finding some time to educate participants about HIV/AIDS and Grassroot Soccer (GRS). **Contact [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) to see if there is a local representative available to lead a GRS Skillz activity and/or speak at your tournament.**

### LEAD A GRASSROOT SOCCER SKILLZ ACTIVITY

**Resource:** [GRS Skillz Activity – Find the Ball](#); [GRS Skillz Activity – Risk Field](#)

Engage your tournament participants in an activity from GRS's 'Skillz' curriculum. Either of these activities would be perfect to use as a tournament-wide warm-up or as a long break between games.

The 'Skillz' curriculum focuses on building basic life skills that help boys and girls adopt healthy behaviors and reduce risks that could lead to HIV. Through a series of interactive activities and discussions, students gain a tangible understanding of HIV and AIDS and get a chance to practice the skills necessary for sustainable behavior change. Key curricular topics include making healthy decisions, avoiding risks, building support networks, reducing stigma and discrimination, increasing knowledge about testing and treatment, and addressing gender issues.

### GIVE THE HIV-AIDS QUIZ

**Resource:** [HIV-AIDS Quiz](#)

This quiz is a fun and informative way to teach the facts and expose the myths about HIV and AIDS to our friends and families. This quiz can be given aloud to the entire group of tournament participants to answer individually or as teams. If you have prizes available, consider making it a competition to increase participation. The best time to complete the quiz is during the event kick off before games begin.

### HAVE A SPEAKER

Invite a speaker who is passionate about HIV/AIDS prevention and health – such as a professor who teaches an AIDS-related class, a doctor who has worked overseas, a student who has been personally affected by the HIV/AIDS pandemic, or a local Grassroot Soccer representative – to talk briefly about the epidemic before games begin to kick off the event. It's a great way to inspire people before they begin playing. If you cannot find an appropriate speaker, consider sharing a few key message points yourself.

### DISTRIBUTE INFORMATIONAL POSTCARDS

**Resource:** [GRS will ship bundles of educational postcards to you the week before the event.](#)

Hand out information about the HIV/AIDS epidemic and GRS at any registration events leading up to the tournament and at the registration table at the tournament.

### SCREEN A VIDEO

GRS has a number of videos available to you on YouTube to show to your tournament participants. The ideal time to show one or more of these videos would be during the week leading up to the tournament, or the day/evening of the tournament. Be sure to have the appropriate equipment and facility space for the screening.

[www.youtube.com/grassrootsoccer](http://www.youtube.com/grassrootsoccer)

# ARRANGE TOURNAMENT DAY LOGISTICS

## TOURNAMENT RULES

### Resources: [Tournament Rules](#)

Review the [Tournament Rules](#) for Grassroot Soccer 3v3 tournament specific game regulations (including players, game duration, forfeits, points system, playoffs and fields) and soccer rules. FIFA rules apply if not modified within the [Tournament Rules](#). The rules have been designed to ensure fair play for all participants, and each player is expected to understand them prior to participating in a Grassroot Soccer tournament. Some important rule modifications include:

- No slide tackling is permitted!
- There are no goalkeepers.
- The offside rule is not in effect.
- Goal kicks are taken from the goal line.
- There are kick-ins instead of throw-ins.
- Penalty kicks are taken from the half line.

## BRACKETS & SCHEDULE

### Resources: [Tournament Bracket Samples](#)

Creating your tournament bracket can be challenging, so use the [Tournament Bracket Samples](#) as an outline when creating your bracket. You'll need to adjust the bracket based upon your tournament's number of teams and fields, start and end times, and time allotted for registration/check-in, opening ceremonies, educational components and closing ceremonies. If you need help creating your brackets, contact [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org). Be sure to have backup brackets ready to account for teams not showing up or extra teams registering onsite!

Similar to the World Cup, most tournaments are organized with two stages:

- **Pool Play:** During pool play, each team will play every team in their group. Depending upon the size of your tournament, the top one, two, three, etc. teams from each group will enter the playoffs.
- **Playoffs:** Playoffs are single-elimination. Playoffs may include a round of 16, quarterfinals, semifinals and finals.

## SAFETY & EMERGENCY PROCEDURES

### Resources: [Safety Guidelines](#); [Injury & Emergency Procedures](#)

When a person is involved in any athletic activity, especially in a contact sport, an injury can occur. The purpose of the [Safety Guidelines](#) is to inform participants and tournament coordinators of proper techniques and inherent dangers involved with soccer. There is a chance of broken bones, muscle and soft tissue, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals and proper safety equipment are important to the safety and enjoyment of the sport. To prepare for the event of a participant or spectator falling ill or suffering an injury, we strongly recommend that you:

1. Find a certified athletic trainer or medical professional to be available on site during the tournament.
2. Notify your local EMT about your tournament prior to the event so they can be prepared for emergencies.
  - Provide the EMT with the address and directions to your tournament location.
  - Ask the EMT for the phone number to call in case of medical emergencies.
3. Find out where your tournament location keeps their emergency supplies. Make provisions to have emergency supplies on site if an EMT will not be present at the tournament.

If a participant or spectator does become ill or injured, notify the athletic trainer, medical professional and/or designated volunteer and follow the [Injury & Emergency Procedures](#).

# TOURNAMENT DAY SETUP

## FIELD LAYOUT & EQUIPMENT

Fields should be approximately 20-30 yards wide by 30-40 yards long. Using these dimensions, four 3v3 fields should fit on one regulation size soccer field.

### Equipment Needed:

- At least one ball per field
- At least four cones per field to mark off the touchlines and corners
- One pair of pop-up goals per field (two cones spaced 3-4 feet apart can substitute as each goal)
- A whistle or blow-horn (keep at tournament headquarters) for starting and ending each match – all games start and end at the same time so the tournament stays on schedule

## TOURNAMENT HEADQUARTERS & SUPPLIES

### Resources: [Injury & Emergency Procedures](#)

The tournament headquarters should be the hub of the tournament. This is where registration/check-in takes place, the bracket and scores are tracked/posted, the official game time is kept, and handouts and t-shirts passed out.

### Supplies Needed:

- A printed copy of the [Injury & Emergency Procedures](#)
- Registration tables and chairs
- A large poster or white board with the tournament brackets and place to fill in game scores for everyone to see
- Banners, posters, flyers and postcards to promote Grassroot Soccer, the tournament and your sponsors
- Food and drinks
- Method of playing music and/or a DJ (if permitted)

## REGISTRATION & CHECK-IN

### Resources: [Registration Form](#); [Participant Waiver](#); [List of Teams & Players Form](#); [Tournament Rules](#); [Safety Guidelines](#)

The day of the tournament, all participants must check in at the registration table. Use the [Registration Form](#) and the [List of Teams & Players](#) to track participants as they arrive. Be sure to collect the registration fee from those who haven't paid. Have copies of the [Participant Waiver](#), [Tournament Rules](#) and [Safety Guidelines](#) available. All participants should read the [Tournament Rules](#) and [Safety Guidelines](#), and they are REQUIRED to fill out the [Participant Waiver](#).

**PLAYERS WHO DO NOT FILL OUT A PARTICIPANT WAIVER SHOULD NOT BE ALLOWED TO PARTICIPATE!**

### Supplies Needed:

- The [Registration Form](#) and [List of Teams & Players](#) (for large tournaments, print these multiple times)
- Enough copies of the [Participant Waiver](#) so everyone who registers on site can fill one out
- At least one copy of the [Tournament Rules](#) and [Safety Guidelines](#) per field

## VOLUNTEERS

### Staff Needed:

- Registration/check-in table staff
- Scorekeeper and timekeeper (could be the same person)
- Referees (if you are using them)
- Athletic trainer, medical professional and/or volunteer in charge of injury and emergency procedures
- Speaker or other volunteer to educate the participants about HIV/AIDS and Grassroot Soccer

# TOURNAMENT DAY SCHEDULE

Below is a standard tournament day schedule which you can customize as desired for your event. As with any event, as the coordinator you should be flexible and prepared to make last minute adjustments to ensure your tournament runs smoothly. Have a back-up tournament bracket. Be prepared if volunteers show up late. Check your school's schedule to avoid conflicts. And have fun!

## SET-UP

**Length: varies**

## REGISTRATION & CHECK-IN

**Length: 30 minutes**

## OPENING CEREMONIES

**Length: 15-30 minutes**

Use this time to welcome your participants, explain the tournament rules, go over the safety guidelines, announce the tournament bracket, thank your sponsors and large donors, and introduce Grassroot Soccer – the reason why everyone is playing soccer that day. In addition, introduce the person/people in charge of the injury and emergency procedures so participants know where to go in case of injury or emergency. If you arranged for a speaker to speak to the participants about the HIV/AIDS epidemic and/or Grassroot Soccer, planned to give the HIV/AIDS quiz or have the ability to show a short Grassroot Soccer educational video, do so *immediately* after welcoming the participants.

## POOL PLAY

**Length: length depends upon number of teams, number of fields and game duration**

## EDUCATE PARTICIPANTS

**Length: 15 minutes**

The ideal time to do one of the Grassroot Soccer 'Skillz' activities is immediately following the end of your tournament pool play while all your participants are still at there.

## PLAYOFFS

**Length: length depends upon number of teams, number of fields and game duration**

## CLOSING CEREMONIES

**Length: 15 minutes**

Use this time to announce your tournament champions and your raffle winners (if you've collected items for a raffle). Be sure to thank everyone for coming out to your tournament and for supporting Grassroot Soccer!

## POST-TOURNAMENT CHECKLIST

Once your tournament is complete there are only a few more steps to wrap everything up:

### 1. THANK EVERYONE

**Resources:** [Donor & Sponsor Thank You Letter Template](#); [Participant Thank You Email Template](#); [Volunteer Thank You Email Template](#)

Send thank you letters to all sponsors and donors, and send thank you emails to all volunteers and participants.

### 2. COMPILE FUNDS RAISED

Store cash and checks in a secure location. Ask the hosting club or organization to accept the cash and, in return, write a check for that amount to Grassroot Soccer. Avoid sending cash through the mail.

### 3. COMPLETE THE TOURNAMENT SUMMARY FORM

**Resource:** [Tournament Summary Form](#)

### 4. MAIL EVERYTHING TO GRASSROOT SOCCER

Mail all checks, the [Tournament Summary Form](#), the [Registration Form](#) and all [Pledge Forms](#) to:

Soccer Tournaments  
c/o Grassroot Soccer  
P.O. Box 712  
Norwich, VT 05055

Please contact [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org) with any questions.

# TEMPLATES & RESOURCES

The following templates and resources, referenced throughout this guide in **green**, are available to help you plan and execute your tournament. All resources are available at <http://www.grassrootsoccer.org/3v3-tournament-resources/>.

## REGISTER YOUR TOURNAMENT

- Event Policy – Non-School
- Event Policy – School
- Letter to School Officials

## PROMOTE YOUR TOURNAMENT

- Broadcast Email Template
- Facebook - Creating & Managing Events
- Flyer Template (Kid Playing Soccer)
- Flyer Template (Soccer Balls)
- Grassroot Soccer Logo
- Poster Template (11x17in)
- Press Release Template
- PSA Template

## ENCOURAGE FUNDRAISING

- Coordinator Donation Letter Template
- Participant Pledge Letter Template
- Pledge Form

## SECURE SPONSORSHIPS & PRIZES

- Sponsorship Letter Template

## EDUCATE PARTICIPANTS

- GRS Skillz Activity – Find the Ball
- GRS Skillz Activity – Risk Field
- HIV-AIDS Quiz

## ARRANGE TOURNAMENT DAY LOGISTICS

- Injury & Emergency Procedures
- List of Teams & Players Form
- Participant Waiver
- Registration Form
- Safety Guidelines
- Tournament Bracket Samples
- Tournament Rules

## POST TOURNAMENT CHECKLIST

- Donor & Sponsor Thank You Letter Template
- Participant Thank You Email Template
- Tournament Summary Form
- Volunteer Thank You Email Template

## CONTACT US

We'd love to hear how your event planning is coming, how your tournament went, how we can be more helpful, or answer any questions. Please be in touch with us.

**MAIL** Soccer Tournaments  
c/o Grassroot Soccer  
P.O. Box 712  
Norwich, VT 05055

**PHONE** 802.649.2900

**FAX** 802.649.2910

**EMAIL** [soccer@grassrootsoccer.org](mailto:soccer@grassrootsoccer.org)

Thank you for your support!

