

# TOURNAMENT HANDBOOK

## **The Tournament Handbook**

The purpose of this handbook is to offer you some general assistance in planning a tournament on your campus. This is by no means a comprehensive listing of all tasks and items that will be necessary for you to complete a successful event but it should give you a sufficient idea of what is involved.

Other valuable resources for you will be your LAU and TU officials, and other tournament organizing committees in your area.

*You must not plan a tournament on your campus without consulting your university advisor and Club Sports Administrator to ensure you are in compliance with all university rules and regulations.*

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## **I. Introduction**

The goal for your tournament should be to host a high-quality, competitive Rugby event. Keep in mind that people are paying money to travel and they want to have nice pitches on which to play, goal posts that are regulation, and a high level of competition to make it worth their time and money. Make sure your facilities are adequate for the number of teams you are inviting or allowing to register, and that you have followed all channels necessary for permission from the college or university to host the event.

You should coordinate with your LAU and TU officials, as well as the local referee society to ensure proper coverage for your tournament. Tournaments can be a great way to raise money for your club, but they can involve a significant expenditure of funds up front. You will want to confirm that there are no other major events happening locally or elsewhere in USA Rugby that may take teams and spectators away from your tournament. Make sure you are adequately prepared in terms of finances, as well as personnel, with plenty of people willing to work to make your tournament a success. Good luck!

## **II. Lead Personnel**

It is recommended that you establish a Tournament Committee. These will be the primary organizers for the event. A list of those personnel follows:

- Tournament Manager:
  - i. The Tournament Manager (TM) will be the main organizer of the event.
  - ii. Provides the Tournament Committee with planning process, guidelines, timelines, advice and assistance
  - iii. Provides Tournament Committee with direction for the tournament
  - iv. Coordinates with Tournament Committee on all issues related to promotion, sponsorship and the operation of the non-competition elements of the tournament
  - v. Coordinates with Faculty Advisor/Club Sports Administrator to ensure full and complete compliance with all college or university guidelines, rules and regulations on field and facility use and all other aspects of the tournament as related to the college or university

- Competition Manager:
  - i. Assumes ultimate responsibility for all competition and team-related issues at the tournament/event
  - ii. Oversees eligibility and other disciplinary and competition matters and standards of the game at the tournament/event
  - iii. Coordinates with local referee society on assignment and allocation of adequate number of referees and touch judges
  - iv. Oversees tournament competition staff
  - v. Specific duties outlined in more detail in "Personnel"
  
- Faculty Advisor/Club Sports Administrator:
  - i. This shall be the college or university representative who has governance or oversight of the Rugby program affiliated with the institution.
  - ii. Works in conjunction with the Tournament Manager, Competition Manager, and Tournament Committee to oversee the planning and administration of the tournament according to the guidelines, rules and regulations of the college or university

### **III. Support Personnel**

The success of the tournament/event depends greatly upon the staffing by the Tournament Committee's volunteers, who should be well trained to meet their responsibilities and are needed in a wide range of areas. The tasks and numbers of personnel to each staff will be determined by the size of the tournament and the corresponding needs for various departments.

The following are suggested Support Personnel positions. Several positions may be held by one person, but all roles should be filled, if applicable, to fit the scale of your tournament.

- Tournament Staffing Manager
  - i. Works under the direction of the Tournament Manager and oversees the recruiting, assignment, training, management and recognition of event volunteers.
  - ii. Coordinates with all other tournament coordinators and managers to determine the number and nature of volunteers needed.
  - iii. Works with all Tournament Committee personnel to recruit volunteers.

- *Tournament Competition Manager*
  - i. Oversees Tournament competition staff
    1. Responsible for the preparation and implementation of plans pertaining to the competition:
      - a. The field(s) of play
        - i. Preparation
        - ii. Maintenance
      - b. Player and team facilities at the venue
    2. Oversees *Tournament Registration Coordinator*
      - a. Manage all registration issues at the tournament/event (if any)
      - b. The specific requirements for eligibility to play are up to the host club, but for your tournament to have CIPP Liability Insurance coverage, all participants must be CIPP registered
      - c. The college or university may require a liability waiver to be signed by all participants, as well.
    3. Oversees all tournament competition volunteers
      - a. *Ball boys/girls*
      - b. *Locker/dressing room volunteers*
      - c. *Water boys/girls*
      - d. *Scorekeepers/statisticians*
      - e. *Roster Coordinator*: Tournament staff person responsible for securing copies of match rosters from all teams. These rosters must be reviewed for eligibility for play. These rosters are to be submitted to the Competition Manager and the media staff, if any.
    4. Oversees *Tournament Medical Team Coordinator*
      - a. Medical personnel for both spectators and teams. A physician or physicians (depending on the size of the tournament) should be provided by the Tournament committees. ***The competition must always be staffed for immediate medical assistance.***
      - b. It is highly recommended that the tournament committee provide an ambulance (with ALS capacity) with an EMT(s) or Paramedics. The ambulance must either be on-site or dedicated. A dedicated ambulance is *guaranteed by the ambulance provider to respond within ten (10) minutes*. This cannot be an ambulance that could be called to another emergency without an immediate and guaranteed back-up. A stand-by ambulance that could be called to another

emergency, without a guaranteed back-up is NOT an adequate solution.

- c. An ambulance on site or an emergency response plan does not negate the requirement for an on-site physician.
- d. Medical coverage staff will have radio band contact with the emergency response personnel, if the ambulance service meets the criteria for off site response. (See 4.b. above)
- e. The Tournament committee must provide *Certified Athletic Trainers*. There will be at least one trainer for each pitch in use. The trainers must be in attendance for the duration of the tournament/event.
- f. Coordinates with assigned head referee.

- *Tournament Sponsor Manager*
  - i. Oversees implementation of all sponsor fulfillment programs, if any.
  - ii. Under direction of the Tournament Manager for the tournament/event.
  
- *Tournament Community Services Manager*
  - i. *Tournament Accommodations Coordinator*
    1. Secure reduced rate packages at a number of hotels adequate to handle the teams, officials, sponsors, administrators, spectators and media anticipated at the tournament/event.
    2. Accommodations should be offered at the lowest available rate to anyone staying at these hotels during the event time period.
    3. Coordinate with hotels for hotel welcome signage.
    4. Visit Hotels and Restaurants
  - ii. *Tournament Restaurant Coordinator* – See Hotels and Restaurants
  
- *Tournament Operations Manager*
  - i. *Tournament Awards & Entertainment Coordinator*
    1. Sound equipment
    2. Music, including National Anthem
    3. Tournament, event announcer (Emcee)
    4. Any tournament/event entertainment
    5. All award ceremonies and presentations
    6. Entertainment for hospitality functions
  - ii. *Tournament Security Coordinator*

1. Coordinate with Public Safety according to college or university rules and regulations
    - a. Police
    - b. Fire
    - c. EMS emergency response
    - d. Other agencies as necessary
    - e. Contact with local weather service
  2. Oversee any peer security group
    - a. Ushers
    - b. Field Marshals
  3. Coordinate with accommodations security personnel
  4. Contract police and security personnel, and other public safety services within and around the venue, as required by law and/or by contract with the venue owner.
- iii. *Tournament Media Coordinator*
1. Develop local media/college or university media outlets list
  2. Develop list of Rugby friendly local media
  3. Contact local media and college or university media prior to and during competition
- iv. *Tournament Ticket Services Manager (if applicable)*
1. Develop ticket sales program
    - a. Promotion
    - b. Printing
    - c. Distribution and sales
    - d. Ticket takers and access control monitors
- v. *Tournament Risk Management Coordinator*
1. Venue should have Certificate of Liability Insurance from USA RUGBY prior to start of event.
  2. Must be in compliance with all college or university rules and regulations, as well as codes of conduct, etc.
- vi. *Tournament Transportation Coordinator*
1. Parking
  2. Shuttles
  3. Directional signage
  4. Welcome signage
- vii. *Tournament Facilities, Equipment Coordinator*
1. Under direction of the Competition Manager, responsible for practice times
  2. Access to warm-up fields for teams
  3. Access to equipment, scrum machines, etc.
- *Tournament Services Manager*
    - i. *Tournament Sales and Promotion Coordinator*

1. Coordinates with Tournament Manager on the sales and implementation of sponsorships.
2. Local manager who manages any tournament promotions in coordination with Tournament Manager
- ii. *Tournament Merchandise Coordinator*
  1. Arrange for or develop event merchandise
  2. Arrange for vendor to be on site
  3. On-site sales
  4. Post event sales
  5. Tournament Programs
    - a. Ad sales corporate
    - b. Ad sales personal (friends, family, teammates)
- iii. *Tournament Food and Beverage Coordinator*
  1. Coordinate all on-site food vendors and hospitality
    - a. Permits
    - b. Provisions
    - c. Menu
  2. Coordinate Food and Beverage for tournament volunteers and workers
- iv. *Tournament Hospitality Coordinator*
  1. Develop tournament/event hospitality list and perks
    - a. Coordinate hospitality transportation, accommodations and events
  2. Coordinate venue hospitality
    - a. Tent/area
    - b. Food and beverage
    - c. Ticketing/check-in accreditation
- v. *Tournament Finance Coordinator*
  1. Oversee tournament finances for Tournament Committee
  2. Provide reconciliation to Tournament Committee within 1-2 weeks of tournament

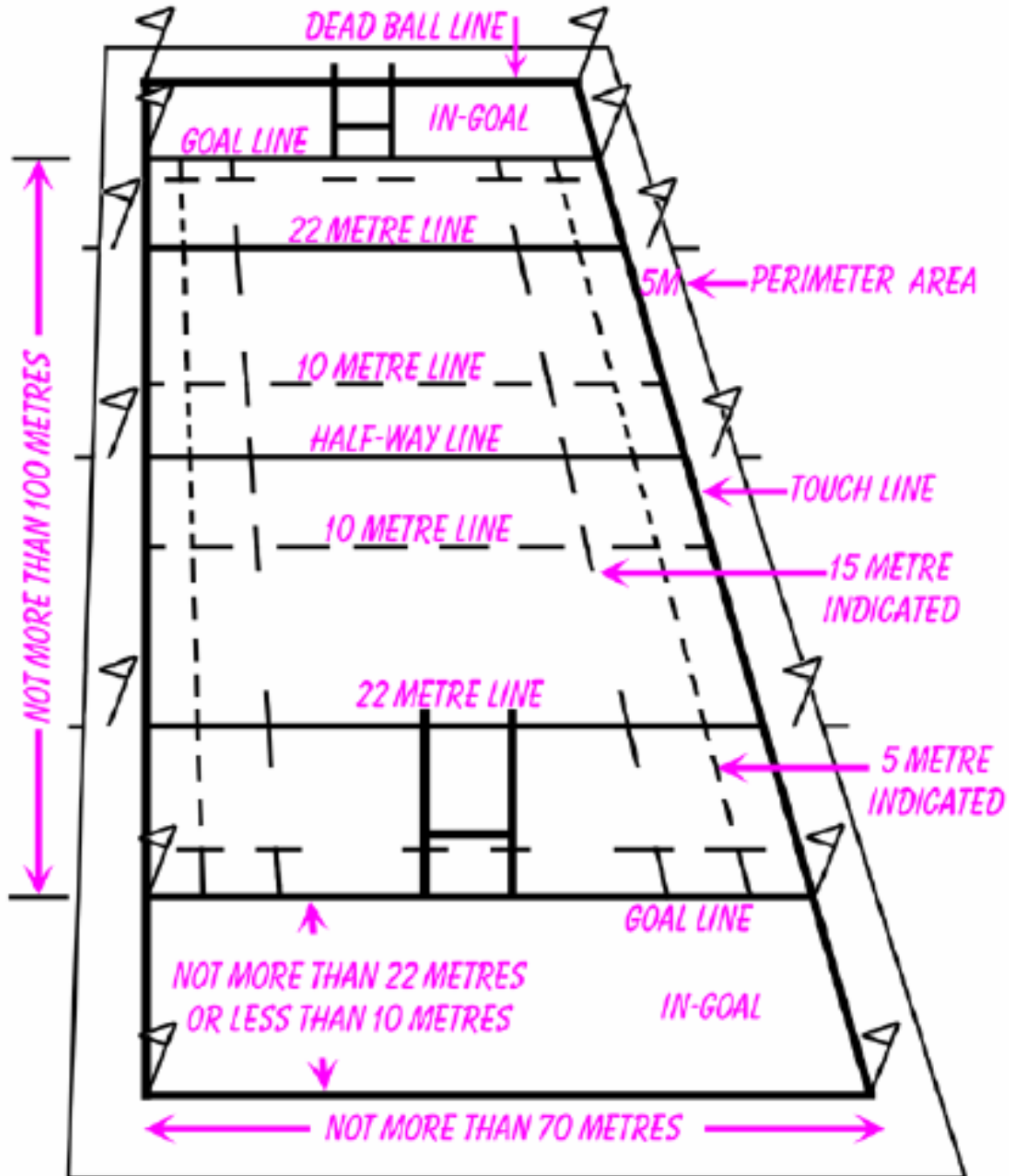
#### **IV. Playing Area**

*Note: The following bulleted items are standard for tournaments/events. Exceptions to these standards may result in a less-than-desirable playing surface and competition experience.*

- One regulation size Rugby pitch, equipped with standard goal posts, and goal post pads, for every four (4) teams attending the event.
- The Rugby pitches should be on even ground with or without a grade pitch for drainage. It should have green and properly cut grass, as well as proper irrigation prior to event to ensure a soft playing surface. The goal posts should also have the minimum required padding as per the IRB handbook. (See item 7 below.)
- All pitches are to be lined with regulation field chalk or paint.
- Maintenance and upkeep of the venue-playing surface should be sufficient for the conduct of a safe, high level competition.
- Pitches must have rope or other appropriate demarcation or separation of the playing field areas accessible only to players and officials.
- Specific field marking and size requirements for this event are described in **SEE PLAYING AREA**. Field dimensions should be as close as possible to full size.
- Dimensions for goal posts and cross bars is 5.6 meters between goal posts, the cross bar is 3 meters from the ground, and the minimum height of the goal post is 3.4 meters.
- In addition to the required Rugby pitches as agreed upon prior to the event, an additional pitch should be provided for a practice area for participating teams. This Rugby pitch should be on even ground with or without a grade pitch for drainage. It should have green and properly cut grass, as well as proper irrigation prior to the event to ensure a soft playing surface. It is best if the Tournament Committee schedules the practice times so there is no confusion.
- Nearby to each field should be restroom facilities (permanent or temporary) easily accessed by the players. The use may be shared with the public, but must be in numbers sufficient to meet mass gathering permit requirements of the local jurisdiction.
- There should be several trash receptacles located around the venue. These receptacles should be emptied as often as needed.
- Medical personnel who are available on-call at the venue within ten (10) minutes during tournament/event practice for the treatment and support of participating athletes, coaches, referees and spectators.
- Tent or office space, furnishings, office supplies and office equipment at the venue for use as an Operations Center/Headquarters and Media Center during tournament/event.

# THE PLAYING AREA

— INDICATES POST WITH FLAG (MINIMUM HEIGHT 1.2 METRES ABOVE GROUND)



## **V. Hotels and Restaurants**

The Tournament Committee should secure reduced-rate packages at a number of hotels adequate to handle the teams, officials, sponsors, administrators, spectators and media anticipated at the tournament/event. Accommodations should be offered at the lowest available rate to anyone staying at these hotels during the event time period. The Tournament Accommodations Coordinator is responsible for accommodations.

We advise you to publish to the visiting teams a list of restaurants ranging from high to low cost, which are easily reached from all hotels and the event site. It is important that some of these restaurants are open later in the evening (10:30 PM to midnight), giving players who play in the later matches dining options following their matches. The Tournament Food and Beverage Coordinator is responsible for restaurant arrangements.

## **VI. Captain's Meeting**

Depending on the size of your tournament, you may need a designated meeting room for the Captain/Coaches Meeting. If you are holding this meeting on the night prior to the tournament, you will need the following:

- Captains Meeting Room
  - Space, tables and chairs for a minimum of thirty persons, actual number to be determined between the Event Tournament Manager and the USA RUGBY Events Manager
  - Black Board or white board
  - Bulletin Board
- Captains Meeting Agenda
  - Medical Emergency Plan for each field, etc.
  - Medical Support Personnel
  - Jersey Colors (identify any conflicts and inform referees)
  - Logistics of Game Day
    - Directions to Field
    - Parking
    - Concessions
    - Restrooms/Changing Areas
    - Tournament Operations Center (i.e., Tent location)
    - Review Expected Traffic Problems & Time to Field
  - Review Weather Emergency Plan (Lightning, etc.)
  - Review Competition Rules, Guidelines
    - Confirm Kickoff Times
    - Overtime Policy
    - Tiebreaker Policy for Teams Advancing

- Length of Games, etc.
- Substitution Policy
- Review College or University Requirements, Rules & Regulations
- Review Water/Ice Policy (i.e., will any be provided or are teams responsible?)
- Any other items of importance not listed above or specific to your tournament

You may opt to hold the captain's meeting on the field prior to play. If so, you do not need to establish a meeting room at the hotel.

## **VII. Venue Services and Support**

**The following are some suggestions/necessary items for your tournament.**

- **Event Seating:** Depending on the size of the tournament, and the facilities available to you, you may want to investigate having bleachers brought in to accommodate spectators.
- **Sports Medicine Center:** A tent or other suitable location shall be designated as the Sports Medicine Center, which will serve the competitors during all hours of the competition. The area should be accommodated with adequate tables and chairs depending on the size of the tournament and the medical personnel involved.
- **Concession Stand:** Sometimes you can get a local business to donate items to be sold as concession items. Investigate water companies, soft drink distributors, etc. If you cannot get items donated, you should buy the items at a bulk wholesale location. If you buy them at retail prices, it may not be worth it to sell them unless your mark up is extremely high.
- **Vendor Area:** You should contact a Rugby vendor to have them produce t-shirts or other merchandise for your tournament (you may contact USA RUGBY for assistance or suggestions). You may want to have a t-shirt design contest among your players, or perhaps enlist the skills of an artist who would be willing to donate their design time. In addition, a vendor may wish to have a presence at your tournament and provide merchandise sales over the weekend.
- **Referee Tent:** A referee tent should be located in close proximity of the playing area for use by referees. This area should accommodate all referees and touch judges comfortably and should be equipped with tables and chairs. Referees

should also be provided with water and/or sports drinks. Any additional accommodations for comfort are always welcomed by the referees.

- ❑ **Restrooms:** Toilets fixed or portable should be provided in numbers sufficient to satisfy the health laws and/or mass gathering permits of the host jurisdiction. The Tournament Committee should coordinate a cleaning for each day of the tournament/event, as well as monitor, clean and maintain stock of toilet paper during the tournament/event. Handicap-accessible toilets should also be provided.
- ❑ **Operations Area:** The Tournament Committee should have a designated area – tent or office space – for tournament operations in close proximity to the playing area. This area is needed for event personnel to post scores, distribute programs, and answer any questions or provide general information to teams and event staff.
- ❑ **Office Supplies / Materials:** Don't forget to provide office supplies that are needed to carry out the tasks required by event staff, such as paper, pens, pencils, markers, tape, signboards, etc.
- ❑ **Award Ceremonies:** Make sure you have a plan in place, including times and announcers for presenting awards.

### **VIII. Pre-Tournament Conferences/Rehearsal:**

It is recommended that you have frequent meetings leading up to the event to ensure that all aspects are covered in a timely manner. You may also want to schedule a meeting with other parties, i.e., referees, TU or LAU officials, immediately prior to the event.

## **IX. Suggested Tournament Checklist**

### **Fields:**

- Venue permits
- USA Rugby Certificate of Liability Insurance
- Regulation size pitch(s), *See Playing Area*
- Regulation size goal posts
- Pitches lined with regulation field chalk or paint, *See Playing Area*
- Barrier ropes around perimeter area, *See Playing Area*
- Goal post pads
- Goal post covers
- Field flags
- Rugby balls
- Event signage
- Equipment needed to erect signage (posts, ties, etc.)
- Sideline benches
- Spectator seating
- Warm-up field/area
- Ball boys/ girls
- Water

### **Emergency/Medical:**

- Emergency Response Plan
- Ambulance/EMT scheduled on-site
- Emergency Phone Numbers
- Emergency radio band contact
- Cell phone available on field
- Sports Medicine Center
  - Minimum 1 trainer/field
  - Physician
  - Medical Tent
  - Trainer Tables

- Chairs
- Ice
- Plastic Bags

**Teams/Players:**

- Locker/Changing room
- Showers
- Team tents

**Referees:**

- Dedicated referee tent
- Chairs
- Table
- Water/Sports Drinks

**Ticketing/Entry (if applicable):**

- Tickets/hand stamp
- Ticketing staff
- Ticket table and chairs
- Money box

**Concessions:**

- Concession stand
- Concession workers
- Any required permits for concession area
- Price listing
- Money box
- Change to start with

**Public Address:**

- Public address system (may require electricity)
- Emcee
- Copy of National Anthem
- Tape/CD player

**Scoreboard:**

- Highly visible scoreboard(s)
- Scoreboard operators

**Awards:**

- Awards
- Awards table
- Emcee
- PA system/microphone

**Miscellaneous:**

- Large corkboard (announcements, results, schedules, etc)
- Large format bracket sheet for score reporting
- Pushpins
- Trash containers
- Portable/Permanent restroom facilities
- Parking
- Event Programs
- Scaffolding/Video platform
- Tournament Maps
- Tournament Schedules
- Event t-shirts
- 2-way radios
- Directional signage to pitches
- Any other items not listed or specific to your tournament