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# Organizing a football tournament – Workbook

Workbook with budget worksheet, letter templates, role cards and cheat sheet

*This workbook was provided by areacopa.com.*

TOURNAMENT NAME

DATE

TOURNAMENT DIRECTOR

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## 12 weeks ahead: foundational decisions

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These five things have to be locked in before you send the first email.

- Check the date against federation calendar, school holidays and local competition
- Request and reserve the hall or pitch
- Lock the tournament format (group + knockout, groups + placement, pure knockout)
- Define age group and pitch size: for U6 to U11 the DFB festival format is mandatory
- Calculate the budget:  $(\text{fixed} + \text{variable} + 15\% \text{ buffer}) \div \text{teams} = \text{entry fee}$
- Start the sponsoring pipeline (bakery, local bank, local trades)
- Clarify insurance via the federation

## 8 weeks ahead: invitations and referees

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Invitations out, referees requested, parent mailing 1 sent.

- Send invitation PDF with date, venue, format, entry fee, registration deadline
- Request referees via the district federation (at least 6 weeks lead time)
- Parent mailing 1 (T-4 weeks): save-the-date with address and equipment list
- Collect registrations, maintain status per team
- Maintain a waiting list: 10 to 20 percent cancellations are normal
- Track entry-fee payments, send a reminder 2 weeks before the deadline

## Budget worksheet

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Enter your fixed costs, add a 15% buffer and divide by the team count.

POSITION	AMOUNT (€)	NOTE
Hall rental or pitch fee		
Referees (compensation + travel)		
Balls, pinnies, cones, consumables		
Certificates, trophies, medals		
First-aid material		
Catering purchases		
Print costs (fixture, rules sheet)		
Sponsoring revenue (negative)		
Subtotal		
+ 15% buffer		
<b>Sum ÷ teams = entry fee</b>		

## Sponsoring letter template

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Print on club letterhead, deliver in person rather than email.

**Dear [Contact person],**

on [date] we, [club name], are hosting a [age group] tournament with [number] teams. We expect around [number] children and [number] parents and coaches at our facility in [location].

We would be delighted if you would support our tournament, either with a financial contribution or with an in-kind donation such as rolls, sausages or drinks. In return, we feature your name on the certificates, hang a banner at the touchline, and mention you in the opening address.

Specifically, we ask you to support the [Bronze / Silver / Gold] tier: [€100 / €250 / €500] or the equivalent in goods.

We would appreciate a reply by [date]. You can reach me at [phone] or [email].

With sporting regards [First name Last name] [Role at the club]

## Invitation text for participating clubs

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One PDF, all the key info, a hard registration deadline.

**Dear coaches,**

we cordially invite you to our [age group] tournament on [date] in [location]. Kickoff [time], expected end approx. [time]. Format: [format] with [match length] minutes per match on [number] fields.

Entry fee per team: €[amount]. Transfer by [date] to [club] – IBAN [DEXX XXXX XXXX XXXX XXXX XX]. Reference: [club name] tournament [date].

Bring with you: two kit sets in different colors, your own balls for warm-up, water bottles per player. We provide referees, match balls, on-site refreshments and lunch.

Registration deadline is [date, 4 weeks before]. Please send your firm acceptance and expected squad size to [email]. Questions to [phone].

Sporting regards [Tournament director] [Club]

## Parent mailing 1: T-4 weeks

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Save-the-date, not a full briefing.

**Dear parents,**

our team plays at the [age group] tournament on [date] in [location]. Kickoff [time], expected end [time]. Address: [street, postcode city]. Parking is [info].

Please block the day in the family calendar. A detailed equipment list and the concrete fixture will follow one week before the tournament.

If you want to share allergies or health notes for your child, please reply to this email directly.

See you on the pitch [Coach]

## Parent mailing 2: T-1 week

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The working mailing: fixture, equipment, meeting point.

**Dear parents,**

[day] is tournament day. Final details: meet at [time] at [address], our first match kicks off at [time]. Expected last match at [time], followed by the trophy ceremony.

Equipment list per child: two kits (home and away), socks, shin pads, football boots for [surface], water bottle, small snack, sunscreen (for outdoor).

On-site refreshments are provided: water, apple spritzer, banana, granola bar. For parents and siblings: coffee, cake and sausages for a small fee.

By car: [parking note]. By public transport: [line] to [stop].

Looking forward to a great day [Coach]

## Parent mailing 3: T-2 days

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SMS-style reminder, three sentences max.

**Hi everyone,**

short reminder: tournament on [date]. Meeting point [time] at [address]. Kickoff [time].

For last-minute questions or delays, reach me at [phone].

Weather forecast: [description]. Plan B for [rain / heat]: [note].

See you [day] [Coach]

## Referee request

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Clear logistics, clear compensation, clear catering.

**Dear [Referee],**

we are hosting a [age group] tournament on [date] in [location] and would be glad to have you as a referee. First-match kickoff [time], expected end [time], so roughly [hours] hours total.

Planned: [number] matches of [match length] minutes on [number] fields. Compensation: € [amount] per hour plus travel at €0.30 per kilometre (round trip). On-site catering provided.

Please confirm by [date, 4 weeks before tournament]. Questions: reach me at [phone] or [email].

Thank you in advance [Tournament director] [Club]

# Rules sheet template: 8 mandatory points

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Send with the invitation, not at the tournament.

1. **Match length:** *e.g. 10 minutes without halftime*

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2. **Substitution mode:** *rolling or at halftime*

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3. **Tiebreaker in group:** *head-to-head, goal difference, goals scored, shootout*

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4. **Red card – next match:** *does the ban apply to the next match yes/no*

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5. **Waiting time on late arrival:** *minutes before 0:3 forfeit*

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6. **Withdrawal rule:** *standard 0:3 forfeit for all of the withdrawn team's matches*

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7. **Referee dispute authority:** *who decides when calls are contested*

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8. **Weather abandonment:** *how do played matches count, what happens to the rest*

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## Equipment checklist: four categories

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One person with a clipboard per category at the meeting point.

- Sports: 3 balls per field, warm-up balls, pinnies in two colors, cones, ball pump, spare goals
- Sports: referee whistle per referee, stopwatch or digital timer, scoreboard
- Organization: fixture and rules sheet printed twice, whiteboard, markers, pens, notepads
- Organization: smartphone, charger, power bank, 30 m extension cord, PA system
- Catering: water (2 L per player), bananas, pretzels, sausage grill, rolls, coffee
- Catering: cash box, change, deposit cups, trash bags, tables and benches
- Emergency: first-aid kit DIN 13157, cold spray, cold packs, bandage material
- Emergency: emergency contacts of all teams, doctor number, insurance certificate at hand
- Emergency: secure mini and small-field goals with sandbags (DFB requirement)

## Role cards to cut out

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Distribute before the tournament; everyone wears a vest or matching shirt on the day.

### Tournament director

- Opening, trophy ceremony, closing words
- Decide on fixture escalations
- Parent and coach point of contact
- Emergency contacts at hand

**Vertretung:** Deputy match leader during breaks

### Fixture operator

- Enter results, maintain the table
- Mic announcements for next matches
- Communicate delays immediately
- Keep the live fixture link current

**Vertretung:** Coach of a team on break

### Catering

- Hand out drinks and snacks
- Restock from storage
- Run the cash box, change ready
- Keep tables clean

**Vertretung:** Parent helpers, rotating

### Setup and teardown

- Before 8am: goals, corner flags, boards, banners
- Scoreboard and PA system
- Check material between halves
- Full teardown at the end

**Vertretung:** A-Jugend player of the host club

### First aid

- Visible with red vest at the touchline
- Cool, bandage injuries (RICE rule)
- Suspected head injury: abandon match
- Emergency call if needed, inform parents

**Vertretung:** Team manager of the home team

# Match-day cheat sheet

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Three situations, three answers. Keep it next to the tournament director.

## **Tied on points in the group**

Order: head-to-head → goal difference → goals scored → penalty shootout with 3 shooters per team.

## **Red card**

Off the pitch immediately, team plays 5 minutes a man down. Suspension for the next match in the tournament. For violent conduct: full tournament ban and report to district federation.

## **A team is a no-show on match day**

0:3 forfeit for all already-played and remaining matches. Even a match the withdrawn team won is retroactively corrected to 0:3 against them.

## **Head injury**

Abandon immediately. Player is assessed by the first-aid lead. With symptoms (nausea, confusion, memory gap) no return to play that day. Emergency call 112 on clouded consciousness.

## **Suspected fracture**

Don't stabilize, don't move. Call emergency services. Cover the player, reassure them, inform the parents.

## **Heat above 30°C**

Cut playing time by 20 percent or add water breaks. On nausea or circulatory symptoms move to a shaded setting immediately and order a water break.

## 45-minute debrief the next day

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Eight questions with the orga team. Over coffee, not at the clubhouse.

1. Did the fixture hold? Where was it tight, why?

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2. Was the setup timeline realistic? Where was it tight, where was there slack?

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3. Which role was overloaded or underused? Concrete people.

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4. How many questions came from parents? Which mailing fell short?

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5. How many last-minute cancellations were there? How did the waiting list react?

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6. How was the catering? Quantities OK, deposit OK, cash box balanced?

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7. Were there injuries? If yes, where, how serious, who treated them?

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8. What do we not do again at the next tournament, what is now mandatory?

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