



Four-team tournament – Cuadrangular checklist

Pick a format, build the fixture, run match day

This document was provided by areacopa.com.

TOURNAMENT NAME

MATCH DAY

LEAD ORGANIZER

Format and reglement

Lock down before invitations go out.

- Pick variant (A pure round-robin, B with two placement finals, C pure knockout, D cuadrangular semifinal)
- Set match length (11-a-side: 2x30 min, baby fútbol: 2x20 min)
- Set break length (5 min half-time, 10 min slot turnover)
- Write down the tiebreaker hierarchy (points, goal difference, head-to-head, goals for, fair play, draw)
- Send the reglement in writing to all four teams 14 days before match day

Team registration

Per team a lead contact and a full roster.

- Roster of 13 to 18 players with ID number per team
- Lead contact per team with phone and email
- Entry fee collected before kickoff
- Kit colours matched across teams (no conflicts)
- Double-roster check: no player registered for two teams

Logistics before match day

Final lockdown one week before.

- Pitch(es) booked (1 or 2 depending on variant)
- Referee(s) booked and fee agreed
- Goals and nets on site and intact
- Match balls (at least 2 per pitch) available
- Drinking water for all teams plus referee
- First-aid kit with cold packs at the scorer table

Fill in the day plan

Based on the chosen variant. Knockout = 3 slots of 60 min plus setup and breakdown.

Time	Activity	Responsible

Scorer table on match day

The person at the table works through this list.

- Player IDs (passport/national card) of all starters checked
- Match-time stopwatch and half-time signal working
- Yellow and red cards placed on the table
- Result board or display visible to spectators
- Live standings updated after every match (points, goal difference)
- Walk-over (W.O.) protocol ready for no-show teams

Trophy ceremony and wrap-up

At least 5 minutes after the final.

- Champion trophy and medals
- Runner-up award (tray or medals)
- Medals for third and fourth place
- Trophy for top scorer (Goleador) and best goalkeeper (Mejor Arquero)

