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# Indoor tournament in one week – Checklist

Recipe for 8 teams in 3 hours of hall time

*This document was provided by areacopa.com.*

TOURNAMENT NAME

DATE

LEAD ORGANIZER

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## 6 foundational decisions

Answer these six questions before sending the first invitation.

- Number of teams decided (6, 8, or 10 — 8 is the sweet spot)
- Net hall time calculated (booked time minus 15 min setup and 15 min teardown)
- Match length decided (typically 10 min, no halftime, rolling substitutions)
- Format chosen (for 8 teams: two groups of four, then semi-finals and final)
- Referee question settled (coaches of resting teams, or a neutral ref per match)
- Entry fee calculated and stated in the invitation (20–40 € per team)

## Build the schedule (8 teams, 3 hours)

The recipe you can copy directly.

- Teams drawn into two groups of four
- 12 group matches with 10 min play + 2 min buffer planned
- Semi-finals and final appended (3 matches × 12 min = 36 min)
- 30–45 min of buffer at the end planned for awards and teardown

## Do not forget

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The four things first-time organizers regularly skip.

- At least 2 min of buffer between matches (guards against the domino effect)
- Crate of water, ice packs in the freezer, plasters and bandages ready
- One single point of contact for coach questions (not you, if you are also refereeing)
- Flipchart or whiteboard for the live standings set up

## The week before the tournament

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One task block per weekday.

- Monday: send the invitation (venue, time, age group, fee, deadline, ask for one contact person per team)
- Tuesday: hall check (booking confirmed, key sorted, lock-up person named)
- Wednesday: collect acceptances, chase clubs if fewer than 8 confirmed
- Thursday: lock the schedule and send it to all clubs
- Friday: pick up supplies (balls, bibs in two colours, whiteboard and markers, water, first-aid kit, certificates)
- Saturday: be at the hall 30 minutes before kickoff

