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# Run a youth football tournament – Checklist

From four weeks out to match day for clubs and coaches

*This document was provided by areacopa.com.*

TOURNAMENT NAME

DATE

MAIN ORGANISER

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## Four weeks out

The pillars are set before the first entries come in.

- Hall or pitch booking confirmed in writing
- Age group and format set per team bracket (U7/U8 festival, U10 5v5 or 7v7, U12 9v9)
- Invitation sent to at least eight teams (target: six confirmations)
- Local referee secretary called, ref count requested
- Equipment audit done (mini-goals, small-pitch goals, size 3 and 4 balls, cones, kit sets)
- Club insurance notified of the tournament
- First-aider requested (Red Cross, St. John Ambulance or a trained club volunteer)
- Entry fee and entry deadline communicated in the invitation

## One week out

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Logistics locked in, everyone briefed.

- Entry list final, every team has the schedule
- Volunteer roster in place (kiosk, till, dishes, scoring desk, hall steward)
- Parent broadcast list refreshed on WhatsApp, spectator link sent
- Trophies or certificates bought and labelled
- A3 schedule printed (two copies: entrance and kiosk)
- AreaCopa tournament created, organiser and spectator links by email
- QR code to the spectator link placed on the printed schedule
- Tiebreaker rule communicated in writing (head-to-head, goals, penalty shoot-out)

## Match day – before kick-off

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Setup and briefing in the 90 minutes before the first match.

- Hall or pitch unlocked 90 minutes before kick-off
- Goals set up and anchored against tipping (FA/insurance requirement)
- Pitch marked (cones, tape, halfway line)
- 3-metre safety distance between spectators and small-pitch touchline marked
- First-aid kit and first-aider on site
- Volunteer briefing 30 minutes before kick-off (who stands where, who to call on a problem)
- Scoring desk set up (schedule, stopwatch, score sheets, spare balls)
- Hall steward briefed, emergency exit and toilets available

## During the tournament

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The themes that pop up between matches.

- Rotation substitutions logged per goal (U7/U9 festival)
- Match times kept current via the live parent link
- On a three-goal lead the trailing team can bring on an extra player (U8/U9 variant)
- Standings updated on the whiteboard after every round (U10/U13 with scoring)
- 5 minutes break before the final for prep and starting line-ups
- Referee drops out: coach of the resting team takes the whistle
- Extra time replaced by direct penalty shoot-out (against half-time overruns)

## After the tournament

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Wrap-up plus follow-through in the next days.

- Prize-giving held, certificates and trophies handed out
- Hall or pitch cleared, rubbish removed, keys returned
- Thank-you to volunteers in the WhatsApp group
- Photo selection forwarded to the club newsletter
- Schedule and final standings archived (for the club chronicle)
- Till takings entered in the club ledger
- Feedback round with volunteers (what went well, what to do differently next tournament)

