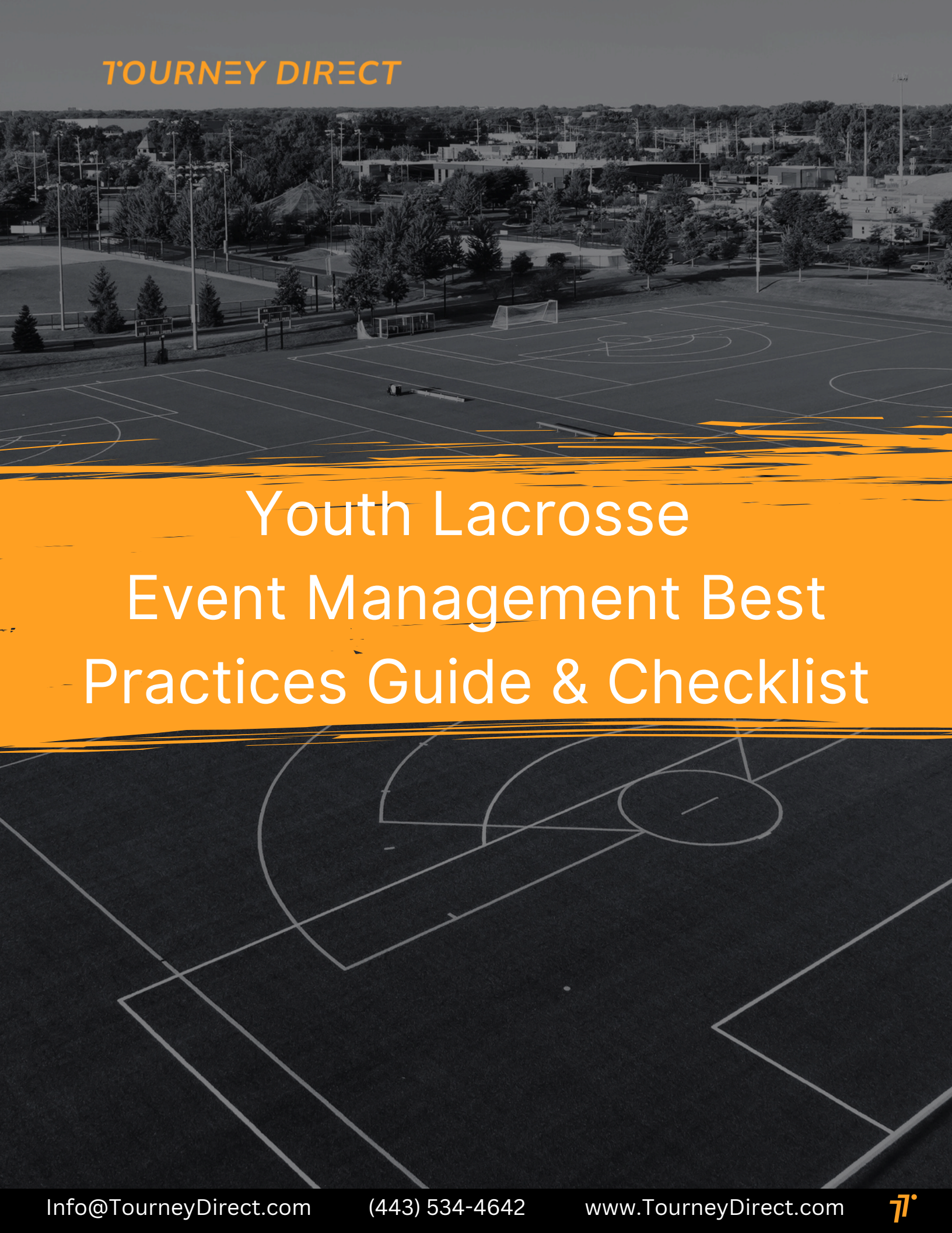


*TOURNEY DIRECT*

An aerial photograph of a lacrosse field, showing the field's layout, goals, and surrounding area with trees and buildings in the background. The image is overlaid with several horizontal orange brushstroke-like lines. The title text is centered over the middle of the image.

# Youth Lacrosse Event Management Best Practices Guide & Checklist

# Best Practices Guide & Checklist



## Step 1: Planning and Preparation

- **Establish Clear Goals:** Clearly outline the objectives for your event, such as revenue generation, recruitment efforts, or competition outcomes.
- **Select an Appropriate Venue:** Take into account the field conditions, parking availability, restroom facilities, spectator seating, and nearby amenities.
- **Develop a Practical Budget:** Include all necessary expenses, such as permits, referees, staff wages, equipment costs, and marketing efforts.
- **Create a Comprehensive Timeline:** Identify key milestones, such as registration deadlines, scheduling, and staffing arrangements.



## Step 2: Registration and Team Management

- **Simplify Registration:** Implement an online system for team sign-ups, waivers, and payment processing.
- **Verify Eligibility:** Confirm that players fulfill age and league criteria.
- **Gather Rosters Early:** Ask for comprehensive team details to facilitate scheduling and communication.
- **Set Refund and Weather Policies:** Clearly outline your terms for cancellations.



## Step 3: Scheduling

- **Plan Game Flow Wisely:** Avoid scheduling an excessive number of back-to-back games.
- **Include Breaks:** Make sure to allocate buffer time for possible injuries, overtime, or field maintenance.
- **Release Schedule Quickly:** Share it via email, your website, and social media to enhance visibility.
- **Manage Shifts Effectively:** Utilize tools like Tourney Direct to organize and staff shifts for trainers and officials.

# Best Practices Guide & Checklist



## Step 4: Staffing & Officials

- **Begin Recruitment Early:** Use a platform like TD Staff to connect with coaches, staff, trainers, and referees. Make the most of the natural visibility offered by the Tourney Direct Stipend Marketplace.
- **Clearly Outline Roles:** Ensure that every team member understands their specific duties by utilizing the role assignment and note features in TD Staff.
- **Confirm Staff Availability:** Use automated confirmations, RSVP requests, and event reminders through platforms like TD Staff to streamline communication, saving you time.
- **Provide Training:** Offer guidance on safety protocols, rules, and dispute resolution by uploading and sharing relevant information on your event details page using TD Staff.
- **Onsite Director:** If your event features collegiate coaches assisting with coaching or clinics, consider appointing one of them as your onsite director. They can help organize the coaches and deliver opening and closing remarks to the participating players.



## Step 5: Equipment & Field Preparation

- **Perform an Inventory Check:** Ensure that goals, nets, cones, and first aid kits are ready and accessible.
- **Clearly Define Field Boundaries:** Utilize clear sideline markings to eliminate any potential confusion.
- **Test Scoreboards and Timers:** Confirm that all equipment is functioning properly before game day.
- **Set Up a Central Headquarters:** Designate a visible area for check-ins, medical assistance, and lost and found items.
- **Create, print, and display informative event signage.** Consider incorporating QR codes for swift and easy access to information like field maps and schedules.



# Best Practices Guide & Checklist



## Step 6: Communication and Promotion

- **Formulate a Communication Strategy:** Leverage email, social media, and your website to keep everyone informed.
- **Compile Emergency Contact Lists:** Make sure that coaches, parents, and staff can easily access this information.
- **Implement a Mass Messaging System:** Use TD Staff's messaging feature to promptly notify staff of schedule changes or urgent updates such as weather delays.
- **Advertise the Event:** Showcase sponsors, highlight participating teams, and send out countdown reminders.



## Step 7: Game Day Operations

- **Prepare Ahead of Time:** Allocate sufficient time for setup and testing. Designate day-of-event staff to serve as parking attendants to help manage traffic, utilizing Tourney Direct's role assignments.
- **Establish a Streamlined Check-in Process:** Facilitate a smooth entry using Tourney Direct's quick scan QR code for staff check-ins and all collegiate coaches in attendance.
- **Designate Field Marshals through Tourney Direct's role assignments:** They will oversee games, handle disputes, and ensure the schedule stays on track.
- **Stay Informed on Weather Conditions:** Implement a clear protocol for dealing with lightning and severe weather situations. Use TD Staff's messaging feature to send critical updates to all staff and collegiate coaches in attendance.

# Best Practices Guide & Checklist



## Step 8: Post Event Follow-up

- **Facilitate quick and hassle-free stipend payments** to your staff with TD Pay, which automatically processes payments and saves you at least 10 hours on the day of the event for every 200 payments you make. By year-end, relax during the holidays knowing that Tourney Direct is managing your 1099 tax responsibilities. Coaches and staff will receive immediate confirmation notifications once their payments are dispatched.
- **Celebrate Achievements:** Honor your MVPs, exceptional teams, and crucial staff members.
- **Collect Feedback:** Distribute post-event surveys to coaches, players, and parents.
- **Evaluate Performance:** Analyze what succeeded and pinpoint areas needing improvement.
- **Express Gratitude:** Send thank-you notes to sponsors, staff, and volunteers for their hard work.

### Pro Tips for Achieving Success:

- **Embrace Technology:** Utilize platforms like Tourney Direct to simplify scheduling, staffing, check-ins, communication, and payments.
- **Maintain Open Communication:** Frequent updates keep teams and staff informed, minimizing confusion.
- **Ensure Adequate Staffing:** TD Staff begins sending event reminders 60 days before your event and continues until the morning of the event. Real-time notifications regarding cancellations and transfer requests ensure you have the necessary staff for a successful event.
- **Focus on Safety:** Always have a certified athletic trainer or medical team present on-site.
- **Create a Volunteer Network:** Assign specific roles to reliable individuals for smoother operations.

# **Best Practices Guide & Checklist**

## **Sample Youth Lacrosse Event Checklist**

- Pre-Event Planning
  -
- Registration & Team Setup
  -
- Scheduling
  -
- Staffing
  -
- Equipment & Field Setup
  -
- Game Day Operations
  -
- Post-Event Wrap-Up
  -

## \*Starter Equipment Checklist: Essential Equipment & Supplies

### Field & Game Essentials

- Lacrosse Balls (200 total, with backup supply)
- Goals and Nets (6 total – 3 per field)
- Cones (30 for field boundaries and drill stations)
- Scoreboards (2 digital units, plus manual flip cards as backup)
- Whistles (12 total for officials)
- Air Horn (3 units for emergency stoppages)
- Radios/Walkie-Talkies (8 total for field marshals and HQ)
- Field Paint or Markers (for boundary lines and substitution boxes)

### • Staff & Operations Supplies

- Golf Carts (minimum 2 carts for field movement and medical response)
- Tables & Chairs (12 tables and 24 chairs for check-in, merchandise, and VIP areas)
- Tents/Canopies (6 total – 3 for shade stations, 2 for check-in, 1 for staff HQ)
- Signage (15 directional signs for parking, fields, emergency exits, etc.)
- Trash Cans and Recycling Bins (10 units for key locations)
- Zip Ties, Duct Tape, and Rope (Bulk supply for setup needs)
- Clipboards, Pens, and Paper (10 clipboards with game sheets and notes)
- Cash Box or Payment System (1 cash box with \$200 in change for concession)
- AED (Automated External Defibrillator – stationed at HQ)
- First Aid Kits (4 kits for field stations, including ice packs and bandages)
- Ice and Coolers (6 coolers – 4 for hydration, 2 for injuries)
- Sunscreen (Bulk supply at hydration stations and HQ)
- Cleaning Supplies (Trash bags, wipes, and sanitizer refills)

**\*Adjust for size and type of event**

### Hydration & Food

- Water Coolers and Bottles (4 large dispensers with disposable cups)
- Hydration Stations (3 stations positioned across fields)
- Food Trucks or Vendors (2 vendors confirmed for food sales)
- Snacks for Staff/Volunteers (Energy bars, granola, and fruit provided)

### Restroom & Hygiene Essentials

- Portable Outhouses (8 units with servicing scheduled for mid-day)
- Toilet Paper and Paper Towels (Bulk supply restocked throughout the day)
- Hand Sanitizer Stations (5 total, positioned at check-in, concessions, and bathrooms)

### Concessions & Merchandise

- Cash Float/Change (Starting float of \$200 in \$5 and \$10 bills)
- Square POS System (1 unit for cashless payments)
- Table for Merchandise Setup (With organized displays)
- Display Racks (For apparel and lacrosse gear sales)

### Emergency & Safety Gear

- Emergency Contact List (Distributed to staff with key contacts highlighted)
- Emergency Evacuation Plan (Printed and posted at field HQ)
- Lightning Detector or Weather Alert System (Weather monitoring app activated)
- Backup Charging Stations (3 power packs for radios and phones)
- Flashlights (4 units for evening breakdown and low-light scenarios)

### Post-Event Cleanup & Maintenance

- Cleaning Crew (Team confirmed with checklist assigned)
- Trash Bags and Bins (Assigned to each field location for quick cleanup)
- Lost & Found Station (Located at HQ with labeled bins)
- Debrief Checklist (Scheduled post-event review with event leaders)