

# WF Tournament Checklist

This WF Tournament Checklist has been designed as a guide that you can use, in conjunction with the WF Tournament Manual, to plan and check progress on the Actions that will help you run a great WF Tournament. Please refer to the WF Tournament Manual to clarify anything in this Checklist that is unclear.

<b>Pre- Tournament Actions</b>	Suggested Timings	Underway	Done
1. Set up a WF Tournament Committee	6 months		
2. Allocate roles to Committee Members	6 months		
3. Recruit and assign volunteers to the key “on the Day” support roles	3 months		
4. Send out “Save the Date” Notification	6 months		
5. Calculate number of games possible based on your number of Pitches	4 months		
6. Create a Tournament Budget and decide on the Registration Fees	4 months		
7. Devise a Registration Form (Digital or manual)	4 months		
8. Send second flier with Registration form, details and contact - decide on team/individual/both Registrations	4 months		
9. Determine your “Inclusion” Plan and determine required actions to address	4 months		
10. Schedule updates to registered Every month	Every month		
11. Contact Radio and TV media in advance	3 months		
12. Seek Sponsorship/Grants /Funding	ASAP		
13. Decide on Team segmentation by Age and Gender	6 months		
14. Develop Plan for Collapsing categories if insufficient Team in a Category	3 months		
15. Insurance – Check current coverage and/or arrange	4 months		
16. Calculate referees needed and recruit or train. Appoint Tournament Referees Coordinator	3 months		
17. Decide on and publish LOTG to used	2 months		
18. Establish a Code of Conduct and discipline procedure	3 months		
19. Check Teams colours (or include in registration) and arrange Bibs for clashes	1 month		
20. Prepare Tournament draw by Division	2 weeks		
21. Allocate Referees and Fields to each game in each Division Draw	2 weeks		
22. Organise enough shelter for hot or wet weather	2 weeks		
23. Ensure enough facilities for numbers attending	2 weeks		

24. Determine and organise First aid provision	1 month		
25. Determine and order the numbers of trophies and medals	2 month		
26. Create an Event day guide or booklet and circulate	1 month		
27. Organise pre-tournament briefing for key personnel	1 week		
28. Create Game scorecards and ensure these are correctly completed in line with the Draw	1 week		
29. Organise food and refreshment options	2 months		
30. Appoint the "On the day" contact for General queries and questions	1 month		
31. Appoint the "On the day" timekeeper and score keeper and disciplinary team members	1 month		
32. Appoint a Media Liaison Officer for your WF Tournament, as required.	1 month		
32. Plan the timing and format of your Award Presentation	1 month		
33. Arrange the day, time and venue for your WF Tournament Dinner? and Guest Speakers, if applicable	2 months		
34. Hold a Pre-Tournament Referees and Volunteers Meeting on the day of the WF Tournament prior to the first games commencing	1 hour before first game kick off		
35. Hold a Welcome and Introduction Meeting for all Players, Referees and attendees on the first day of your WF Tournament	30 minutes before first game kick off		
<b>Post Tournament</b>			
36. Conduct a Post Tournament review and evaluation	1 week		