

# Soccer Tournament Checklist

Operations checklist for teams, fields, referees, awards, safety, and event wrap-up

EVENT CHECKLIST



## Event Information

operations hub

Tournament name

Dates

Location

Director

Teams

Fields

Emergency contact

## Before Tournament

- Confirm teams \_\_\_\_\_
- Finalize schedule \_\_\_\_\_
- Assign fields \_\_\_\_\_
- Book referees \_\_\_\_\_
- Prepare brackets \_\_\_\_\_
- Publish rules \_\_\_\_\_

## Venue Setup

- Field signs \_\_\_\_\_
- Team check-in \_\_\_\_\_
- Medical station \_\_\_\_\_
- Water area \_\_\_\_\_
- Parking plan \_\_\_\_\_
- Trash bins \_\_\_\_\_

## Match Operations

- Game balls \_\_\_\_\_
- Score reporting \_\_\_\_\_
- Referee check-in \_\_\_\_\_
- Result board \_\_\_\_\_
- Weather plan \_\_\_\_\_
- Lost & found \_\_\_\_\_

## Awards & Wrap-up

- Medals ready \_\_\_\_\_
- Trophies ready \_\_\_\_\_
- Photos \_\_\_\_\_
- Final scores \_\_\_\_\_
- Clean fields \_\_\_\_\_
- Thank volunteers \_\_\_\_\_

## Key Contacts & Notes

event control

Referee assignor

Medical lead

Venue contact

Operations notes

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