



EVENT CO-COORDINATOR PACK

WHAT IS IT?

Events can be among the most exciting days at the club, not only for those participating but also for everyone involved behind the scenes. However, they can be complex and take time to organize. Events and things in events do not happen on their own, and there is only one chance to get it right, so activities need to be planned and set up properly. The event co-coordinator pack is a practical guide designed to help clubs with the planning and organization of an event.

KEY POINTS TO CONSIDER:

- Think through each of the elements needed for a successful event
- Plan for the right things to happen at the right time
- Get clear decisions made
- Allocate responsibilities
- Check and control progress
- Keep track of finances
- Make sure that information and paperwork are always to hand

WHAT'S IN THE PACK?

The pack covers all aspects of event co-ordination, highlighting key areas that need to be dealt with efficiently in order for a club to run a successful event. As with all planned activities, the little things will make a big difference for both participants and the club(s) involved in the organizational process.

The following topics are covered:

- Why have an event?
- Setting up an organizing committee
- Getting started - deciding the structure of the event
- Acknowledging entries
- Inviting participants
- Promotion
- Sponsorship
- Event day organization
- The event program
- The legacy
- Key points to remember

1. WHY HAVE AN EVENT?

Do you want to raise money, attract new players... or do you just love fun? An event at the local rugby club can be run for any of these reasons. Most importantly, events add an air of anticipation to the club environment and are proven to bring people together in working towards a common goal.



- Well run events are an enjoyable and worthwhile experience for all players, spectators and volunteers
- Events provide an opportunity to compete against other players. No matter how inexperienced the players may be, exposure to team competition, played in the right spirit, can help to develop social, psychological and physical qualities. It also gives coaches a real insight into the various personalities of their players.
- Being in the situation where they can play a game, receive immediate feedback, watch other teams play and then play again themselves helps players improve.
- Events, if run prudently, can raise funds for the organizers through 1) entry fees, 2) catering, 3) sponsorship, 4) bar sales, and 5) merchandising.
- Events can attract new members to clubs to play, watch, referee or administrate, or to become involved in other activities associated with the club, e.g. volunteering.
- Events provide a focal point for the promotion and development of the game of rugby.
- Events get the local community involved with the rugby club and strengthen links with local businesses.

2. SETTING UP A COMMITTEE

If an event is to be successful, it must be well planned with a lot of the work being done before the day itself. We recommend sharing the responsibility of running an event with other people by setting up a committee. This way the workload can be divided up and no one person is left organizing everything. Each role has specific responsibilities; these are highlighted in the following table.

The Event Director Oversee the whole event Agrees event Format Makes Final Decision on event development			
Competition	Promotions	Site management	Volunteer Management
<ul style="list-style-type: none"> • Send out entry forms and covering letter to schools, clubs, companies, colleges • Organize the structure of the event, who will play who, times, pitch, referee, etc • Organize referees, scorekeepers and other personnel needed for the day • Get the event covered by insurance • Send out event programs and relevant information to participants 	<ul style="list-style-type: none"> • Seek sponsors, Local Funding, and Federal/Community funding • Produce program • Inform media. • Produce certificates • Organize trophies and medals • Design a T-shirt for volunteers and referees where funds are available 	<ul style="list-style-type: none"> • Equipment • Facilities • Score desks • Marking of pitches • First aid • Refreshments • Public address system and / or two-way radios • Display boards • Balls, tags/flags, etc • Entertainment 	<ul style="list-style-type: none"> • Provides focal point for volunteers • Attend events, tournaments and social evenings to encourage and stimulate interest in new volunteers • Recruits potential volunteers • Welcome new volunteers and keep them informed of relevant information • Co-ordinate volunteer workforce throughout the event

3. GETTING STARTED:

DECIDING THE STRUCTURE OF THE EVENT

- Set a date and time - remember to consider the availability of volunteers (volunteer manager) and check other events that might clash with yours.
- Decide what you want to achieve from your event and plan your activity:
 1. Your target age group will affect your choice of activity or modified game.
 2. Tag and touch can be played by everyone and are therefore perfect for family based events.
- Set a budget. Try to get as much as you can for free by approaching potential sponsors for catering, prizes, entertainment, publicity, etc. This is the responsibility of the promotion manager. Think about what can you offer potential sponsors in return for their cash or free products.
- Find a venue (if the event is not taking place at your club) and make a site visit to get an idea of the layout and check for disabled access and any visual/audio equipment.
- Draw up a rough program for the event. Ensure all teams play several games, win or lose.
- Conduct a risk assessment to create a safe environment for players, referees and spectators alike.
- Ensure that the event is fully insured through RUGBY CANADA/Provincial Union
- Order any merchandise you require.
- Pre-order “Thank you” certificates/cards through the Rugby Canada/Provincial Union for your volunteers
- Invite guests and make sure you ask them to RSVP so you can cater properly.
- Advise your local press of your event. Your Provincial/Club/Rugby Canada press officer can help you with this.
- Ensure the event starts and finishes on time by allowing sufficient buffer slots throughout the day.
- Encourage the event to be played and supported in a spirit of good sportsmanship. Perhaps you could consider an award for fair play.
- Finally, ensure that everyone involved in the event has a great time by putting enjoyment and safety first.

4. INVITING PARTICIPANTS

Ideally, as an organizing committee, you should only need to send two letters to invited clubs. The first should contain an invitation and entry form. These days, people tend to receive a lot of paperwork, so make sure yours stands out.

Ask yourself:

- Is it eye catching (‘pictures speak a thousand words’)?
- Is it brief and to the point?
- Does it clearly highlight the important information?
- Does it contain a realistic deadline to give teams enough time to enter?

INVITATION & ENTRY FORM

Key points to consider:

- Do not send it too early (teams may drop out) or too late (not enough time to respond and prepare).



- Timing of your letter will depend on the size of the event.
- A general guide for large events is to send the letter 2 - 3 months in advance.
- Letters should be simple, to the point and include the following information:
 1. Date of the event
 2. Start and finish times
 3. Number of players in a team
 4. Standard of the competition
 5. Entry fee
 6. Entry form
- 7. Other attractions (entertainment, prizes, etc)

A sample invitation and entry form can be found in [Appendix 1](#).

5. ACKNOWLEDGE ENTRIES

Once you have received a sufficient number of entries, make sure you inform participating teams that their entry has been accepted and they are officially listed with the tournament organizers. It's also a good idea to send them other useful information. Remember, you need to give them this information in plenty of time. Send a letter to the team manager, ideally 2 weeks prior to the event. You might like to include:

- Day, date, year and venue of event, since they may have mislaid the original letter
- Start and approximate finish time of the event. If you are arranging an event for junior players, it is always better to overestimate the time you will need to complete the tournament.
- An event program and registration form (see Appendix 2) to hand in on arrival at the event.
- A map of how to get to your rugby club and where to park. If appropriate, include public transport information too. If car park passes are required, send them with the letter.
- Information regarding first aid cover. Many teams will have a physio with them; however, it is recommended that you have St. John Ambulance on site throughout the event. This covers not only the club, but also makes the players feel more at ease.
- Other information on activities, entertainment, competitions, raffles - anything that may be of interest

6. RESERVE TEAMS

In case of withdrawals, it is vital that you have a list of reserve teams that you can call upon. In most cases these are your late entries. It is important to inform these teams that they are listed as a reserve team and may be called upon if a team does decide they can no longer participate, so they can keep your date free.

7. THE EVENT STRUCTURE

The event structure will depend on the number of pitches available. Remember that your facilities will determine the number of teams you would like to participate and, therefore, the number you can invite.

HOW MANY MATCHES?

The following formula is used to work out how many matches have to be played in a tournament situation. In the following example, it is assumed that four teams are taking part in the event.

• STEP 1

Take one away from the number of teams in the event.

$$4 - 1 = 3$$

- **STEP 2**

Multiply the result by the number of teams in the event.

$$3 \times 4 = 12$$

- **STEP 3**

Now divide the total in half.

$$12 / 2 = 6$$

Six games have to be played in order for every team to play every other team once. This formula can be applied to any situation.

* For order of matches and tournament layout, see Appendix 3.

Which teams progress through the knockout stages will depend on their pool position after all of the pool games have been played. The advantage of this type of structure is that it is simple to follow; teams play several games regardless of whether they win or lose and are also likely to end up playing against teams of similar ability in the knock-out stages. If possible, it is suggested that each pool has its own pitch, e.g. pool D play all their games on pitch D. This makes life a lot easier for all concerned and saves a great deal of time between games. Remember to leave enough time between knockout games. This will give teams time to recover and the organizing committee time to schedule the next stages. Finally, once you have confirmed the event structure, it is essential that you inform the local Referees' Society of your plans and ask them if they could help with referee appointments. Always try to acquire independent referees to avoid team disputes and try to ensure you save a team of three for the final. It might be useful to consult them during the planning to ensure they will be able to meet your needs.

8. PROMOTION

Good promotion can transform your event from a modest success to a real money-spinner. Start by understanding that is likely to want to come to the event - identify your target market. Your local paper, TV and radio stations can all be very useful in creating awareness and encouraging spectators to attend your event. Media coverage will also help you to attract sponsors. Your regional press officer will be able to help you identify the contacts to speak to and can also offer assistance writing press releases to publicize your event. Remember, you will need to contact the media at least 1-2 weeks in advance. Few clubs manage to run successful events without any paid advertising at all. Posters are the preferred medium (you might be able to get your local printers to print these for free in return for advertising), followed by advertising in the weekend press and the listings magazines. One way of helping promote an event is to feature players or teams who may be attending. Being able to add famous names to an event adds to its credibility and helps draw a crowd. Don't forget to mention any other attractions that may appeal.

In short, you must promote your event to the best of your ability to ensure it is a success.

9. SPONSORSHIP

Events are key to sponsors, just as sponsors are key to events. Events offer sponsors an opportunity to promote their brand and products, while the income they generate can be crucial to clubs, helping to reduce their costs. Sponsors will need to know a good deal about the event and its intended and expected audience. How many people will attend, who will they be and how will they be exposed to any advertising messages? In general, the more people attending the event, the more attractive it is to a potential sponsor. Media coverage greatly increases the exposure of your event, making it even more attractive. You should have a clear idea of how much money you are expecting from a sponsor and what you can offer in return. You might be offering special hospitality facilities, opportunities to place a sponsor's message in a prominent place, or the chance to publicize the sponsorship through advertising or public relation activities. (An example of the sponsorship packages you could offer can be found in [Appendix 4](#)).

An event program is an excellent way to communicate your sponsor's messages and display their logos. Almost any event needs a brochure or program, especially where there is a great deal of activity going on. The event program should contain details of the day's events, but it can also carry advertising. Most local companies are happy to part with small amounts - say \$300 - for an advert. Including several adverts in the

program is a good way of generating income. If you are going to sell your program on the day, think carefully about how much to charge, considering your audience - children, adults, etc.

10. ORGANIZATION ON THE DAY

- **KEEP EVERYBODY CLEARLY INFORMED OF WHAT IS GOING ON**

This is vital if the day is to run smoothly and games are to start on time. You don't want 500 players asking you when their next match is or officials getting it wrong! An event program is useful here, especially if all team managers are given a copy. A good PA system is very useful when running events, but can have its limitations with larger ones, especially in windy conditions. A well sign posted control area, especially at big events, is often a great way to enable team managers to sort out any queries that may arise. The use of two-way radios, giving you contact with your team leaders on the day, is very helpful when running large events.

- **GET THERE EARLY**

Ensure information boards and signposts are up and running before teams arrive. The last thing you want is to be inundated with minor questions at the start. If your program and notice boards are accurate and up to date, you should be able to refer any queries to these. It's also a good idea to make sure all your officials are easy to spot - and well informed of course!

- **REGISTRATION POINT**

The registration point should be clearly visible to all team managers on arrival. In your second letter to clubs, you should have informed team managers of the time and location of registration.

- **HAVE EASILY RECOGNIZABLE OFFICIALS**

Provide your helpers with colorful bibs or T Shirts. This makes officials easily recognizable. If this is not possible, ask all volunteers to try and wear a top of the same color.

- **BRIEF REFEREES AND OFFICIALS**

Ideally, this should be done before the day itself, but it's often useful to have a staff briefing on the day to catch up on any last minute changes. Try and allocate team leaders who are responsible for certain pitches/pools. Their job is to ensure games start on time, that the right teams are playing, that a referee and match ball are ready and that the score desk is informed of the final result. You'll need someone on the score desk and someone allocated to knockout stages later in the day. Having good team leaders are a real asset as they can take a lot of responsibility away from you and provide you with an effective chain of communication.

- **PITCHES**

Make sure the pitches are marked out appropriately and have been thoroughly checked for debris that could be dangerous to players and spectators. Clearly label each pitch according to the event program. Display a plan in the control area too.

- **KEEPING SCORES**

This is the responsibility of the referee. Decide who is responsible for taking signed scorecards to the score desk - a pitch Marshall or the winning team captain? The scorecard should then be kept in a safe place just in case the result is later disputed. It's not a good idea for referees to do this task, as they may be needed for the next match.

• **AWARDS CEREMONY**

It is important that players and officials are not kept waiting for the awards ceremony. Cups and medals should be given out to the winners after the final has concluded. If you are running a cup and a plate competition in parallel, it's a good idea to make the presentation for each event after the respective final. This reduces pressure on the event organizers and gives the winning teams their own cup presentation, without keeping teams hanging around.

• **TOILETS**

Do the players know where the toilets are? Are there sufficient facilities? If not, you may have to think of acquiring some portable toilets for the day. This should be identified as part of your pre-planning.

• **FIRST AID**

Make sure your participants and spectators know where to go to receive first aid. This information should be in the program and clearly displayed in the control area. It is highly recommended that you acquire the services of St. John Ambulance for the duration of the event you run.

• **REFRESHMENTS**

Bar and food sales can be a great source of income at any rugby club event. To reduce the pressure on the club's facilities, consider inviting an outside catering company to offer refreshments, especially at larger events. Usually, caterers pay the club a fee to sell their food and drink at your event, providing you with a fixed income and offering extra benefits for spectators and participants.

• **LITTER COLLECTION**

No matter how large or small your event, litter will be a considerable problem. Ensure that there is a plentiful supply of litterbins across the entire event site. It may be necessary to contact the local authority to arrange an early refuse pick up in the week after the event.

• **CASH DISPOSAL**

If everything has been a success, the event could have generated considerable income. Remember to make arrangements for storage and transfer to the bank as soon as possible afterwards. You'll need a safe place to hold the money overnight (or until the money can be transferred to a bank). Never leave the profits of your event on club premises unless the club has its own safe and/or security system.

11. THE EVENT PROGRAM

It is vital, no matter how large the event, that a festival program be distributed to all participating teams on arrival and is readily available to all spectators who wish to purchase a copy. The program itself can be as simple as an A4 sheet of paper or if the budget allows, a color brochure. The more room the program has, the more space you have available to sell to prospective sponsors. Your program should include the following information:

- Introduction: welcoming teams and spectators
- Event timetable listing pool games and the pitches they are be playing on
- Event rules and regulations
- Pitch map to help participating teams identify where they will be playing and locate facilities

12. THE EVENT LEGACY

Straight after the event, certain tasks must be carried out to aid in the organization of the event in future years (if you intend to run the event on an annual basis).

The key areas for consideration are:

- **Thank key personnel** - It is important that you write to thank all those who helped in the organization and running of the event. Key people to consider are the volunteers who manned the event, referees, participating teams and, most importantly, the sponsors (who you may need for the following year).
- **Carry out a S.W.O.T. analysis of the event.** While the event is fresh in your mind, it is useful to identify its strengths and weaknesses, and opportunities and threats for the future. This will aid in the planning of future events. It is vitally important that you get input from all parties, including those teams that participated in this year's event.
- **Media Liaison Officer** - The local media, having been involved in publicizing your event, will be keen to report on its success. Remember to send them a write up as soon as possible afterwards. Again, your regional press officer will be able to help you here. Press releases should be brief and answer five questions: who, what, where, when, and why? Pictures are crucial to local papers, so make sure you have someone taking photos on the day. Action pictures are preferable.

13. KEY POINTS TO REMEMBER

- **It is essential that the organizing committee does all the key planning and preparation well before the event is due to take place. (See Appendix 5 for an organizational checklist).**
- **Ensure that all key volunteers are appointed and responsibilities are allocated and communicated.**
- **Arrive early on the event day so that any unforeseen problems can be dealt with in advance of the teams arriving. Hold an officials' briefing if necessary.**
- **Start the event on time and attempt to follow the schedule to the best of your ability.**
- **Maintain constant communication with teams, referees and spectators with regard to results and any possible changes to the event program**
- **Ensure presentations are carried out directly after the final games have been played.**
- **Review the event once it has taken place; take on the results of the SWOT analysis and implement improvements for the following year.**
- **Keep the enjoyment of teams and spectators at heart. Remember, that is what everyone is there for!**

APPENDIX 1

- [Event Organizer Name]
- [Address]
- [Date]
- Dear Hon Secretary,

- "Rugby Canada Invitation Sevens"
- [Venue]



- [Date]
- [Time]
- Sponsored by [Event Sponsor]

I wish to invite [name of club] to participate in the annual **Rugby Canada Invitation Sevens Tournament** to be held at [venue] on [date]. As always, you are asked to bring a squad of twelve players to the event with ten of these twelve being selected to play in each game. All teams that enter will be guaranteed a minimum of 4 games depending on results throughout the day. Teams that lose their first game will drop into the plate competition; winners will compete in the main cup competition.

Further details, including a tournament schedule, will be sent to all clubs who enter the “**Rugby Canada Invitation Sevens**” two weeks prior to the event. I do hope your club is able to attend and I look forward to receiving your entry form. We request a deposit of [state amount] with your entry form. Please send a cheque made payable to [state who the cheque should be made payable to]. Once sent, this payment is non-refundable. If you have any questions please do not hesitate to contact me.

Yours sincerely

[Name of event organizer]

[Contact telephone number]

[Contact e-mail address]

• **APPENDIX 1 CONTINUED**

“Rugby Canada Invitation Sevens”

- [Venue]
- [Date]
- [Time]

Sponsored by [Event Sponsor]

ENTRY FORM

I [state name] wish to enter my club in the “Rugby Canada Invitation Sevens Tournament” to be held on [state date].

Name of Club.....

Address of Club

.....

Postcode Email Address.....

Telephone Number (including area code).....

I enclose a cheque/check for the sum of [state entry fee] made payable to [state who the cheque should be made payable to] to pay for the entry of [state name of club] to participate



Martin Gallagher – Director of Development – Rugby Canada – September 2004

in the 2005 Rugby Canada Invitation Sevens Tournament. I am aware that this fee is non-refundable if, for any reason, we cannot attend the competition on **[state date]**.

Signature of Team Manager

Printed name of Team Manager

**PLEASE RETURN THIS FORM IN THE STAMPED ADDRESSED ENVELOPE
PROVIDED NO LATER THAN [state date]
RUGBY CANADA**

• **APPENDIX 2**

“Rugby Canada Invitation Sevens Tournament”

- **[Venue]**
- **[Date]**
- **[Time]**
- **Sponsored by [Event Sponsor]**

REGISTRATION FORM

Team:

PLEASE ENSURE YOUR TEAM WEARS THE SAME SHIRT NUMBER OR LETTER LISTED ON THIS FORM.

- SHIRT No.
- PLAYER NAME PERSONAL PROFILE

Team Name - KooGa Barbarians RUGBY FOOTBALL CLUB

Signature of Team Manager_____

Date _____

APPENDIX 3

- **Pitch, Fixture and Team outlines based on numbers attending**

3 TEAMS, 1 PITCH

Pitch 1

- 1 v 2
- 3 v 1
- 2 v 3



4 TEAMS, 1 OR 2 PITCHES

- Pitch 1 Pitch 1 Pitch 2
- 1 v 2 1 v 2 3 v 4
- 3 v 4 1 v 3 2 v 4
- 1 v 3 1 v 4 2 v 3
- 2 v 4
- 1 v 4
- 2 v 3

5 TEAMS, 2 PITCHES

Pitch 1 Pitch 2 Team resting

- 1 v 2 3 v 4 5
- 5 v 1 2 v 3 4
- 4 v 1 2 v 3 3
- 3 v 1 4 v 5 2
- 2 v 4 3 v 5 1

6 TEAMS, 3 PITCHES

- Pitch 1 Pitch 2 Pitch 3
- 1 v 2 3 v 4 5 v 6 (or two pools of three teams, as in 3 teams, 1 pitch above)
- 1 v 3 2 v 5 4 v 6
- 1 v 4 2 v 6 3 v 5
- 1 v 5 2 v 4 3 v 6
- 1 v 6 2 v 3 4 v 5

6 TEAMS, 2 PITCHES

Pitch 1 Pitch 2 Teams resting

- 1 v 2 3 v 4 5 & 6
- 5 v 6 1 v 3 2 & 4
- 2 v 5 4 v 6 1 & 3
- 2 v 3 1 v 5 4 & 6
- 3 v 6 1 v 4 2 & 5
- 6 v 2 4 v 5 1 & 3
- 2 v 4 3 v 5 1 & 6
- 1 v 6 No game 2, 3, 4 & 5

7 TEAMS, 3 PITCHES

Pitch 1 Pitch 2 Pitch 3 Team resting

- 1 v 2 3 v 4 5 v 6 7 (or one pool of four and one pool of three)
- 7 v 1 2 v 3 5 v 4 6
- 6 v 1 2 v 4 3 v 7 5
- 1 v 5 2 v 7 3 v 6 4
- 1 v 4 2 v 5 6 v 7 3
- 3 v 1 4 v 6 7 v 5 2
- 2 v 6 3 v 5 4 v 7 1

8 TEAMS, 4 PITCHES

**Pitch 1 Pitch 2 Pitch 3 Pitch 4**

- 1 v 2 3 v 4 5 v 6 7 v 8 (or two pools of four)
- 3 v 1 4 v 2 7 v 6 8 v 5
- 1 v 4 2 v 3 5 v 7 6 v 8
- 5 v 1 6 v 2 7 v 3 8 v 4
- 1 v 6 2 v 5 4 v 7 3 v 8
- 7 v 1 5 v 3 6 v 4 8 v 2
- 1 v 8 2 v 7 3 v 6 4 v 5

9 TEAMS

Three pools of three (3 pitches) or
One pool of four and one pool of five (3 pitches)

10 TEAMS

Two pools of five (2 pitches, or 4 pitches needed if you are going to play 2 games in each pool at once)

11 TEAMS

One pool of six and one pool of five (5 pitches) or
Two pools of four and one pool of three (3 pitches)

12 TEAMS

Three pools of four (3 pitches) or two pools of six (4 or 6 pitches)

13 TEAMS

Two pools of four and one pool of five (minimum 3, ideally 4 pitches)

14 TEAMS

Two pools of five and one pool of four (minimum 3, ideally 5 pitches)

15 TEAMS

Three pools of five (minimum 3, ideally 6 pitches)

16 TEAMS

Four pools of four (minimum 4 pitches)

17 TEAMS

Three pools of four and one pool of five (minimum 4, ideally 5 pitches)

18 TEAMS

Three pools of six or
Two pools of five and two pools of four (minimum 6 pitches)

19 TEAMS

Four pools of four and one pool of three (5 pitches) or
Three pools of five and one pool of four (7 pitches)

20 TEAMS

Five pools of four (5 pitches) or
Four pools of five (8 pitches)



APPENDIX 4

“Rugby Canada Invitation Sevens Tournament”

SPONSORSHIP PACKAGES

- **GOLD SPONSORSHIP - OVER \$1000**

- Agreed sponsorship amount to be invoiced by **RUGBY CANADA, plus TAX**
- Full-page event program advertisement
- Ground hoarding
- Name on sponsors' board
- Acknowledgement over public address system on the day of the event
- 15 complimentary tickets
- 3 reserved car parking spaces
- Use of sponsors' bar and buffet

- **SILVER SPONSORSHIP - \$500 - \$750**

- Agreed sponsorship amount to be invoiced by **RUGBY CANADA, plus TAX**
- Half-page event program advertisement
- Ground hoarding
- Name on sponsors' board
- Acknowledgement over public address system on the day of the event
- 7 complimentary tickets
- 1 reserved car parking space
- Use of sponsors' bar

- **BRONZE SPONSORSHIP - \$300 - \$500**

- Agreed sponsorship amount to be invoiced by **RUGBY CANADA, plus TAX**
- Quarter page event program advertisement
- Ground hoarding
- Name on sponsors' board
- 3 complimentary tickets

- **EVENT PROGRAM ADVERTISEMENT**

- Full page \$500
- Half page \$300
- Quarter page \$200

- **APPENDIX 5**

“Rugby Canada Invitation Sevens Tournament”



“THE EVENT CHECK LIST”

- **Registration Desk**
- **Public address system (as powerful as possible)**
- **Tent/marquee for control point/score desk**
- **Marker board to identify registration/control point**
- **Tables and chairs**
- **Master score sheets (plus a spare set)**
- **Team registration forms**
- **Stationery (Pens/Paper/PC/Printer)**
- **Runners (Youths who will collect and deliver as required)**
- **Event programs**
- **Walkie talkies**
- **Contact details for entered teams**
- **Contact details for referees**
- **Match Equipment**
- **Match balls (at least one per pitch/correct size)**
- **Spare balls**
- **Spare whistles**
- **Tags/Flags (where applicable)**
- **Touch judge flags**
- **Presentations**
- **Trophies/medals**
- **‘Goody bag’ for participants**
- **Playing Pitches**
- **Marker boards identifying each pitch**
- **Pitch markings (corner flags/cones)**
- **Rope to cordon off pitches**
- **Pitch map to assist team with directions**
- **Club Facilities**
- **Changing rooms (Male and Female/Adult and Children)**
- **Toilets (hire portable toilets if necessary)**



- **Car park/coach park**
- **Car park passes**
- **Direction signs leading to ground**
- **Direction signs at ground (control point, pitches, toilets, changing rooms, car park)**
- **Litter bins/bin liners**
- **Volunteers**
- **Volunteer manager to arrange suitable volunteer cover for all positions, e.g. program sellers, litter collectors**
- **Referees (who should have whistle, watch with stop watch facility, 2 pencils, score cards)**
- **Pitch Marshall, at least one per pitch, to get the teams to the pitch on time and take scores to control (could also be touch judges)**
- **Catering staff**
- **Welfare/Legal**
- **Approval from local authority, RUGBY CANADA/PROVINCIAL UNION (where necessary)**
- **Obtain the services of the St. John Ambulance/Local Medical for the duration of the event**
- **Emergency phone (mobile and/or club phone)**
- **Emergency procedures in case of fire/serious injury**
- **Emergency contacts**
- **Physiotherapist/physical trainer**
- **Water/drinks for players and referees**
- **Risk assessment procedures in place**
- **Child protection (where applicable) {Children's Events U18}**
- **Catering**
- **Alcohol license**
- **Sweet/tuck/treat shop**
- **Burger bar/BBQ/meals**
- **Meals for referees and volunteers (either a meal voucher or a lunch box/bag)**
- **Tea and coffee**



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- **Bar - alcohol and soft drinks**
- **Entertainment – various/music/children – adults?**
- **Bouncy Castle – young children’s play area – supervised?**
- **Face painting/entertainer**
- **Big screen TV**