

# GAME DAY CHECKLIST

## YOUTH TEAM SPORTS TOURNAMENTS

Presented by Sports Planning Guide, in partnership with Traveling Teams

Created for tournament operators, this checklist covers the essential steps to deliver a smooth, well-run youth sports event.



### PRE-EVENT SETUP

- Final schedule confirmed & shared
- Weather checked; contingency plan ready
- Staff & volunteer assignments confirmed
- Emergency Action Plan reviewed
- Equipment loaded & inventory checked
- Communication channels tested
- Partner with an experienced event housing partner to ease the room booking experience for teams

### VENUE READY

#### Fields / Courts

- Surfaces lined, clean & safe
- Goals/nets/bases secured
- Scoreboards & clocks tested

#### Facilities

- Restrooms open & stocked
- Parking & signage in place
- Trash & recycling stations set

### STAFF & OFFICIALS

- Site manager on-site
- Officials checked in
- Field/court monitors assigned
- Medical support available

### EQUIPMENT & SUPPLIES

- Game balls (+ backups)
- Benches/chairs set
- Tables, tents & PA ready
- First aid, ice & hydration available

### TEAM & COACH CHECK-IN

- Check-in station staffed
- Rosters & waivers verified
- Credentials issued
- Rules, maps & schedules available

### GAME OPERATIONS

- Schedules posted (on-site & online)
- Officials briefed
- Scorekeeping process confirmed
- Tie-breakers & results reporting reviewed

### SAFETY & COMMUNICATION

- Emergency & weather protocols accessible
- AED location known
- Incident forms available
- Updates communicated promptly

### SPECTATOR EXPERIENCE

- Wayfinding signage visible
- Code of conduct posted
- Seating/shade areas available
- Info desk or contact identified

Pro Tip: If the tournament director looks calm, everyone else will too.

