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Tournament Management Training

Identifier	GEN 290
Revision	John Hadidian
Effective Date	December 2014
Class Length	1.25 hours

Change Summary	
October 2005	Lesson Plan First Developed
April 2006	Lesson Plan Revised after Section Conference rollout
January 2007	New Course
January 2008	New Course
December 2014	Revised format

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1. DESCRIPTION

Experienced tournament staff get together to share ideas about planning and execution of tournaments. The most recent changes in tournament management will be discussed- policy updates, new tools and resources, compliance, success factors. Most of the best ideas come from those who are already experienced in the “in’s and out’s” of tournament planning and execution. Learn from the best!

2. GOALS

The goals of this workshop are:

- A. To provide updates related to AYSO policies, structure, new tournament planning tools and resources
- B. To facilitate discussion with tournament directors and staff about issues relevant to their specific area
- C. To facilitate discussion of any other related topics that participants wish to address

3. PREREQUISITES

There are no prerequisites. This workshop is likely to attract tournament directors and executive members with oversight of ongoing tournaments.

4. STUDENT MATERIALS

Handouts – see Instructor Note below

Section Conference note to instructors: Alert students attending the class that some handouts are included in the General Handbook distributed to them at registration. Reference documents and forms are available on www.ayso.org Events>Tournaments>Forms and Documents

5. INSTRUCTOR EQUIPMENT AND MATERIALS

- Lesson plan
- Handouts
- Flip chart and markers
- Copy of the AYSO National Tournament Handbook
- PowerPoint Presentation
- Projector for PowerPoint presentation
- Roster

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6. INSTRUCTOR NOTES

This course consists of:

- A fundamental overview of volunteer management of an AYSO Tournament. Complete details are listed in the National Tournament Handbook.
- The benefits of providing an AYSO Tournament
- Training certification for Tournament Management

Important Instructor Note

- You need to be familiar with the AYSO National Tournament Handbook, all AYSO national rules and policies that are accompanied therein and with the kinds of tournaments or playoffs or other soccer events that your locale typically runs or might consider running.
- You should also familiarize yourself with where the additional tournament documents and resources are available on the two AYSO Web sites.

Remember that you will be addressing persons with little background in tournament hosting as well as some with a lot of experience. Be sure to listen to their concerns so that you can tailor your answers and enlist the assistance of those who have ideas to share.

7. ATTACHMENTS

- Handouts (at Section Conferences in General Track handbook)
- Sample Authorization Package for each attendee

LESSON PLAN

Order of Presentation

- A. Introductions - 5 minutes
- B. Lesson Plan – 60 minutes (an average of 2 minutes per slide)
- C. Q and A – 10 minutes

I. INTRODUCTION

Introduce yourself and co-presenter(s). Explain the workshop goals. If the group is small enough, allow participants to introduce themselves.

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II. BODY

- A. Slides 2-3: WHAT - AYSO Tournaments are a distinct player program event that can be used to supplement existing programs or as a standalone event.
- B. Slides 4-5: WHY - Draw out the differing priorities for delivering a tournament.
- C. Slides 6-7: SCOPE - Review scope format and corresponding authorization required. Authorization levels are consistent with Executive Members responsibility as defined by AYSO Bylaws.
- D. Slide 8: Course Objectives are focused on volunteer roles, responsibilities and development for a successful event.
- E. Slide 9: Key position minimums that are also listed on the Tournament Staff form as part of the tournament authorization application.
- F. Slides 10-19: Role of the Tournament Director in administering volunteers to meet requirements and objective. Reference Sample Authorization Package for slides 11, 12, and 14
- G. Slides 19-23: Overview of Tournament Staff positions and specific areas of responsibility.
- H. Slide 24: Supplemental events and activities to enhance and distinguish a tournament
- I. Slide 25: Wrap up list. Emphasize Referee Commitment Fee Refund deadline and Final Budget.
- J. Slides 27-28: Resource references
- K. Slide 29: Open Discussion Listen.

III. CONCLUSION

Thank all the participants for coming and providing their input and service to their players and volunteers

Emphasize the role of the National Tournament Advisory Commission as a resource for planning and problem solving

Remind them that the Tournament Handbook, forms, and related documents are available at www.ayso.org Events>Tournaments>Forms and Documents

Encourage attendees to sign up for More Soccer for More Kids AYSO Newsletter. The Tournament Handbook, forms, and related documents are