



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND



# ABOUT SNAP SOCCER

---

Snap Soccer stands for

## Soccer Needs for All Programs

Snap Soccer is a professional soccer management company that works with youth soccer clubs throughout the southeast USA.

We help clubs run tournaments, setup club policies, promote events, and build killer social media campaigns.

If you're new to Snap Soccer, click on one of the links below to follow us on Facebook and Instagram to keep in the loop with upcoming events and announcements.



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

Snap Soccer has been in the select soccer game for a long time, which has taught our team the ins and outs of soccer tournaments. This manual addresses activities that will make sure you and your team have the best chance at having a care-free weekend at a soccer tournament. This guide will touch on topics such as; registration, hotel booking, dining coordination, team activities, and the daily operations of a manager at a tournament. There are multiple moving parts within a select soccer team so there has to be symmetry and good communication or the whole machine will break down. It happens all the time. It is our hope that the following chapters will guide you, save you time, reduce your headaches, and teach you to be the greatest team manager in the world, especially during a tournament weekend!



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---



Tournaments can be a lot of fun— especially if you like to travel. You get to eat out, visit a different city, and stay in a hotel, all while watching your young soccer player compete against the best teams in the area. If your team is good enough to win or even make it into the final game, then tournaments are even more rewarding.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

All the miles you've put on your car, all the money you've spent, all the dirty practice clothes you've washed and all the practices you've left work early for...it all becomes worthwhile when you watch your child and your team accepting a medal. That's the pinnacle!

From a manager's point of view, tournaments also bring added responsibility. You have to attend team check in, make sure that the Team Book is complete, help research hotels, coordinate meals, and communicate game times with the other parents.

Fortunately, the more advanced tournaments are using smartphone applications like Soccer In College to post scores and schedules so parents can easily be responsible for checking game times rather than leaning on you for that information. This being said, we still encourage confirming with each parent that they are aware of game times.



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

This guide will prepare you for multiple components of a soccer tournament weekend.  
We have three main sections:

1. How to Find & Get Registered for a Tournament

2. Hotels, Meals, & Team Activities

3. How to Ensure You are Ready for the Weekend

4. A Special Note from Us

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Section 1 : How to Find & Get Registered for a Tournament

- Finding the Appropriate Tournament
- Registering
- Conflicts/Travel Restrictions
- Paying for the Tournament

## Section 2 : Hotels, Meals, & Team Activities

- Parent Communication
- Hotel Coordination
- Team Meals
- Team Activities

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Section 3 : How to Ensure You are Ready for the Weekend

- The Team Book
- Online Check-In
- The Elements
- Keeping up with the Tournament

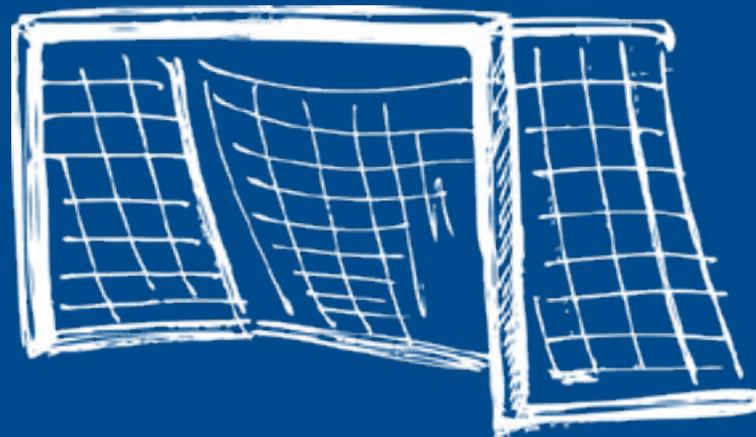
## Section 4 : A Special Note from Us



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Section 1 : How to Find & Get Registered for a Tournament



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Finding the Appropriate Tournament

The first step in getting registered for a tournament is finding an appropriate tournament for your team. We recommend using Soccer In College (SINC) for finding the best soccer tournaments in your area. If you don't like SINC, there are several different websites that are just as helpful for locating soccer tournaments. While looking up a tournament, try to have a good idea of what state and what month your team would like to attend any tournaments. It's always advised to have a master schedule. As well as a master schedule, always be in constant communication with your coach to make sure there are no changes.

You can go visit the SINC website by clicking [here](#).

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Registering

Each tournament website will have an **Apply/Registration** page. After locating the page, the website should prompt you through a few steps. Make sure when registering that you are filling out everything with all the correct information. If you provide incorrect or insufficient information, it will come back to haunt you in the long run.

Make sure all the contact information is correct for both yourself and the coach. This means correct name, phone number (for calls and text messages), email addresses,

and street addresses. While registering you will be asked what level of competition your team plays (normally listed as gold, silver, or bronze). You will also be asked what division your team would like to play in. These are things that you should discuss with your coach before registering for the tournament.

You will find out that having all this information ready and correct makes your life and the tournament officials lives much easier.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Conflicts/Travel Restrictions

If you have any travel restrictions or coaching conflicts make sure to inform the Tournament Director as soon as possible. Most registration processes will have pages for coaching conflicts and/or special requests. If not, you will be able to find an email address or phone number somewhere on the homepage for the tournament director. In most cases the sooner you notify the director the more likely your request will be granted. Remember that it is only a request!

Click to watch this video on preventing coaching conflicts



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Paying for the Tournament

The final step in registering for a tournament is paying, Payment is normally accepted in multiple different ways. The most common and always accepted way of making a payment for a tournament is writing a check. You will normally be given an address on the website where to send the check. When filling out the check, make sure to list the team name somewhere on the check. This will make for less confusion. You will be notified when your payment is received.

The other way of making payment, which is commonly accepted, but not always, is making payment by credit card. There is normally a convenience fee associated with credit card payment, but in our opinion this convenience fee is well worth it.

Click to watch this video on making an online payment



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Section 2 : Hotels, Meals, & Team Activities



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Parent Communication

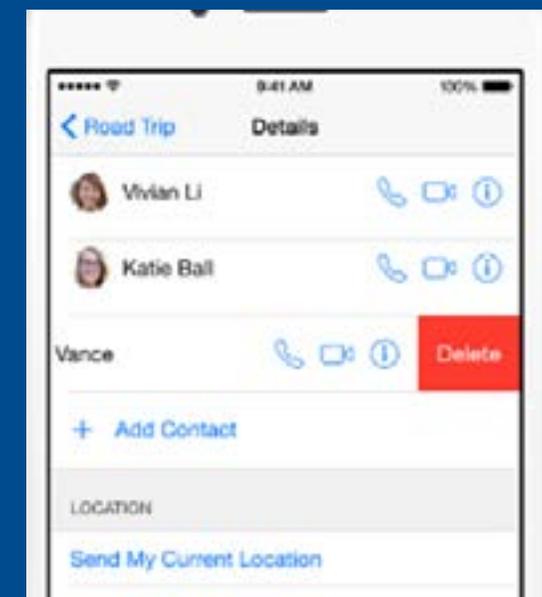
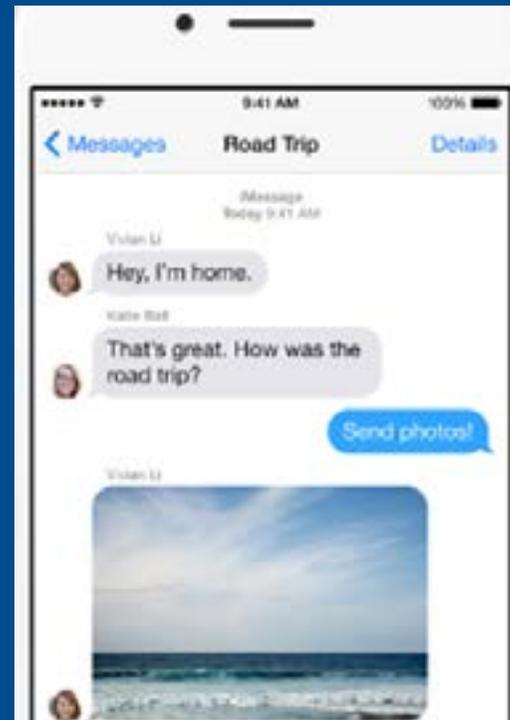
The most crucial part of being able to organize hotels, meals, and team activities during the tournament weekend is thorough communication. The first thing to do is to make sure all of your parents information is accurate. Get their cell numbers, work numbers, email addresses—any way possible to contact them quickly.

The more mediums you have to reach parents, the better. The last thing you want is a parent claiming that, “No one told me that the game was changed from 6:00pm to 5:00pm.” This type of problem will normally be avoided when using multiple different mediums to connect with parents.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

Almost everyone has a smart phone with texting capabilities. Setting up a group text is easy and probably the most reliable way to reach everyone quickly. However, the downside is when someone answers your text, everyone in the group gets it and soon everyone's phone is blowing up like a mine field in a hail storm. If you use texting, and I recommend that you do, ask the parents not to do a group reply. It's easy for them to simply reply to you only with a separate text. This might seem like a small detail but many little annoying things can add up to one great big headache and the next thing you know your therapist bills just went up.

- Another option can be to utilize a group text messaging app. Some very well-known ones are Facebook Messenger, GroupMe, WhatsApp, and Google Hangouts.



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Hotel Coordination

Hotel coordination is without a doubt the most important part to making sure your team has a smooth weekend. Most tournaments have pages on their website specifically for hotels, and most the time tournaments have prearranged with certain hotels and prefer that you book with these specific hotels. Some events even require you stay at these hotels to play, “STAY TO PLAY”. Before choosing which hotel to book, find field locations on the website and see whether there is more than one venue. In the event there is more than one venue you will have to inquire and see which venue your teams division will be playing at.

The last thing you want is to be right by the venue where you are not playing and 10 miles away from the venue where you are playing. Once you have determined where your team is playing you should pick the hotel nearest to your venue. Before contacting the hotel, determine who all is traveling with the team that weekend. “Are Jimmy’s parents staying home, and he’s traveling with the Anderson’s?” These are things you will need to determine before booking rooms.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Hotel Coordination

Once you have a head count, contact the hotel and request to reserve x number of rooms in one block. The closer you stay within the hotel, the easier it is for travel and coordination within the team. If the tournament you choose to attend hasn't provided any hotels, we recommend you use these sites to locate a hotel and to get the best price.

Click on the logos to  
visit the websites!



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Meals

Once you have your weekend schedule, you will need to determine and coordinate team meals. Coordinate with parents before the weekend to determine which meals the team will provide (team budget), and which meals they will provide for themselves. (We recommend eating together, but this is not always possible.) Normally there are several different meals you as a manager will be responsible for coordinating. These meals consist of, but are not limited to, Saturday lunch between games, Saturday dinner, and Sunday lunch.

For Saturday lunch we recommend finding the closest sandwich shop, Wal-Mart, Winn-Dixie, or Publix to your location and preordering a large platter of subs. From experience we have determined that getting a sandwich platter is the easiest way to make sure all of your players get plenty to eat, eat a healthier option, and to ensure they are at the field in a timely fashion for the next game. When ordering the sub platter, try to get an assortment platter, its always safer to have plenty of options.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Meals

Saturday dinner can sometimes, scratch that, is always tricky to plan. We recommend calling local area restaurants and discussing with a restaurant manager if they can provide a selective menu for the players, with a set price for the meal. Do this a few days in advance, preferably after receiving your weekend schedule. Most restaurants will work with you, but some will be reluctant. Just call around until you have found your best option.

The tricky part comes when your last game on Saturday doesn't start until 7:30PM. Sometimes you can eat before the game, but most the time every player will be starving after your night game. In this case, you will need to call around in advance and figure out who can provide a platter of food. Large platters of pasta normally work best for teams, and will let the players consume large amounts of carbohydrates and protein. If all else fails, you can always order pizza. Players love pizza!



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Meals

For Sunday lunch you should treat it just like Saturday, normally a large sandwich platter works best. In some cases you will only have one game on Sunday. When this is the case, you can just leave it up to the players to grab food on the way home.

Publix has some great sandwich and wrap platters that are convenient for your team, and they are very tasty too!

**Publix**

[Click here to check out Publix's Platters!](#)



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Activities

There is normally much down time before or after games on Saturday, this is the perfect time to have a fun team activity. Not only does this promote cohesion between the team, but gives the players a break from soccer activities. We recommend something relaxing; a movie, sightseeing, or going to a local mall. You should see where the closest movie theater to your hotel is before the weekend. Movies are relatively inexpensive and a fun way to spend your tournament downtime. Not to mention, time out of the sun.

If you are visiting a new place, it's always fun for the kids and parents to see something interesting. If you are staying on the Gulf Coast, try to get to the water! Malls can be great fun too, The players and parents can shop, if desired, but mainly they will be able to enjoy some cool air conditioning. These are only a few options of fun team activities that you can plan. The options are basically unlimited and subjective to the location you will be visiting.



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Section 3 : How to Ensure you are Ready for the Weekend



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Book

The Team Book-the most important part of a carefree check-in. Probably your most important task as team manager is to have a complete and organized Team Book. Most managers have a spiral notebook or some sort of binder to keep all the paperwork in. The Team Books will have at least three items:

- Player Cards
- Medical Release Forms
- Rosters

When you attend a weekend tournament, you'll be required to check in on Friday night or Saturday morning. (Sometimes online, which we will discuss later in this section.) This is when you show the tournament organizers your official player cards (which must be laminated with current photo of player), your team roster (that should match up with the player cards, and sometimes will have to be tournament specific, and printed out after you register, confirming that the roster is approved) and a medical release form for each player.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Team Book

You should always have a few blank medical release forms in the Team Book just in case one is lost or missing. The Team Book is your team Bible. Guard it with your life. Well, that may be extreme, but you get the idea. The contents in the book will change depending on the tournament you're attending. Some tournaments require medical waivers to be notarized and some don't so be sure you know before you go. That information should be on their website. Tournaments will also ask for a specific number of rosters - anywhere from one to five - so printing out a few extras is always a good idea. Also, your roster may have to come from the official organization you belong to— USYSA, AYSA, US Club, etc.

Having run many tournaments, we have seen some Team Books that were a disaster and others more organized than a military unit. If you want to make your life and the tournament check-in folks lives easy, you will make sure that the player cards, the roster and the medical release forms are all in order. In other words, the player's name on the first player card is also the first name on the roster and the first medical release form. This will make check in a breeze and less time consuming.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Online Check-In

Not every tournament will offer online checkin, but if they do, do it! This will give you peace of mind, knowing that your team is checked in. You won't have to worry about finding "Soccer Central" the second you get to the tournament and can be more focused on making sure your team is taken care of. After you complete online check-in you will be prompted to print out a packet to bring with you to the tournament (mainly your approved rosters). Make sure to print these out and have them handy for the tournament weekend.

Also, just because you checked in online, doesn't mean to leave your team book at home, this would be a huge mistake! Make sure to always have your team book every time your team is playing. Now you might be asking yourself, "Is there anything bad about online-check-in?" The answer is not really. The only con to online check-in is the small convenience fee you'll have to pay, but trust us, it'll be more than worth it to you in the long run!

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## The Elements

The next step to being ready for the weekend is being prepared for the elements at the location to which you will be traveling. You need to have a good idea of what the weather is forecasted to do. If there is a 75% chance of rain, you should know to bring a tent and possibly some cheap ponchos and umbrellas (or at least inform the parents). If it's going to be 105 degrees on Saturday, you should know to bring a tent as well as have plenty of ice, water and cold rags for your players. Make sure to have enough supplies to be ready and stocked up for the whole weekend, the last thing you want to worry about is getting something on location (besides ice, of course).

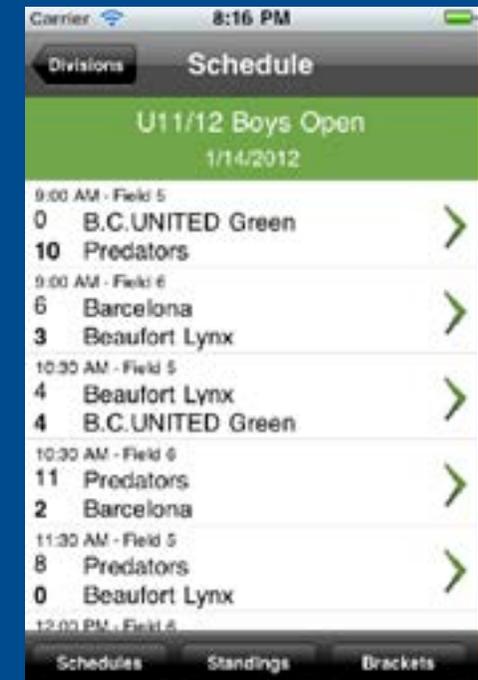
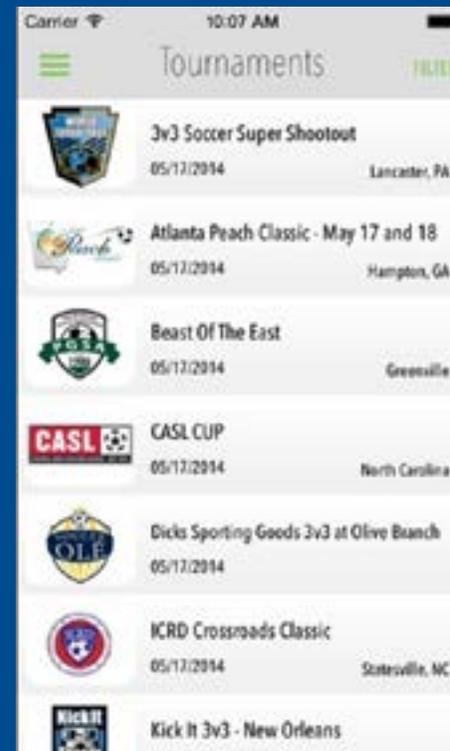
Always bring your team tent with you to every event. You don't know what the weather is going to do for sure. If you are traveling a good distance and don't think you'll have room in your vehicle, give the tournament director a call the week of the event and ask if they plan to have tents set up at every field. This is not commonly done, but some of the bigger tournaments, will normally provide a tent for each bench and a tent for referees at each field.

Always bring a big cooler with you, as well. Make sure to have towels handy for your players to cool off with. The morning of the event you should head up to a convenience store and buy a few bags of ice.

# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

## Keeping up with the Tournament

Keeping up with the tournament is essential. Most tournaments have moved their whole system to an online component. You should be able to check scores, schedules, and get notified of any changes to your schedule using the online component. The tournament should notify you in one way or another on how they will be posting scores. If the day of the event comes and you have yet to be informed on how you will be receiving updates, do not hesitate to call the tournament director or ask a volunteer how the scores and updates will be posted.



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## Keeping up with the Tournament

The best part of this system is that each parent should be able to download the application, visit the website, etc., to receive all of these updates. We still recommend, once you have confirmed what field you will be playing on and what time you will be playing, to send a message in the handy dandy group text message. This is just to confirm that all the parents are aware of when the game time is, where the game is, and what time the players need to arrive to the field to get an efficient warmup in.

Download the SnapSoccer app to access weekend scores and standings:



# MANAGERS GUIDE TO A TOURNAMENT WEEKEND

---

## A Special Note from Us

At Snap Soccer we feel a perfect manager never insults or criticizes. They are actively trying to be helpful and do everything they can for their team. A perfect manager is organized and should always be on top on what is going on within their team. This perfect manager should never be last minute and should always have appropriate deadlines. This manager should realize that they are not the only one who can help the team. They should delegate appropriately so that everything is properly taken care of. If you have any questions or would like to learn more about Snap Soccer, please email [info@snapsoccer.com](mailto:info@snapsoccer.com).

