



Section Tournament Administrator – 45-Day Status Checklist

Tournament Name:	
Tournament Director:	
Tournament Dates:	
Section / Area / Region:	
Section Tournament Administrator:	
Status Checkpoint Date:	

Checklist Items

	Tournament Action Item	Current Status (including any corrective action plans needed)
I.	Pre-Meeting Review Prior to the checkpoint meeting, review the tournament website.	
	a. Does the information on the tournament website match what was approved?	
	b. Does the website clearly indicate that this is an AYSO tournament?	
	c. Is the tournament application process and acceptance criteria clearly explained?	
	d. Is it clear that only regional checks are accepted for payment entry to tournament?	
	e. Are the tournament rules the same as were approved?	
	f. Is the process and criteria for accepting referees clearly explained?	
II.	Checkpoint Meeting Review	
1.	Tournament Staff	
	a. Key positions are filled.	
	b. Any additional support needed has been sought from area or section staffs.	
2.	Team Recruitment	
	a. Acceptance notifications – have teams been notified according to the published process.	

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	1. If AYSO Open Invitational, are acceptance criteria for non-AYSO teams clearly identified?	
	2. If AYSO International, are acceptance criteria for international teams clearly identified?	
	b. Wait list management – are wait lists being maintained in various age divisions, are teams notified according to stated procedure.	
	c. Refunds for withdrawals – have refunds been made promptly (or within 10 days).	
	d. Do accepted teams fall within approved Scope definition?	
	e. Have team applications/rosters been approved by respective RC?	
	f. Guest Players – are policies and procedures being followed?	
3.	Referee Recruitment	
	a. Compare number and skill level of referees recruited to number and difficulty level of games.	
	b. Accounting plan in place (if referee commitment fee is charged).	
	c. Standby referee needs are planned for.	
4.	Volunteer Recruitment	
	a. Has the tournament calculated how many volunteers they will need?	
	b. Have the volunteers been recruited yet?	
	c. What are the plans to train the volunteers?	
	d. Food, water for volunteers.	
5.	Safety Risk Management Checklist	
	a. Has first aid / EMT response been planned?	
	b. Are field permits obtained, insurance requirements confirmed?	
	c. Have emergency centers been contacted, are there maps and driving directions available?	

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	d. Has player registration form medical release language been confirmed with local emergency centers?	
	e. Is there an emergency response plan – communications and procedures for medical or other emergencies?	
	f. Has emergency vehicle access to field locations been planned for?	
6.	Budget Assessment	
	a. Review income to date.	
	b. Review expenses to date.	
	c. Review remaining projections for income & expenses, compare to budget.	
	d. Any unexpected expenses incurred so far – compare to contingency budget.	
7.	Tournament Rules	
	a. Any changes to what was originally approved?	
8.	Game Schedule	
	a. Has the game schedule been developed yet?	
	b. Have the teams been divided into flights and pools?	
	b. Has the process for teams to advance to medal-round play been determined?	
	c. Is the format of play (11v11, 9v9, 7v7, etc.) according to what was approved?	
	d. Is the overall playing time for players a reasonable amount?	
	e. Does the game schedule allow a reasonable rest time between games for all teams?	
	f. Does the number of games each team will play match the number of guaranteed games?	
	g. Are there contingency plans for lost games or lost dates?	

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	h. Are there any special substitution rules for U-16/U-19 play? If so, has adequate monitoring been planned to ensure ½ play time?	
	i. Is scorekeeping planned for?	
	j. Are Field Monitors planned for?	
	k. If game balls are to be provided by the tournament, have they been planned for?	
	l. Are there incident response plans in place in case there is an unfriendly incident?	
9.	Facilities	
	a. Have fields been secured?	
	b. Are there an adequate number of bathrooms; and has periodic cleaning and servicing has been arranged?	
	c. Are there adequate trash receptacles; has periodic emptying as well as policing the grounds been planned for?	
	d. Have adequate arrangements been made for concessions and any vendors?	
	e. Has food/water for referees, staff, volunteers been arranged for?	
	f. Are there adequate plans and materials for field setup; goals, nets, corner flags, paint?	
	g. Are there adequate parking, traffic control plans in place?	
	h. Have tents, tables, chairs, etc. been arranged for?	
	i. Have any necessary signs, scoreboard, displays etc. been planned?	
	j. Will electricity be available (if necessary)?	
	k. Are there adequate communication devices (radios, cell phones, public address system) planned?	
	l. Have the facility use rules been posted and distributed to teams?	
	m. Has all necessary office supplies; pens, paper, markers, stapler, tape, etc. been arranged?	

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10.	Awards and Souvenirs	
	a. Have trophies/medals been ordered? Are there plans for presentation ceremonies?	
	b. Have tournament pins, flipping coins, and any other mementos been ordered?	
	c. Have tournament t-shirts, staff shirts, etc. been ordered?	
11.	Miscellaneous	
	a. Is there a "to-do list" being maintained?	
	b. Have staff been encouraged to keep notes regarding their activities; what went good, what could be done better?	
	c. Has a post-tournament lessons-learned meeting been planned?	
	d. Has a thank-you celebration been planned for staff and volunteers?	

Notes: