



REGIONAL SOCCER TOURNAMENT MANAGER CHECKLIST

Game Equipment & Facilities

- ☐ Official competition soccer ball: **Spalding TF 5000**
 - ☐ 3-4 game balls for the game (Teams supply their own warm up balls)
 - ☐ Goals properly anchored
 - ☐ Nets secured and in good condition
 - ☐ Corner flags in place
 - ☐ Field clearly marked and ready for play
 - ☐ Visible scoreboard/game clock
 - ☐ Alternate timing device available
 - ☐ Public address system available
 - ☐ Game administration/security present at the field during matches
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Press Box & Game Personnel

- ☐ Scorer's/timer's table or press box area set up
 - ☐ Qualified adults assigned for the following roles:
 - ☐ Official Timer
 - ☐ Official Scorer
 - ☐ Public Address Announcer
 - ☐ Ball Runners (prefer 2 per side)
 - ☐ Backup stopwatch available
 - ☐ Ticket sellers/takers/scanners assigned for Bound
 - ☐ Pass gate attendants and ticket takers trained on IGHSAU roster and pass gate policies
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Team & School Communication

- ☐ Tournament roster forms received from all participating schools
- ☐ Athletic directors contacted for all participating schools
- ☐ Game day contact information, including cell phone numbers, exchanged
- ☐ Teams informed of uniform designation:
 - ☐ Top line of bracket = Home team (dark uniforms)
 - ☐ Bottom line of bracket = Visiting team (white uniforms)
- ☐ Schools contacted at least 48 hours prior to confirm:
 - ☐ Arrival time
 - ☐ Parking
 - ☐ Entry location
 - ☐ Bench location
 - ☐ Warm-up area

Officials

- ☐ Soccer officials assigned by IGHS AU (can find in DragonFly)
 - ☐ Assignment information received from IGHS AU
 - ☐ Officials contacted at least 48 hours prior to confirm:
 - ☐ Arrival time
 - ☐ Parking
 - ☐ Entry location
 - ☐ Private, secure dressing area arranged
 - ☐ Escort provided for officials, if needed
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Game Day Operations

- ☐ National Anthem arranged, if applicable
 - ☐ Team bench areas designated
 - ☐ Spectator seating areas designated for participating schools' fans
 - ☐ Signage posted for seating, entrances, restrooms, and restricted areas
 - ☐ Athletic trainer/medical coverage confirmed
 - ☐ Weather and lightning procedures reviewed
 - ☐ Overtime and penalty kick procedures reviewed with game personnel
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Post-Game Responsibilities

- ☐ Final scores reported on Bound immediately following each match (host school should enter)
- ☐ Regional Finals only: Winning team receives:
 - ☐ Regional champion medals
 - ☐ Banner
 - ☐ Bag tags
 - ☐ "Ticket Punched" placard