

Sports Tournament Guide



Organising a sports tournament is a lot of fun and a great way to fundraise in your local community!

Getting ready for the event

- Choose your sport - Think about what will be most popular and generate the most interest, preferably one that appeals equally to both genders. Tennis and rounders are great examples!
- Pick a date and venue - Find a suitable venue that preferably has access to sports equipment, such as local schools and sports centres.
- Organise your volunteers - You will need a team of volunteers, referees, and someone trained in first-aid on hand. Ask around friends and family to see if any of them can help you out!
- Advertise the event and sell tickets - Set a date and create an event on social media and get your friends and family to promote the night by sharing it / inviting their friends. You could also make some posters to put up around your local area. It's also a good idea to contact relevant groups/societies, such as local sports clubs who might want to get involved.



What you'll need

- Venue
- Sports equipment
- Referee/umpire
- Prizes
- Volunteers
- Refreshments
- MRF decorations (balloons, banners etc.)

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Alexandra raised £549.45 from her charity cricket match!

- Alexandra Perrin, London Marathon

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On the day

- Arrive at the venue early to ensure you have plenty of time to get everything ready before the participants arrive.
- Inform all helpers of their roles for the day ahead.
- When participants and supporters arrive, ensure that they are aware of the itinerary and know where the nearest fire exits are.
- Charge people entry to the tournament. This could either be per person or per team, depending on what you think will work best.

Post event

- Ensure that the venue is clean and as it was when you arrived.
- Don't forget to thank your venue, participants, supporters and volunteers!



Top tips

- Maximise donations by selling refreshments on the day.
- Ask any friends or family who were unable to attend to make a donation to your fundraising page instead.
- Ask local business to donate prizes and offer them free advertising at the event in return!

The important bits

- Keep the money you raise safe and pay it in to MRF as soon as you can.
- Consider potential safeguarding issues, such as children being left unsupervised or being left alone with an adult who is not DBS checked.

For more information contact fundraising@meningitis.org

Jacob raised £923.00 by organising a football tournament at his old school!

- Jacob, Kilimanjaro

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