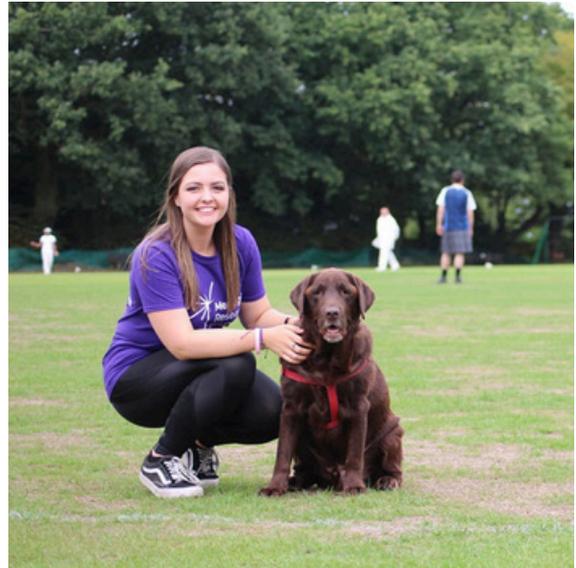


# Sports Tournament Guide

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, or that you particularly enjoy. 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
- Meningitis Research Foundation decorations (balloons, banners etc.)

Alexandra raised £549.45 from her charity cricket match!

- Alexandra, London Marathon



## 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.

## The important bits

- Keep the money you raise safe and pay it in 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.



## 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!

## 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!

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

- Jacob, Kilimanjaro