



How to Host an Arena Women's Tournament

SIX MONTHS OR MORE IN ADVANCE OF EVENT

Host committee	Invite at least three to participate	Club delegate and general manager		include club delegate; ensure at least one member is an experienced player
Event title	Select	HTC		
Venue(s)	Select	HTC		
Days, dates, times	Select	HTC		
Team number / limit	Select	HTC		
Game handicap range	Select	HTC		
Women's championship tournament	If WTC, seek sanctioning	HTC		
USPA northeast circuit	Seek sanctioning - circuit governor	Club delegate		
USPA	Seek sanctioning - USPA	Club delegate		
	Submit application & fee & insurance proof	General manager		

FOUR MONTHS IN ADVANCE

Budget	Determine expenses, reimbursables, and team fee to enter	HTC		trophies, staff, vet, catering, hospitality, welcome bags, gifts, meals, equipment, rentals et alia
Trophies	Cup	General manager		buy or acquire from USPA
	Winners	General manager		order
	MVP	General manager		order
	Best playing pony blanket	General manager		get from USPA
Umpire clinic/seminar	Decide	Club delegate and general manager		activate umpire clinic checklist if holding one
Umpires	Request services and funding for one USPA Professional Umpire	Club delegate and general manager		
	Identify and confirm participation of second umpire	Club delegate		
	Identify and confirm participation of alternate umpire/referee	Club delegate		

Tournament manager	Identify and confirm participation	Club delegate and general manager		Polo professional preferred
Media manager	Identify and confirm participation	Club delegate and general manager		
Welcome social/draw party	Select venue	HTC		
	Decide on format (hosted/no-host? reception/dinner?)	HTC		
	Find out when & how paid for	General manager		
Socials	Make reservation	General manager		
	Decide on dates, venues, costs	Club delegate and general manager		
Save the date	Notify all potential participants	General manager and/or mediamanager		
TWO MONTHS IN ADVANCE				
Anthem and/or colors	Decide yes or no (necessary for military game) Boy Scouts? USN?	HTC		
Trophies	Submit trophy reimbursement form to USPA	General manager		
Horses	Identify/arrange stabling for visitors	Equine manager		
	Identify/arrange pasturing for visitors	Equine manager		
	Ambulance	Equine manager		
Host committee	Decide on identification means and ensure same are available	HTC		hats?
Invitations	Sent by what means?	HTC		
	Send two months in advance, deadline to participate NLT 10 days before event	General manager		provide schedule, maps
Team	Determine home team(s) line-up	Team captain		
Vet	Secure services	General manager		
Walky-talkies/headsets	Verify in hand; buy if needed	Tourney manager		
SIX WEEKS IN ADVANCE				
Best playing polo pony judge	Identify and confirm participation	HTC		
Waivers	Send to all participants; require submission by 10 days before event	General manager		
Catering	Arrange service for field-side meals & other social events	General manager		
Facebook/media updater	Identify and confirm participation	HTC		
Field-side meals	Decide on providers/select menus	HTC		
	Order or at least save-the date	General manager		

Socials	Make reservations for entertainment/social events	General manager		
Goalkeepers (at least one each goal)	Identify and confirm participation	Tourney manager		
Grooms	Identify and confirm participation	Equine manager		
Helper (to assist score/time keepers)	Identify and confirm participation	HTC		
Host/hostess for hospitality	Identify and confirm participation	HTC		
Field markers	Identify and confirm participation	Tourney manager		
MC/announcer	Identify and confirm participation	HTC		
MVP judge	Identify and confirm participation	HTC		
Best playing polo pony judge	Identify and confirm participation	HTC		
Parking aide(s)	Identify and confirm participation	Tourney manager		
Photographer(s) - team and action shots	Identify and confirm participation	General manager		
Photographer - aerial	Identify and confirm participation	General manager		
Scorekeeper	Identify and confirm participation	HTC		
Timekeeper	Identify and confirm participation	HTC		
Trailer driver(s)	Identify and confirm participation	Tourney manager		
Trophy presenter	Identify and confirm participation	HTC		
USPA official(s)	Identify and confirm participation	HTC		
Viewing platform	Ensure available	Tourney manager		
E-mail blast	Prepare and send	General manager		
Flyers	Prepare and distribute	General manager		
Balls	Buy more if needed	Tourney manager		
Squeegees (for rain)	Buy if needed	General manager		
Towels (for rain)	Buy if needed	General manager		
Pop-up tent (for rain)	Ensure in working order	Tourney manager		
Parking	Decide where participants, trailers, umpires, guests, staff, officials and coaches may park	Tourney manager		
Parking signs	prepare signs to direct traffic	Tourney manager		
Trophy wagon	Decide if possible to have	HTC		
Walky-talkies/headsets	Ensure in working order	Tourney manager		
line painting machine	Ensure in working order with adequate paint	Tourney manager		
Pick-up sticks (spare)	Verify presence	Tourney manager		
Rulebook	Decide who will provide	HTC		
Scoreboard	Back-up plan if it fails	Tourney manager		
Manual scoreboard	Set-up in case of electronic failure	Tourney manager		
TWO WEEKS TO TEN DAYS IN ADVANCE				
Team payment	Verify all have paid	General manager		
Emergency personnel	Advise local Fire Chief(s) of event	HTC		

Rules	Decide on defended penalty 3 et alia	HTC		
Horses	Confirm home team line-up	Equine manager		
	Confirm those available for renting	Equine manager		
Tack	Confirm tack in good order for horses to be used	Equine manager		
To-remind notice	Send to all participants, officials, staff	General manager and/or media manager		Include team photo & trophy presentation info; remind each team it must provide an umpire horse for each game it plays
Brochures	Prepare hardcopy document with schedule, contact data, maps, etc. for ALCON	General manager and/or media manager		
Waivers	Ensure all players have submitted	General manager		
USPA data	Ensure all players are current USPA members & that handicaps are correct	HTC		
ONE WEEK IN ADVANCE				
Anthem/colors	Confirm participation	HTC		
Format	Decide on single elimination, round-robin, etc. based on no. of teams	HTC		
Draw hat and teams' name-cards	prepare	HTC		
Roster	Send to USPA	HTC		
Leaderboard	Prepare team strips	Tourney manager		
Press release	Prepare and send	General manager and/or media manager		
Score sheets	Print with spares	HTC		
	Get clipboard to hold same	HTC		
Rules	Review procedures with Goalkeepers, Scorekeeper, Timekeeper	Tourney manager		
Stopwatch/timer	Identify who will provide in case of scoreboard failure	HTC		
FIVE DAYS BEFORE EVENT				
Hospitality	Buy drinks	General manager		
	Buy food	General manager		
	Buy plates, napkins, cups, utensils	General manager		
	Ensure enough trash cans/recycle bins	Tourney manager		
Umpires	Identify horses for umpires; set umpire horse schedule; provide to umpires	Tourney manager		
Vet	confirm participation	HTC		

THREE DAYS BEFORE EVENT				
Grounds	Clear rubbish	Tourney manager		
	Empty trash and recycle bins	Tourney manager		
	Mow	Tourney manager		
Leaderboard	Place at field	Tourney manager		
Scoreboard	Check function, get extra batteries if needed	Tourney manager		
Trophy wagon	Move to trophy area if to be used	Tourney manager		
ONE DAY BEFORE EVENT				
Banner/Sandwich Board	Set-up	Tourney manager		
Fields	Mark all	Tourney manager		
	Decide on field to be used	Tourney manager		
Gator/tractor	Confirm in working order	Tourney manager		
Golf Carts	Confirm in working order	Tourney manager		
Rain Plan	Activate plan (squeegees, towels, tent) if needed	All hands		
Scoreboard	set up (if no rain expected)	Tourney manager		
Scorekeepers Lectern	Set up	Tourney manager		
Seating	Set up outdoor chairs	Tourney manager		
Signage	Set up parking signs, cones, and sawhorses	Tourney manager		
Viewing Platform	Move to field to be used first	Tourney manager		
Trash Cans/Recycle Bins	Set up	Tourney manager		
EVENING BEFORE EVENT				
Draw	At welcome reception or <u>earlier if possible</u>	USPA official/dignitary and HTC		
Scoresheets	Print with team & player names	HTC		