



# How to Host an Outdoor Women's Polo Tournament

Topic	Action needed	By	TCO	Note
<b>FIVE OR MORE MONTHS IN ADVANCE</b>				
Event title	Select	Club delegate and general manager		
Days, dates, times	Select	Club delegate and general manager		Check USPA & other calendars to de-conflict
Team number limit	Select	Club delegate and general manager		
Game handicap range	Select	Club delegate and general manager		
Venue	Select	Club delegate and general manager		
Host tournament committee	Identify and confirm participation	Club delegate and general manager		include Club Delegate; ensure at least one member is an experienced player
USPA northeast circuit	Seek sanctioning - circuit governor	Club delegate		
USPA	Seek sanctioning - USPA	Club delegate		
USPA	Submit application, fee, and insurance proof	General manager		
<b>THREE-FOUR MONTHS IN ADVANCE</b>				
Budget	Determine expenses, reimbursables, and team fee to enter	HTC		
Draw or seed	Decide on method; if draw, then when and where - Facebook, at welcome event, etc	HTC		
Registration form	Develop and test	Media manager		
Save the date	Notify all potential participants	Media manager		
Socials - other than welcome	Decide on dates, venues, costs if held	HTC		Sponsorship?

Trophies	Buy/acquire from USPA	General manager		
Trophies	Cup	General manager		
Trophies	MVP	General manager		
Trophies	Winners	General manager		
Trophies	Best playing pony blanket	General manager		
Trophies	Draft trophy reimbursement form if not using USPA trophies	General manager		
Umpire clinic/seminar	Decide to hold or not	HTC		Activate umpire clinic checklist if holding one
Umpires	Request services and funding for one USPA Umpire	General manager		
Umpires	identify and confirm participation of second umpire	Equine manager		
Umpires	Identify and confirm participation of alternate umpire/referee	Tourney manager		
Umpire horses	Decide if each team will need to provide an umpire horse	HTC and equine manager		
Welcome social	Decide on format - dinner, reception, hosted, cash bar, appetizers, etc.	HTC		
Welcome social	Determine when and how paid for	General manager		
Welcome social	Select venue; if having draw, decide if draw to be held then	HTC		
Welcome social	Make reservation	General manager		
<b>TWO MONTHS IN ADVANCE</b>				
Anthem and/or colors	Decide yes or no (necessary for military game)	HTC		Scouts? USA/N/AF/MC/CG?
Trophies	Submit trophy reimbursement form to USPA if not using USPA trophies	General manager		
Horses	Identify/arrange stabling for visitors	Equine manager		
Horses	Identify/arrange pasturing for visitors	Equine manager		
Horses	Ambulance	Tourney and equine manager		
Host committee	Decide on identification means and ensure same is available	HTC		Hats? Vests? Shirts? Other?
Invitations	Sent by what means?	Media manager		

Invitations	Send two months in advance, deadline to participate NLT 10 days before event	Media manager		
Equine welfare representative	Secure services	HTC		
Registration form	Set-up and test before invitations sent	Media manager		
Walky-talkies/headsets	Verify in hand; buy if needed	Tourney manager		
Ties	decide whether shoot-out or overtime	HTC		
Optional tourney conditions	Decide to use or not (I/I requires use)	HTC		
Penalty area	Decide where	Tourney manager		
<b>SIX WEEKS IN ADVANCE</b>				
Best-playing-polo-pony judge	Identify and confirm participation	HTC		
Waivers	Send to all participants; require submission by 10 days before event	General manager		
Draggers (one & backup)	Identify and confirm participation	HTC		
Goal judges (at least one each goal)	Identify and confirm participation	HTC		
Grooms	Identify and confirm participation	Equine manager		
Helper (to assist score/time keepers)	Identify and confirm participation	HTC		
Host/hostess for jospitality	Identify and confirm participation	HTC		
Marker(s)	Identify and confirm participation	Tourney manager		
MC/announcer	Identify and confirm participation if using	HTC		
MVP judge	Identify and confirm participation	HTC		
Parking aide(s)	Identify and confirm participation	HTC		
Photographer(s) - team & action shots	Identify and confirm participation	HTC		
Photographer - aerial	Identify and confirm participation	HTC		
Rules decisions	Throw-ins or knock-ins?	HTC		Knock-ins easier if only one umpire
Rules decisions	Optional tournament conditions?	HTC		I/I requires, most others now using
Rules decisions	One or two umpires?	HTC		Two with referee preferred
Rules decisions	Chukker length/format	HTC		Avoid round-robin if possible
Rules decisions	Handicapped or open?	HTC		
Rules decisions	2nd yellow-card procedure/penalty area	HTC		

Rules decisions	tie procedure	HTC		
Scorekeeper	Identify and confirm participation	HTC		
Timekeeper	Identify and confirm participation	HTC		
Trailer driver(s)	Identify and confirm participation	HTC		
Trophy presenter	Identify and confirm participation	HTC		
USPA official(s)	Identify and confirm participation	HTC		
E-mail blast	Prepare and send	Media manager		
Flags for goal judges	Ensure in working order	Tourney manager		
Flyers	Prepare and distribute	Media manager		
Arena balls	Buy more orange & white if needed	General manager		
Squeegees (for rain)	Buy if needed	Tourney manager		
Towels (for rain)	Buy if needed	Tourney manager		
Pop-up tent (for rain)	Borrow or buy	Tourney manager		
Parking	Decide where participants, trailers, umpires, guests, staff, officials and coaches may park	Tourney manager		
Walky-talkies/headsets	Ensure in working order	Tourney manager		
Chalk marking machine	Verify presence/working order	Tourney manager		
Lime	Have one 40lb bag for every 3 chukkers	Tourney manager		
Line painting machine for parking	Verify presence and adequate paint; order more if needed	Tourney manager		
Pick-up sticks (2)	Verify presence	Tourney manager		
Rulebook	Decide who will provide	Tourney manager		
Scoreboard	Back-up plan if it fails	Tourney manager		Extra person needed to flip manual numbers; check for sufficient number cards
Team	Determine home team(s) line-up	Team captains		
<b>TWO WEEKS IN ADVANCE</b>				
Team payment	Verify all have paid	General manager		
Emergency personnel	Advise fire chief of event	Media manager		
Horses	Confirm home team line-up	Team captains		
Horses	Confirm those available for renting	Equine manager		
Lime	Verify amount needed on hand, buy extra	Tourney manager		

Portable toilets	Decide if extra are needed; if so, order more to be delivered day before event; request servicing of extant toilets day before event	Tourney manager and general manager		
Tack	Confirm tack in good order for horses to be used	Equine manager		
To-remind notice	Send to all participants, officials, staff; include team photo and trophy presentation info, umpire horse requirement, HTC's rules decisions	Media manager		
Trophies	Ensure all are on-hand and correct	General manager		
<b>ONE WEEK IN ADVANCE</b>				
Anthem/colors	Confirm participation	HTC		
Format	Decide on single elimination, round-robin, etc. based on no. of teams	HTC		
Roster	Send to USPA	HTC		
Leaderboard	Prepare team signs	Tourney manager		
Press release	Prepare and send	Media manager		
Scoresheets	Print with spares	Tourney manager		
Scoresheets	Ensure clipboard to hold them is available	Tourney manager		
Stopwatch/timer	Need two for backup	Tourney manager		
Stopwatch/timer	Identify who will provide	Tourney manager		
<b>FIVE DAYS IN ADVANCE</b>				
Draw	Facebook or other media	HTC		
Hospitality	Buy drinks	General manager		
Hospitality	Buy food	General manager		
Hospitality	Buy plates, napkins, cups, utensils	General manager		
Hospitality	Check for sufficient trash & recycle bins	Tourney manager		
Umpires	Identify horses for umpires	Equine manager		
Equine welfare representative	confirm participation	Tourney manager		
<b>THREE DAYS IN ADVANCE</b>				
Arena marking, dragging, watering	Decide on frequency and advise Marker, Dragger and all officials	Tourney manager		
Grounds	Clear rubbish	Tourney manager		
Grounds	Empty trash & recycle bins	Tourney manager		
Grounds	Mow	Tourney manager		

Hat and team names	Prepare if using draw method	HTC		
Leaderboard	Place outside arena	Tourney manager		
Scoreboard	Check function, get extra batteries if needed	Tourney manager		
Trophy area/wagon	Set up trophy area; move wagon to trophy area if to be used	Tourney manager		
Water hose	Set up by arena	Tourney manager		
<b>ONE DAY IN ADVANCE</b>				
Gator/tractor	Confirm in working order	Tourney manager		
Golf carts	Confirm in working order	Tourney manager		
Headsets	Charge batteries	Tourney manager		
Portable toilets	Ensure extant toilets have been serviced and any extra have been delivered	Tourney manager		
Rain plan	Activate plan (squeegees, towels, tent) if needed	HTC		
Scoreboard	Set up, check function	Tourney manager		
Scorekeeper's lectern	Set up	Tourney manager		
Seating	Set up outdoor chairs	Tourney manager		
Signage	Set up parking signs, cones, sawhorses; identify penalty area	Tourney manager		
Trash cans/recycle bins	Set up	Tourney manager		
<b>EVENING BEFORE</b>				
Draw	At welcome reception?	HTC		
Feather banner	Set up at entrance	Tourney manager		
Scoresheets	Print with team and player names	HTC		
<b>MORNING OF</b>				
Arena	Water if needed	Tourney manager		
Arena	Drag	Tourney manager		
Arena	Mark ground	Marker		
Arena	Mark wall 10-yards each side of goals if using Optional Tournament Conditions	Marker		
Balls	Check inflation	Tourney manager		
Balls	Fill umpire ball bags; put spare balls next to referee	Tourney manager		
Cowbell	Put in scorekeeper's lectern	Tourney manager		

Headsets	Hook up umpires, referee, scorekeeper	Tourney manager		
Hospitality	Put out food, drinks and accoutrements	Hospitality host(ess)		
Leaderboard	Insert team names	Tourney manager		
Pick-up sticks	Put next to officials	Tourney manager		
Rulebook	Put in scorekeeper's lectern	Tourney manager		
Scoreboard	Set up if not already done	Tourney manager		
Scorecards	Put in scorekeeper's lectern	Tourney manager		
Stopwatches/timers	Put in scorekeeper's lectern	Tourney manager		
Complete pre-flight checklist		Everyone		
<b>AFTER EVENT</b>				
Trophy presentation	Ensure winners' photo in USPA format	HTC		Ensure photographer knows
Results	Send to USPA	HTC		See USPA tournament guide for required documents
<i>Provided courtesy of Anne Garrison, Deputy Polo Manager at Newport Polo Club</i>				