

## Host venue specific requirements:

**Fields** - a minimum of 4 pitches, flat and well grassed all at one venue.

**Water** - Unlimited, free drinking water

**Facilities** - Free to use toilets, changing rooms and shower facilities on site.

**Trophies and awards** – Cup, Plate, Bowl, Shield / MVP (m+f) – depending upon the number of clubs.

**Results and Data** - Full copy of the signed team sheets, results, score cards, disciplinary record sheet and MVP scores must be provided to the ETA on the day.

**Report** - Tournament write up (including photos) for the ETA website to be provided within 5 days.

## ***Administration***

**Emails** - Include England Touch Tournament Co-ordinator in on all team emails. Bcc all team emails for data protection purposes.

**Team lists** - To be printed and handed out during team registration. The team sheets need to have playing shirt numbers added, be signed off as being accurate, and returned prior to the first game of each team. These will need to be collated and given to the England Touch Co-ordinator on the day.

**MVP cards** - To be printed and handed out during team registration. It is the team's responsibility to return these to tournament control post game.

## ETA to provide

- Guidance and support during planning of the event
- Support with Playing schedule (Host to distribute and print for the day)
- Referee coordination with support where required for level 1 coaching etc

**Referees** - Although the ETA will look to source and coordinate referees, each host **must** take a full level of responsibility in finding and advertising for referees. Hosts must support the recruitment and ensure that any local referees from leagues are utilised. CTS tournaments will likely be refereed by many player refs so the host must co-ordinate this and ensure that all clubs contribute to this on the day.

**Expenses** - Total management expenses to be paid to the designated ETA account, no later than 2 days prior to the event. Please budget for this as per below.

## **Host Payment Costings to be paid to ETA:**

ETA Hosting/Management fee = £10 per team

ETA Medical and increased referee support can be provided at a cost

Other costs to consider:

Food for all players, referees and helpers