



# National tournaments by league Leiknir Reykjavík

Handbook for parents and coaches



The football tournaments are great fun for the children and adults and countless good memories and experiences are created there. In order for things to go as good as possible, it is necessary to think carefully about planning, deciding and discussing certain things before leaving for a tournament with a group of children.

For a successful well planned trip, it's best to start planning early. It is not enough to meet at a meeting one week before the tournament, it is necessary to have a longer notice so that parents can plan, take time off from work if necessary, book accommodation and do fundraising.

Then you can meet again at a shorter meeting just before the tournament itself to make ends meet.

Each Leiknir category usually registers 2-4 teams at these main accommodation tournaments. E.g. for example 7th division goes to the Norðurál tournament and then leads the teams: Leiknir 1, Leiknir 2 and Leiknir 3 (the number of teams of course depends on the participation and the number in each division).

### **A coach in consultation with the club's parent council selects volunteers (parents) at a meeting for the following positions;**

#### **Tour guide:**

The role of the tour guide is to manage the trip with a coach and have an overview of who is going, whether everyone has a ride both to the meeting place and back. If the group is large, there is nothing wrong with appointing more than one tour guide. The

tour guide also oversees the Leiknir team (Leiknislið's) program at the tournament, attends the tour guide's meeting and disseminates the information presented there to parents. Guides' meetings are held in the evenings at the venue, more information can be found on the tournament's website. Often one meeting is a little more fun than the others, offering refreshments or sailing (on islands) so it also has its advantages to be a tour guide.

#### **Before tournaments**

- Communication with the tournament organizer regarding registration and other issues that may arise in consultation with the coach
- Create facebook groups for each team where the parents of children in that team can communicate both before and during the tournament. This is done so that this communication does not take place inside the party page. These groups can then be deleted after the tournament.
- Accept the registration of participants who represent the club and submit the registration to the coach for approval.
- Get information on the names and telephone numbers of parents / guardians of children who are registered.
- Get information about the participant's allergies and eating habits (important so that you can look at the menu carefully and look for information before attending the tournament).
- Provide information about the tournament to parents regarding their role (see points below).
- Provide information to parents from the tournament committee e.g. Dogs and other animals are often prohibited in the

convention area. As well as the fact that the tournament board often reiterates that relatives should not stand too close to the pitch, it is also reiterated that relatives are spectators and should not interfere with the game or the course of the game.

- Assist those who cannot be with their parents to find a guardian from the same team.
- Remind those who are going to the tournament to book accommodation in time (latest in January), and choose if the person in question wants to stay in a hotel / guesthouse or rent an apartment. NOTE that it is also possible to stay overnight at a campsite.
- Make a reservation at the campsite well in advance (although few people plan to stay at the campsite in advance, it can be good to have space reserved if something would change, because the campsites are quite full during the tournament).
- Manage all communication with parents and guardians of those attending the tournament.

### **The tournament itself**

- Bring extra competition sports suits to the tournament so that everyone plays in the same costumes. Bring a ball to use for warming up and play with.
- Set up an organization for the tournament, as an example of such a template from the N1 tournament 2021. The group is divided into teams and 3-4 shifts are set up around the clock that require volunteers.
- Review the aforementioned organization and make sure that volunteers are on all shifts; for example, one person could be

nominated from each team to provide information.

- Arrange for a tour guide meeting and inform the whole group about what is stated there.

### **Fundraising Committee**

The Fundraising Committee oversees grants and gifts to the party before tournaments. It is important to encourage all parents to pick up the phone or send e-mails in search of grants. Better a poor horse than no horse at all.

The fundraising committee must be in contact with the coach or with the club / treasurer or managing director on a cost estimate.

You can also go to other fundraisers for tournaments such as the sale of toilet paper or other necessities.

The purpose of grants and donations is mainly of two kinds;

### **Purchase of clothing**

Apart from competition clothes, it can be fun if the whole team is in the same clothes at the tournament to show the team. This can e.g. be sweaters, rain jackets, hats or anything else that comes to mind. It is important to look at usability and that this is possibly something that will be useful in football after a tournament.

It is important to decide and order clothing well in advance.

### **Lunch**

You can often get gifts, grants and discounts from manufacturers and wholesalers. It is good to plan well e.g.

packed lunches when such grants and donations are obtained, but it is necessary to bring some packed lunches and it is also good to have various nutrition on site for competitors.

The fundraising committee assesses what is needed for packed lunches, keeps track of everything that is collected, puts it in the accommodation, it is set up in a neat and accessible way, i.e. refrigerators are placed in refrigerators that the competition team usually has access to.

It may be necessary to add stock during the tournament, so it would be good if the fundraising committee, in consultation with the tour guide, decides on such a purchase. Hopefully, enough money will be raised for tournaments to cover those costs, but if not, we need to look specifically at who should bear those costs.

Also, if enough money is raised, it would be possible to give the team's space for an ice trip, a barbecue at a venue or something else neat.

It is best for each team to decide how nutrition is handled during the day, i.e. what to bring with you to games, etc. It is important that the fundraising committee has good communication with the team manager of each team regarding the candidacy at any given time. Teams can also get together and offer other refreshments if the team's parents are willing to cover those costs.

### **Team Manager:**

There must be a minimum of 1 team manager with each team, it is not necessary to work as a team manager all the time, but parents can divide the role between them. In some cases, it can be a

good idea to divide the day into shifts to spread the load. Shifts can e.g. be three 4-hour shifts and then 1 night shift per property.

The team manager manages the team throughout the day, makes sure that he arrives on time for games, food, and photography and finds something to do between games, etc.

It is also good if the team manager oversees other nutrition during the day in consultation with the Fundraising Committee (see below).

It is recommended that each item has a box or refrigerator that contains, for example, drinks, biscuits, bread and fruit. It is also good to have patches, blankets and an umbrella in the box if the weather is wet.

### **Shifts:**

It is a good idea to divide the day into several parts and make sure that the team manager or a representative accompanies the team in the program items that the tournament program stipulates (movies, swimming, photography, lunch / dinner, dinner, etc.) It is good that there are two on that shift and special attention needs to be paid to trips to and from the venue or cinema or other, if it is not possible to use cars for these trips then time must be allowed between program items that go on foot between places.

It is nice to divide this between parents, there is no need for many people to follow the team at any given time, unless of course circumstances require it.

It is important that the communication between parents and guardians within each team is good, as it is desirable that the

guardians can take some time for themselves every day.

The team manager at each time shall take care of the shift schedule, the tour managers then monitor that shifts are divided equally between the parents. Note that the shift schedule is a reference and it is up to each parent group to discuss this with each other, how they want it to be structured. But it is desirable that everyone takes a role in the tournament.

### **Night shift:**

It is best to have two adults staying in each classroom with the whole group. Ideally one is needed from each team and then more as needed. Who will take over these shifts should preferably be decided before leaving so that it is clear who will be on the night shift. If the tournament is successful and it is well staffed by parents, the person on night duty should not have to fill other positions during the day unless the person chooses it himself / herself. Attn. if a child needs medication, those on night duty must be notified.

### **Swimming trips:**

When swimming in tournaments with the youngest teams, it is not enough for one adult (team leader) to lead the group, but more parents must be present. Swimming is often very crowded at tournaments, so it is necessary for several parents to keep an eye on the group.

It is also important if the team leader who is of the opposite sex reiterates to teammates to keep the group in the locker room and to get everyone out together. This makes it easier for the team manager to manage the team. The same applies when going out of the pool again.

## **Parents - Guardians**

All participants must have a guarantor/guardian at the tournament. If a parent is unable to accompany their child to a resistance, another party must take care of the child. If the sponsor is another is the parent of a child and has a child at the tournament, it is important that that party has a child within the same team because the teams can have very different organization and therefore it could be difficult for the sponsor to run between teams during the day to fulfill their obligations.

However, the guarantor should not be able to be responsible for more than two children at the same time. NOTE: that the coach cannot be responsible for the child during the tournament.

The role of the guardians is, among other things, to bring competitors between places, i.e. from home to the opposition and back.

Guardians which take care about children with abnormalities need to make sure that there is always someone with their child who knows how to react if something happens.

If one of the parents is having a difficult time and is unable to attend a meeting, you can contact the tour guide for help in finding a responsible person. The tour guide then advertises for parents who can take the child in and establish communication between the parents.

Guardians need to make sure that the whole team's experience is good, positive and encouraging. Particular attention must be paid to those who do not have parents or guardians with them and that they need

to be complimented and encouraged so they will not feel left out.

It is important that there is good communication within each team and the group as a whole, i.e. practitioners and guardians.

## Coach

The roles of coaches around tournaments are an example;

Choose a tour guide from among the parents to manage the organization.

Confirm participants to the tournament after registering for the tournament.

Choose a strength category for each team.

Divide the players into teams and inform the tour guide or team managers as soon as possible about the team structure - it simplifies everything regarding the organization and responsibility of children in different teams.

Training and supervision of teams during games and returning the team to the team manager after the game.

A coach is not able to take care of children during the competition. Parents can therefore not ask a coach to take care of their child. For example, a coach does not stay in the same place as competitors except in exceptional cases.



## Luggage:

✓ Below is a checklist that is good to have as a guide when packing.

✓ Mattress

Mattresses or inflatable bed should be single beds. If inflatable bed is used, it is very clever to place a blanket / sheet under the mattress to reduce the noise and friction in the room).

✓ Sleeping bag or blanket.

✓ Bedsheets

✓ Toothbrush and toothpaste and other cosmetics.

✓ Competition clothes.

✓ Team uniform, shorts, leggings, football socks (note:some pairs of socks) and football shoes.

✓ Other clothes.

✓ Travel clothes, clothes to wear between games, in the evening and then pyjamas.

✓ Swimwear and towels.

✓ Warm clothes and outerwear.

✓ Cards, board games e.g. yatzy.

Note that all clothing and bags must be well marked and it is good to mark the bags with both name and item.

## General things to keep in mind:

- ✓ Candies/sweets and pocket money allowance are best stored at home or with a parent at event (here of course parents decide at a pre-tournament meeting what is most desirable for each age and each tournament).
- ✓ Please inform the tour guide and coach of the child's special needs: such as allergies, medications or like: if the parent is unable to attend the event.
- ✓ It is good to encourage the whole team in a game rather than just your/one child.
- ✓ Go Leiknir! Good Game/Fight Leiknir!
- ✓ It is not desirable to disturb a referee at the tournament, but to allow them to judge in peace. Everyone makes mistakes and it must be taken into account that most all judges are doing their best and are usually young themselves.
- ✓ Everyone puts their hand to the plow in the tasks that are needed for everything to go as smoothly as possible.
- ✓ We encourage the team to keep the group together, both during the day and during the night. It's part of the experience and makes it bigger and more memorable. If someone is going to stay with their parents, it is a good idea to inform the tour guide.
- ✓ It is a good idea to talk about usage of mobile phones before leaving. In the youngest category, it has proven a good idea to skip using

phones or at least limit the use of phones to a specific part of the day for an example.

It would be best if parents discuss these things and get to an agreement before going to a tournament.



**Go Leiknir!**