

TOURNAMENT PROCEDURE

This tournament section has been designed to give you some guidelines in organizing and executing a successful polocrosse tournament as easily as possible. The information contained in this packet has been compiled by many individuals who have successfully hosted some of the finest tournaments in U.S. polocrosse history.

Please read through these guidelines carefully. If you have any questions or need any assistance, please contact your APA Secretary who can put you in touch with someone who has organized several tournaments and can provide you with additional information as needed.

Good luck and best wishes on your sanctioned APA tournament. Please keep in mind the reason we all compete at polocrosse tournaments...it's not for the awards, it's for the sheer fun of the game and the new and renewed friendships that we make each season. So, let's keep it fun!

THE POLOCROSSE FACILITY

The facility that you choose to hold your tournament at sets the precedence for the success of your event. Be sure that in the initial stages of organizing a tournament that you feel confident in the facility's management and their eager willingness to work with you throughout the planning process as well as the actual event itself.

A. THE FIELD

1. **Availability and Size.**

You need to determine right from the start how many teams you will have participating and then determine how many fields you will need to handle the number of teams.

****ONE FIELD FOR EACH TEN (10) TEAMS COMPETING****

Fields must be regulation size and must have a minimum of 20 feet run-off between fields and at the end of each field.

2. **Cost of the Fields.**

Ideally, keep the costs of the facility to a minimum to enable more players to compete or find a sponsor to underwrite the costs.

3. **Grooming of the Field.**

Responsibilities of Facility Management: Determine from the start what the facility is responsible for, i.e. grass cut prior to the event, the dirt disked and dragged, watering of fields, etc.... Be sure that any of the equipment necessary to maintain field use during the event is located in close proximity for immediate use.

Responsibilities of the Hosting Committee: Determine from the start what the hosting committee will take care of, i.e. initial lining of the field, maintaining the lines throughout the tournament.

4. **Seating and Spectator Amenities.**
Provide seating of some kind for spectators and be certain that spectator traffic (cars and walking) is completely separate from the horse area. Rest rooms should be accessible to spectator area and competitors should be separate if at all possible.
5. **Watering and Washing Facilities.**
A place to wash and water the horses should be located in close proximity to the field and should not be a mud bog. Ideally, there should be three locations with water troughs so a line is not created.
6. **Warm Up Area.**
A warm up area for players should be located close to the field for teams preparing to take the field. This area should be kept as well groomed as the fields to allow players to practice ball handling.
7. **Specifying Fields.**
Whenever more than one field is used during a tournament, they must be clearly labeled and specified, i.e. red field, white field, etc....
8. **Field Markers.**
Goal posts, thirty-yard markers and all boundaries must meet all specifications as outlined in the APA rulebook.

THREE (3) BALLS MUST BE ALLOCATED FOR EACH PLAYING FIELD
9. **Signage to Fields.**
Signs should be made with arrows, etc., to show the way to the field for competitors and spectators alike.
10. **Weather Contingency.**
It is a good idea to always prepare for the worst...if at all possible, arrange a back up facility that will accommodate the game in case of inclement weather.

B. **STABLING.**

1. **On Site Stabling.**
The facility that you choose for your tournament should have enough stabling for all competitors. If there is not enough stabling for everyone, then the hosting club should be the first to take the stalls off the premises. All off-site stabling must not exceed a distance of 15 miles away from the grounds.

2. **Availability of Bedding and Feed.**

Be sure to specify on the invitations what is available and required as far as feed and bedding. It is also a good idea to include costs.

3. **Stable Manager.**

The tournament committee should appoint a stable manager to greet and assist all incoming players. It is a good idea to request on the entry the arrival date, so that you will know when people are arriving and your stable manager can be ready for them.

C. PUBLIC ADDRESS SYSTEMS

1. **Audibility.**

It is imperative that you organize your sound system so that it can be clearly heard by the spectators and players at the field as well as by competitors in the stabling area preparing for their next game.

2. **Announcer.**

The announcer that you enlist for the weekend is the key to a smooth running tournament. Not only must he/she provide an informative and exciting commentary, but they must also keep teams and umpires organized.

D. PARKING

1. **Separate Spectator and Trailer Parking.**

There should be plenty of space for parking and ideally the trailer and spectator parking should be separate for safety reasons.

E. FOOD, CONCESSIONS AND RETAIL SPACE

1. Outside vendors are your best bet on providing food for spectators and competitors.

RULES AND REGULATIONS CONCERNING ALCOHOL VARIES FROM FACILITY TO FACILITY. FIND OUT AND CHECK LOCAL LAWS

THE APA DOES NOT RECOMMEND THE SALE OR USE OF ALCOHOL BY ANY PLAYER DURING AN APA SANCTIONED TOURNAMENT

2. **Receptions and Dinners.**

It is recommended by the APA that some kind of social event be held at every sanctioned tournament. After all, people travel a long way to tournaments, and really like to have an opportunity to visit with friends.

F. ACCOMODATIONS AND CAMPING

1. Hotels and Motels.

The tournament committee should make every effort to arrange and provide information to competitors on the availability of accommodations while at the tournament. Many places will give you a reduced rate by booking several rooms in advance and will even work with you on a good rate for your reception and/or dinner.

2. Camping and RV Hook Ups.

Many players prefer to hook-up their RV or camping with a tent at a tournament. It is always ideal when they can do so at the same location as the actual tournament or where their horses are stabled. You need to find out the logistics of this and provide information in your invitation.

G. EMERGENCY PERSONNEL

1. Ambulance and/or Emergency Medical Technicians.

*****AT EVERY SANCTIONED APA TOURNAMENT, IT IS SUGGESTED YOU HAVE SOME KIND OF EMERGENCY MEDICAL PERSONNEL ON SITE AT ALL TIMES DURING PLAY*****

If you choose to have an ambulance on site and that ambulance leaves to take someone off premises for further care, it is suggested that all play **MUST STOP** until the emergency medical personnel has returned.

2. Veterinarian.

You must either have a vet on call on the grounds for every sanctioned tournament or have the vet's name and phone number provided on the tournament invitation somewhere.

3. Farrier.

You must have a farrier on site for the duration of the tournament. The farrier's name and number should also be provided on the tournament invitation

H. UMPIRES, UMPIRE CLINICS, UMPIRE HORSES AND UMPIRING

1. Umpire Clinics and Certification Testing.

If you would like to have an umpire clinic at your tournament, you must arrange your clinic with the APA Chief Umpire not less than one (1) month prior to your tournament. You must provide the following for the umpire clinic: a suitable location with seating to accommodate all interested, a VCR and TV, and a blackboard.

2. **Umpire Horses.**

Umpire horses are the sole responsibility of the hosting committee. You must provide enough suitable and capable umpire horses so that no one horse is used to umpire more than two (2) games in any given day. To take some of the burden off the organizing committee, it is a good idea to ask each club competing to provide one umpire horse.

3. **Umpire Horse Wrangler.**

The host committee should appoint one non-playing person to be the umpire horse wrangler who is responsible for making sure horses are properly tacked up for each game and that no horse is used more than the maximum number of games. A good wrangler will also help organize the umpires.

4. **Umpire's Schedule.**

A schedule of umpiring must be made up and posted prior to the first match of the tournament.

5. **Chief Umpire of the Tournament.**

If the APA Chief Umpire is not present at the tournament, then the State Chief Umpire will act as Chief Umpire of the tournament. If there is no one who meets these requirements present, then the tournament committee shall confer with the APA Chief Umpire who will appoint a Chief Umpire for that tournament.

6. **Umpire Equipment.**

The tournament committee must also provide the following equipment for the umpires: umpire shirts and whistles. Many umpires now bring their own shirts.

I. **OTHER TOURNAMENT OFFICIALS**

1. **Timers.**

A timer must be appointed for every match at the tournament. Each of the competing teams shall have the right to have an official representative with the timer.

2. **Scorekeepers.**

A scorekeeper shall be appointed for each match at the tournament. Each of the competing teams shall have the right to have an official representative with the scorekeeper.

3. **Equipment for Timers and Scorekeepers.**

The tournament committee shall provide the following equipment for the timers and scorekeepers: tables, chairs, timers with batteries, horns or bells, pencils, score sheets, line up of teams and lots of cold drinks.

RESPONSIBILITIES OF THE HOSTING CLUB

1. **Get Your Dates.**

Confirm that the date you have chosen for your tournament is open and request in writing to the APA Secretary that your tournament be scheduled for that date.

2. **Prepare Your Invitations and Entry Forms.**

All invitations and entries should include the following:

Name of tournament	Date of Tournament
Location of tournament	Map to Tournament
Closing date of Entries	Contact's Name and Number
Entry Fee	How Tournament Shall Be Run
Location of Stabling	Location of Registration
Costs and Specifics	--Date and Time
Bedding and Feed	Accommodations Available
Location of Dinner/Party	--Specifics
--Date and Time	Location of Umpire Clinic
Team Information	--Date and Time
Team Captain's Name	Location of Captain's Meeting
Team's Colors	Rental Horse Information
How Draw Will Be Set Up	Umpire Horse Information
Equipment Requirements	Umpire Information
Release Form	Vet's Name and Number
Awards to be Given	Membership form
Advertising Available	Sponsorships Available

3. **Filing Players With the APA Administrative Secretary.**

The tournament committee is required to file the names of all participating players with the APA Secretary.

****ALL PLAYERS PARTICIPATING IN AN APA SANCTIONED TOURNAMENT MUST BE A CURRENT MEMBER IN GOOD STANDING WITH THE APA****

4. **Advertising.**

Contact your local media, i.e. television, radio, newspaper, distribute flyers, set up interviews, talk to local horse clubs. If you need any literature or assistance, contact the APA Publicity Committee.

5. **Programs.**

Tournament programs can be as simple as a drawing or as complex as you desire. Just make sure they pay for themselves. This is a good avenue for getting advertisers and sponsors to help pay for your event.

****IF YOU DO PRINT A PROGRAM, IT MUST INCLUDE THE CHAPTERS 'ORIGIN AND HISTORY' AND 'THE GAME' AS IT IS PRINTED IN THE APA RULEBOOK****

6. **Required Forms that MUST be included with the Invitation and Entries.**

It is a requirement that all APA sanctioned tournament committees send an APA Membership Form and a Release of Liability Form out with the entries. It is also REQUIRED that the tournament committee take full responsibility for returning all signed release forms to the APA. The APA Secretary will provide these forms upon your request.

7. **Trophies and Awards.**

The selection of awards is solely up to the discretion of the tournament committee.

8. **Rental Horses.**

The availability of rental horses is a plus at any tournament, especially for out of state players who would like to compete. However, it is better not to supply these horses if you cannot ensure that:

- a. they are suitable for the game;
- b. they are conditioned and fit for the rigors of the game;
- c. they can be obtained at a reasonable fee;
- d. that the tournament committee and/or rider is not liable for injury.

9. **Setting Up the Draw.**

It is up to the hosting committee to seed the teams, schedule the umpires, and organize the schedule. If you need assistance or have questions, please contact your APA representative.

10. **AT ALL COST, FOLLOW THE APA RULEBOOK AND THE RULES FORTH BY THE APA.**

Under no circumstances does a tournament committee have the right to change or make allowances to the APA rules as set forth in the APA Rulebook. Please, before you organize your tournament, read the following chapters carefully and in entirety:

Rule 1....Part III.....Player Registration
.....Part IV.....Penalties for Failure To Comply With the Rules

Rule 2....Part I.....Tournaments
.....Part II.....Tournament Officiating

Rule 3....Part I.....In General

