How To Host a Sports Tournament at Your School

**Get Started**

Ever wanted to compete against your peers or school administration in a friendly game of 3-on-3 basketball? Or kickball? Or even dodgeball? Well now is your chance to host a sports tournament to level the playing field in sports!

A sports tournament is when competitors get in teams and play against each other in a chosen sport and after several rounds, the top two teams compete. This event has the power to bring people together and Girl Up encourages you to take advantage of that by educating your school and community on the gender gap in sports. You can share fact sheets, make school announcements promoting women and girls in sports, and ask for petition signatures calling the International Olympics Committee to end gender inequality at the Summer 2020 Olympics. Below are 10 steps for how to host a sports tournament at your school:

**Step 1: Get Organized**
- Get your Club E-Board and assemble Club members to volunteer. Make sure everyone has a role in planning the tournament.
- In your first planning meeting, we recommend going over facts about the gender gap in sports, so everyone understands why an event promoting gender equality and sports is important. You may use the Sports for a Purpose resources via the Girl Up Community.

**Step 2: Choose a Date**
- Make sure you choose a date that gives you enough time to prepare and publicize your event. Make sure it doesn’t conflict with exams, bad weather, prom, or other events.

**Step 3: Choose a Venue and a Sport**
- Depending on what sport you choose, remember to secure the field, court, etc. and to get your school or community permission to use it.

**Step 4: Plan Supplies**
- You can apply for a Club grant to help you organize this event. Other supplies you’ll need include score cards, posters, medals, or awards.

**Step 5: Promote Your Tournament**
- Does your Club have an Instagram account? Does your school have a social media presence? Advertise your event to recruit players at your school. Invite teams or sports fans by sending out flyers, emails, social media posts, writing on your school newspaper, making a school announcement, etc. Contact your school coaches to encourage their teams to participate.
- Promoting your tournament is a great way to raise awareness about the gender inequalities in sports. Get creative in your poster and graphic designing skills by sharing facts on your marketing materials, highlighting female sports legends, and asking for petition signatures.
- Optional: Make it a fundraising event by charging a donation fee for every team that signs up!

**Step 6: Finalize the Details**
- Now that you know who signed up to participate in the tournament, create a game schedule (a template bracket can be found in the Community) in which all teams can play. See a sample agenda at the end of this guide.
- Make sure you bought everything needed like medals, awards, and certificates.

Learn more at: GirlUp.org/Sports
Step 7: Identify Officials and Referees
- Are there school administrators who can volunteer to be officials and referees? Parents can help with this too!

Step 8: Reach Out to Participants
- Ask participants to sign up as teams.
- Finalize the teams participating in the tournament and send them details of the event like the rules of the tournament. Make sure they know the right timing, date, and venue for the event.

Step 9: Review the Plan
- Make sure your Club and volunteers are as prepared as possible. Assign tasks ahead of time so on the day of the event, everything runs as smoothly as possible.

Step 10: Tell Us About It
- Submit an activity report via the Girl Up Community and let us know how it went! Earn special points for submitting a sports activity.

Event Checklist

- Finalize agenda and teams of tournament

- Reach out to local media to cover your event (optional)

- Confirm your audiovisual needs like sound, microphones, and speakers.

On the Day of the Event

- Set up – arrive at least an hour before the event to set up any technical equipment, sports equipment, and/or decorations.

- Make an announcement at the beginning of the tournament to share the rules and to thank your Club and volunteers for their hard work. This is a great time to share facts about women and girls in sports (you may find information on this via the Girl Up Sports Community Hub).

- Pictures, Videos and Social Media – make sure to document your event on Instagram or take photos and videos.

- Timing – keep track of time so your tournament runs smoothly.

- Have fun! Remember, you’re organizing a Sports for a Purpose Sports Tournament to create a safe space for play all while bringing a community together to take a stand for gender equality in sports.

After the Event

- Follow up with participants by sending them a thank you email or make a school announcement. We also recommend reminding those who participated to sign the Sports for a Purpose petition to close the gender gap at the Summer 2020 Olympics.

- Follow up with attendees by encouraging them to attend your next Club meeting.

- Follow up with Girl Up to share about your event by submitting an Activity Report in the Community.

A few words from a Club Leader...

I’ve always been an athlete at heart, so when I found my passion as a swimmer, I gave my 100% at every practice.

My love for swimming forced me to ignore the sexism embedded within my sport and most sports. When my shoulders began to grow, it was considered a flaw, while my male teammates were strong for their large shoulders. I learned to ignore it all.

Women in sports rarely receive the attention they deserve and work incredibly hard for. My Girl Up Club acknowledged this problem, and we decided to host a fundraiser that would empower the female athletes on our campus.

My Club decided to support our girls’ Hockey Team and host a fundraiser that would attract a crowd. We sold long-sleeve shirts that the audience could wear and hot chocolate.

Our Club made more than USD $600 and we were able to bring a large crowd to the girls’ hockey game that ended in a victory.

My advice when planning a fundraiser or any event is that I encourage you to look around your school and look for creative ways to empower girls within your community!

Laura Solano-Florez, Teen Advisor and Girl Up Choate Club President