

We're hosting an IPA Tournament in 2015

what do we need to do ?

These are a series of IPA recommendations to assist clubs in running their tournaments, this is an ongoing exercise so please use as a guideline

ORDER YOUR ROSETTES & PRIZES

IPA standard – all grades

1st Rosette & Prize

2nd Rosette & Smaller Prize

3rd Rosette

Best Horse Rosette

Best Rider Rosette

Best turned out visiting team whose photo will be featured on IPA web site ideally with a prize

Look to get prizes sponsored if you can. Do not buy until entries confirmed.

BOOK YOUR AMBULANCE

IPA Standard: Play must not start or continue, during tournaments, unless a Paramedic is available and not involved in dealing with an incident.

When booking your paramedic explain that you don't want them to leave the pitches and that for any serious injury, requiring transportation to hospital, the organisers will call an Ambulance – refund for any such callout will be made by the IPA.

This will be running on a trial basis which the IPA will assess and make changes as the IPA deem necessary

BOOK YOUR TOILETS

IPA Standard: One chemical toilet for each 20 players attending. Toilets should be available in camping areas and at locations close to playing fields.

Every club is to make sure that the Toilets are cleaned daily and toilet tissue replenished. Chemical toilets should be emptied at least once in a 48 hour period.

If permanent toilets are used they should be clean, fully functional I.E. door locks, water supply, and adequately supply of, toilet paper , hand towel, paper and waste bin- sanitary bin available, some maintenance will be needed. The toilets must be easily accessed by campers spectators and players

BOOK YOUR CATERER

IPA Standard: Catering is to be provided, either a professional cater or a facility provided and staffed by the organising Club.

Clubs organising the food themselves have found that although it is hard work and requires co ordination in the long run it can help with the cost of running a tournament.

The club should advise visiting clubs what catering will be available at the tournament on their invite

SEND OUT YOUR INVITATION

IPA Standard:

When:

Where: – best route, showing GPS co-ordinates.

Facilities: BBQ, onsite catering.

Entries: Entries to be received at least before tournament

2015 Entry Fees: €50 Adults: €40 Juniors: €20 Pri-Juniors:

Times registration desk open

Use email and social media. Send to IPA Secretary at info@polocrosse.ie for forwarding to all Club Secretaries.

Advertise your tournament locally. Contact PRO to make sure that your tournament is listed in the national papers. Make a Facebook page about your tournament to thank your sponsors and encourage people to attend.

Tell everyone what will be available on site.... Ie BBQ, dancing... If you have your prizes sponsors tell people what they will win.

Advertise your sponsors

Best turnout Award

Best Photo Award

SIGNS

IPA Standard: Route to venue should be clearly marked with signs large enough to be seen in time by competitors travelling with horses in boxes or trucks.

Put up signs at major junctions heading towards your venue. Don't assume that if it is not your first tournament everyone knows where they are going. THEY DONT !! Make it as easy as possible for your guests to find you.

GET IPA 'EQUIPMENT'

IPA Standard:

- * **Score Board for Pitch One**
- * **PA System**
- * **Charge Walkie Talkies**
- * **Umpire Shirts x**
- * **Goal Judge Bibs x**
- * **Score Sheets**
- * **Insurance Waiver Sheets**
- * **Bell \ Hooters**
- * **Whistles x 4**
- * **Timers x 2**
- * **Numbered Bibs x**

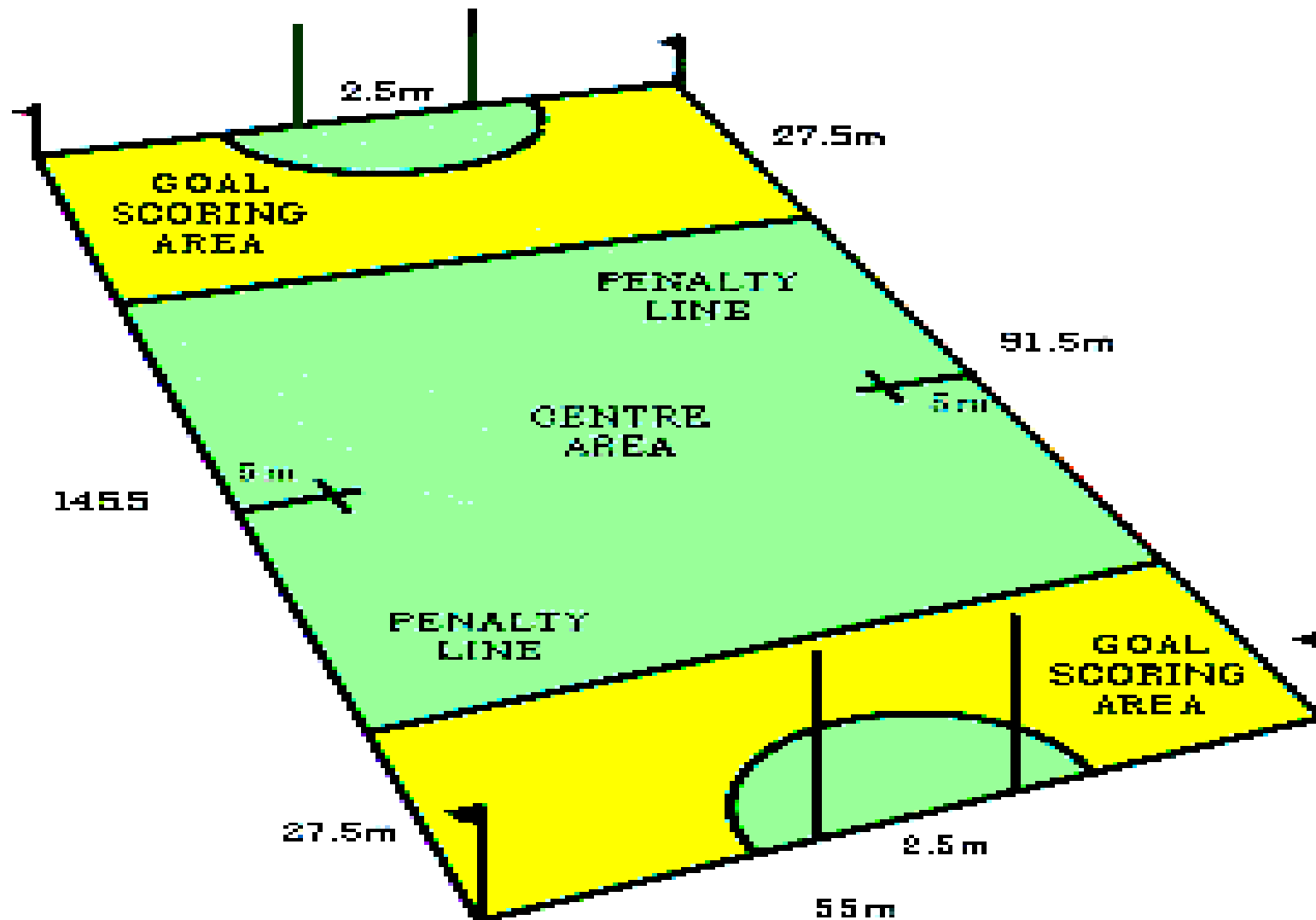
The hosting club must nominate one of its members to accept responsibility for the IPA equipment during its time at the club. Any equipment lost, broken or damaged through negligence must be replaced by the club.

A hire system will operate when the IPA numbered bibs are used.

*A team presenting with incorrectly numbered jerseys will be required to hire numbered bibs for all the team at a cost of €5 per player (team in this instance is the entire team not just a section).

PREPARE YOUR PITCHES

IPA Standard: Grass cuttings removed. No stones or hazardous pot holes. Pitch layout as shown below. Lines should be clearly visible.



Make sure that lines are CLEARLY marked. You should have facilities onsite to remark pitches when necessary. Pitches should be checked each morning before play starts to make sure that there are no hazards, and spot checked during the day.

PLAN OUT AND SIGNPOST YOUR AREAS:

Horse Penning Area:

IPA Standard:

Summary of Penning Requirements

At multi day tournaments, when not under the control of a person, horses must be confined by secure pens or loose boxes.

* Pens must be securely and safely constructed to ensure the containment of the horse(s) within

*An outer non-electrified pen, at least 1m from the inner pen, must enclose the pens of horses known to be prone to biting.

*Not more than three (3) horse pens may share a common electric circuit

*Horses in pens must be supplied with ample drinking water and supplementary feed where grazing is inadequate.

*An individual pen may not contain more than two horses without permission from Senior Horse Welfare officer

Horse Drinking Water Area

IPA Standard:

Adequate horse drinking water supplies should be available from hoses or water tanks located within easy reach of the horse penning area.

Wash Down Area

IPA Standard:

A separate wash down area, should be clearly marked out and form part of the horse facilities.

Drinking water for horses must be available at all times.

Camping Area

Must contain chemical toilets and be away from Horse Pens.

Catering Area

Either professional or private.

RUBBISH

IPA Standard: Disposal of rubbish is the hosting Club's responsibility. It is the members and spectators responsibility to show the venue and hosts respect.

Make a skip or bins available. Handout black sacks when registering. Make that areas for rubbish collection are clearly marked.

REGISTRATION DESK

IPA Standard: Competitors need to do the following BEFORE they can play:

- **Pay the tournament fee.**
- **Sign an Insurance Waiver.**

A 'desk' should be staffed by the hosting club; for an hour Friday evening for example 9:30 to 10:30 pm and from 7:00 till 9:00 Saturday morning.

Make sure that you have change available, with an adequate supply of waiver forms.

If waiver forms can be emailed prior to tournament and be handed in completed

Clubs to identify members who is responsible for forms and club entries

SCORE KEEPERS TABLE

IPA Standard:

- **Two persons. Timekeeper and Scorer**
- **Ideally situated on other side of pitch to spectators**
- **Contact with organiser or designated person by walkie talkie**
- **Contact numbers for / Vet Farrier**
- **Copy of timetable.**
- **Score Sheet, Timers, Hooter/Bell and Pens**
- **Umpire Jackets and Whistles, Scorer responsible for giving to and getting back from Umpires**
- **Goal Judge Bibs, Timekeeper responsible for giving to and getting back**
- **Bibs for Hire**
- **Hire Book for Record Keeping**
- **Clubs entitled to an observer**

Checklist for Officials

Umpires

Must be qualified to umpire the game in question communicate with Chief Umpire Tony O Donnell

Chief Umpires briefing to be included in schedule

Umpires names MUST be recorded on score sheet.

- Time keepers, scorers and goal judges are ready and able.

Goal Judges

- MUST be over the age of 16.

Are deemed capable by the umpires.

- MUST wear a Goal Judge Bibs

[NB Teams playing should provide goal judges.]

Score Table checklist

- You have all the appropriate equipment for time keeping and scoring.
- Time keepers, scorers names should be recorded on the score sheet [and may be called upon as witnesses].
- Ensure teams are satisfied with the time keeper and scorer, and they are both able to perform the job.
- Scorer is responsible for recording the score, ensuring umpires and captains sign the score sheet as required, and ensuring the score sheet reaches the tournament organisers.
- Captain signatures on score sheets and disputes must be lodged within 1 hour
- sheet reaches the tournament organisers.

TIMETABLE

Allow a minimum of 1 hour per game

Timetable in a lunch break

Central notice board

Time keepers

Umpires confirm with chief umpire

Formats for timetabling to follow

Please Format an Umpires meeting into schedule on both Saturday and Sunday

Encourage non playing members to help run tournament, it is recommended for a successful tournament that there is a team of non playing people with designated duties to help run the tournament

ENTRY FEES AND IPA LEVYS

Seniors E50.00

Juniors E40.00

Primary Juniors E20.00

Seniors and Junior IPA levy of E7.00

Primary Juniors NO Levy

