



TOURNAMENT AND TEAM MANAGEMENT

INTRODUCTION

A tournament is an organization of well-planned sequential competitions amongst various teams, groups or individuals emerge a winner and runner. These competitions are held for a particular field of sports / games within a specific time period. At the end of the competition / tournament game skills are demonstrated by several participants. Generally a team have separate coach and manager, which are better in order to share the duty and responsibilities but because of financial limitations only one person as a coach cum manger accompanies the team. The responsibilities of physical education teacher as a coach are to keep the team in the best possible shape and as a manager his duty is to move the tournament comfortable.

TOURNAMENT MANAGEMENT

Management of tournament depends on the number of institutions participating in the tournament. Also, the level of competitions is a deciding factor in this regard. In general many management persons are required to make tournament a successful venture.

Some important persons involved are:

1. Director
 2. Assistant/ Deputy Director
 3. Sports council
 4. Organising committee
 5. Officials
- ***The Director:*** many schools, college, universities, states have well established the position of director sports chairman, physical education department, who is a designated director tournament. The director is the staff explanatory term which means a person who gives the direction to run the department and conduct the tournament. He is responsible for establishing programmes, getting adequate funds, involving the affiliated unit and evaluating the success of the programme.
 - ***Assistant and Deputy Director:*** As designation suggests the assistant director is to assist the director in his day to day functioning in general. Sometimes specific duties may be assigned to him by the director to decrease his work load and work democratically.
 - ***Sports council:*** the sports council is constituted either by nomination or by election out of the affiliated units. Normally its members are the head of the institutions and teachers of the physical education. The director sports functions as a secretary in the council. The Director sports present the entire programme of the department in the form of agenda for discussion. Suggestions and approval of the council.

- **Organising Committee:** The council decides the allotment of tournament to various institutions for a particular game /sport as per the choice of the institution. The council also decide about the organizing committee- its instructions, duties, right etc. for the smooth and effective conduct of the tournament.
- **Officials:** Dedicates, intelligent and professional competent officials are necessary for a sound tournament programme. They should be qualified officials like referees and coaches who should have the knowledge of the goals of the programme and organizations philosophy of tournament.

OPENING CEREMONY

Event Management of opening ceremonies that may be crucial when an event, a conference or a convention lasts for several days and when the event organizers want to gather, address and welcome the whole audience. No ceremony is as cherished as the opening ceremony of a game or an event. Athletes from around the campus gather in preparation for competition for number of sports. An opening song written especially for the occasion is sung by students who are good in singing. Preparation for the Opening Ceremony begins weeks before the event, with a traditional torch run around the campus.

CLOSING CEREMONY

1. Welcome of all VIPs, dignitaries, members of the organising committee.
2. The institutional anthem will be played.
3. A short cultural display may then be staged of approximately 45 minutes, as approved by the organizing committee.
4. A small handover ceremony shall take place whereby the present host institution will pass over the torch and flag will be handed over to the next host country.
5. Speeches by dignitaries of the next host institution.
6. Closing speech by the present host institution.

VARIOUS COMMITTEES AND THEIR RESPONSIBILITIES

There shall be an organizing committee which shall be responsible for the successful and smooth conduct of the tournament.

1. **Publicity** – The committee shall be responsible for publicizing the detailed programme (the date, the time, the venue, the number of events etc.) through the print, electronic, etc.
2. **Technical arrangement committee** – The committee will secure the necessary technical arrangement like track and field areas their marking according to latest rules and regulations. The committee shall keep everything ready for the event.
3. **Technical official committee** – The most difficult and tedious job lies in the hand of technical official committee. This committee is responsible for the technical conduct of the meet. Officials in this category are referee, umpires, time keeper, chief judge, wind gauge operator judge, measurement judges, call room judge, Marshall Etc.
4. **Reception** – It is the responsibility of the committee to see that the special invitees are welcomed on the day of meet and taken and taken to the seats reserved to them.

5. ***Decoration and ceremonies*** – This committee is to see that the athletic stadium is decorated nicely in a pleasant manner. Properly decorated and marked sports arena becomes the centre of attraction for all. The committee is also responsible for opening victory ceremony and closing ceremonies.
6. ***Refreshment and entertainment*** – This committee shall take charge of supplying refreshment to competitors, officials, special invitees etc. They should also arrange some cultural interaction programme at the end of meet.
7. ***Entries and programmes*** – This is the responsibility of this very committee to send entry fees receive them allot numbers to the competitors, order of events, arrangement of heats and fill record sheets.
8. ***Medical aid*** - This committee will ensure that a battery of qualified doctors along with a provision of ambulance service is available around the clock.
9. ***Disciplined committee*** -This is of the prime concern for the smooth conduct that it should be conducted peacefully without any dispute and hindrance.

TEAM MANAGEMENT

Selection of team and training:

Selection of team should be done well in advance by properly constructed committee, consisting of knowledgeable experienced people. The selection date, time, venue and eligibility should be properly announced well in advance to provide equal chance to everybody.

The selection trail should be based on certain guidelines. Some of the examples are:-

Regularity.

Attitude.

Good academic record.

Physical Fitness test.

Skill test.

Game test.

Earlier records.

General behaviour of the student.

Since the best player of an institute is going to play against the best player of other institute, it is essential that proper care has to be taken while selecting players and make the team very much balanced. Players must prepare themselves in camps.

Coaching Camps

It is the duty of the physical education teacher to keep the students or teams in best possible shape to meet all the types of competition/challenges. For attaining this fitness or shape a very well planned coaching camps has to be organised. Usually a manager is allotted separately during camps that look after all the day to day convenience of all the basic needs, but because of lack of budgets the physical education teacher have also to as well bear this responsibilities. Before

organizing a camp the following factors should be given utmost consideration for the success of camp and realizing the pre-determined aim and objectives:-

Budgeting.

Camp site.

Food.

Equipment supply.

Duration.

Transportation of campers.

Sanitation and light.

Safety.

Records.

Rules of camp.

Proper training principles should be adopted during coaching camps. This coaching camp must be planned along with scientific lines.

Some of it is as follows:-

1. Progression of load should be in gradual manner.
2. Principle of continuity.
3. Methods of motivation.
4. According to the nature of the game.
5. According to the date of the tournament.
6. All the aspects should be considered like speed, endurance, flexibility, strength etc.
7. Proper balanced diet has to be prepared and should be followed during coaching camps.

TOUR MANAGEMENT

Management of sports tour means the physical education teacher accompanying a team as a manager or coach. Tour management is a very important aspect of physical education programme. Generally a team has separate coach and manager, which are better in order to share the duty and responsibilities but because of financial limitations only one person as a coach cum manager accompanies the team. The responsibilities of physical education teacher as a coach are to keep the team in the best possible shape and as a manager his duty is to make the tournament comfortable. For this purpose he has to follow certain guidelines:-

1. Date of tournament has to be confirmed well in advance.
2. Permission from the parents of the selected players has to be taken.
3. Mode of transportation and reservation of tickets has to be done well in advance.
4. Required amount of money has to be withdrawn from the account section well in advance.
5. All the relevant papers and formalities have to be completed.
6. Date and time of departure has to be well informed to the students.

7. Equipments or any other important things which has to be carried by the students should be informed.
8. Proper care should be taken during the journey like carrying identity cards, seat allotment, platform numbers, food etc.
9. On reaching the venue, organisers should be immediately informed.
10. The arrangement for lodging (accommodation) should be confirmed and security money should be paid.
11. Attend the managers meeting which is usually held a day prior to the competition, it helps to know the details about the competition.
12. Any new information about the competition should be passed down to the team at the earliest.
13. The coach must be present throughout the competition.
14. Proper obligations should be followed by the coach before and after the competition. After the match is over do not forget to say thanks to the official and opponent and get ready for the next match.
15. Don't let the player move freely and do whatever they want during the free time.
16. After the tournament is over do not forget to collect the relevant papers, certificates, prizes and other documents.
17. The return journey should also be planned well in advance.
18. After reaching back handover the students to their parents or to the school authority.
19. Prepare a detail report of the tour along with the strong and weak points of the team and suggestions for future tournaments. This report should be submitted to appropriate authority.
20. Also submit the financial statements of all the expenditure made along with proper receipts for the settlement of account.

CONCLUSION

All tournaments in educations from school level to university level should grow out of the physical education programme as an integral part to accomplish the goals of general education. The management of all tournaments in the inter-institutional programme should be fully regulated by duly constituted committee of dedicated, committed and professionally competent officials. It should not be in hands of people with casual approach towards sports tournaments.