Havørn Fotball

Tournament Handbook



1. FOREWORD

Dear coaches, team leads, players and parents/guardians

This handbook provides information about the guidelines for tournaments organised by Havørn Football. The club is committed to ensuring that all our members experience enjoyment and development in a safe environment, with sporting challenges and a positive social setting. This also applies throughout the tournament stay.
All adults travelling with children and young people must place strong emphasis on inclusion and ensuring that everyone is involved. Together, we create positive and inclusive memories for life.

The handbook must therefore be read and reviewed by all participants before departure.

> **Football is about more than results – it is about people**

- ✓ **SAFETY**
- \+ **INCLUSION**
- ↗ **DEVELOPMENT**
- ★ **FAIR PLAY**

2. TOURNAMENTS IN HAVØRN FOOTBALL

To bring together as many members as possible and build a shared club culture, the club participates in the following summer tournaments:

CHILDREN'S SECTION (AGES 10 AND UP)

Lyngdal Cup

YOUTH SECTION (AGES 14 AND UP)

Vildbjerg Cup (DK)

Any alternative requests must be approved by the Sporting Committee:
sportsligutvalg@havorn-fotball.no

IMPORTANT: All adults travelling with the team share responsibility for player safety, inclusion and supervision

3. PRACTICAL INFORMATION AND TEAM REQUIREMENTS

To ensure that Havørn Football gives our players a positive tournament experience, each team must follow the club's guidelines both at the tournament venue and while travelling.

- Each team must have a team lead who is responsible for the team and available throughout the tournament, both to players and parents/guardians.
- Two leaders/adults must be available during the daytime, with additional adults for larger groups.
- One adult must be available in the evening and overnight, or two for larger groups. The parent group is responsible for staying overnight with the players. The coaching and support staff are exempt so they can focus on sporting matters.
- Remember that throughout the journey and stay, you represent Havørn Football and are an ambassador for the club.
- Alcohol and intoxicating substances are strictly prohibited. This also applies to adults while they are with the team.
- During the day, participants must remain within the tournament area. Anyone leaving the area must not go alone. The responsible team manager must ensure this rule is followed.
- The club encourages players to wear club clothing during the tournament and while travelling whenever possible.

4. THE CLUB'S TOURNAMENT COMMITTEE

The tournament committee must consist of 1–2 representatives from each travelling team, together with a club coordinator. The committee is responsible for planning the tournaments, communicating important information to participating teams and serving as the contact point for questions.

The club's responsibilities

- Register teams for the tournament
- Participate in the tournament committee and assist with coordinating transport and accommodation
- Assist with larger orders of Havørn branded clothing for travel
- Approve financial support for players (see separate form)
- The club organizes shared transport for trips abroad

The tournament committee's responsibilities

- Plan the tournament together with the club coordinator
- Each committee member must have dedicated areas of responsibility
- Communicate through the shared Spond group
- Book bus transport to and from the tournament
- Book ferry tickets to and from Denmark for all participating players. Parents/guardians and siblings accompanying a player must arrange their own transport and accommodation.
- Invite all participating teams to a joint parents' meeting
- Organize a shared pizza evening for all teams taking part in the same tournament

5. RESPONSIBILITIES BEFORE THE TOURNAMENT

1. The team lead sends the registration request for the chosen tournament to the general manager.
2. The general manager registers the team for the requested tournament.
3. The team lead nominates 1–2 team representatives to serve on the tournament committee. These may also be parents/guardians.
4. The general manager invites the tournament committee to an information meeting, where tasks are allocated.
5. The club creates a shared Spond group for each tournament. All participants are added so that everyone receives the same information.
6. The tournament committee invites the parents/guardians of all participating players to a mandatory meeting.
7. The team lead is responsible for ensuring that all players and parents/guardians read the Tournament Handbook.
8. For those travelling to Denmark: the team manager checks that everyone has a valid passport and that a copy is submitted by the deadline. The team lead submits a complete list of participating players and an overview of who will stay overnight with them. Applications for financial support must also be submitted (see separate form).

6. GUIDELINES FOR PARENTS AND GUARDIANS

As a parent/guardian, you can help make the tournament a safe, inclusive and positive experience for all our members. The following principles apply:



Support the club's work. Parents' meetings and constructive dialogue help reinforce the values of football and the club.



Attend matches and training sessions. Your presence matters to both the players and the team environment.



Encourage all players in both success and adversity. This creates safety, enjoyment and motivation.



Everyone shares responsibility for the match environment. Praise both teams and follow the principles of Fair Play.



Respect the coach's team selections and use of players. Constructive feedback should be discussed with the coach and club afterwards.



Respect the referee's decisions, even when you disagree.



Remember that the children are playing football, not you. Be supportive and positive.

Supportive parents create positive experiences, both on and off the pitch.

7. ACTIVITIES DURING THE TOURNAMENT



All social activities during the tournament must be held by age group or jointly for all club participants in order to build a shared social community. Social activities strengthen unity within both the team and the club.

The club wants every player to take part in the social community. Parents/guardians should therefore avoid withdrawing players from shared activities unless necessary, as this can contribute to social differences and exclusion. Any special needs must be agreed with the responsible team manager.

Havørn Football encourages all parents/guardians to get involved in social activities in cooperation with the coach or team lead. This helps build a stronger community.



“Stronger together – on and off the pitch”

8. PRACTICAL INFORMATION

- Always arrive well before kick-off and remember the correct equipment.
- If you plan to apply for sponsorship funding for the tournament, familiarize yourselves with the club’s guidelines (see the Club Handbook).
- Make players and parents/guardians aware of the expectations for the tournament, including participation in the social community.
- Respect the schedule set by the organizer.
- Need club clothing? Order well in advance of departure.
- Challenges or questions? Contact a representative of the Tournament Committee.

OUR SHARED GOAL
– together, we create positive experiences and memories for life –

9. PACKING LIST

- Team kit, football shorts (2 pairs), football socks (several pairs), shin guards and football boots.
- Spare clothes, rainwear and clothing suitable for the weather.
- Single air mattress, sleeping bag, duvet, pillow and fitted sheet. A sleeping mat may also be brought.
- Swimwear and towels. Remember sunscreen.
- Havørn club clothing.
- Toiletries and any required medication. Blister plasters may also be useful.
- Passport. Check that your travel insurance is valid. Need financial support? Submit the form well in advance.
- Pocket money. Agree on a common amount within the team.
- Label all belongings and clothing with the owner’s name.

10. CODE OF CONDUCT

1. Players aged 12 and 13 must be in their rooms by 22:00.
2. Players aged 14 and over must be in their rooms by 22:30.
3. Players under the age of 12 must be in their rooms by 20:00.
4. Alcohol and intoxicating substances are strictly prohibited. Any breach will result in the player being sent home immediately at their own expense. Parents/guardians will be contacted.
5. No one shall walk alone. Players under 12 must always be accompanied by an adult. Players over 12 must walk in groups of at least three. Remember the importance of the group.
6. No one must be alone outside the children’s area, and no one may remain in the pitch area in the evening.

