

# Knights of Columbus Soccer Challenge Checklist & Program Guidance Tool

(This tool is provided as a sample document to highlight items needed for a successful Knights of Columbus Soccer Challenge. Modify as needed to suit your needs.)

**Date:**                      **Registration Time:**                      **Start Time:**

## Location:

As the annual soccer challenge event progresses, scoring sheets should be provided to: \_\_\_\_\_, no later than: \_\_\_\_\_. Call/Text- or email: \_\_\_\_\_ with questions. Mail scoring sheets to:

Name:

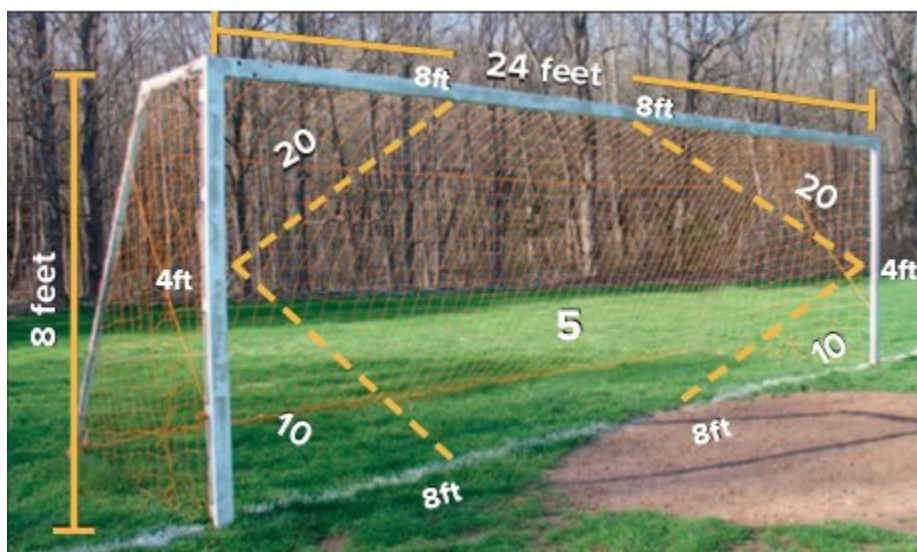
Title:

Address:

\*Reminder-In the event there is a breakdown with scoring sheets being mailed or provided, blank copies should be made available by the Soccer Challenge Chairman.

## To Do + Inventory Checklist-Local Volunteers Arrive at:

-Set-up goals. Allow 30 minutes to set up each goal.



-Set-up K of C Competition directional signs at property entrances, etc.

-Provide K of C marketing materials in order for candidates to join.

- 6 Clipboards/6 Pens-Bring extra pens and two additional clipboards.
  - Five to eight-foot ladder for anchoring rope on goals at eight foot height.
  - Yellow rope for goals (100-foot bags). 50 feet of rope will be needed for each goal.
  - White Latex spray paint for penalty kick lines. Additional yellow rope, if spray painting is prohibited by the soccer league.
  - Orange Tent Pegs-Two per goal. Bring extras in case of breakage. Four extras per goal, if spray painting is prohibited.
  - Durable scissors or pruning shears for cutting rope and for removing zip ties after the event.
  - 100-Heavy Duty Zip Ties (14 inches in length). Double band to prevent breakage.
  - One or two 30 foot measuring tapes
  - One or two 3lb. hammers to pound stakes into the ground.
  - One or two Claw Hammers
  - One or two pieces of wood-1" x 2" x 3' for use when painting Penalty Kick Lines and Tie Breaker Lines. The pieces of wood can be utilized to prying up tent pegs, also.
  - Megaphone for opening and closing of program and directional guidance.
  - Camera/tripod for pictures of winners, kicking action, attendees.
  - Select a Knight to be in charge of pictures. Take pictures of participants at all goals.
  - K of C Soccer Balls. Five balls per goal minimum. 15 #4 balls. 15 #5 balls.
  - Start installation of rope/zip ties, etc. Allow 30 minutes to create each designated goal. No later than three hours before the start of the event, if creating six separate goals.
- Ages 9, 10, 11 (Boys & girls competitions): Use a regulation-size soccer ball (Size #4) and shoot **10 yards** from the goal. Tie-breaker lines installed 3 additional yards behind 10-yard line. Check pressure of each ball.
- Ages 12, 13, 14 (Boys & girls competitions): Use a regulation-size soccer ball (Size #5) and shoot **12 yards** from the goal. Tie-breaker lines installed 3 additional yards behind 12-yard line. Check pressure of each ball.
- Two card tables for registration + Four Chairs for K of C volunteers at field entrance. Two card tables and two chairs for Soccer Chairman and assistant. Provide 10 extra chairs for elderly in covered or shaded area, if possible.

- If there is dew on bleachers, use paper towels or clean rags to remove the moisture.
- Registration Signing. Attached signing to small marquee, if available.
- Organize scoring sheets.

Sort by age and boy or girl. Place a checkmark on the top right-hand corner of the scoring sheet when contestant has arrived. Once all boys and girls for each age group have arrived, the Soccer Chairman will issue the scoring sheets to each State Officer, Regional Officer or District Deputy assigned as scorekeepers. \*Work to have one scorekeeper, two judges, (one in front of goal, one behind goal), and two ball boys or girls. Ball boys or girls should not be competitors of kicker. Relatives should not be involved with any activity of the competitor.

- Air pumps. Manual and electric. Two needles per pump.
- Soccer balls pumped and sorted by size/age group in correctly labeled bags.
- Trophy presentation platform or area identified. If appropriate, Regional Champion placard installed. Battery powered drill with Phillips head drill bit in order to switch placards.
- Soccer Kit on site.

**-Place council winner placards, district winner trophies, regional winner trophies or state winner trophies, as appropriate on a display table or card table. Protect trophies if windy weather could cause the trophies to fall and be damaged.**

### Amenities

- Bottled Water-One or two cases chilled.
- Snacks for families
- Restrooms identified for participants.
- Coffee and donuts for volunteers, if appropriate.
- Paper towels/Windex/Hand Sanitizer available.
- Two Garbage Cans/ Two Garbage Bags

Determine who will present trophies. Take pictures of each winner with State, Regional Program Director, DD's, State Officer(s) and then take group pictures of winners with officers and volunteers.

\*Tear Down. It should look like we were not there. All garbage, etc. removed from the field.

## Girls-Winners/Council Name/Council # & Score

Age	Winner Name	Council Name & #	Score
9			
10			
11			
12			
13			
14			

## Boys-Winners/Council Name/Council # & Score

Age	Winner Name	Council Name & #	Score
9			
10			
11			
12			
13			
14			

## Soccer Kick-Off Program-Use Megaphone, if needed.

Soccer Chairman will do a welcome to council participants or winners and their families as the annual event progresses. Then do introductions of State, Regional Officers, District Deputies, etc. \*Write in attending officers names in preparation for the kick-off.

State Deputy  
State Faith Director  
State Community Director

State Advocate  
Regional Program Director  
Diocese Membership Director  
District Deputies

**Let's start the competition with a prayer from Father \_\_\_\_\_ or his designate.**

In the name of the Father, and of the Son and of the Holy Spirit, Amen.

Strong and faithful God, as we come together for this contest, we ask you to bless these athletes. Keep them safe from injury and harm, instill in them respect for each other, and reward them for their perseverance. Lead us all to the rewards of your kingdom where you live and reign for ever and ever, Amen.

## **Soccer Chairman Guidance**

Competitors will get three practice kicks before scoring, followed by 15 kicks at the council level. District, regional, state competitions, competitors will get 25 kicks.

Advise competitors by age, which goal they will be assigned to. Normally, girls will kick first. (It is recommended that goals be marked off for specific ages, to avoid confusion with too many penalty kick lines. For example, "the goal or goals nearest to us will be for competitors ages 9, 10, 11. The three goals farthest from us will be for competitors, ages 12, 13, and 14.")

Competitors will be kicking in front of their peers. We will have at a minimum, one judge/two are preferred, one scorekeeper and one ball boy or girl. State Officers, Regional Officers and District Deputies have been assigned as judges and scorekeepers. Competitors will not be permitted to participate in any activity with their peers other than competitive kicks. Relatives of competitors should not participate in scoring, ball boy or girl or judging activity.

Normal rules of soccer regarding penalty kicks apply. Penalty kick violations include stepping on or over the line prior to the kick. Any contact made with the ball counts as a kick.

In the event a tie breaker is necessary, it should be conducted as follows: Each contestant will have the opportunity to take **three kicks from a position three yards behind their designated age penalty line**. If the contestants are still tied, they will then continue to take turns of three kicks each, until a clear winner emerges.

Scorekeepers will advise the Soccer Challenge Chairman, of the winner for each boy and girl by age group, as soon as possible, in order to document the winners and proceed with placard, medallion or trophy presentations. The Soccer Challenge Chairman should review all sheets to ensure accuracy of the results.

Next step. If the event is progressing to the next level, be sure to hand the competitors guidance as to the date, time and address of their next competition.

Remember, we want to take lots of pictures during the event and during the award presentations.

Good luck to everyone! Let the competition begin!

**\*Closing comments will be provided by senior most State Officer or their designate.**