



GIRLS RUGBY FAMILY DAY EVENT GUIDE

1

WAIVERS FOR PARTICIPANTS

<https://form.jotform.com/211315374467152>

Be sure to send out this form to all families and have them complete the form prior to Family Day. They can complete one form for all family members attending. We suggest sending this out at least 5 days before AND a reminder 1-2 days before your event.

2

PREPARE SURVEYS, GIFTS, & FLYERS

Organize the surveys and pens for coaches so that they can administer the surveys with players before the day begins. Prepare the gifts to be distributed with flyers for the next season to be handed out at the end of Family Day.

3

COORDINATE ANY FOOD/CELEBRATIONS

It is not a requirement to organize food or celebrations during or after Family Day. However, for smaller programs or ones wanting to organize something, prepare this beforehand and communicate to families. You can organize a Potluck or a partnership with a local restaurant/vendor. Check with Erin before making any larger purchases of food/snacks for participants.

4

TIMELINE OF FAMILY DAY

This is a general timeline for running Family Day. Feel free to adjust to best fit your location's needs. Times are notes as running minutes for any 2 hour time block.

MINUTES

ACTIVITY

15 Min
Prior to Start

Players arrive and find their coaches to fill in surveys. Gather all completed surveys to input data in spreadsheet and send to Erin.

Official Start
Time

Players warm-up and prepare for one final game of Players vs. Players on their respective fields split by ages. (Just as you've done all season)

15 Min
Past Start

Final Player-Only game with family members as spectators.

45-50 Min
Past Start

Short break to adjust fields. Create fields by location. If you have smaller locations with less than 6 players, combine with other locations on one field. For example, if your program has 5 locations, you'll have 5 fields created.

60 Min
Past Start

Send all coaches, players, and family members to their respective location field. Coaches will lead a group warm-up for all family members and review the rules of the game. Players wear flags, families play 2 Hand Touch.

70 Min
Past Start

Family Games! Use this time to start various games such as families vs. players, mixed teams vs. mixed teams, play other games/activities, etc.

105 Min
Past Start

Gather players together for a group picture, do a group picture with families, hand out gifts and flyers, collect equipment, etc.

120 Min
Past Start

You've made it! Officially finished with Family Day! Collect all of your equipment and clean up your space. Give high fives to coaches (and a seasonal gift to say thank you - there are enough of those for coaches too!); Head home and take a well-deserved rest! You did it!

5

AFTER THE EVENT

There are a few loose ends to finish up after the event. Be sure to work with Erin to complete the following.

- ✓ Gather the surveys from the players and input data into the spreadsheet that was in your original Family Day email. Send to Erin.
- ✓ Send Erin any pictures or video that you got from the event for use on social media.
- ✓ Gather the coaching bags from coaches and take inventory of what is in each bag in preparation for the next season.
- ✓ Send out a Thank You email to your coaches and to your families. If you want to have a social gathering with your coaches, organize a time to get together to celebrate your success!
- ✓ Erin will send out surveys to families and to coaches to gather feedback and then send to you.

6

CELEBRATE & RELAX

We know that the next season will be upon us before you know it, but now is the time to celebrate the success that you had and the impact that you made on so many young people and their families. You deserve some time to celebrate and relax. Take a break and revel in all the amazing moments!

