

ASSET 8 – TOURNAMENT DEBRIEF WORKSHEET

Tournament Date: _____

Location: _____

Tournament Director: _____

Completed On: _____

Who Participated in the Debrief?

Section 1

Overall Evaluation

Circle one.

Overall Tournament Success

★ ★ ★ ★ ★

Excellent

Very Good

Good

Fair

Needs Improvement

Would you consider the tournament a success?

Yes

No

Why?

Section 2

What Worked Well?

What exceeded expectations?

Examples:

- Registration
- Scheduling
- Officials
- Atmosphere
- Coaching
- Team Names
- Refreshments
- Awards

Section 3

Biggest Surprises

What happened that you didn't expect?

Examples

Players learned the format after one BOLT.

Parents stayed after the tournament.

Coaches loved being actively involved.

Officials adapted quickly.

Players were exhausted after three duals.

Section 4

What Didn't Go As Planned?

What created unnecessary stress?

Examples

Need earlier team names.

Need better score sheets.

Need running totals.

Need more volunteers.

Section 5

Player Feedback

What comments did you hear repeatedly?

Favorite moments?

Section 6

Coach Feedback

What did coaches like?

What suggestions did they make?

Section 7

Officials Feedback

Did officials feel prepared?

- Yes
- Mostly
- No

What would make their job easier?

Section 8

Parent & Spectator Feedback

What comments stood out?

Did spectators understand the format?

- Yes
- Mostly
- No

Section 9

Operations Review

Rate each area.

Area	Excellent	Good	Needs Work
Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scorekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 10

Financial Review

Revenue

\$ _____

Expenses

\$ _____

Net Profit

\$ _____

Was the fundraiser financially successful?

Yes

No

Section 11

Year Two Improvements

List everything you want to change.

1.

2.

3.

4.

5.

Section 12

Things We Should Never Change

Sometimes we focus so much on improvement that we forget to preserve what worked.

What traditions should become permanent?

Examples

- Championship Ball
 - Refreshments
 - Team Photos
 - Team Names
 - Positive Cheering
-

Section 13

Resources to Update

After every tournament, review and update:

- Landing Page
 - Registration Form
 - Tournament Director Checklist
 - Officials Guide
 - Team Packet
 - Score Sheets
 - Master Scoreboard
 - Budget Worksheet
 - Marketing Timeline
 - Social Media Posts
 - Awards Script
 - Welcome Speech
 - Playbook
-

Section 14

One Sentence Summary

If you had to describe this year's tournament in one sentence, what would it be?

Final Reflection

Complete this before planning next year's event.

Finish these sentences.

The biggest lesson I learned was...

If I were hosting this tournament again next Saturday, I would...

The moment I'll remember most from today is...

Looking Ahead

My Top Three Priorities for Next Year

1.

2.

3.

*The best tournament directors don't simply host great events. They learn from them.
Complete this worksheet within 48 hours while the details are still fresh.
Next year's tournament begins today.*