



Try-It Day Guide

A step-by-step guide on
how to plan your Try-It Day!

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OVERVIEW

Rugby Nova Scotia is committed to helping clubs grow the game by providing a clear, step-by-step guide to planning and running a successful Youth Try-It Day. This guide will cover everything from sanctioning and registration to event formatting and promotion, ensuring clubs have everything they need to host a fun, engaging, and well-organized event.

Try-It Days are an excellent way to attract new players, increase community interest, and showcase your club. They are flexible, welcoming to all ages, and can be tailored to fit your club's vision. Whether you're looking to introduce rugby to beginners or strengthen your grassroots programs, this guide will help make your event a success!

The 5 Phases of a Successful Try-It Day:

- 1. Planning & Logistics** – Setting the foundation for a smooth event.
- 2. Marketing & Advertising** – Spreading the word and maximizing attendance.
- 3. Event Preparation** – Organizing equipment, volunteers, and schedules.
- 4. Event Management** – Running a seamless and enjoyable event.
- 5. Follow-Up & Reporting** – Retaining participants and measuring success.

In the next section, we'll break down each phase in detail, providing a practical, easy-to-follow roadmap to ensure your Try-It Day is a success!

But First:

Before you dive into the planning process, make sure you've received your FREE Try-It Day sanctioning codes for the year! Rugby Nova Scotia member clubs are entitled to two free sanctioned Try-It events per year, thanks to a national initiative from Rugby Canada aimed at growing the game and encouraging community outreach.

Not sure if you have your codes yet? Contact Rugby Nova Scotia to confirm or request them before moving ahead with event registration and promotion.

PHASE 1 – PLANNING AND LOGISTICS

A well-organized Try-It Day starts with solid planning. To keep everything on track, it's recommended that you create a Master Sheet—a centralized place to store all event details. This could be a spreadsheet, a Google/Word document, or a shared file folder, depending on your preference.

- **Google Sheets/Excel** – Use separate tabs/sheets for:
 - Scheduling, budgeting, rosters, and task tracking
 - Ideal for structured data management
- **Google Docs/Word** – A single document organized with:
 - Headings and a table of contents for easy navigation
 - Best for initial planning and brainstorming
- **Shared File Folder** – Perfect if you're using multiple documents:
 - Keeps everything accessible and organized
 - Ideal for collaborating with multiple team members

What to include in your Master Sheet for the planning stage:

- **Event Date & Time** – The foundation of your planning
- **Facility Status** – Confirm venue availability and logistics
- **Budget** – Track costs and funding sources
- **Goals and Objectives** – What do you hope to achieve?
- **Task List and Timeline** – Ensure all tasks stay on schedule
- **Registration Details** – Create and manage participant sign-ups
- **Directional Document** – Provide clear guidance for staff and volunteers

EVENT DATE AND TIME

Setting the date for your Try-It Day is the first and most important step in the planning process. Everything else—venue booking, promotion, and logistics—depends on this decision. Choosing the right date can make a significant difference in attendance and overall success, so take the time to select one that works best for your target audience.

Key Factors to Consider When Selecting a Date:

- **Conflicting Events:** Are there other community or sporting events happening that day that could impact attendance?
- **Availability of Participants:** Is this a time when families and potential players are free to attend? Consider school schedules, holidays, and local activities.
- **Opportunities for Collaboration:** Could your Try-It Day be held alongside another event to attract a larger audience?
- **Indoor vs. Outdoor Venue:** If planning an outdoor event, consider seasonal weather patterns and have a backup plan in case of bad weather.

FACILITY STATUS

Now that you have your date set, the next step is securing a venue. Booking your facility as early as possible is crucial, as availability can be one of the biggest challenges in event planning.

If your event is in the summer, outdoor fields are generally easy to find and can be booked through the HRM website. However, during the fall, winter, and spring, when HRM fields are closed, turf facilities and gymnasiums book up quickly. Be proactive in securing a space to ensure you have the right venue for your event.

Key Factors to Consider When Selecting an Outdoor Facility:

- **Access to Washrooms** – Are there on-site restrooms, or will you need to arrange alternatives?
- **Access to Water** – Is there a nearby water source for participants to refill bottles?
- **Shade & Shelter** – Are there shaded areas or structures to provide relief from the sun or unexpected weather?
- **Field Quality & Surface** – Is the field in good condition? Are there any safety hazards like holes, uneven ground, or debris?

- **Parking & Transportation** – Is there enough parking for attendees? Is the facility accessible by public transit?

Key factors to Consider When Selecting an Indoor Facility:

- **Size & Capacity** – Is the space large enough to accommodate your group comfortably?
- **Accessibility** – Is the facility easy to access for all participants, including those with mobility needs?
- **Spectator Space** – Is there room for parents to watch comfortably?
- **Noise Levels & Acoustics** – Will other activities be happening at the same time, creating distractions?
- **Rental Costs & Policies** – Are there additional fees or specific facility rules you need to follow?
- **Parking & Transportation** – Is there enough parking for attendees? Is the facility accessible by public transit?

BUDGET

Before moving forward with your planning, it's essential to establish a clear and realistic budget. A well-organized budget helps you manage expenses, stay on track, and avoid unexpected financial hurdles.

Budgets should be flexible and adaptable, so it's wise to build in a financial cushion from the start. During the initial planning stages, set your projected amounts slightly higher than expected to account for fluctuations in costs. Be prepared for unexpected expenses such as last-minute facility fees, equipment replacements, or additional printing needs.

By planning ahead and allowing for adjustments, you can stay in control of your finances and ensure a successful event.

Below is an example budget for a Try-It Day in Halifax, outlining common costs and considerations. Adjust your budget based on your location, facility fees, and available resources to best fit your event.

BUDGET			
REVENUE		ACTUALS	
SOURCE	AMOUNT	AMOUNT	NOTES
<i>Sponsorship</i>	\$300	\$300	<i>To help offset costs</i>
<i>Club Funding</i>	\$200	\$250	<i>Approved event funding from club</i>
<i>Fundraiser</i>	\$200	\$275	<i>During event</i>
Total Revenue:	\$ 700	\$825	
EXPENSES		ACTUALS	
AREA	AMOUNT	AMOUNT	NOTES
<i>Facility Booking</i>	\$250	\$287.50	<i>\$125/hr x 2hrs + tax</i>
<i>Equipment</i>	\$300	\$310	<i>New flags and flag belts</i>
<i>Medical Supplies</i>	\$75	\$60	<i>Stock first aid kit</i>
<i>Printing</i>	\$50	\$30	<i>Information sharing</i>
Total Expenses:	\$675	\$687.50	
Budget Total:	\$25	\$137.50	

GOALS AND OBJECTIVES

Once you've established your organization system, set a date and location, and created your budget, it's time to focus on setting clear goals and objectives for your Try-It Day. Defining your goals helps ensure your event has direction and purpose, while turning them into actionable steps keeps planning on track.

By breaking down goals into objectives and action items, you can assign deadlines and responsibilities, making it easier to stay organized. We'll explore timelines in the next section, but first, let's walk through how to create effective goals, objectives, and action items.

How to Set a Goal:

A goal is a broad, overarching outcome that you want to achieve. When setting a goal, ask yourself:

- **What do I want this event to accomplish?** (e.g., introduce new players to rugby, increase club membership, build community engagement)
- **Who is my target audience?** (e.g., kids new to rugby, parents, potential club volunteers)
- **What would success look like?** (e.g., X number of new registrations, positive feedback from participants)

Example Goal:

"Increase community interest in rugby by hosting a well-organized, fun, and engaging Try-It Day."

How to Add Objectives to Your Goal:

Objectives break your goal into specific, measurable steps that will help you achieve it. Each objective should be actionable and follow the SMART framework:

- **S**pecific – Clearly define what you want to achieve.
- **M**easurable – Make sure progress can be tracked.
- **A**ttainable – Set realistic expectations.
- **R**elevant – Ensure it aligns with your overall goal.
- **T**ime-bound – Assign a deadline.

Example Objectives for the Goal Above:

1. Register at least 30 participants for the Try-It Day.
2. Secure a facility and confirm booking by [date].
3. Promote the Try-It Day through social media, posters, handouts, and local partnerships at least one month in advance.
4. Recruit at least five volunteers to assist with event setup and coaching.

How to Turn Your Goals and Objectives into Action Items:

Now that you have clear objectives, break them down further into specific action items—tasks that need to be completed to achieve each objective. Assign each action item a deadline and a responsible person or team.

Example Action Items for Objective #3: *Promote the Try-It Day through social media, posters, handouts, and local partnerships at least one month in advance.*

- Design event poster – Complete by [date] – Assigned to [person]
- Create and schedule social media posts – Complete by [date] – Assigned to [person]
- Reach out to local schools, community centers, and sports organizations – Complete by [date] – Assigned to [person]

By turning big-picture goals into manageable steps, you create a clear roadmap for success, ensuring nothing is overlooked.

TASK LIST AND TIMELINE

With your action items identified, the next step is to create two essential tools: a Task List and a Timeline. These work together to keep your planning organized, efficient, and adaptable.

Your **Task List** serves as a running record of everything that needs to be completed, from booking the facility to organizing equipment. The **Timeline** assigns deadlines to these tasks, helping you prioritize, delegate responsibilities, and track progress week by week. How you structure your timeline is up to you—whether you prefer specific weekly deadlines or broader timeframes, choose an approach that best fits your planning style.

In addition to your action items, be sure to account for other essential tasks, such as volunteers, registration, equipment, first aid, and safety, as well as any event-specific details. Don't forget to schedule the time for purchasing necessary supplies so everything is ready in advance. To help with task list creation, a Master Checklist is provided at the end of this section, offering additional considerations that can be incorporated into your plan.

Keep in mind that both your task list and timeline will evolve throughout the planning process. New tasks will arise, while others may become unnecessary. Stay flexible, and **most importantly, if you update your task list, make sure to adjust your timeline accordingly to keep everything in sync.**

Below is an example of a timeline to help guide your planning process.

Week 1 (Leading up to Try-It Day)

- ☐ Organize and pack all equipment (see list below).
- ☐ Send an information email to registrants including:
 - Event details (date, time, location, parking)
 - What to bring
 - Facility info (washrooms, water stations, spectator areas)
 - Any other key event details
- ☐ Send a reminder to all volunteers and staff, confirming:
 - The event schedule
 - Assigned roles and responsibilities
- ☐ Pick up any last-minute items (food, drinks, additional supplies, etc.)

[Continue listing Week 4-Week 2 tasks as needed]

Week 5 (First Week of Planning)

- ☐ Select the date for the Try-It Day
- ☐ Book a facility and confirm availability
- ☐ Create a Try-It Day Master Sheet to keep everything organized
 - ☐ Develop a budget outlining projected costs and funding sources.
 - ☐ Set goals and objectives for the event
 - ☐ Start the Task List

Master Checklist:

To help guide your task list creation, the following Master Checklist outlines key considerations for your Try-It Day. While not every item will apply to your event, use this list as a reference to ensure nothing important is overlooked. As you refine your task list, pull relevant items from this checklist and incorporate them into your task list and timeline.

PLANNING

- ☐ Establish program goals and objectives
- ☐ Develop master plan and master sheet
- ☐ Recruit coaches/volunteers
- ☐ Create and launch a publicity plan and brand your program (ensure staff and/or volunteers are identified to manage specific tasks)
- ☐ Develop publicity pieces – e.g., social media posts, online articles
- ☐ Request logos from sponsors for online and printed materials
- ☐ Develop and produce programs, posters, tickets, handouts, etc.
- ☐ Create an event page on your website
- ☐ Register your event on a variety of online event calendars
- ☐ Create some buzz on your social media

LOGISTICS

- ☐ Identify a facility and negotiate details, book if possible
- ☐ Set up/enable online registration if applicable
- ☐ Investigate the need for any special permits, licenses, insurance, etc.
- ☐ Determine and arrange all details regarding your plan – e.g., A/V equipment, check-in set-up, parking, signage, printing
- ☐ Send reminders to contact list regarding registration/participation
- ☐ Follow up to confirm sponsorships and underwriting
- ☐ Have all volunteers, coaches, and other involved members meet and confirm all the details
- ☐ Master Plan – and ensure back-up plans are developed for any situation (e.g. back-up volunteers, additional volunteers for registration or set-up, etc.)
- ☐ Finalize Program Schedule
- ☐ Touch base with all volunteers on their roles and responsibilities
- ☐ Send reminder emails to attendees

FINANCE

- ☐ Get cost estimates - e.g., equipment, space rental, t-shirts, stickers, administrative items
- ☐ Create a budget – start with projected costs
- ☐ Identify and contact sponsors/partners
- ☐ Registration fees
- ☐ Sponsor levels/amounts

DAY OF EVENT

- ☐ Ensure all signage is in place
- ☐ Ensure registration and media tables are prepared and stocked with necessary items (e.g. blank name badges, paper, pens, tape, stapler, etc.)
- ☐ Ensure all promo items, gifts, plaques, etc. are on-site
- ☐ Ensure all necessary equipment is on-site

REGISTRATION

Registration can be handled in several different ways, depending on your organization's preferences. Some clubs may already have a registration system in place, so be sure to check with them first before setting up your own process.

While registration may not be your first priority in the planning timeline, it's important to allow enough time for advertising your Try-It Day to ensure you reach your participation goals. Ensure you have a clear idea of age divisions you will be using before you reach the registration process.

What to Include in the Registration:

- Participant Name (first and last)
- Participant Birthday (MM/DD/YYYY)
- Participant Gender
- Parent/Guardian Email
- Emergency Contact Name and Phone Number
- Allergies and/or special needs
- Photo release form (if applicable)
- Any other important information unique to your event

Options for Registration:

Choose a registration method that works best for your event and is easy for participants to complete, below are some options to consider:

- **Sportlomo** – If your club already uses this system, it may be the best option.
- **Google Forms** – Easily collects information and automatically organizes responses in a spreadsheet.
- **Email Registration** – Participants email their details, and the organizer manually records registrations.

Whichever method you choose, ensure it is accessible, user-friendly, and well-communicated with potential participants.

Tip: Organize registrants by birthday – this helps with seeing group sizes in each age division you have.

DIRECTIONAL DOCUMENT

The Directional Document serves as the central hub for all event-related information, ensuring that everyone involved in your Try-It Day is on the same page. It should present clear, organized details in a way that is easy to follow for volunteers, coaches, facility hosts, and other stakeholders.

Although the Directional Document is the final resource distributed before the event, it's best to start working on it early to ensure all key details are included.

What to Include in your Directional Document:

- **Date, Location, and Time** - Include the full address of the venue
- **Check-In Information** - Where and how participants, volunteers, and teams check in
- **Event Schedule** - Breakdown of activities and game times
- **Field Map** - Clear layout of playing areas and important locations
- **Coach/Volunteer and Equipment Designations**

- What volunteers and coaches should wear/bring
- Assigned roles and responsibilities
- **Try-It Day Plan**
 - Age divisions and rosters
 - Session plans
 - Registration numbers
- **Logistics**
 - Washroom and water availability
 - Spectator information
 - Media considerations (e.g., photography or videography guidelines)
- **Emergency Action Plan** - Procedures for handling medical or safety incidents

EVENT SANCTIONING

Before you move forward with planning your Try-It Day, it's essential to ensure your event is properly sanctioned through Rugby Canada. Sanctioning provides insurance coverage for all participants and ensures your event is recognized as an official Come & Try Rugby session.

How to Sanction Your Event

1. **Apply online:** Visit Sportlomo's sanctioning portal and select "Come and Try Rugby."
2. **Apply early:** Submit your application at least two weeks prior to your event date to avoid the \$50 late processing fee.
3. **Get your discount codes:** Each club is eligible for two FREE sanctioned Try-It Days per calendar year.
 - Don't have your codes? Email Rugby Nova Scotia to request them before applying.

Note: Any additional sanctioned Come & Try events after your two free codes will cost \$50 each.

Need help? Contact Rugby Nova Scotia for support with sanctioning, getting your discount codes, or understanding your event's eligibility. We're here to help make the process easy!

PHASE 2 – MARKETING AND ADVERTISING

With your logistics in place and event details finalized, it's time to spread the word about your Try-It Day! This phase is all about generating interest and getting your community excited to attend. Below, you'll find suggested methods for promoting your event.

Be sure to give yourself plenty of lead time—ideally at least two weeks—to effectively reach your audience.

All promotional materials should include the key event details: **date, time, location, age group(s), a brief event description, and registration information.** Feel free to include any additional details you believe will help your audience understand what to expect and get them excited to participate.

SOCIAL MEDIA

Social media is one of the most effective ways to promote your Try-It Day and engage your community. We recommend using a free and user-friendly design tool like Canva to create eye-catching content. Canva offers a variety of customizable templates and is highly recommended by Rugby Nova Scotia for its ease of use and professional results.

Suggested Social Media Content:

Promotional Videos: Short, engaging clips to highlight what participants can expect. Fun, active, inclusive rugby sessions.

Instagram/Facebook Posts: Include all key event details and a strong call to action (e.g., “Register now!” or “Join us for a day of fun!”).

Instagram/Facebook Story Posts: Great for countdowns, behind-the-scenes previews, and reminders as the event date approaches.

Tip: Use consistent branding, tag Rugby Nova Scotia socials, and include event hashtags to increase visibility. Don’t forget to share posts in community groups and ask your club members and partners to re-share!

PHYSICAL ADVERTISING

Not everyone sees social media, so it's smart to complement your online efforts with physical materials in high-traffic areas.

Suggested Physical Promotional Materials:

Posters: Great for schools, recreation centres, libraries, cafes, and grocery stores

Handouts: Perfect for school take-home folders, local events, or mail drops

Business Cards/Mini Flyers: Compact and easy to distribute; great for coaches and volunteers to hand out in person

Design Tips:

- Keep text clear and bold
- Use action photos of past Try-It Days or fun rugby visuals
- Include club logo and contact info
- QR codes linking to your registration form or event page can boost response rates

COMMUNITY ENGAGEMENT

To go the extra mile, consider these outreach methods:

- **Local Schools:** Ask if you can drop off posters, send home flyers, or be included in newsletters
- **Community Newsletters or Radio:** Submit a short blurb or event listing to local media outlets
- **Club Member Outreach:** Ask players, parents, and alumni to share the event with their networks
- **Local Events:** Set up a booth or table at nearby markets, sports expos, or family fairs

PHASE 3 – EVENT PREPARATION

With registrations rolling in and promotion underway, it's time to shift into final event prep mode. This phase is all about making sure your Try-It Day is well-organized, safe, and set up for success. Everything you need to run a smooth event comes together here, and it all centers around one key tool: your Directional Document.

In this phase, you'll finalize the Directional Document, assign clear roles to your team, confirm your activity plan, prepare all equipment, and ensure coaches and volunteers are ready. You'll also handle final touches like branding and visibility on-site. Think of this as your final checklist before go-time.

COMPLETE DIRECTIONAL DOCUMENT

Your Directional Document is the master plan for your Try-It Day. You started this document in Phase 1, and Phase 3 is where you finish it.

It should include:

- ✓ Field map with station layout and traffic flow
- ✓ Full event schedule with arrival, rotation times, and wrap-up
- ✓ Coach and volunteer assignments
- ✓ Equipment checklist per station
- ✓ Setup/tear-down instructions
- ✓ Branding placements (e.g., signage, tents)
- ✓ Emergency contact info and first aid plan

Once this document is finalized and shared with your team, your event prep is complete.

ASSIGN ROLES & RESPONSIBILITIES

Clearly communicate expectations to everyone helping with the event. Key roles may include:

- **Event Lead/Coordinator:** Overall supervision
- **Station Coaches/Leaders:** Run each activity
- **Check-In Volunteers:** Greet families, collect sign-ins, distribute materials
- **Floater:** Provide general support and troubleshoot as needed
- **Photographer/Social Media Helper:** Optional but helpful for post-event visibility

Tip: Send out the directional document to all volunteers and schedule a short pre-event orientation if possible.

PLAN & FINALIZE YOUR ACTIVITIES

Your Try-It Day should be fun, active, and welcoming — but how you deliver that is totally up to you. There's no one-size-fits-all format.

Some popular approaches include:

- **Activity Stations** – Participants rotate through 3–5 short, beginner-friendly games or drills focused on movement and fun (e.g., passing relays, tag games, obstacle courses).

- **Age-Based Sessions** – Keep each age group together in one area and run a progressive session where they build skills over time before trying a game.
- **Try-What-You-See Model** – Set up different activity zones and let participants explore at their own pace. This open format gives kids and families more choice and flexibility.

Whichever model you choose, focus on:

- Simplicity — activities should be easy to explain and run
- Engagement — keep kids moving, laughing, and building confidence
- Safety and inclusion — make sure everyone feels welcome, supported, and able to participate

Tip: Assign confident, energetic leaders to each activity or group, and include clear instructions in your Directional Document to keep things organized.

PREPARE ALL EQUIPMENT

Check and gather your gear a few days ahead. Make sure everything is labeled and ready to go.

Recommended supplies:

- Rugby balls (size 3 or 4)
- Flag belts or tags
- Ruck shields or tackle bags
- Cones and markers
- Pinnies or coloured shirts
- First aid kit
- Tables/chairs for check-in area
- Flyers or club promo material
- Water cooler or individual bottles (if applicable)

Tip: Bring a few extras — equipment gets dropped, broken, or borrowed!

COACH & VOLUNTEER PREPARATION

Your team should feel confident and supported before the event day. Whether you're running rotating stations, age-based sessions, or a "try-what-you-see" open format, make sure all coaches and volunteers understand the event flow and their role in it.

Before the event, send out key details and, if possible, hold a short orientation or walk-through (in-person or virtual). Tailor your prep to your chosen format, but generally cover:

- Event structure (stations vs. sessions vs. open format)
- Activity instructions and coaching points
- Safety reminders and managing group dynamics
- How to support nervous, shy, or high-energy participants
- Tips for using encouraging, inclusive language

- Contact for event lead and day-of communications

Tip: Consider providing each coach or volunteer with a quick-reference guide or role-specific notes from your Directional Document.

BRANDING & VISIBILITY

Make your club and Rugby Nova Scotia's presence known! A professional and welcoming setup goes a long way in creating a memorable first impression.

Suggestions:

- Branded tents, field signage, or posters
- Club shirts for volunteers
- "Tag us" signs with your social media handles or event hashtag
- Flyers, brochures, or QR codes linking to registration or follow-up info

Want help with branded materials? Reach out to Rugby Nova Scotia — we're happy to provide logos, signage, or promotional items if available.

PHASE 4 – EVENT MANAGEMENT

Event day is here! Now it's all about bringing your plan to life, supporting your team, and creating a fun, welcoming experience for participants and families. This phase is about execution — staying organized, staying visible, and adapting as needed.

With your Directional Document complete and team prepared, you're ready to run the show.

1. Directional Document = Your Control Center

Keep your finalized Directional Document and master sheet on hand — it should guide your decisions throughout the day. It includes your schedule, layout, roles, safety plan, and all other key info. Stick to the plan, but don't be afraid to adjust if something unexpected comes up.

2. Arrive Early & Get Set Up

Arrive with enough time to complete setup, brief your team, and create a positive environment. Use the first 30–60 minutes to check off final tasks, greet volunteers, and confirm everything is ready before families arrive.

3. Check-In & Welcome Families

Ensure the check-in process is smooth, friendly, and efficient. Have your registration list ready (printed or digital) and assign volunteers to greet families and guide them to the starting point.

4. Manage the Flow

Stay mobile, observant, and supportive throughout the event. Your structure — whether stations, age-group sessions, or an open "try what you see" model — should run according to plan, but stay flexible. Watch for timing issues, activity engagement, and opportunities to support your team or participants.

5. Support Coaches & Volunteers

Be available for questions, real-time troubleshooting, and encouragement. Offer support where needed — whether it's giving someone a break, jumping into a station, or helping redirect an overwhelmed participant. Keep your energy high and communication clear.

6. Safety & Inclusion

Monitor the space for safety concerns (spacing, hydration, overheating) and ensure all kids feel welcome. Use inclusive language, keep things light and fun, and adapt where needed to support different comfort levels or abilities.

7. Wrap-Up & Clean-Up

Finish on time, thank participants, and offer clear next steps (e.g., “Check out our summer program!”). Help with cleanup, gather equipment, and do a final walkthrough to make sure nothing is left behind. A thank-you post or follow-up message later that day can keep the momentum going.

EVENT MANAGEMENT CHECKLIST

BEFORE PARTICIPANTS ARRIVE

- ☐ Arrive early (60–90 minutes before)
- ☐ Set up check-in station, tents, signage, and equipment
- ☐ Walk the field using your Directional Document
- ☐ Confirm coaches and volunteers have arrived and know their roles
- ☐ Set the tone: music, smiles, welcoming vibe

CHECK-IN & START OF EVENT

- ☐ Greet families and manage check-in (use printed/digital list)
- ☐ Collect any required forms
- ☐ Direct participants to starting area or warm-up space
- ☐ Kick things off on time with energy and clarity

KEEP WITH YOU:

- ✓ Directional Document (printed or digital)
- ✓ Contact list for volunteers, emergency info
- ✓ First aid kit, water, and spare equipment
- ✓ Printed registration list

DURING THE EVENT

- ☐ Monitor event flow — timing, transitions, and engagement
- ☐ Be mobile and check in with volunteers and coaches
- ☐ Troubleshoot any issues or adjust activities as needed
- ☐ Keep an eye on safety (space, hydration, group dynamics)
- ☐ Ensure all participants are engaged and supported

WRAP-UP & CLEAN-UP

- ☐ Thank participants and share next steps (flyers, QR codes, etc.)
- ☐ Help with teardown and equipment collection
- ☐ Do a final sweep for lost items or trash
- ☐ Thank your team and volunteers

PHASE 5 – FOLLOW UP AND REPORTING

Congratulations — you did it! With your Try-It Day wrapped, the final phase is all about follow-through. Taking the time to properly close out your event ensures participants stay engaged, your club maintains a professional reputation, and you're set up for future success.

This phase includes sending a thank-you, evaluating what worked (and what didn't), sharing highlights, and completing reporting requirements. Even small follow-up actions go a long way in strengthening community connections.

Send a Thank You

Reach out to participants, families, and volunteers within 48 hours of the event. A simple thank-you email, social media post, or follow-up message is enough — just make it genuine.

Suggestions:

- Include a team photo or action shot
- Share next steps (e.g., registration link for programs or camps)
- Thank your coaches, helpers, and club supporters by name if possible

Share Highlights

Post a few event photos, quotes, or fun moments on your club's social channels to show your community what Try-It Day was all about. This helps with visibility, promotion, and excitement for future events.

Debrief With Your Team

Take time to reflect with your event team — what went well, what could improve, and what to note for next time. Keep these insights in your Directional Document or a shared club file so future organizers can benefit.

Suggested reflection prompts:

- What activities were most engaging for kids?
- Where did we see gaps in communication or setup?
- Did volunteers feel supported and prepared?
- What would we repeat exactly as-is next time?

Submit Post-Event Roster to Rugby Canada

All Try-It Day events must submit a full participant roster to Rugby Canada. This is part of the event sanctioning process and helps track participation across the country.

Please email your post-event roster to sanctioning@rugby.ca

- The roster must include:
- Participant's full name
- Date of birth
- Gender (if available)

- Note if any **free codes** were used during registration

Tip: If you used a Google Form or registration spreadsheet, you can export it as a CSV and attach it directly.

Start the Next Conversation

Don't let the momentum fade! Use this opportunity to connect with families about what's next — a youth program, summer camp, league, or even another Try-It opportunity. Provide links, registration details, or invite them to follow your club's social media.