

# Tournament Director Checklist

## COMMITTEE:

Running a tournament well takes a lot of time and effort and will require the assistance of several others besides yourself. These are your Tournament Committee. Don't be shy about asking people to help; many are happy to do so if asked. You will need a draw committee, people to help with checking players in and collecting money, and people to help get things set up on Saturday morning. One of the THTC officers should be present for the draw which usually occurs the night before the first day of the tournament.

If you are playing yourself, you need someone to take over the job of recording scores, determining next-round start times, and answering questions while you are on the court. Other things that you might want help with are answering phone inquiries and ordering and picking up awards and supplies.

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### *TOURNAMENT COMMITTEE ASSIGNMENT CHECKLIST*

Draw Sheet Preparation \_\_\_\_\_

Assembling Supplies \_\_\_\_\_

Checking in handling  
on-site payments \_\_\_\_\_

Recording Scores and  
answering questions \_\_\_\_\_

USTA sanctioned tournaments have additional considerations: a designated referee is supposed to be provided and official draw sheets (provided by USTA) must be typed and returned within one week. A special manual is available which explains in detail how to run a sanctioned tournament. THTC officers and board members are always available for help and advice.

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### *USTA SANCTIONED TOURNAMENT CHECKLIST*

\_\_\_\_\_ USTA Form received

\_\_\_\_\_ USTA referee identified \_\_\_\_\_

## ENTRY FORMS:

All THTC members receive entry forms by mail, but you will want to get extra copies to post at Rea park and at other locations and to mail to other players,

especially for sanctioned tournaments. Get copies from the current club president and keep track of postage.

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**ENTRY FORM CHECKLIST**

- \_\_\_\_\_ Entry Forms mailed to members
- \_\_\_\_\_ Entry Forms mailed to past entrants
- \_\_\_\_\_ Entry Forms mailed to other clubs, etc.
- \_\_\_\_\_ Entry Forms posted at Rea Park
- \_\_\_\_\_ Entry Forms posted at ..... \_\_\_\_\_

**PUBLICITY:**

One or two weeks before the tournament date, prepare a media release and mail it along with an entry form to the newspaper, the three TV stations, and possibly some of the radio stations. The media release should include a summary of the following (even though it appears on the entry form):

1. Name of Tournament
2. Date of Tournament
3. Rain contingency plans
4. Entry fees
5. Deadline for entries
6. Events and age categories
7. Tournament Director names and telephone numbers

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**MEDIA NOTIFICATION CHECKLIST**

- \_\_\_\_\_ Terre Haute Tribune
- \_\_\_\_\_ WTHI-TV
- \_\_\_\_\_ WTWO-TV
- \_\_\_\_\_ WBAK-TV
- \_\_\_\_\_ WTHI-Radio

**AWARDS:**

Ten days before the tournament arrange to have all trophies, plaques, or other awards ordered. Awards are presented at the conclusion of the tournament for all winners and runners-up. If consolation brackets are planned, you may want to award a small plaque to winners. Various trophy supply businesses in Terre Haute have supplied plaques and trophies over the years, including Char-La and White Rabbit. Have the bill sent to the current club president.

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**AWARDS CHECKLIST**

Group Designation	1st Place	2nd Place
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SUPPLIES**

If you are furnishing lunch, be sure to order what you will need several days ahead of time. At this time you should also contact the Park Department to have the trash barrels emptied and the area cleaned up.

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**LUNCH SUPPLIES CHECKLIST**

- \_\_\_ fruit (apples, bananas, etc.)
- \_\_\_ soft drinks
- \_\_\_ water "barrels" (we now use bottled water)
- \_\_\_ ice
- \_\_\_ cups
- \_\_\_ napkins
- \_\_\_ sack lunch (optional)
- \_\_\_ condiments (optional)

- \_\_\_ plasticware (optional)
- \_\_\_ Park Department contacted for trash cleanup

## THE DRAW:

The draw committee should meet following the entry deadline to make the draw. Be sure to check with anyone who may have been given entry forms in addition to the designated director.

1. Make lists of participants by category (if more than one) as they come in by phone or mail. You may use this list to record payments on tournament day. Note that for local tournaments there are often two different fees, one for members and one for nonmembers.
2. Determine the seedings using the committee's best judgement.
3. Determine the pairings and the number of rounds you intend to play each day.
4. Prepare a drawsheet of the pairings, the start time and court assignment of the first round and the approximate start time of subsequent matches. Be prepared to be flexible to handle long matches that affect the schedule and court assignments. There will always be some on-the-spot scheduling and court assignment decisions.

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### ***DRAW SHEET CHECKLIST***

- \_\_\_ All participants are represented
- \_\_\_ First round matches pairings
  
- \_\_\_ First round match court assignment
  
- \_\_\_ First round start time
  
- \_\_\_ All participants notified of first round information (when/where)
  
- \_\_\_ Draw sheet suitable for posting on noticeboard at Rea Park
  
- \_\_\_ Cash for change if payment method involves onsite remittance

## EARLY TOURNAMENT DAY:

Plan to be onsite early the morning of the tournament and give yourself enough time to roll the courts if necessary.

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### ***TOURNAMENT DAY CHECKLIST***

- \_\_\_ Attend to courts (rain, debris, etc.)
- \_\_\_ Announce rain plans (if necessary)
- \_\_\_ Set up check-in counter
- \_\_\_ Post draw sheets, information sheets,  
sanction sheet
- \_\_\_ Set up water barrels
- \_\_\_ Set up snack table
- \_\_\_ Set up awards table

***POST TOURNAMENT CHECKLIST***

- \_\_\_ Notify news media of tournament results
- \_\_\_ Within a week of tournament, provide the following  
to THTC Secretary/Treasurer:
  - Money (from fees)
  - Financial balance sheet
  - draw sheets (to be mailed to CITA if sanctioned)
  - participants list
  - comments on tournament