****Tournament Director’s Checklist

Below is an outline of the tasks the Tournament Committee (TC) is responsible for during the execution of a successful tournament. This list is to act as a guide for the TC and other tasks, when appropriate, can be added.

# **BEFORE APPLYING FOR SANCTION:**

[ ]  If you are applying for your first sanctioned tournament, contact Alexandria Howard (howard@sctennis.com) with your USTA Number so that you can be added to the database.

[ ]  If re-applying for an event, do a self-evaluation of tournament—what could we do better? What did we do well? Contact the USTA SC Office for tournament evaluation results.

[ ]  Start an Online Sanction Form on Tennislink through the following administrative login: <http://tennislink.usta.com/tournaments/Login.aspx>

After logging in, you will navigate to the right hand side of the page and under the “Administration” box, you will do one of the following:

* Select the “My Tournaments” link to re-apply for existing events so you can copy the event’s information from the previous year
* Select the “New Sanction Form” link for new tournaments

[ ]  Ensure your USTA Organizational Membership is current through **last day** of the tournament. This information can be found under the “Organization” section of the Online Sanction Form.

[ ]  Agree to all tournament regulations for SC sanctioned tournaments ([on USTA SC Website](http://www.southcarolina.usta.com/Tournament_Directors/?intloc=headernav)).

[ ]  Hire a referee and determine his/her role. Considerations to be given when hiring the referee:

Will referee do the draw? If not, will Deputy Referee be needed to do this?

Will Referee do data entry into TDM?

Will Referee do scheduling?

Will Referee run the desk or be roving the courts?

Will Referee need to hire additional officials?

Will a Deputy Referee be needed at a large satellite site?

**NOTE: IT IS THE REFEREE’S RESPONSIBILITY TO MAKE THE DRAWS AND SCHEDULE THE TOURNAMENT.**

[ ]  Determine Tournament Committee Members, which shall consist of at least 3 people including the Tournament Director, Tournament Referee, and Tournament Chairman.

[ ]  Submit the sanction form online by the **SEPTEMBER 15, 2014 DEADLINE**.

Attend a MANDATORY Tournament Director’s Workshop. Dates will be posted on the USTA SC website and emailed to all tournament directors.

# **TASKS PRIOR TO ENTRIES OPENING:**

[ ]  Take inventory of primary & satellite sites to ensure everything is in proper working condition—from bathrooms to singles sticks.

[ ]  Determine who will be on the Tournament Appeals Committee (Note: Referee may not serve in this capacity).

[ ]  Determine if Referee or Tournament Director will be the primary contact with tournament questions and withdrawals.

[ ]  Determine if late entries will be accepted or not and post this information on the tournament website.

[ ]  If t-shirts will be the player gift, indicate which sizes will be offered when the player registers. This option is located under the “Entry Info” tab on the Sanction Form.

[ ]  Determine the role the tournament will play in promoting doubles and who (TD or Referee) will be tasked with this responsibility. A tournament charging a flat fee should make its best effort to facilitate doubles. Will you take late doubles entries? Will you allow players to register without a partner? Will you pair un-partnered players together?

[ ]  Post all required information to the Tennislink Tournament Homepage required in Friend at Court (p. 67, Reg. I.H.2), as well as any tournament specific information (ie: doubles, satellite sites used, directions, sponsors, etc.).

# **2 – 3 MONTHS BEFORE THE START OF THE TOURNAMENT:**

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| --- | --- | --- |
|  [ ]  Prepare Tournament Budget: * + Income: sponsorship, entry fees, in-kind donations
	+ Expenses: balls, awards, officials, satellite sites fees, meals, player party, player gift, referee, head taxes

[ ]  Create Tournament Desk Plan:* Determine what individuals will be running the tournament desk.
	+ This is the FACE of your tournament—need to have an EXCELLENT customer service person who is knowledgeable and courteous.
	+ Determine method of communication between desk/officials—walkie talkies, cell phones?
	+ Prepare guide for Desk to include directions & phone numbers to alternate sites, script for instructions when matches are called, what happens when a player is late, and once entries close/draws finished, list of phone numbers/emails for players.
 |  | [ ]  Hospitality/Amenities Plan:* Be sure to post this on website so players know what you offer
	+ Secure hotel room block & rate, if needed. Accommodations for officials should be considered.
	+ Select player gifts and player trophies—get quote and ensure the order can be handled weeks prior to the tournament
	+ Plan & secure catering for player meals/snacks

[ ]  Emergency & Weather Plans: Review USTA Emergency Care Guidelines in Friend at Court* + Review USTA SC Inclement Weather Policy with Referee
	+ Determine how players will be updated on weather changes—website updates, social media, answering machine recordings, player e-mail blasts, etc.
	+ Determine flexibility given to players in the event of long matches in extreme weather

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# **WHEN ENTRIES OPEN:**

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| [ ]  Contact USTA SC Office for marketing assistance, including flyers and member mailing lists.[ ]  Market the tournament to local clubs, players, and parents. |  | [ ]  Ensure CORRECT tournament information is up on the website, including working phone numbers and e-mail addresses for key contacts, and update accordingly.[ ]  Confirm with tournament referee that any additional officials needed have been secured.  |

# **WHEN ENTRIES CLOSE:**

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| [ ]  Run an event entrant report with t-shirt sizes, phone numbers, e-mail addresses, and events entered in TDM. [ ]  Order T-shirts and Awards. T-shirt sizes can be found on the bottom of the Alphabetic Entry Report. |  | [ ]  Calculate seeds and post to tournament website **at least 24 hours PRIOR TO POSTING THE DRAWS.** [ ]  **Draws should be posted at least 24 hours prior to the first match times.** |

# **AFTER THE TOURNAMENT ENDS:**

[ ]  Email results of your tournament to local media to generate publicity for your tournament. [Click here](http://assets.usta.com/assets/576/15/Media_Report_Instructions.pdf) for a quick tutorial on how to send an automatically-generated media report to local journalists.

[ ]  CONGRATULATE YOURSELF ON A GREAT EVENT!

