

Tournament Director's Checklist USTA South Carolina



Below is an outline of the tasks, volunteers, and items that 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 Jessica Amick (amick@sctennis.com) with your USTA Number so that you can be added to the database.
- If re-applying for event, do a self-evaluation of tournament—what could we do better? What did we do well? Contact USTA SC Office for tournament evaluation results.
- Start 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” tab to re-apply for existing events so you can copy the event’s information from the previous year
 - Select the “New Sanction Form” for new tournaments
- Ensure USTA Organizational Membership is current through last day of the tournament, and 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](#)).
- Include second and third date choices in the online sanction form.
- Determine divisions, match play formats, and draw formats.
- Assess court needs and secure primary and satellite sites as needed.
- 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 3 people at minimum to include the Tournament Director, Tournament Referee, and Tournament Chairman.
- Submit the sanction form online by the **SEPTEMBER 15, 2013 DEADLINE**.
- Attend a MANDATORY Tournament Director’s Workshop, dates will be posted on USTA SC Website and e-mailed to all tournament directors.

Tasks Prior to Entries Opening

- 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.
- Determine dates that seeding will be done, draws will be made, and both draws and schedules will be posted and post this information on the 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 Start of the Tournament

- Prepare Tournament Budget: include all anticipated income/expenses/bartering. Items to consider:
 - Income: sponsorship, entry fees, in-kind donations
 - Expenses: balls, awards, officials, satellite sites fees, meals, player party, player gift, referee
- 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 that order can be handled week prior to the tournament
 - Plan & secure catering for player meals/snacks
- Emergency & Weather Plans: Review USTA Emergency Care Guidelines in Friend at Court

- o Review USTA SC Inclement Weather Policy with Referee
- o Determine how players will be updated on weather changes—website updates, social media, answering machine recordings, player e-mail blasts, etc.
- o Determine flexibility given to players in the event of long matches in extreme weather

When Entries Open

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

After Entries Close

- Run 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.**
- After seeds are posted, the tournament may do the draws (keep hidden) and scheduling, **posting the first match time 36 hours prior to the first matches played.** If no changes are needed in seeding, the first match times can go up after seeds have been up for 24 hours.
- **Draws should be posted at least 24 hours prior to the first match times.**