

USTA Missouri Valley Tournament Checklist

January 1, 2016

Pre-Tournament

- ☐ Complete & Submit Sanction form by August 15 of year prior to the tournament
- ☐ Publish event dates and notify members
- ☐ Contact Officials Chair to confirm officials schedule
- ☐ Compile Tournament Committee
- ☐ Secure a host hotel and rate
- ☐ Update Tournament Homepage(hotel info, directions, start times etc)
- ☐ Secure staffing for the event(prepare desk staff for answering questions)
- ☐ Order Awards(1st-4th for singles, 1st & 2nd for doubles)
- ☐ Organize/cross-check amounts for player gift(MV orders and ships gifts to your club)
- ☐ Order Balls
- ☐ Print Next Match Cards(template provided)
- ☐ Prepare check-in sheets & sportsmanship pilot info
- ☐ Schedule the tournament(using mandatory schedule)
- ☐ Pair all doubles teams in TDM(deadline is Monday at noon)
- ☐ Publish draws(once schedule is approved by MV)
- ☐ Print draws and post for players
- ☐ Run event entrant report & notify players who still owe entry fee
- ☐ Send welcome email to participants(make sure to blind copy)

During Tournament

- ☐ Conduct officials meeting to set the tone
- ☐ Conduct check-in and hand out player gift
- ☐ Run Daily Match Schedule Report each day
- ☐ Update scores online as they come in
- ☐ Issue Next Match Card after each match
- ☐ Update paper draws
- ☐ Update final scores within 2 hours
- ☐ Send players to complete sportsmanship evaluation

Post Tournament

- ☐ Enter any code of conduct reports online and notify MV
- ☐ Select sportsmanship winner, post to homepage, & notify MV
- ☐ Send MV your officials invoice(within 30 days)
- ☐ Notify MV of any refunds and refund players
- ☐ Complete Tournament report and submit to MV
- ☐ Send MV the sportsmanship evaluations

Missouri Valley Responsibilities

- ☐ Select and seed players according to selection criteria
- ☐ Create Draws
- ☐ Review and approve schedule
- ☐ Order and ship player gifts to site
- ☐ Collect entry fees and distribute payment
- ☐ Send tournament survey, compile feedback and distribute to TD