

## ADULT TOURNAMENT CHECKLIST

### PRE-TOURNAMENT PLANNING

#### Site Selection and Inspection

- Secure facility locations(s) and reserve courts.
- Create a layout of the primary facility and determine where you will set up your individual work stations. (Check in desk, tournament desk, draw sheets, food set up area, party area, trainer, etc.).
- Review court conditions at facilities (are the courts dirty, cracked, have broken nets or scoreboards?) Address replacement and repair with each facility.
- Confirm lights are in good working order and do not have burned out bulbs if night play is a possibility.
- Confirm restrooms and any shower facilities are in good working order.
- If using singles sticks, confirm facility has an adequate number of them.
- Make sure there is at least 1 roll dry for each court and in working condition.
- **Note:** Report to facility any condition and maintenance issues. The foregoing items should be assessed about 3 months prior to the start of the tournament and again one month before.

#### Review Player Sign-up

- Review periodically sign-up interest after the tournament sign-up has begun. If participation levels are not on track, have a backup plan to increase participation.
- Work with your CTA and facility to help increase visibility of the tournament.

#### Marketing and Advertisement

- Work and understand what your CTA can do to help you market and promote the tournament.
- Create and post tournament announcement on TennisLink, Facebook and other social media sites.
- Create an online ad/save the date to be displayed on sites like USTA Georgia, USTA Atlanta, Tennis Point, CTA and ALTA. (6 months prior to start of tournament and then reminders as tournament start date gets closer).
- Create flyers to post around the area where the primary facility is located. (About 3-6 months before start of tournament).
- Investigate obtaining/creating tournament and/or CTA banner.
- Arrange for hotel blocks and pursue possible sponsorship with participating hotels. (6-8 months before start of tournament).

#### Volunteer Sign-up

- Solicit volunteers. (6 months before start of tournament).
- Assign volunteer in-charge of designated tournament activities (site cleanup, check-in, player party, player snacks, etc.).
- Create a sign up spreadsheet or use an online sign-up site like sign-up genius.
- Consider whether ball boys will be needed and recruit them if necessary(Wheelchair Tournaments definitely require ball boys).

### **Sponsors/Vendors**

- Create a volunteer subcommittee to help obtain sponsorships. (6-8 months before start of tournament).
- Finalize a sponsor letter and gather a contact list.
- Make sure there are no conflicts of interest between a sponsor and the facility where tournament will be held.
- Approach sponsors.
- Approach potential trainers/massage therapist leads.
- Make arrangements for stringing of rackets.

### **Items to Order for the Tournament**

- Player swag (i.e. T-shirts, gift bags).
  - Find a vendor and discuss designs to be used.
  - Will you want to add sponsors to any items provided?
- Tournament Balls (Might be a sponsorship opportunity).
- Awards (medals, trophies, cash prizes, gift certificates, etc.).

### **Tournament Form, Flyers and Website**

- Injury waiver release forms.
- Contact info cards with name, email and phone.
- Flyers (promotions, silent auction, player party).
- If the tournament will be held at different locations, consider a printed map and printed directions showing the best route from one location to another.
- Consider posting the following on the tournament website:
  - When draws and match times will be posted. If event start dates will be staggered, clearly post on the tournament website. (i.e. all singles events except Men's 60 singles will start on Friday; Men's 60 Singles and all Doubles will start on Saturday).
  - Any restrictions on clothing (i.e. collared shirts or all white attire).
  - Deadline for entry.
  - Events offered.
  - Information on hotel block secured including location, address, phone number, and rates.
  - Player party.
  - Limitation on number of events per participant.
  - Doubles deadline if doubles offered.
  - Link to tournament survey.
  - How you will notify players in the event of a weather delay and possible format changes due to the weather delay (match tiebreaker, no-ad or short scoring or cancellation of consolation).
  - Information on consolation events and format.
  - Written directions and street address to facilities. Most if not all participants will have access to a GPS system so including the street addresses to all facilities is a huge plus.
  - Type and brand of ball being used. (i.e. Wilson Extra Duty Championship Ball).

### **Silent Auction**

- Will you be holding a Silent Auction?
- Assign a subcommittee to see if this is valuable to the enjoyment of the tournament.

- Assign a volunteer to lead this effort.
  - Look for silent auction donations 3 to 6 months in advance.
  - Finalize auction details.
  - Coordinate delivery of items.
  - Coordinate arranging of baskets or how silent auction items will be displayed.
  - Assign volunteers to man the silent auction station.
  - When the auction is over, two or more volunteers should help finalize all of the bids and start notifying the winners if they are not present.

### **Free food for players, volunteers, officials (other than Player Party)**

- Who will secure the food?
- How will the food be paid for?
- Will you look for sponsors or companies to donate?
- How will the food arrive to the facility?
- What day and time will the food arrive?
- Arrange for breakfast items like bagels and fruit to be available throughout the day during each day of the tournament.
- Finalize a list of food items to be provided and the frequency (i.e. breakfast, snacks).
- Coordinate the purchase time and/or preparation of items.
- Assign one or more volunteer to manage.

### **Players' Party**

- Will you host a players' party?
- Assign one or two volunteers to coordinate.
- Who will secure the food?
- Look for sponsors or companies to donate.
- Coordinate how the food will arrive to the facility.
- Coordinate purchase time and/or preparation of food items.
- An option is to hire a caterer if it's in the budget.
- Secure the space for your player's party.
- Consider lunch, dinner, cocktail party/hors d'oeuvres event depending on location and demographic of participants.
- **Note:** Player parties typically draw more when they are held at the main facility.

### **Officials**

- Make arrangements for tournament referee and an adequate number of officials.
- Create daily schedule for officials if more than one will be used.
- Confirm hotel accommodations for officials if needed.
- Make arrangements to have radios available for officials to communicate with each other and with the tournament desk.

## **TOURNAMENT TIME**

### **Set up site**

- If courts are clay, are they groomed prior to the start of the tournament?
- Are all the restrooms/shower facilities in working order and unlocked? Confirm they are clean and that there is sufficient toilet paper, soap, and paper towels.
- Are you using a PA system? If so, ensure that it is working.
- Arrange for maintenance staff/volunteers to keep site clean and, if possible, to groom clay courts between matches.
- Will a trainer be available? If not, make sure to have an emergency kit nearby with bandages, tape, gauze etc. No oral medications.

### **Site Maintenance**

- Have volunteers walk the site(s) during the day to address problems that arise.
- Ensure availability of water and ice on the courts or at the site (and ensure refills during the day).
- Availability of practice courts.
- If tournament is on clay, at what intervals are the courts being groomed/watered?

### **Check-In**

- Ensure management of desk by volunteers. Get an experienced person at the desk.
- Ensure waiver forms completed and contact information provided.
- Ensure player gifts available to be distributed.
- Ensure balls are readily available.
- If using a large number of courts, consider having a board with court layout and court numbers to aid in putting matches on court.
- Send players to court in a timely manner.
- Put draws with scheduled match times in an easily accessible area near the check-in desk. Update promptly.
- Have maps/addresses available if using multiple sites.
- Have a computer with an internet connection available for posting scores, rescheduling, updating weather conditions, etc.

### **Tournament Photos**

- Assign who will take pictures.
- Decide how and where the pictures will be posted online. (FB, CTA or Facility's website, Twitter, etc.)
- Will players get a hard or electronic copy? Obtain player email addresses.
- Will videos be taken?

### **Weather Delays**

- Provide real time information to players on changes to schedule because of weather. State on website when and where updates will be provided.

### **Post Tournament**

- Break-down.

- Post Pictures of winners on tournament website.
- Collect and submit invoices.
- Pay invoices.
- Review tournament evaluations.

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