

Tournament Preparation for TD's & Host Venues

6 Weeks Out

- 1. Make sure your TP licence is current or request your affiliate licence from Tennis Queensland*
- 2. Open entries and advertise – via social media, emails etc*
- 3. Daily entry download and publish*
- 4. Advertise sponsors and special events happening during event*
- 5. Advertise consolation – compulsory or sign-in*

5 Weeks Out

- 1. Order trophies*
- 2. Order spare nets straps*
- 3. Order tennis balls - ensure they are Approved - [Approved Tennis Ball List 2023/24](#)*
 - Please note if changing the ball you are going to use then you will need to ensure that the new ball is on the approved balls for 2023/2024 list AND that you email Tennis Queensland to update the event Factsheet.*
- 4. Check nets and repair or replace*
- 5. Check Squeegees & rubbers and order as needed*
- 6. Check singles sticks are all in order*
- 7. Check on-court player chair numbers*
- 8. Ensure that there are working 2-way radios available for the event*
- 9. Daily entry download and publish*
- 10. Continue advertising*

3-4 Weeks Out

- 1. Check orders for spare nets straps (if required)*
- 2. Check PA system is working*
- 3. Inform local councillor of event and extend an invitation to attend*
- 4. Daily entry download and publish*
- 5. Continue advertising*
- 6. Contact Tennis Queensland for additional marketing opportunities ie Facebook post marketing*
- 7. Organise Volunteers and staff for the tournament*

Tournament Preparation for TD's & Host Venues

1-2 Weeks Out

- 1. Follow up on trophy order*
 - 2. Check nets and repair or replace*
 - 3. Daily entry download and publish*
 - 4. Continue advertising - reinforce closing dates, doubles requests and consolation*
 - 5. Consider arranging additional rubbish collections with your local council*
 - 6. Check PA and 2-way radios are working sufficiently*
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Once Entries Close

- 1. Send file to Tennis Queensland for UTR Import*
- 2. Once file is returned, publish and remind all players about deadlines - withdrawal and doubles requests*

Once withdrawal deadline passes

- 1. Final download of entries to remove any withdrawals*
- 2. Send file to Tennis Queensland for Seedings, Draws and doubles pairings*
- 3. Make yourself fully aware of any rules regarding tournament running ie. Rest times, start & finish times, match loads, draw formats, playoff requirements etc.*

Once file comes back from Tennis Queensland

- 1. Get referee approval of draws, and once approved, publish draws*
- 2. Schedule the event and publish this at least 3 days prior to events' start date*
- 3. Ensure all orders have been fulfilled including; trophies, nets straps etc.*

Withdrawals

- 1. Players do not require a medical as this has no impact on them receiving disciplinary points*
- 2. There are no refunds required, for any reason for a withdrawal, after draws are published, however, you may wish to refund for genuine cases at your discretion eg. Extreme circumstances or genuine injury*

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Withdrawal refunds

Communicate that refunds will be fulfilled following the completion of the event

- 1. Prior to withdrawal deadline 100%*
- 2. After withdrawal deadline but before draws published 50% refund*
- 3. After draws published – No Refund*

1 – 2days prior to event

- 1. Contact Referee and/or court supervisors*
- 2. Maintain venue and grounds*
- 3. Check courts and windbreaks*
- 4. Print out any sign-in forms required – consolation, Lucky Loser etc*
- 5. Print and display draws*

Event day

- 1. 2 hours prior to event first match times, publish a weather update on the site (if required)*
- 2. Advise of anything extra e.g. Player wanting a doubles partner etc.*
- 3. Meet with Referee and Court Supervisors to discuss effective tournament running procedures*
 - Spare courts*
 - Scores relayed*
 - Any trouble players or parents to watch out for*
 - Culture of the event you are wanting to achieve*
 - Roles and expectations for all staff*
- 4. Singles sticks out for referee to place onto courts in correct positions*
- 5. Player chairs onto courts*
- 6. Check PA and 2-way radios are in working order*
- 7. Any extra event information displayed ie is the points allocation for this level of event or prize money on offer.*
- 8. Call all first-round matches to tournament desk 15 minutes prior to start of play – get players on court 5-10 minutes early to warm up in order to start matches*
- 9. Announce match formats at start time*

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Running event

1. Call players to Tournament desk who are scheduled for the next several matches to be ready
 - eg. Grab your gear and fill your drink bottles and apply sunscreen, you guys are next match on
2. Announcements on a regular basis
 - match formats
 - any doubles partners required
 - whether consolation is compulsory or sign-in
 - when consolation sign in closes
 - information on Lucky Loser (if that is in play for any events at your tournament)
3. Inform all players when consolation will be played and when draws and schedules are likely to be available
4. Display trophies for players to see what they are playing for
5. Update your main tournaments page hourly with information eg. Event is running on time etc. Doubles partner needed etc.
6. Make sure the automatic upload results box is checked on the publish page of Tournament Planner

Extra items

1. Invite sponsors and local councillor to attend and potentially be part of trophy presentations
2. Link your event on to the local council website and social media where possible Announce the next event you may be hosting
3. Announce next event coming for these same level of players
4. Have photographer onsite
5. Create an emergency repair kit box to have in tournament office
 - Repair Tape
 - Zip ties
 - Hammer
 - Blue-tack
 - Sticky tape
 - Spare net strap
 - Net winder
 - Note pad
 - Batteries for radios and PA Microphone