



# FUTURE STARS CIRCUIT: TOURNAMENT DIRECTOR CHECKLIST

Use this checklist to prepare for the Future Stars U9 and U10 tennis tournaments.

Please make sure you complete all actions for Pre-tournament, Tournament Day and Wrap-up.

## PRE-TOURNAMENT

- Download Provincial Sanctioning Agreement from provincial website. If you are unable to access the document, please email your PTA. (Not applicable to QC).
- Fill out the Provincial Sanctioning Agreement and event request. Once received the PTA will review the event request for approval.
- Download the current year version of Tournament Planner software to access draws and player lists here: <https://www.tournamentsoftware.com/product/download.aspx?id=16&s=2>. (Not applicable to QC).
- Retrieve entries from VR with the TP file that the PTA has set up for you.
- Only applicable to BC:
  - Post the acceptance list and reserve list when entry is closed.
  - With reference to Leader Board, group strong players in the same round robin box to ensure competitive matches. (Separate strong players to the opposite halves if compass draw is used).
- Create tournament draws using VR Tournament Planner software.
  - Minimum three 45-min timed matches for each player. Compass draw is encouraged for full draws of 8 players or multiple of 8 players.
- Schedule the order of play for the tournament using VR Tournament Planner software.
- Publish the draws and schedule online prior to tournament.
- Check club schedule for time conflicts, clear schedule for FS tournament.
- Notify waitlisted players about their status in the draw (Not applicable to QC & BC).
- Check that FS tablecloth and standing banner are at the club (if available).
- Prepare materials for events such as: orange/green balls, masking tape, tennis net adjuster, scorecards, camera, and Future Stars standing banner and table cloth (if available).

## TOURNAMENT DAY

- Prepare 3/4 court lines for U9 tournament.
- Setup Future Stars banner, some suggested locations are at the entrance, tournament desk or courts (if available).
- Put Future Stars branded tablecloth on tournament desk.
- Install scorecards on each court.
- Assign one court monitor per bank of courts (Not applicable to QC as they send referees).
- Check in players, collect fees if necessary, display order of play on Tournament desk, regularly update scores on Tournament Planner and publish to the website.
- Announce rules and scoring to players before each match.

## WRAP-UP

- Conduct award ceremony for winners (if applicable).
- Send the votes of Sportsmanship Awards to PTA - one player for each event (only applicable to BC).
- Send electronic or hard copy of reports to PTA (violations, issues, feedback, suggestions).
- Send TP file to PTA for leaderboard and record.
- Send FS branded tablecloth and banners back to PTA (if required).

