

TOURNAMENT DIRECTOR CHECKLIST

PRE-TOURNAMENT

- Download Provincial Sanctioning Agreement from provincial website if applicable in your province.
- Fill out the Provincial Sanctioning Agreement and event request if required. Once received the PTA will review the event request for approval.
- Review the [Rogers Rookie Tour manual](#)
- Download the current year version of Tournament Planner software to access draws and player lists [here](#)
- Retrieve entries from VR with the TP file that the PTA has set up for you
- Add any additional participants manually (only players that have a Recreational License). Be familiar about Recreational Licenses (no fee) they are new and will be the first experience for some parents.
- Post the order of play for the tournament (if applicable) using VR Tournament Planner software to show online.
- Check club schedule for time conflicts, clear schedule for RRT tournament
- Notify any waitlisted players about their status in the tournament
- Check that RRT banner (if available), promotional material, prizes and certificates are at the club
- Prepare materials for events such as: red/orange/green/regular balls, red mini nets, masking tape/lines for orange ball, tennis net adjuster, camera, prizes and RRT banner (if available)

TOURNAMENT DAY

- Prepare mini nets and lines for U8 tournament and 3/4 court lines for U10 tournament
- Setup RRT banner (if available), some suggested locations are at the entrance, tournament desk or courts
- Put RRT prizes and certificates on or by tournament desk
- Assign one court monitor (if available) per bank of courts. It is recommended to ask volunteers to help run tournament, especially for U8 tournaments.
- Check in players, collect fees if necessary, display draw and order of play on tournament desk.
- Announce rules and scoring to players before each match

WARP-UP

- Conduct ceremony at end of tournament to hand out certificates and prizes
- Publish the draw (results do not need to be published).
- Send electronic or hard copy of reports to PTA (violations, issues, feedback, suggestions).
- Send RRT banner back to PTA (if required)