



ROGERS

# First Set Tour



## TOURNAMENT DIRECTOR CHECKLIST - ROOKIE

PRE-TOURNAMENT

- Connect with your respective PTTA to host a tournament at your club. The PTTA will provide your club with a Tournament Software license.
- Once a tournament date is confirmed, please check your club's court schedule for scheduling conflicts and ensure sufficient court time is available for the tournament.
- Download the current version of Tournament Planner (TP) software to access draws and player lists [here](#).
- Retrieve online entries from the Tournament Software site with the TP file that the PTTA has set up for you.
- If you are able to post the tournament schedule and order of play, please add them to the TP file and publish it online.
- If possible, recruit volunteer court monitors for the tournament. It is recommended to ask volunteers to help run the tournament, especially for U8 tournaments.
- Ensure that you have received the necessary venue signage, promotional material, prizes, and certificates from your PTTA.
- Prepare materials for events such as: red/orange/green/regular balls, red mini nets, masking tape/lines for orange ball, net lowering device, prizes and certificates (if available).

TOURNAMENT DAY

- Prepare mini nets and lines for U8 tournament and 3/4 court lines for U10 tournament.
- Setup venue signage. Some suggested locations are at the entrance, tournament desk or courts.
- Put prizes and certificates on or by tournament desk.
- Assign one court monitor (if available) per bank of courts.
- Check in players, collect fees, if necessary, display draw and order of play on tournament desk.
- Announce rules and scoring format to players before each match.

WRAP-UP

- Conduct ceremony at end of tournament to hand out certificates and prizes.
- If possible, add scores to the TP file.
- Send feedback regarding the tournament to the PTTA.
- Return venue signage back to the PTTA if required.

