FUTURE STARS CIRCUIT: TOURNAMENT DIRECTOR CHECKLIST

Use this checklist to prepare for 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
- [ ] 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 applicable)
- [ ] 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)