



TOURNAMENT DIRECTOR CHECKLIST – RISING STARS

PRE-TOURNAMENT

- Connect with your respective PTTA to host a tournament at your club. The PTTA will provide your club with a Tournament Planner (TP) 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 TP to access draws and player lists [here](#).
- Retrieve online entries from the tournaments site with the TP file that the PTTA 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 35-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 the TP software. Publish the draws and schedule online prior to tournament.
- If possible, recruit volunteer court monitors for the tournament.
- Coordinate with your PTTA to receive any available venue signage, promotional material, and prizes.
- Prepare materials for events such as: orange/green balls, masking tape/lines for orange ball, net lowering device, prizes and venue signage (if available).

TOURNAMENT DAY

- If hosting a U9 tournament, prepare 3/4 court lines.
- Setup venue signage. Some suggested locations are at the entrance, tournament desk or courts.
- Install scorecards on each court.
- Assign one court monitor (if available) per bank of courts.
- Check in players, collect fees if necessary, display draw(s) and order of play on tournament desk. Regularly update scores on the TP file and publish to the website.
- Announce rules and scoring format to players before each match.

WRAP-UP

- Conduct award ceremony for winners (if applicable).
- Send electronic or hard copy of reports to PTTA (violations, issues, feedback, suggestions). Send TP file to PTTA for leaderboard and record-keeping.
- Return venue signage back to the PTTA if required.

