TOURNAMENT CHECKLIST

 (SAMPLE ONLY)

|  |  |
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| **Tournament Name** |  |
| **Dates** |  |
| **Host Venue** |  | **Contact** |  | **Mobile** |  |
| **Other Venue** |  | **Contact** |  | **Mobile** |  |

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| **TOURNAMENT COMMITTEE**  |
| **Name** | **Mobile** | **Email** |
|  | Tournament Director |  |  |
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| **DISPUTES COMMITTEE**  |
| **Name** | **Mobile** | **Email** |
|  | Tournament Director |  |  |
|  | Referee |  |  |
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| **SUPPORT TEAM** *(refer list of support team volunteers at end of checklist)* |
| **Area of responsibility** | **Support Team Leader** | **Mobile** | **Email** |
| Financial |  |  |  |
| General Administration |  |  |  |
| Draws |  |  |  |
| Equipment / Facility |  |  |  |
| Tournament Control |  |  |  |
| Sponsorship & Promotion |  |  |  |
| Commentary / Player Recruit |  |  |  |
| Entertainment |  |  |  |
| Kitchen & Bar |  |  |  |
| General Volunteers (cleaning, transport, first round makers, other) |  |  |  |
| Player Liaison |  |  |  |
| Media & Sponsors Liaison |  |  |  |
| Billets & Accommodation |  |  |  |
| Results |  |  |  |

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| **KEY DATES** | **By when** | **✓** |
| **Complete PSA registration** |  |  |
| **Confirm type of tournament (PSA, Open)** |  |  |
| **Confirm budget** |  |  |
| **Confirm support team leaders** |  |  |
| **Confirm naming rights and major sponsors** |  |  |
| **Confirm minor sponsors** |  |  |
| **Complete poster** |  |  |
| **Open entries on iSquash, website, Facebook, etc.** |  |  |
| **Entries close (PSA)** |  |  |
| **Entries close (normal tournament)** |  |  |
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| **VENUES** | **Who** | **By when** | **Notes** | **✓** |
| xxx Club | Book out courts on Club website for duration of tournament. |  |  |  |  |
| Other Club | Venue booked, confirmed in writing, quote received. Confirm which Club providing TC, bar staff, cleaning, access (keys), contract for hire. |  |  |  |  |
| Site visits | Undertake site visits of alternate clubs / schools. |  |  |  |  |
| Training venues | How many courts required, which club / school? Prepare player timetable for practice. |  |  |  |  |
| Media venue | Book out Club rooms (as required). |  |  |  |  |

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| **FINANCIAL** | **Who** | **By when** | **Notes** | **✓** |
| Budget | Review previous year’s budget vs actual (if applicable). Prepare new tournament budget and submit to Treasurer. All additional expenditure to be approved. |  |  |  |  |
| Registration | Complete tournament registration (PSA). |  |  |  |  |
| Invoicing | Arrange invoices to sponsors. Confirm receipt of payments. Follow up outstanding payments. |  |  |  |  |
| Accounts Payable | Pay any tournament expenses as required. Preferred payment method for all expenses by credit card and all credit card receipts clearly noted and given to office. |  |  |  |  |
| Tournament Summary | Submit completed financial summary of tournament at following Committee meeting. |  |  |  |  |
| Till System | Entry fee buttons set up on tills. |  |  |  |  |
| Till Change | Arrange for extra change for weekend.  |  |  |  |  |
| Till Log Ins | Setup till logins for authorised bar staff. |  |  |  |  |
| Online Entry fees | Confirm entries made by way of direct credit to Club’s nominated bank account (close off date for entries). |  |  |  |  |

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| **GENERAL ADMINISTRATION** | **Who** | **By when** | **Notes** | **✓** |
| ‘Save the Date’ | Email ‘Save the Date’ to all players (from previous tournaments database)  |  |  |  |  |
| Neighbour relations | Inform neighbours of tournament. Leaflet into mail boxes. |  |  |  |  |
| Tournament Poster | Include sponsor logo if finalised, date, entry fee, early bird fee, finish day (e.g. Sat / Sun), meal, close off for entries, local players play Thurs, enter online, accommodation/billets. Draw available on website from Tuesday before tournament starts, entertainment, prizes, venues. Encourage entry through SquashNZ site. Confirm poster with Tournament Director & Sponsorship Leader. |  |  |  |  |
| Poster Distribution | Upload to Club website, Facebook, email to Squash District Administrator for go regionwide, email to NZ Squash, upload to iSquash, post hardcopies to clubs (if appropriate), email to past players mailing list, copy on noticeboard. |  |  |  |  |
| Entries  | Entries received and compiled including name, grade, code, email, cellphone. Check points against latest NZ Squash grading list |  |  |  |  |
| Acknowledgement of entry | Email confirmation to player on receipt of entry. Include details when draw available, dinner and entertainment. |  |  |  |  |
| Players list | Print players list for payment of fees in alphabetical order. Include details of early-bird payments / DD (if applicable). Put on clipboard by till |  |  |  |  |
| Home Players | Email local players their food requirements: to bring salads, veges or dessert (refer kitchen) when advising re draw online. Reminder home players again on commencement of tournament. |  |  |  |  |
| Tournament folder | Include list of all players / reserves and contact details, court allocations, completed tournament checklist, support team lists, budget. Must be available at club for duration of tournament for access by TC. |  |  |  |  |
| Squash rules | Ensure squash rules book accessible. |  |  |  |  |
| Office supplies | Whiteboard markers, pens. |  |  |  |  |
| Carparking | Arrange overflow of carparking to TBC. |  |  |  |  |
| Club security | Open-up and lock-up procedures. |  |  |  |  |

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| **DRAWS** | **Who** | **By when** | **Notes** | **✓** |
| Draws | Draws completed via iSquash tournament programme. |  |  |  |  |
| Review of Draws | Checked by second person. |  |  |  |  |
| Review of Draws (PSA) | If national / international tournament, check conditions for finalising draws i.e. signed off by national or international body. |  |  |  |  |
| Reserve Players | Prepare list of reserve players with contact details. |  |  |  |  |
| Court Allocations & Times | Times allocated to courts / players. Allocation sheets printed and included with tournament folder. |  |  |  |  |
| Publication of Draws | Load draws to Club website and link on Facebook. Print A3 copies of draws including any sponsors logos and put on noticeboard. |  |  |  |  |
| Notice to players | Advise players via text or email that draw online and to check 1st game times. Kitchen team send separate reminder to local players about dinner requirements. |  |  |  |  |
| Player Practice Schedule | Timetable for player practice times. Liaise with players, books courts as applicable. |  |  |  |  |

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| **EQUIPMENT & FACILITY REQUIREMENTS***(refer list of suppliers at end of checklist)* | **Who** | **By when** | **Notes** | **✓** |
| Seating | Grandstand pulled out |  |  |  |  |
| Seating | Tiered seating | Qty |  |  |  |  |  |
| Seating | Tables & chairs | Qty |  |  |  |  |  |
| Trestle tables | Trestle tables | Qty |  |  |  |  |  |
| Carpet tiles |  | Qty |  |  |  |  |  |
| Court speaker systems |  | Qty |  |  |  |  |  |
| Game board |  | Qty |  |  |  |  |  |
| Whiteboard |  | Qty |  |  |  |  |  |
| Complimentary Towels |  | Qty |  |  |  |  |  |
| Marquee |  | Size |  |  |  |  |  |
| Balls | Balls (singles/doubles/white) | Qty |  |  |  |  |  |
| Scoresheets | Print scoresheets with sponsors logo |  |  |  |  |
| Scoreboards | Scoreboards have clean labels identified by court names |  |  |  |  |
| Timers | Check working, attach to scoreboards |  |  |  |  |
| Electrical | Lighting, electrical cables, power boards |  |  |  |  |
| PA / Sound System | Book from  |  |  |  |  |
| Changeroom | Soaps, lotions, shampoos? |  |  |  |  |
| Fridge |  |  |  |  |  |
| Freezer |  |  |  |  |  |
| Massage | Contract massage services during tournament |  |  |  |  |
| Gym | Tags available for player warm-up in gym |  |  |  |  |

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| **MANAGERS MEETING** | **Who** | **By when** | **Notes** | **✓** |
| Rules | Roll call of team managers. Provide necessary information re rules, team player sheets. |  |  |  |  |

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| **TOURNAMENT CONTROL** | **Who** | **By when** | **Notes** | **✓** |
| Game Board | Ensure game board written up prior to each day’s play including first round markers. Include playing now/next on magnets. |  |  |  |  |
| Scoresheets | Write up / print scoresheets prior to each day’s games. |  |  |  |  |
| Referees | District or National Referees required? Ensure appropriate referees available for finals matches. |  |  |  |  |
| T-shirts | Ensure green Tournament Controller t-shirts available and worn by all TCs for duration of tournament. |  |  |  |  |

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| **KITCHEN** | **Who** | **By when** | **Notes** | **✓** |
| Menus | Menu completed for each day. Print copies for kitchen. Copy in tournament folder. |  |  |  |  |
| Food orders | Arrange as appropriate (refer budget for sales level / appropriate profit margin). |  |  |  |  |
| Home Players - meal | Prepare list of food requirements for local players: salads, veges or dessert. Liaise with General Admin team leader to be emailed to local players. |  |  |  |  |
| Kitchen supplies | Stock of plates, serviettes, cutlery, sauces, oil. |  |  |  |  |
| BBQ | BBQ clean and gas bottle full. |  |  |  |  |
| Meal tickets | Print meal tickets and give to players on payment of entry fee. Keep stock by till. | Qty |  |  |  |  |  |
| Table cloths |  | Qty |  |  |  |  |  |
| Crockpots |  | Qty |  |  |  |  |  |
| Serving staff | For dinner provided (carving meat and servers if appropriate). | Qty |  |  |  |  |  |

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| **BAR** | **Who** | **By when** | **Notes** | **✓** |
| Licences  | Liquor license organised. |  |  |  |  |
| Bar manager | Bar manager onsite. |  |  |  |  |
| Drinks trailer | Hire. |  |  |  |  |
| Glasses | Hire additional wine/beer glasses. |  |  |  |  |
| Bar supplies | Ensure adequate bar supplies ordered. Alcohol purchases in addition to standard order to be approved. |  |  |  |  |
| Refreshments | Complimentary tea / coffee. |  |  |  |  |
| Staff | Are paid staff required? |  |  |  |  |
| Alcohol Management Plan | All staff / volunteers aware of Plan and updated on liquor licence conditions. |  |  |  |  |
| Training | All staff / volunteers adequately trained on till system. |  |  |  |  |

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| **CLEANING** | **Who** | **By when** | **Notes** | **✓** |
| Rubbish Bins | Order additional rubbish / recycling bins as required. |  |  |  |  |
| Court/Venue Cleaning | Arrange court walls / floors to be cleaned prior to commence of tournament. |  |  |  |  |
| Changeroom supplies | Check adequate supplies. |  |  |  |  |
| During tournament | Empty bins, clean change rooms, empty tissue bins in bathroom, general tidy. Clean up at the end of each night, vacuum. |  |  |  |  |
| Court mopping | Clean sweat from floors between games (generally in high-profile matches in finals) |  |  |  |  |

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| **ENTERTAINMENT & SOCIAL** | **Who** | **By when** | **Notes** | **✓** |
| Entertainment | Liaise with Events & Activities co-ordinator to discuss requirements. |  |  |  |  |
| Theme  | Decorations. |  |  |  |  |
| Bookings | What requirements? |  |  |  |  |
| Workshops | Arrange coaching workshops for players by high-profile players / coaches. |  |  |  |  |
| Guest speakers |  |  |  |  |  |

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| **COMMENTARY** | **Who** | **By when** | **Notes** | **✓** |
| Commentary | Collate team of knowledgeable commentators. |  |  |  |  |
| Player profiles | Player profile information – use for commentary and announcing finals players onto court. |  |  |  |  |

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| **SPONSORSHIP & PROMOTION** | **Who** | **By when** | **Notes** | **✓** |
| Sponsorship | Liaise with Marketing & Sponsorship pod leader re how much sponsorship is required and any conditions of sponsorship. |  |  |  |  |
| Sponsors promotional material | Liaise with sponsors about providing banners, promo material. Arrange collection. |  |  |  |  |
| Sponsors attendance | Invite sponsors to attend tournament and prizegiving. |  |  |  |  |
| Signage | Any Club signage or specific tournament signage required? |  |  |  |  |
| Tournament Programme | Publish programme including sponsors, photocopy if required. |  |  |  |  |
| Photographer | Arrange photographer. Photos loaded to Facebook and used in reports as necessary (ensure credit to photographer). |  |  |  |  |
| Media Liaison | Contact media list to promote tournament, encourage onsite media during tournament, prepare media releases and submit to media, any high profile players? |  |  |  |  |
| Merchandise | Prepare options list for merchandise including order form. What requirements? |  |  |  |  |
| Livestreaming | Arrange livestreaming, book plenty of time in advance. Any additional cabling required? |  |  |  |  |
| Stalls | Equipment requirements for setting up sponsors / suppliers stalls. |  |  |  |  |
| Player Packs | Promotional material, sponsors products to be included? |  |  |  |  |

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| **PRIZES & RAFFLES** | **Who** | **By when** | **Notes** | **✓** |
| Raffle | Arrange items to be raffled. |  |  |  |  |
| Raffle sales | Raffle sheet or raffle book by till. |  |  |  |  |
| Raffle float | Organise float if required. |  |  |  |  |
| Raffle promotion | Put poster and ticket price by raffle, include sponsors details if items provided. |  |  |  |  |
| Prizes | Purchase prizes for division prize winners as per draws. Discuss with tournament director total prize expenditure permitted (per budget). |  |  |  |  |
| Prize table | Setup prize table. |  |  |  |  |
| Prizemoney | Prepare spreadsheet of prizemoney breakdown and submit to Treasurer. Cheque to be drawn for cash prizemoney. Money to be put into envelopes and stored in safe ready for prizegiving. Include sponsors label and division on envelope. |  |  |  |  |
| Trophies / Medals / Certificates | Any required? Is engraving required? |  |  |  |  |
| Prizegiving speeches | Prepare list of people to thank – sponsors, club volunteers, clubs/countries represented |  |  |  |  |

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| **HEALTH & SAFETY** | **Who** | **By when** | **Notes** | **✓** |
| Health & Safety | Event Risk Analysis completed (RAMS for all venues). |  |  |  |  |
| First Aid Officers | First aid officers available. |  |  |  |  |
| First Aid Suppliers | Check first aid kit for supplies, icepacks. |  |  |  |  |
| Accident Reports | Complete incident reports if required. |  |  |  |  |
| Eyewear | Club eyewear accessible for all players to use. |  |  |  |  |

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| **TRANSPORT** | **Who** | **By when** | **Notes** | **✓** |
| Transport | Arrange transport between venues if using other squash clubs as co-hosts. |  |  |  |  |
| Airport pickups | Arrange airport pickups / drop-offs. |  |  |  |  |
| After-function | Arrange after-function transport home. |  |  |  |  |
| Maps | Print copies of maps when multiple venues used, have available at all venues. |  |  |  |  |

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| **ACCOMMODATION** | **Who** | **By when** | **Notes** | **✓** |
| Motel | Provide motel accommodation options. |  |  |  |  |
| Billets | Co-ordinate billets and communicate to hosts and players. |  |  |  |  |

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| **RESULTS** | **Who** | **By when** | **Notes** | **✓** |
| Results | Enter results into iSquash each day. |  |  |  |  |
| Publish Results | Post results to Facebook. Send copy to regional / national / world bodies as required. Liaise with sponsorship leader re promotion of results to media. |  |  |  |  |

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| **EVALUATION & REPORTING** | **Who** | **By when** | **Notes** | **✓** |
| Player Evaluation | Email survey via Survey Monkey. Report results to Committee. |  |  |  |  |
| Debrief | Tournament Committee debrief meeting. |  |  |  |  |
| Correspondence | Letter of thanks to sponsors. |  |  |  |  |
| Sponsors report | Liaise with Marketing & Sponsorship leader regarding preparation of sponsors report. |  |  |  |  |
| Reporting | Complete Portfolio Report for following committee meeting.Following receipt by committee, forward to Squash District, Squash NZ or other party as appropriate. |  |  |  |  |

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| **OTHER** | **Who** | **By when** | **Notes** | **✓** |
| Gifts |  |  |  |  |  |
| Restringing |  |  |  |  |  |
| Player packs |  |  |  |  |  |

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| **ALTERNATIVE VENUE CHECKLIST** | **Who** | **By when** | **Notes** | **✓** |
| Draws |  |  |  |  |  |
| Whiteboard & markers |  |  |  |  |  |
| Game boards |  |  |  |  |  |
| Scoresheets |  |  |  |  |  |
| Balls |  |  |  |  |  |
| Icepacks |  |  |  |  |  |
| First aid kit |  |  |  |  |  |
| Bar person |  |  |  |  |  |
| Cleaning |  |  |  |  |  |
| Evacuation procedure |  |  |  |  |  |
| Kitchen facilities / food |  |  |  |  |  |
| Access / close-up (keys) |  |  |  |  |  |
| Contact list (key personnel / TCs) |  |  |  |  |  |
| Contact list (players) |  |  |  |  |  |
| Accident report forms |  |  |  |  |  |
| Eyewear |  |  |  |  |  |
| Signage |  |  |  |  |  |
| Timers |  |  |  |  |  |
| Maps to venues |  |  |  |  |  |
| Health & Safety Policy |  |  |  |  |  |

**SUPPORT TEAMS**

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| **General Administration**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Draws** | **Mobile** | **Email** | **Notes** |
|  | Leader |  |  |  |
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| **Tournament Controllers**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Sponsorship**  | **Mobile** | **Email** | **Notes** |
|  | Leader |  |  |  |
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| **Entertainment**  | **Mobile** | **Email** | **Notes** |
|  | Leader |  |  |  |
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| **Kitchen**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Bar**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Cleaning**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **First Round Markers**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Results**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Transport**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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| **Accommodation - Billets**  | **Mobile** | **Email** | **Notes/players** |
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| **Club Open Up/Lock Up**  | **Mobile** | **Email** | **Notes/times/days** |
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| **Match Commentary**  | **Mobile** | **Email** | **Notes/times/days** |
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| **General Tournament Other (specify)**  | **Mobile** | **Email** | **Notes/times/days** |
|  | Leader |  |  |  |
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**LIST OF SUPPLIERS**

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| **Description** | **Business** | **Contact** | **Phone** | **Email** |
| Drinks Trailer |  |  |  |  |
| Glasses |  |  |  |  |
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| Tables & Chairs |  |  |  |  |
| Trestle Tables (club has 2) |  |  |  |  |
|  |  |  |  |
| Photographer |  |  |  |  |
| Massage |  |  |  |  |
| Food supplies |  |  |  |  |
| Desserts/cakes |  |  |  |  |
| Ham/meat |  |  |  |  |
| General food |  |  |  |  |
| Marquees |  |  |  |  |
|  |  |  |  |  |
| Towels |  |  |  |  |
| PA System |  |  |  |  |
| Electrical |  |  |  |  |
| Carpet Tiles |  |  |  |  |
| Livestreaming |  |  |  |  |