



## TOURNAMENT DIRECTORS CHECKLIST



### COMPULSORY & OPTIONAL EVENTS

#### PRE-TOURNAMENT

##### Compulsory Events Only

1. The Host Club must have been awarded the Wales Squash and Racketball Gold Charter Award.
2. Secure Sponsorship as per Tournament Guidelines.
3. Request one dozen balls from Wales Squash and Racketball.

##### Optional Events Only

1. The Host Club must have been awarded the Wales Squash and Racketball Silver Charter Award.
2. Purchase balls.

#### ALL EVENTS

1. Complete and return a Tournament Agreement Form by 31<sup>st</sup> August.
2. Book venue and courts.
4. Book Tournament Staff and Referees.
5. Using the Wales Squash and Racketball Standard Entry Form as a template, e-mail the Entry Form to Wales Squash and Racketball for approval at least six weeks before the start date of the event.
6. Order trophies.
7. Order T-shirts with Wales Squash and Racketball and sponsors logos if required.
8. E-mail entry list to Wales Squash and Racketball for seeding and draw on the closing date for entries.
9. Complete court schedule, check draw and return to Wales Squash and Racketball for compliance with guidelines.
10. Check draw and schedule on website.

#### DURING TOURNAMENT

1. As per Tournament Guidelines.

#### POST TOURNAMENT

1. E-mail draw including full results to Wales Squash and Racketball within seven days of the event.
2. Complete Tournament Report Form and return to Wales Squash and Racketball within seven days of the event.
3. Include completed Conduct Report and Incident Report Forms, if applicable, and full list of entries including name, address, club and, for Junior tournaments only, DOB.
4. Return Feedback Forms to Wales Squash and Racketball within three weeks of the event.