

A Checklist for Running a Tennis Tournament

By Larry Faulkner

- 1. A year or more before the season you want to run the tournament:**

Identify the tournament format such as: is the tournament using flights, team vs. team or no flights all players in one draw of doubles or singles
Determine the number of teams you will host
Determine the tennis court sights and secure permission to use the courts.
Find teams to invite. Try to find teams that are comparable or better than your current team. This is important if you want your team to get better.
Have athletic director send contracts
- 2. Before the start of the season:**

Make sure that if your using multiple sites such as a park district that the courts are reserved for the day of the tournament. Obtain any written authorization if needed
Order all awards
- 3. One month before tournament:**

Create a letter to send to coaches
Information in the letter:
 - teams participating
 - seeding meeting time and place (if necessary)
 - bring information for seeding players
 - tournament format and number of players participating
 - arrival time/warm-up time
 - entry fee
 - awards that will be given
 - number of cans of tennis balls that need to be brought to the tournament
 - where the tennis balls should be dropped off
 - general court assignments if played at multiple sites
 - what the plans are in case of rain
 - how lunch will be handled
 - state the time between matches
 - state if there will be substitution or no substitution
 - include map and directions to all sitesCreate electronic draw sheets and team score sheet
Create signs for directing coaches to seeding meeting
Contact the school's trainer to make sure that they are available for the date of the tournament
Check that the awards have arrived and are correct
Create a line-up card: for information such as school, coaches' name, phone number and email address, first and last names of players, and year in school.
Identify the person who will be the remote site tournament director
- 4. Day before:**

Check net height and adjust on all nets to be used in the tournament
Secure Walkie-talkies and or cell phones/numbers for remote sites and trainer
Create large poster of the draw for spectators.
Place awards in a secure location that can be accessed on tournament day
Secure table and chair to facilitate reporting of scores for each tournament site
Obtain extra center straps for each site

- 5. Day of the meet:**
 - Buy coffee and bagels (if a seeding meeting is held)
 - Unlock doors to seeding meeting and restrooms
 - Post signs directing coaches to seeding meeting
 - Place water cooler and ice chest for athletes by courts
 - Place scorecards on courts
 - Practice balls for player warm-up
 - Place scorer's table and chair near courts for players to report match results
 - Extra hopper for tennis balls used during the matches

- 6. Seeding meeting:**
 - Meeting room should have a:
 - Chalkboard and chalk
 - Box for drawing unseeded players
 - Cards for the box with teams name on them.
 - Draw sheets.
 - Extra Pencils
 - Line-up cards

- 7. Before tournament starts:**
 - Announce to players special tournament rules and regulations such as scoring & tiebreakers
 - Both players should report scores for accuracy
 - Review point penalty for code of conduct violations
 - Tell players to please use the scorecards

- 8. After the tournament:**
 - Create an electronic copy of the results.
 - Email results to local media and participating schools.

Do you want to add to this list? Let me know by contacting me at: lfaulkner22@gmail.com