

Instructions for tournament organisers/T&RA reps

	6 Weeks before	2 Weeks before	10 Days Before	7 Days before	5 Days before	During	Finals	After	Invoices
Tournament Organiser	<p>Entry Forms Email T&RA 6 weeks before to prepare entry form. T&RA will send a link for organiser to edit the details accordingly.</p> <p>The closing date for entries is to be set approximately 7-10 days before the start of the tournament</p> <p>Confirm that courts are booked and ensure that there are no other events that will clash.</p> <p>Arrange a prize giver (sponsors need a lot of warning)</p>	<p>Confirm logistics with courts, refs, markers,</p> <p>Arrange Prize giver / Prizes/ cups as required supported by the T&RA</p> <p>Arrange photographer for finals presentation and matches</p>		<p>Draw Seedings to be done (in line with T&RA procedures) in advance of the draw.</p> <p>The Organiser and one other person, ideally a professional, should attend the draw.</p> <p>Organise playing schedule based on player requirements (where possible)</p>	<p>Draw Send copy of the draw to the T&RA office for branding and then as soon as possible to:</p> <ul style="list-style-type: none"> Each entrant The sponsor The Chief Executive The Organiser The T&RA tournament director The host club The markers and referees <p>Any amendments of the draws/timing changes should be sent again.</p>	<p>Results Forward to the T&RA Office relevant information and results including pictures on a daily basis for publication on the website. Over the weekend, the organiser should establish where to send result beforehand.</p> <p>Contact the markers to ensure they send the results through.</p>	<p>Finals Arrangements Spaces to be reserved in the gallery for sponsors, relatives of players, markers, referees and VIPs.</p>	<p>Match Reports As soon as possible after the tournament, the Organiser is to send:</p> <ul style="list-style-type: none"> A full set of results for publication on the website to the Chief Executive and copied to the T&RA Office. A tournament report for inclusion in the Annual Report accompanied where possible by photographs to the T&RA Office. 	<p>Invoice Send to T&RA accountant@tennisandrackets.com</p>
T&RA	<p>Entry Forms Send JotForm link to tournament organiser.</p> <p>For all non-invitation tournaments send entry forms to the list of players held on the T&RA database and to all professionals.</p> <p>Promote on Social Media/Posters</p> <p>Invite Sponsors, CEO of QC etc</p>	<p>Prepare ticket sales if necessary and then send out to database and SM.</p> <p>If tournament is away from QC, arrange collection of prizes to relevant club/court.</p>	<p>Send out reminders of entry forms on social media and via email.</p>	<p>Check that all entrants are members of the T&RA</p>	<p>Brand draw with sponsors/T&RA logos.</p> <p>Print Draws (if at QC).</p> <p>Promote relevant matches (1/4, Semis, Finals as required) on social media/email</p>	<p>Results Remind tournament organiser to send in results and pictures so they can be updated on the website.</p>	<p>Ask for streaming link and promote it</p> <p>Have the cup ready for the organiser before the final.</p>	<p>Match Reports Reminder to send in match reports and pictures for social media and website.</p>	<p>Invoice Approve and pay invoices</p> <p>T&RA pay prize money (if appropriate).</p>
Host Club	<p>Identify markers</p> <p>Book/reserve courts</p> <p>Send entry form to database of Rackets players Email/WhatsApp group etc</p> <p>Plan and test streaming (to ensure any problems can be resolved)</p>		<p>Send out reminders of entry forms on social media and via email.</p>	<p>Organise marking schedule as soon as draw is complete</p>	<p>Print Draw</p> <p>Promote on 'club level' email/WhatsApp etc</p>	<p>Assist to ensure T&RA are aware of the results</p> <p>Arrange for sufficient balls</p>	<p>Arrange small table for presentations</p> <p>Assist in reserving spaces in the gallery (see above)</p>		<p>Send markers and markers hours to T&RA accountant@tennisandrackets.com</p>

Contact Details:

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