

Checklist for Non Professional Tournament Managers

Pre tournament

- Contact the referee or organiser and confirm:
 - Start time/report time
 - Wet weather back up
 - Number of matches/courts being serviced by umpires
 - Court equipment present – chairs/nets/winders/singles sticks
 - Scorecards
 - How many officials expected, how many the tournament is required to pay expenses for and how many refreshments only
 - Hospitality – drinks and food
 - Arrangements for payment of officials' expenses (£30 in cash per official at B events)
 - Manage expectations in terms of length of day (eg not to start a match after 6pm, or stay on site for more than 8 hours)
- Email (or call) all officials and confirm arrangements as above, especially if there are any changes to the information originally communicated. If you can, use 'read receipt' or request acknowledgement.
- Print off paperwork.
- If there are any withdrawals liaise with Chris Drew. If there are withdrawals within 48 hours of the event then you can recruit additional officials yourself, provided that the total number selected does not exceed the number originally requested.

On the day

- Arrive between 30 and 60 minutes before the start time.
- Check in with the referee or organiser.
- Check that all the arrangements are as expected, including:
 - Order of play/draws
 - Any possible 'challenging' players/matches
 - Payment arrangements (B events)
 - Format for each event– ball changes/tie break sets/no ad scoring
 - Timings/ceremonies
 - Announcements – sponsors, etc
 - Clothing regulations
 - Name boards/scoreboards
 - Venue facilities
 - Who to give the results to?
 - Chairs for line officials where appropriate
 - Timings and arrangements for refreshments
- Meet and greet officials as they arrive.
- Conduct pre-meeting to confirm details for the day as above.
- Check if any officials have 'issues' with any players.

- Check experience of officials.
- Assign matches.
- Evaluate as many inexperienced L4/LT line umpires and U3 chair umpires as possible and consider using more experienced officials to help with this.
- Monitor all matches and officials during the day.
- When covering 3 or more courts, as a Manager you should ideally only umpire a match when it is the last match of the day. When covering only 1 or 2 courts, as an Official in Charge (I/C) you are expected to do your fair share of on-court work.
- Act as an on-court emergency in the event of a last minute no-show.
- Issue payments on departure or when convenient.
- Provide feedback and coaching where appropriate.
- Thank the tournament referee/organiser/catering staff before departure.

Post tournament

- Complete and send the following paperwork to Chris Drew, Matthew Morrissey and Veronica Mwondela:
 - Manager's Report Form – please include as much detail as possible especially noting absenteeism or lateness and reasons, comments re conduct if necessary, payments (including any outstanding payments and any overpayments), relationships with tournament 'staff', hospitality. Please note if there were any changes to the previously agreed arrangements. If anything serious needs reporting please add on a separate sheet.
 - Finance sheet – where appropriate.
 - Chair and Line Umpire Report Forms – and remember to also send to the official concerned.

For any further information or support, email chris.drew@lta.org.uk, matthew.morrissey@LTA.org.uk or veronicamwo.abto@gmail.com

August 2021