

USAPA Great Lakes Pickleball Showcase Event

Tournament Director's Checklist

- Review the Showcase Event criteria
 - Open to USAPA members and non-members
 - Discounts offered to USAPA members unless this is not doable because the event is part of a larger event like the senior or state games that include other sports
 - USAPA rules enforced by trained referees
 - USAPA tournament software used so that results are posted on the USAPA website – requires that the Tournament Director is a USAPA member
 - USAPA membership table available for onsite registration
 - Event is listed on the Great Lakes Regional website calendar, and a description before and after the event (with pictures) is posted on the website
 - Branded label “Great Lakes Region Showcase Event” is used on flyers
- Review the Run a Tournament suggestions from the USAPA website http://usapa.org/sanctioning/tournament_tips.html
- Pick the date of your event so that it does not conflict with other nearby events. Set a registration deadline at least a week prior to the event.
- Identify the venue and the number of courts. Establish the maximum number of teams that you can accommodate. This means you must know the format (double or single elimination) and type of match (e.g. 2 out of 3 to 11 win by 1).

Have a broad timeline based on the chosen format that you can customize once you have the actual registrations. For example, you might estimate that each match will take about 15 minutes if you are playing one game to 15 because of limited court space. If you expect 60 participants and each playing in two events, the number of courts needed in a two day tournament can be figured:

- $60 \text{ participants} \times 2 \text{ events} \times 3 \text{ matches (on average)} \times 1/4 \text{ hour/match} = 90 \text{ hours of court time}$. So with 5 courts you would have a tournament lasting for two days playing 9 hours a day.

- If yours is an outdoor event, identify a bad weather contingency in terms of an indoor facility and/or built-in rain dates
- Make sure that you are offering at least a \$5 discount for USAPA Members.

- Submit your request for obtaining the Showcase Event designation to the Regional Ambassador. Review is provided to ensure that players seeking out a Showcase Event obtain a consistently planned and managed event.
- Become a USAPA Member in order to be able to use the USAPA Tournament Software
- Review the description of the USAPA Tournament Software <http://usapa.org/tourney/> and request a Tournament ID and password.
- Configure the tournament software to reflect the details of your event including the divisions by age group and/or skill level.
- Create a flyer/registration form that includes the branded label “Great Lakes Region Showcase Event” and submit it for review to ensure the consistency that players expect.
- Make sure that the flyer is posted on the USAPA, Great Lakes, and state websites.
- If warranted, apply for USAPA sanctioning 90 days before the event. If approved, update the Flyer to indicate “USAPA Sanctioned (Tier X)”.
- Make copies of your Flyer available to all of the drop-in locations in your area and email copies to your own email lists and ask other nearby coordinators to do the same. Submit your Flyer to USAPA, Great Lakes, and state site webmasters for posting and calendar updates
- Identify the Referee Manager for your event and have them schedule referee training and recruit referees.
- Identify the volunteer manager and begin to solicit volunteers.
- Schedule pre-event activities (e.g. a skills clinic and partner search service) and use them to obtain event registrations and the USAPA Memberships that support the discount for your and future Showcase Events.
- Order supplies, e.g. balls, refreshments, awards, t-shirts.
- Create a schedule for photographers to capture the play and the awards throughout the event.
- Request use of a USAPA banner for the event
- Enter registrations on the USAPA Tournament Software as they are received as a way to publicize who is playing and the size of the field.
- Invite local media to cover the Showcase Event
- As the registration deadline approaches, review your Players Lists and suggest partners where necessary. Begin to build brackets using the USAPA Tournament Software. Identify where you will need to combine brackets.

Identify where seeding is required and do research if necessary to avoid having the best players in a bracket playing each other in early rounds.

- Simulate the matches in each bracket to determine the tentative order of the matches and to define a more precise timeline so that you can schedule start times for groups of brackets. Simulate the matches in a way that lets you fully utilize the courts you have. This may mean starting more than one bracket at a time.
- Once registration is final, redo the bracket building and determine a final timeline that you can share with players via email.
- Create a list of topics for the players' meetings that you will hold before each group of brackets commences. Include safety and administrative information, format of play, awards, as well as topics covered by the lead referee. Minimize the time for the players' meetings by sending out an email with the detailed information and then summarize and answer questions in the actual meetings.
- Create a schedule of volunteers with assignments.
- Review the plans and schedules developed by the Referee Manager.
- Set up the courts with the assistance of the lead referee.
- Set up the USAPA Membership table with information that highlights the value of the USAPA for all players. Have Membership forms available and assign volunteers to man the table.
- Ask all players, referees, and volunteers to wear their USAPA Member T-shirts. Request pictures of these groups in front of the USAPA banner.
- Post a listing of the volunteers and the referees and acknowledge their service during the players' meetings.
- Have the brackets printed on large paper or hand-drawn and posted.
- Make out the scoresheets for the first-round matches and have them ready.
- Post information signs that will help players upon arrival get acclimated to the facility.
- Have a volunteer who can check players in and answer their questions.
- Identify the Court Manager whose job is to ensure that the courts are fully utilized during the event.
 - Post the next set of matches on a white board and have volunteers who can make sure that the next set of players are in the ready area.
 - Use a microphone, if possible, to announce the next match on an open court.

- Hand the scoresheet to the referee who will retrieve the players from the ready area and escort them to the assigned court.
 - Receive the scoresheet from the referee at the conclusion of each match and update the brackets.
 - Make out the scoresheets for the upcoming matches based on the updates made to the brackets.
- At the conclusion of a bracket, distribute the awards and capture the awards activity with photos ideally in front of the USAPA banner. If the event is USAPA sanctioned or a Senior Olympics, make sure that age group awards are given as well where age groups have been combined.
- At the end of each day of the event, use the USAPA Tournament Software to update the results of the bracket play for the day.
- At the end of the entire event, make sure that all of the results are actually recorded with the USAPA Tournament Software. If the event is USAPA sanctioned or a Senior Olympics, make sure that the results include the age group results particularly where age groups were combined into a single bracket.