

Lake St. Louis Tennis Association

Tournament Director Checklist

1. Advertise in Newstime.
 - Write up tennis tournament articles for publication in Newstime and begin to submit them one month before the tournament (3-4 articles). Include:
 - Tournament name.
 - Sponsor name.
 - Date, Time, Location (CA Clubhouse Tennis Courts).
 - Format (single/double elimination, round robin, compass, etc.)
 - Cost per player/team.
 - Tournament director name and phone number (for sign-ups).
 - Our website url: www.LSLTennis.Homestead.com
 - Submit tennis tournament articles to Tim Hager with Newstime by 5:00 p.m. Tuesday before the Saturday issue desired.
2. Food (purchase any or all as necessary the week before the tournament).
 - Sandwiches (dollar sandwiches can be ordered from the Buy Rite IGA by dozens - they need to be ordered 3 to 4 days prior to the tournament).
 - Chips & Dip.
 - Cookies.
 - Soda, Lemonade, Ice Tea, Bottled water.
 - Beer (purchase at the CA Clubhouse bar, if desired).
 - Coffee (for morning tournaments).
 - Donuts (for morning tournaments).
 - Ice (use the CA ice machine at the east end of the clubhouse).
3. Trophies (Martin Trophy, Steve Martin 625-4477).
 - Visit Steve's shop (on the east side of Highway 40, about ½ mile south of Highway N) to select tournament trophies.
 - Order trophies when advertising starts, approximately 3-4 weeks in advance.
4. Other tournament items.
 - Tennis Balls (1 new can per standard 2/3 set match or 1 can per 2 no-ad sets for Compass Draw/Scrambles).
 - Prizes for give-away drawings (if needed).
 - Obtain the club bullhorn from the LSLTA President.
 - Morning of the tournament - make sure that the water jugs are filled/iced and the trash containers are empty on courts (if not, get the golf shack assistant to do).
5. Tournament Draw Sheet.
 - Make/provide a tournament draw sheet and mount on cardboard (bring a pen, marker and tape to secure the board). Select the appropriate format:
 - Single/double elimination (A & B flights).
 - Round robin.
 - Compass Draw/Scramble.
 - Fill in the draw one or two nights before the tournament (seed top teams/players)
 - Notify players of their first match times for tournaments (if not single day events).
6. Take photos (digital preferred) of winners, runner-ups, sponsor & participants.
7. Collect tournament fees and submit the cost accounting to the LSLTA Board.