

Hosting of Central Tournaments

Checklist for Clubs



Two months prior:

- Confirm sponsor/s.
- Provide Squash Central with club and sponsor logos and advise of sponsorship being received.
- Inform Squash Central of the following people:
 - Tournament Control
 - 2nd point of contact if TC is unavailable
 - Tournament Committee/organisers

One month prior:

- Invoice Squash Central for contribution (Open \$750, Masters, Doubles and Juniors \$500 Inclusive of GST).
 - This is for food, entertainment and tournament running costs.
- Organise Prize giving dinner and entertainment.
- Organise bar and food for duration of tournament.
- Liaise with Squash Central contacts in regards to prizes/prize money allocation.
- Advertise appropriate entertainment.
- Purchase, if necessary, back up Dunlop balls.
- Acquire spare safety glasses (Junior Open and Doubles only).
 - Safety eye wear is compulsory for the Junior open and Doubles.

One week prior and Tournament:

- Draws to be completed on iSquash and players notified of first round games by the Tuesday prior.
- Ensure club is clean and tidy.

Completion of Tournament:

- Provide Squash Central with event write up and photos of winners for publicity.
- Provide Squash Central with a written report including feedback and budget breakdown.

NOTE - SQUASH CENTRAL IS HERE TO SUPPORT YOU AS NEEDED, PLEASE ASK.

Hosting of Central Tournaments Checklist for Squash Central.

Two months prior:

- Advise club of contact/s
- Develop poster and start advertising event
- Help obtain sponsor if required

One month prior:

- Pay contribution upon invoice
- Liaise with club in regards to prizes/prize money allocation

One week prior and Tournament:

- Assist with draws and supply template as required
- Advertise draws on Facebook
- Supply club with trophies/banners as required for the event
- Supply club with one box of mixed single and double dot Dunlop balls

Completion of Tournament:

- Publicise event write up and photos of winners