

# Tournament Organiser's Checklist

(to be read in conjunction with QBA Regulations for Approved Red Masterpoint Congresses)

(last updated December 2016)

## **By mid-May of previous year:**

- ◆ Apply to QBA for Congress calendar date
- ◆ Contact appropriately qualified director to confirm availability.
- ◆ Book venue - obtain written quotes including catering if not being hosted at your own club

## **Three months before event or earlier:**

- ◆ Send draft entry form to your Director. S/he is responsible for the technical management of your event. See sample entry form on QBA web site's Congress page.
- ◆ Send entry form to QBA Webmaster for approval, and uploading to the web site (at least 6 weeks prior to event)
- ◆ Print entry forms after approval and forward to clubs in region except for major events where forms must go to all clubs in Queensland. The QBA Manager has address labels if required, or you can download a file for mail merging from the Affiliated Clubs section of the QBA web site
- ◆ Arrange advertising in the QBA Bulletin if desired
- ◆ Order board-dealing and hand records as required after consultation with Director
- ◆ Arrange catering including tea, coffee, biscuits, lunch as advertised
- ◆ Check with Director about stationery requirements, computer facilities and assistants.
- ◆ As entries come in, enter them to your web site or other entry management program, and if they appear on your web site, advise the QBA webmasters to set up a link from the QBA web site. If not, from time to time, email a latest list of entries to the QBA webmasters.

## **After entries close:**

- ◆ Ensure your director has access to the final list of players, being particularly careful regarding ABF numbers. Highlight any players with special needs e.g. stationary seating. Liaise with Director on how to deal with late entries.
- ◆ Ensure that perpetual trophies are available with engraving up-to-date and, in the case of State events that individual QBA pens have been obtained from the QBA Manager.
- ◆ Confirm with Director about stationery, table cloth colours, caddies and other assistants
- ◆ Ensure a second director of at least QBA Club Director level is engaged if more than 30 tables.

- ◆ Confirm with club committee about prizes, including club policy on sessional prizes and advise Director for preliminary announcements. See document on QBA web site re recommended prize money policy.

### **After the event:**

- ◆ Make sure results are sent to Webmaster. The director will usually do this.
- ◆ Make sure director forwards results to State Masterpoint Secretary, and Form J6 to the QBA Tournament Committee if required.
- ◆ Make sure table levies are forwarded to State Masterpoint Secretary (increased to \$1.50 per table per session from 1 January 20107). The director will issue an invoice advising how much the levies are.
- ◆ Complete and return Form J1 if required – available on-line or on paper on the QBA web site.

### **Additional Requirements for QBA Events and Super Congresses:**

- ◆ Draft entry form to be sent to Chairman, Tournament Committee for approval and then to QBA webmasters
- ◆ Entries to QBA Events to be posted on the QBA website – check with webmasters if uncertain about how to do this.

### **Further Tips / Suggestions:**

- ◆ Confirm entries received by email.
- ◆ Consider putting a last minute contact phone number if venue is hired.

### References:

- ◆ Page 1 Section A
- ◆ Page 1-3 Section B
- ◆ Section E
- ◆ Section J
- ◆ Section K - addresses
- ◆ Web Page for sample entry forms