

Short helpful list:



4 months before the tournament:

- Go to the page <http://www.crossminton.org>. Download all relevant documents for your tournament and guidelines for head umpires and read it carefully.
- Carefully read the Checklist for organizers and head umpires. Read the **standards and the tournament report** and use it as checklist for your tournament.
- Prepare tournament announcement according to style sheet and fill in all needed information (Head umpire, organizers for tournament desk,...). Send the fulfilled document to tournament@crossminton.org (minimum 3 months before).
- If you need special authorizations (not according to the standards) ask the ICO for help (tournament@crossminton.org).

1 month before the tournament:

- The head umpire has to send the fulfilled questionnaire for head umpires to the ICO (tournament@crossminton.org).
- The Head umpire needs to find match umpires in advance of the tournament.
- Manage your participants in the Ophardt system and give the participants more information about the tournament status. Remind the participants to pay the fee on time otherwise their registration will be cancelled!!!
- Read the Tournament report again and start to fulfil the data.
- Don't forget to ask for the sponsor & federation banners if needed!

8 days before the tournament:

- The deadlines are reached. You can start to prepare the draw! You must send the draw minimum 3 days before the tournament to tournament@crossminton.org.
- The Head umpire should inform the head umpires and helpers of the schedule and their responsibilities.
- You must send the draw minimum 3 days before the tournament to tournament@crossminton.org.
- While preparing tournament mode – use the document ICO tournament mode!
- Keep in mind, that you will have to give result report in excel datafile and this has to be done on the same day when the tournament is finished!

Immediately after the tournament (same day!):

- Put the results in excel file (tournament results)
- Fulfil the tournament report
- Make a press report and sent it to your press list and to tournament@crossminton.org!
- Choose 5 nice pictures from tournament.
- Send all files to tournament@crossminton.org in time!!
- Transfer the ICO fee for the tournament (2,50€ per player) to the bank account: ISBO/ICO; IBAN: DE86100900002460749002; BIC: BEVODEBBXXX; Reason for payment: Tournament name; date of tournament; total number of players;
- and inform the ICO about the process: tournament@crossminton.org.