Key steps and tools
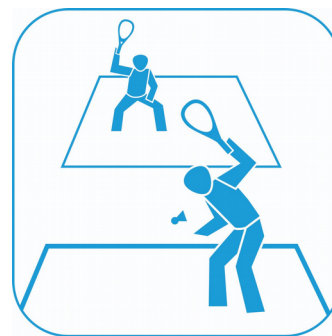
to organise a tournament

Editor

- International Crossminton Organisation -

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8 STEPS TO ORGANIZE AN OFFICIAL ICO TOURNAMENT

STEP 1
Read all relevant ICO documents (Rules, Regulations, ...) to gain the key knowledge about the sport and its competitions. Form your tournament proposal by answering the following questions:
- When?
- Where?
- How many players, how many courts?
- What level (ranking points)?

Check the Tournament Standards. Think about your organising team, Head Umpire and the budget. Try to estimate the costs and revenues. Check the tournament calendar to see how your date fits with other tournaments.

STEP 2
Introduce your proposal to the representative of your national crossminton association and get the approval of your national crossminton association.

STEP 3
Book the venue for your chosen date and announce your tournament to the crossminton community – create an official tournament in Tournament Software through Tournament Application, done by your national administator. To promote it, create a facebook event or make a post in facebook group ICO Platform!. Personally inviting players is recommended, as is promoting your tournament at other tournaments.

STEP 4
Request the Tournament Software license from you national crossminton association or ICO if the license hasnt been ordered yet and then set your tournament up in Tournament Planner (available as free download on Tournament Software website). Learn to use the Tournament Planner, check the Youtube videos, because your tournament will be prepared (groups, draws, schedules, ...) and executed in Tournament Planner. Dont forget to regularly publish the newly registered players in Tournament Planner to be publicly seen in Tournament Software.

STEP 5
Again, check the Tournament Standards telling you what to do before, during and after your tournament and do your best to follow them fully. **Check the sample Tools list in Annex 1** at the end of this document, based on years of organisational experience. Dont forget about venue decoration, players' hospitality, prizes ... Your goal is to make your tournament an unforgettable experience on and off the court for all players.

STEP 6
After the registration and no-return deadline it is time for final preparations in Tournament Planner by checking categories, creating groups, preparing draws, creating schedules. Not an easy task, so start as early as possible. Have the draws checked by the ICO and make them public only after the confirmation.

KEY STEPS AND TOOLS

STEP 7

Prepare the venue a day before the tournament. Be accurate with the courts. Dont forget the shuttles, scoreboards, scoresheets, medals, pens, … Then welcome the players and start the matches. Dont allow empty courts, because they will ruin your time schedule. Finish the tournament with the award ceremonies.

STEP 8

After the tournament, fill out the Tournament Report and send it to the ICO, if required.

If you need help, contact Boris Jerković at jerkovic@crossminton.org.

ANNEX 1 – TOOLS LIST (WHAT YOU NEED TO CARRY OUT A TOURNAMENT)

* this is merely a suggestion, some things you might not need, while some things that you will need might not be on the list

SETTING UP THE VENUE
- beach flags
- podium background
- ICO banners
- sponsors' banners
- plastic ties to fix the banners, flags, etc.
- transparent elf-adhesive tapes – big and small
- measuring tape – 30 m or 10 m
- scissors, knifes
- easy courts – yellow or colourful self-adhesive tape
- easy courts – red for U12 or colourful self-adhesive tape
- serve line tape
- special centre court
- court separators/dividers, if needed
- flags of all participating countries
- EU flag
- flag poles
- national anthems of all participating countries
- laptop
- printer
- printing paper
- court numbers
- printed location markers, like tournament desk, changing room etc.
- printed arrows for directing players to toilets etc.
- tournament posters

TOURNAMENT DAY
- welcome bag/package for players
- special T-shirts for umpires and staff
- scoreboards
- scoresheets
- pens and markers
- trophies/medals
- diplomas/certificats
- yellow/match speeders™
- red/fun speeders™
- winners' prizes
- ICO documents – rules, regulations etc.
- Head Umpire cards – yellow, red, black
- fruits and water for players

KEY STEPS AND TOOLS

- list of participating players
- printed groups and draws
- printed schedule of matches
- invoices (registration fee payment confirmation), if requested by players
- garbage bags