
EUROPEAN SQUASH FEDERATION

ESF Masters Circuit Guidelines

Appendix 05 TD Checklist

Edition 2019.06
Valid from 14.8.2019



ESF Masters Circuit Guidelines

TD Checklist

OPTIMAL SCHEDULE	
Action	When (days) ?
Reminder invitation + entry form	-150
Publication invitation + entry form	-120
Contact local players	-100
Advertising on MNF website	-100
Online entry starts	-90
Tournament software (TS) program + licence	-45
Last reminder to players	-30
Publication every day of new entries (TS)	-30
Closing date (SS + GP)	-21
Trial of utilisation (TS)	-20
Closing date (MO)	-14
Seeding and starting time of specific age groups publication	-7
Draws publication	-1
Tournament	0
Survey to players	2
Send .tp files to MC	3
Send event report & photos to MC	7

Specific Duties of TD

See also **ESF Masters Circuit Guidelines, Section B.3. Organisation of Tournaments, Tournament Director**

- a) The TD is responsible for the invitation (Appendix 3), the entry form (Appendix 4) and the promotion of the event
- b) The name of the TD must be mentioned in the tender (Appendix 1) and will be responsible for all contact with ESF
- c) The TD must be competent and experienced in using Visual Reality Tournament Planner Software - (this should be confirmed by the MNF hosting the circuit event to the MC at the time of tendering) or there must be a separate person named as Tournament Software Operator in the tender who has the necessary experience
- d) The TD must ensure that the tournament is run in accordance with the ESF Guidelines. If in the opinion of the MC, the tournament is not run wholly in accordance with the ESF Guidelines it may be downgraded or excluded from the following season's Masters Circuit
- e) The TD will receive the seeding and draws from the MCSP in order to then organise match schedules and times
- f) The TD must make sure that all the matches and times are displayed in the venue(s) as well as online on the Tournament software website
- g) The TD will send all relevant information to ESF Office/MC, before and after the event, for appropriate addition to the ESF website
- h) The TD must send all copies of all documents to the ESF Office/MC for approval, including the invitation, the entry form (if used), posters, programme
- i) The TD must send, within 3 working days after the tournament has finished, the TP file with final placings of each category to the MC so that the rankings can be updated (masters@europeansquash.com); final placings not provided in the specified file will not be included in the European Masters Rankings
- j) The TD must send out the link (provided by ESF Office) for the player's survey to all competitors within 3 days of the tournament finishing date. Replies to the survey will be handled by ESF Office and results sent on to the TD
- k) The TD must send a short report, including photos, of the event to the MC/ESF Office within 7 days of the tournament ending.