

Tournament Director Guide

Pre-Event

- One week before the event, prepare a marketing message to promote the event and issue it to the Media Officer for publication on the website and Facebook
- Get list of paid entrants from the Treasurer
- Contact the hosting Club to advise on the number of tables required
- Get the trophy (subject to trophy or cash)
- Prepare the cash for expenses eg: Prize winner, North Wales entrants
- Identify the seeds
- Drawn before the event?
 - Prepare the required draw sheets
 - Perform the draw approximately 5/6 days before the event
 - Perform the draw with another Committee Member
 - Issue the draw to the Media Officer for publication
- Drawn on the day? Prepare the draw sheets

During Event

- Make an announcement to thank the host and to welcome the players
- Drawn on the day?
 - Record new entrants and cash
 - Perform a roll call
 - Perform the draw
- Draw the tables
- Announce the matches and tables
- Record match scores and breaks and take action photos
- Make regular notes of highlights that occur throughout the day
- Update Welsh Snooker Facebook with all match details / results throughout the day
- Present the trophy to the winner and take a photo

Post Event

- As quickly as possible, write the event report and issue the report and photos to the Media Officer for publication
- As quickly as possible, transfer the cash to the Treasurer (electronic transfer preferred)

V.1 15th November 2015