# Checklist for Open Tournaments

## John McCullough Challenge Trophy 29-30 July 2023

This is constructed from the task lists for the various involved parties:

* <http://www.bristolcroquet.org/croquet/bristol/Tasks.htm#TournamentManagers>
* <http://www.bristolcroquet.org/croquet/bristol/Tasks.htm#HospitalityCoordinator>
* <http://www.bristolcroquet.org/croquet/bristol/Tasks.htm#MatchSecretary>
* <http://www.bristolcroquet.org/croquet/bristol/Tasks.htm#Secretary>
* <http://www.bristolcroquet.org/croquet/bristol/Tasks.htm#HoopSettingCoordinator>

Catering Policy (free tea, coffee, etc., £10 lunch, some complimentary):

* <http://www.bristolcroquet.org/croquet/bristol/Catering.htm>

|  |  |  |
| --- | --- | --- |
| Responsible | Done | Action |
| Tournament Manager | y | Before the fixture is advertised: specify entry numbers, handicap restrictions, allocation process, seeding |
| Match Secretary | y | Ensure that details are in the CA Fixtures Calendar |
| Match Secretary | y | Nominate a Tournament Manager |
| Match Secretary | y | Ensure that the Tournament Managers know their duties |
| Match Secretary | y | Manage entries and liaise with players entering to ensure they are aware of arrangements, express their lunch requirements, etc. |
| Match Secretary | y | Liaise with the Hospitality Coordinator to ensure that catering and hospitality requirements are understood before the start of the season to facilitate planning |
| Match Secretary | y | Liaise with the Hospitality Coordinator as each event approaches to ensure that numbers are known |
| Match Secretary | y | Ensure that referees and handicappers are appointed as required by CA Regulations  No handicapper appointed: TR: Dave Kibble |
| Match Secretary | y | Liaise with the relevant coordinators to ensure that the courts are prepared, hoops set, etc. |
| Match Secretary |  | Alert club members when there are significant matches taking place so they might take the opportunity to spectate |
| Tournament Manager | y | Manage all aspects of the tournament on the day |
| Tournament Manager | y | Communicated at least two weeks before the event to the Hoop Setting Coordinator and special hoop settings |
| Tournament Manager |  | Powers and duties are described in the CA's Tournament Regulations |
| Club Secretary |  | Ensure that trophies are available for presentation |
| Hospitality Coordinator | y | Be aware of the Club Catering Policy |
| Hospitality Coordinator |  | Liaise with the Match Secretary (or Club Event Manager if requested) for names of participants, and numbers requesting lunch <https://www.croquet.org.uk/?p=tournament/entry&calBaseID=4867> |
| Hospitality Coordinator |  | Liaise with the Treasurer about collection of monies |
| Hospitality Coordinator |  | Establish a team to ensure sufficient refreshments supplies including condiments for lunches |
| Hospitality Coordinator |  | Ensure volunteers are available to cover the necessary activities as set out in the Helpers Roster |
| Hospitality Coordinator |  | Ensure the caterers liaise to avoid menu clashes! |
| Hospitality Coordinator |  | Provide helpers with a printed on-the-day Participants Checklist |