



Tournament Manager's Briefing Template

- Welcome
- Introductions:
 - sponsors and special guests
 - referees and other tournament personnel
- Health & Safety & Facilities at your venue
- Tournament format:
 - Levels/Advantage; singles/doubles
 - Draw format – as approved by CA, described
 - 13- or 19-point games or matches
 - Number of games each day
 - Untimed plus Rule 9.3
 - How the Winner will be determined
 - Planned break times
- Players:
 - Scoring clips to be displayed
 - AHS cards for checking
 - Agree scores before leaving the court.
 - Enter scores “here” and sign
 - Results are loaded onto CS and a paper/TV copy posted “here”
 - Rule 16 applies along with other player responsibilities
- Lawns:
 - Numbered ... and on the draw for the first round only/all games
 - Single or double banked; clear hoop 2 before 2nd colours start
 - Any peculiar situations to the lawns
- Tournament Referee briefing:
 - Particular rules to be applied to this tournament
 - Call a referee, identify them in the room
- Questions
- 5-minute warmup, then start play on the bell.