



# TOURNAMENT TIMELINE

TOURNAMENT:

CHECKLIST  Black text = Tournament To-Do  
Grey Text = PSA To-Do

## PHASE 1: TOURNAMENT ENQUIRY (6 months+ before tournament scheduled)

- Tournament enquiry from promoter
- PSA arrange phone call with tournament to talk through process/ requirements and confirm dates*

Next year's dates pencilled in

*Deposit returned*

*Call with promoter to debrief*

Promoter to return the promoter feedback questionnaire

*Player feedback requested*

*Feedback questionnaire sent to promoter*

## PHASE 5: TOURNAMENT REVIEW (within 1 month of completion of the tournament)

Daily results, reports and photographs sent to PSA

Daily tournament checks done: refs, volunteers, staff briefed before play, draws updated daily

## PHASE 4: TOURNAMENT UNDERWAY

Prize money sent to PSA if paying through Western Union (at least two weeks before tournament starts)

Branding and promotional material proofs sent to PSA for approval

*PSA send branding stickers and Dunlop balls to tournament*

## PHASE 2: TOURNAMENT REGISTRATION (3-6 months + before tournament scheduled)

- Tournament registration form completed
- Tournament added to PSA calendar and invoice sent to promoter for payment*
- On receipt of payment, welcome pack sent to promoter. Tournament confirmed and open for entries*
- Outstanding information sent to PSA
- Wildcard and invitee nominations confirmed (and PSA players entered)
- PSA to follow-up as/when required*

## PHASE 3: TOURNAMENT LEAD-IN (1-2 months before tournament begins)

- PSA entries confirmed and draw published*
- Match schedule provided to PSA within one week of draw publishing
- Tournament information pack sent to players entered