

## CHECK LIST - HOSTING A SANCTIONED COMPETITION

- Secure Meet Site and Date, Attend State Meeting & Schedule Meet
- Download & print all Sanction Information from USTA Web Page: [usta1.org](http://usta1.org)
- At Least 12 Weeks Prior to Competition, Complete & Submit USTA Sanction Form
- Send Contracts to NTJC Judges - Refer to List of Certified Judges - Contract Judges. If you have questions, contact NTJC Judging Coordinator, Shelly Steiner, (ph:606-316-7719; email: [senorsteiner@yahoo.com](mailto:senorsteiner@yahoo.com)).
- Prepare Competition Schedule, Entry Form, Release Form - Mail out @ least 8 wks in adv  
Make DEADLINE at least 3 weeks prior to competition so you can add and/or cancel judges, make any necessary changes to your schedule, and notify teams attending of any changes
- Order Trophies and Awards
- Verify Equipment Needed (Refer to USTA Handbook for Requirements). Rent if necessary.
- Set up Committees, examples:
  - Entries and Program
  - Concessions
  - Set-up and Clean-up
  - Equipment
  - Workers
  - (Need volunteers to Line-Up, Tabulate, Post Results, Hand out Awards, Check Membership Numbers, Video Tape, Concessions, take Admissions, etc.)
- Prepare all Necessary Forms & Run Copies (Copies of Forms can be found in USTA Handbook)
  - Judge's Score Sheets for Tabulating/ Posting if scoring is done by hand
  - Competition Cards, if Applicable
  - Prepare Program & Run Copies
  - Print & Copy Insurance Accident Medical Claims Forms (found under Resources on USTA web page)
  - Signs (Admissions, Directions, Posting, etc.)
  - Judge's Individual Score Cards for Marking Scores
  - Add & Scratch Forms
  - Run Copies of Rating Sheet & Put in Packets
- Revise Schedule if Necessary & Contact Coaches if you make any Schedule Changes. Need to verify receipt of Revised Schedule.
- Provide Judges with Specific Assignments prior to Competition.
- Check All Entries for Current Membership Numbers (You can Contact Your STATE Chair or the USTA NATIONAL Office if necessary for verification). If any are missing - Contact the Coaches- you need to collect them the day of the Competition before it begins.
- Optional - Have a Practice Meet so Everyone knows what to do.
- Prepare Judges' Packets (Questionnaires, Badges, Meal Tickets, etc.)
- Prepare Coaches' Packets (Competitors' Numbers, Program, Competition Cards, etc.)
- Optional - Number Judges' Score Cards & Group by Judge
- Print Line-up Sheets
- After the Competition, Complete Meet Director's Form.
- PUT RESULTS IN ORDER!** Mail or Email Results to National Office and State Chair. Also send Judges' Report Forms, Meet Director's Form, and a copy of the program to National Office.
- Save Judges' Scores and Results for at least 30 days.