



Junior Circuit Tournament—Host Responsibilities

Policy:

Each Junior Tournament on the GBDBA Circuit shall be the responsibility of the designated club as determined at the Annual General Meeting.

Procedure:

The Host Club shall:

- Ensure that a facility is booked
- Take entries and match partners, where possible informing respective coaches
- Create tournament draw. This shall be done either by hand or through Tournament Software, using the GBDBA licence.
- Solicit volunteers as needed such as Draw Desk, Court Monitors, & Photographer
- Ensure a Registration process is established. This shall include: preparing a list of entrants listed by club, identifying payments required of the entrants, providing a cash box, and balancing the money received with their records.
- Run the Draw Desk. This shall include: having sufficient number of volunteers, posting of draws, and considering if and how they will be updated.
- Create signage. This shall include: directions to the gym/change rooms from the entrance(s), removal of outside footwear if required, and court numbering.
- Ensure that facility is set up and taken down as per tournament needs. This shall include: nets, registration desk, draw desk, draw posting, and court numbering.
- Consider use of facility. This shall include traffic flow, obstructions (lets), food and drink, and warm up time.
- Submit list of Winners & Finalists to the President within 2 days of completion of event, for social media posts. (add list to Event Report)
- Submit revenue and a Reimbursement of Expenses Form, if needed, to GBDBA Treasurer within 5 days of completion of event.
- Complete an Event Report Form and submit to the Director of Junior Development within 5 days of completion of event.

****** The Director of Junior Development shall be responsible for creating and sharing any promotional material of the Circuit events to the District member clubs.

Approved: May 10, 2014
Revised: June 23, 2025