

# **Tournament Organiser's Checklist updated January 2026**

## **By mid-April of previous year:**

- ♦ Apply to QBA for Congress calendar date
- ♦ Contact appropriately qualified Director to confirm availability.
- ♦ Book venue - obtain written quotes including catering if not being hosted at your own club

## **Three months before event or earlier:**

- ♦ Send draft entry form or flyer to your Director. S/he is responsible for the technical management of your event. Any number of examples of entry forms and flyers for QBA congresses and state events may be found online.
- ♦ Send entry form or flyer to QBA Webmaster for approval, and uploading to the QBA web site (at least 6 weeks prior to event). For State Events, approval to be received from QBA TC Chair as well, unless there are only minor changes, such as date and cost, from the previous year.
- ♦ After approval, email or post your form or flyer to clubs in your region, e.g., within your zone and at least the neighbouring zones, for them to display. For state events, your form or flyer must go to all clubs in Queensland.
- ♦ If using MYABF, and after approval of your flyer, the recommended procedure is to place your flyer on the front page so nothing essential needs to be re-written. This also avoids information on the front page being different from that on the approved flyer.
- ♦ If using MYABF, advise the QBA web masters when you have launched your MYABF page so links may be inserted onto the QBA website.
- ♦ If not using MYABF, place entries onto your web site or other entry management program, and advise the QBA webmasters to set up a link from the QBA web site. If not, from time to time, email a latest list of entries to the QBA webmasters.
- ♦ Arrange advertising in the QBA Bulletin if desired
- ♦ Arrange for board-dealing and hand records as required after consultation with Director
- ♦ Arrange catering including tea, coffee, biscuits, lunch as advertised
- ♦ Check with Director about stationery requirements, computer facilities and assistants.

## **After entries close:**

- ♦ Ensure your Director has access to the final list of players, being particularly careful regarding ABF numbers. Highlight any players with special needs e.g., stationary seating. Liaise with Director on how to deal with late entries.
- ♦ Ensure that perpetual trophies are available with engraving up-to-date and, in the case of State events that individual QBA trophies have been obtained from the QBA Manager.
- ♦ Confirm with Director about stationery, tablecloth colours, caddies and other assistants
- ♦ Ensure a second Director of at least QBA Club Director level is engaged if more than 30 tables.
- ♦ Confirm with club committee about prizes, including club policy on sessional or category prizes and advise Director for preliminary announcements. See document on QBA web site re recommended prize money policy.

## **After the event:**

- ♦ Make sure results are sent to Webmaster. The Director will usually do this.

- ♦ Make sure your Director forwards results within 7 days of completion of the event to the State Masterpoint Secretary, and Form J6 to the QBA Tournament Committee *if required*.
- ♦ Make sure table levies, currently \$1.50 per table per session, are forwarded to the State Masterpoint Secretary. The Director can issue an invoice advising how much the levies are.
- ♦ Complete and return Form J1 *if required* – available on-line on the QBA web site.

**Additional Requirements for QBA Events and Super Congresses:**

- ♦ Draft entry form to be sent to Chairman, Tournament Committee for approval unless there are only minor changes such as date and cost from the previous year and then to QBA webmasters
- ♦ Entries to QBA Events to be posted on the QBA website – check with webmasters if uncertain about how to do this.

**Further Tips / Suggestions:**

- ♦ Confirm entries received by email.
- ♦ Consider putting a last minute contact phone number if venue is hired.

References:

- ♦ Section A
- ♦ Section B
- ♦ Section E
- ♦ Section J