

Sporty HQ Online Tournament Set up

Setting up the tournament step by step guide:

- Sign into your Sporty HQ Account
- Go into your club's 'Admin' section via the quick links in the left hand side toolbar
- Go into 'Tournaments' under the Performance section.
- Select 'Create Tournament'
- Complete sign up page (see below for help)

Tournament Information and sign up page:

About the Tournament (Example) – Enter all relevant information about your tournament:

Example: *"The 2018 Campbelltown Junior Tournament will be held on June 3rd 2018 following the Campbelltown Open Squash Championships.*

This tournament is a 1 day Silver Event and is part of the Squash SA Junior Calendar and offers Australian Junior Squash Tour ranking points.

It is open to all junior squash players in South Australia.

If you are good enough to get around half of your serves in play then you are invited to play this event.

Players will be graded on standard not age, so good fair match ups are a focus for the day.

Some of Australia's most promising juniors will be in the top division fighting it out for ranking points.

Campbelltown Squash Club are based at South Australia's newest squash venue the ARC."

Ranked Event? – Select 'Yes'

Tournament Admins: Add in anyone that is helping run the tournament.

Dates & Deadlines: Enter in the Date/s of the tournament (Keep date selection to basic). Next add in the registration and withdrawal deadline as well as your refund policy.

Location: Add the club/s that the tournament is being run at.

Other Information (Under Tournament Set up) – Any extra information required.

Example: *“Matches are likely to begin at approximately 9am and finish at approximately 2:30pm.”*

Players will be able to find their exact first round times on the Sporty HQ website under the tournament name by Friday June 1 at 12pm or by calling Squash SA on 8276 4054.

The ARC has a cafe for coffee and food and an indoor pool.

Players are encouraged to come and watch matches of the 2018 Campbelltown Open Squash Championships on the Friday and Saturday prior to the junior tournament on Sunday”

Select Submit

Once submitted you need to complete the Publish Tournament Checklist

Create at least one draw:

Select ‘Create at least one draw’ from checklist. Select Create Draw and add in all the relevant information. It’s best to just create one draw to avoid confusion when people sign up. More can be added later.

Set up Tournament Pricing:

Select ‘Set Up Tournament Pricing’ from checklist. Select ‘Create Payment Category’ Enter relevant information. Add in as many as you need. E.g. Junior discounts, family discounts etc

Review Tournament Sign Up page:

Select ‘Review Tournament Sign Up Page’ from checklist. Enter in relevant information. Example of sign up layout below.

Sign Up Layout (under Sign up page configuration)

Introductory text

Example: *“Players will be placed into divisions based on skill level, not age.*

Players are guaranteed 3 matches using best of 5 scoring to 11 points.”

Terms and Conditions

Example: *“Approved eyewear is compulsory for all Junior under 19 and for all players when competing in the doubles part of the event.*

Winners of each match will be required to referee and mark the following match.

Please be available to play 15 minutes prior to your scheduled match time.

Entries close Wednesday May 30 at 11:45pm.

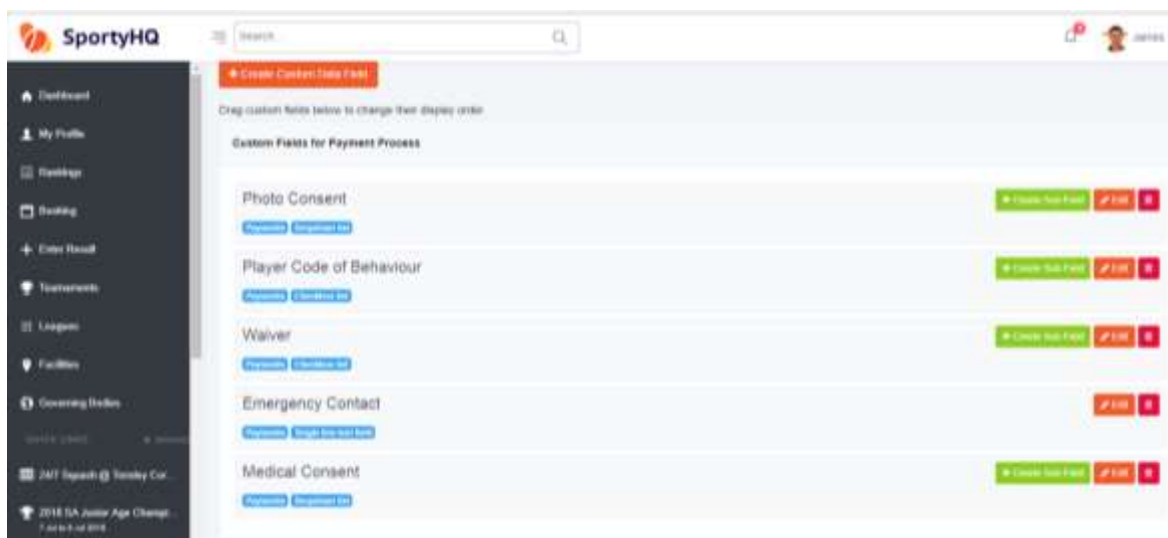
The Tournament Committee reserves the right to; accept or refuse entry to any player, disqualify/penalise any player for late arrival or misconduct, alter match times, accept or reject late entries, vary conditions of play, regrade any player, or use additional venues when needed.

No claims will be recognised by the organisers or sponsors for any injury sustained by an entrant.

Any player, parent, coach or spectator wishing to take video footage at any Squash SA junior event must first obtain permission from the tournament organiser and all players affected.”

Custom Data Fields (Under Sign Up Configuration)

Under this section you can include extra data fields where entrants have to select to confirm a waiver or anything else you want to include in the tournament. Below are some examples:



Make sure you select the correct field type e.g. single line answer, drop down etc. Make sure that you select that the field is required to be filled to be able to enter for those fields that are compulsory.

Photo Consent

Example: *“Do you give consent for your image to be used in Squash SA newsletters and or future posters and face book posts to promote future squash events?”*

Make sure you select the Drop down Yes/No option and select required field.

Player Code of Behaviour

Example: *“Play within the spirit of the game and by the rules of the sport.*

Never argue with an official. If you have an issue, approach the tournament organiser during or after the competition.

Verbal abuse of officials or other players, and deliberate distraction or provocation of an opponent are not accepted.

Do not bully or take unfair advantage of another competitor.

Cooperate with your opponents, spectators and officials

Show respect to all players regardless of their gender, ability, cultural background or religion.

Code of conduct – Parents and Spectators

Encourage children to participate regardless of ability

Encourage participants to always play by the rules

Never ridicule mistakes or losses

Remember that participants learn best by example. Applaud good play by all teams.

Encourage players to accept the Referee’s decisions

Demonstrate exemplary behaviour by not using foul language, or harassing players, coaches or officials

I agree to the Squash Australia code of conduct found at

<http://www.squash.org.au/w/about-us/governance-documents/code-of-conduct>

Make sure you select the Drop down Yes/No option and select required field.

Waiver:

Example:

"1. Entries close on Wednesday 6th of September 2017 at midnight.

Cost of entry is \$22.

2. First match times will be available from on Sporty HQ when draws are published (Insert tournament link here). Competitors must report to the Tournament Controller's desk at least 15 minutes prior to their scheduled first match start time. Subsequent matches will be scheduled on the Event board and it is the responsibility of players to take note of match details.

4. Players must mark or referee the match immediately following their own.

5. Correct wearing of approved eyewear is compulsory for all competitors.

6. The Tournament Committee reserves the right to; accept or refuse entry to any player, disqualify/penalise any player for late arrival or misconduct, alter match times, accept or reject late entries, vary conditions of play, regrade any player, or use additional venues when needed.

7. Players withdrawing from the event after the draw has been made will forfeit their entry fee.

8. DUNLOP Balls will be used -Depending on standard of each division will determine is a Single Yellow Dot or Double Yellow dot ball will be used.

9. No claims will be recognised by the organisers or sponsors for any injury sustained by an entrant.

10. Any player, parent, coach or spectator wishing to take video footage at any Squash SA junior event must first obtain permission from the tournament organiser and all players affected.

Waiver: I acknowledge that these activities may have inherent danger or risk involved and I acknowledge responsibility for my child participating in this tournament.

I acknowledge that during all such times whilst my child is participating in the tournament I will not hold Squash Rackets Association of SA Inc. liable for any personal injury or loss of property whatsoever and I agree to indemnify and keep indemnified Squash Rackets Association of SA Inc. against all such injury or loss except to the extent that such personal injury or loss of property is occasioned by neglect, default or omission by Squash Rackets Association of SA Inc. or their consultants, employees, contractors or agents (as the case maybe).

I agree that I will pay any reasonable cost of repair or replacement to equipment or facilities that may be damaged by actions of my child beyond that of normal wear and tear.

I agree to instruct my child to follow the rules of activity participation and to follow instructions given by tournament organisers and venue staff.

Confirmation: I understand and agree to the conditions of the tournament”

Make sure you select the Drop down Yes/No option and select required field.

Emergency Contact

Please provide an emergency contact number

Medical consent

Example: “Should it be necessary for my child to have medical or dental treatment whilst involved, and I cannot be reached by telephone, I hereby give permission for the Coach to use his judgement in obtaining the best such service as is required. We understand that any cost incurred will be our responsibility.”

Make sure you select the Single Line entry option and select required field.

Medical consent questions

Example: “Should it be necessary for my child to have medical or dental treatment while away, and I cannot be reached by telephone, I hereby give permission for the Manager/Coach to use his/her judgement in obtaining the best such service as is required. We understand that any cost incurred will be of the responsibility of the parent/guardian.”

Make sure you select the Drop down Yes/No option and select required field.

Other

Example: “All Squash SA registered players are covered by ‘Player Insurance’ which covers only the Medical Gap. Parents are strongly encouraged to insure their children against accidental injury and ambulance transportation. Specially tailored insurance policies which offer 24 hours cover are available through private Insurance Companies.”

Other Questions/Fields you may want to set up (dependant on club/event)

Emergency Contact Person - No. 1
Emergency Contact Person - No. 2
Medicare Number
I hereby give permission for Squash SA staff to seek medical attention for my child
Does your child suffer from asthma, allergies, diabetes or any other medical condition?
If so, specify and provide a copy of the relevant Health Care Plan at the event
Has your child had a tetanus shot?
Is your child allergic to any type of medicine?
If so, specify
Are there any other personal issues that you feel we should be made aware of?
Is there any other information we require for your child's safe participation?
I consent to photography and filming?

Adding a Sponsor

Go to the admin section of your tournament. Select 'Manage Sponsors'. Then select the orange 'Add Sponsor' button. Then enter the required fields to give people more information about the sponsor. Copy and paste the sponsors website URL to the website section.

Adding a Tournament Poster

Go to your tournament Admin tab and select 'Upload Primary Poster'. Then add in your desired picture. You can add in a Tournament Logo and Alternative Poster as well by selecting that option. These options are directly under the Tournament Logo section in the Admin tab.

Publish Tournament

Select Publish Tournament and then select request sanctioning. Then select Enter Payout Settings and create new payout account or select existing.

Once published, the tournament should be viewable to the public.

Once the sign up deadline is complete the next step is to set up draws.

When setting up draws:

If you have all players with fairly accurate ratings:

1. under Set up/player management choose split draw
2. Split into the number of draws you need and enter the draw size next to it

If players ratings are not accurate:

1. Under set up/manage draws fill in the settings and name the first division e.g. Div 1. Select the options like age restrictions "no" and mixed draws "yes."
2. Add the names of each other division e.g. Div 2, Div 3 etc all on separate lines and click confirm.
3. Under reports/export players, export the players to an excel spreadsheet and manually use a second sporty HQ tab to look up their ratings and add it next to their name.
4. Down the bottom of set up/player management under the draws you created you will see all the players names. Simply click on the blue action tab to the left of their name and individually "move to" the draw you want them in.

Setting up draws

1. Under setup/manage draws select the division you want by clicking the orange "Players" tab
2. Use the drop down arrow to seed the players correctly
3. Click go to draw at the top
4. Select draw format (usually Bracket 3rd match elimination with enforced 3-4 play of).
5. Use the "set player position" tab if you find players from the same club or family to move players.
6. Lock the draw when you are happy with the format and player positions.
7. To go to other draws scroll up to the top of the page and click on the tournament name.

Lastly select 'publish draws' to make them public.

Scheduling:

The best way to schedule matches is to select 'Auto Schedule Matches' under the admin tab.

Go through and select which draws/rounds you want to schedule first. Best way to do this is select one division and one round at a time. E.g. div 1 round 1, then div 2 round 1, checking every time you schedule a round of matches that everything sits where you want it to. This can be done by having 'Match Calendar' open on another tab. Just refresh every time to see updated matches.

Select which club and courts you want to schedule the matches on and the starting time. Select the desired rest/match times.

Once you have completed this your tournament is ready to go.

You can then e-mail the participants to let them know the draws/schedule is up. This is done through the 'e-mail participants' section in the admin tab.

Running the Tournament:

The best way to run the tournament on the day is to have the 'Control Sheet' Tab open. This way you can see the upcoming schedule for people to keep track of as well as enter results as they come in. You need to refresh the page for new results to be published.

To enter a result, find the correct match up and select 'enter result'. You will be required to enter in each game score. Sporty HQ will automatically add up the games and points.

There is also an option for players to score matches using the SportyHQ ScoreSquash app. This will automatically enter the results on the SportyHQ site. This is particularly useful when running a large tournament to save time entering results.