



Tournament Set-Up Tasks

At the start of the calendar year, the FIR World Tour Committee publishes the FIR World Tour, typically containing some 15-20 tournaments, mostly from different countries across multiple continents and ranging from World Championships to Satellite tournament categories.

The Golden Source for all tournament information is “fir.tournamentsoftware.com”.

Each TD is sent his/her tournament file (“TP file”) and a corresponding TP software licence. The TP file is based on a vanilla template, mostly to ensure standardisation where needed. In addition to the tournament name and location, mainly the event class names and match start times for scheduling.

The TD then has the task of entering his tournament specific information under tournament properties, mainly:

- Tournament organiser and FIR Delegate/Referee contact details
- Exact venue address and contact information. It is recommended to include the tournament website, not the venue website URL, as this is displayed on fir.tournamentsoftware.com and used by most players
- Event list to exclude those classes not actually held, and entry fee per class to be entered (very useful on player registration and for calculating FIR fees)
- Number of courts

On completion of the tournament properties information, the tournament should be published to fir.tournamentsoftware.com using the TP internet/publish function:

- General Message to be displayed on fir.tournamentsoftware.com when drilling down into the tournament details. Typical messages might indicate that advance payment is necessary, last-minute registration surcharges, prize money, any celebrity appearances, special player dinner arrangements etc
- Online entry set to “On”

The tournament website (or equivalent) should be set up to give player all information they need, such as:

- Tournament dates, including the guaranteed earliest start times and guaranteed latest finishing times (needed by many players to organise their travel schedule)
- Tournament Hotel arrangements
- Travel information, to and from the sports venue/tournament hotel, including any shuttle bus arrangements.

- Which classes will be held and their entry fees (NB – consult the latest version of Tournament Regulations to see the maximum allowed and guaranteed discounts)
- Court types and balls/shuttlecocks used
- Venue information e.g. especially food and drink, but also spectating, other features (gym, physio, swimming pool, sauna etc), relaxation areas etc
- Players dinner arrangements

In case of any uncertainty, the FIR Delegate should always be able to help

15. January 2025