

## A Manual for Organizing Officials for Competitions

A managing organization of competitions and an organization which is entrusted with operations of soft tennis competitions by a host organization (hereinafter called the "host/managing organizations") shall organize officials for competitions by referring this Manual to realize, taking into consideration the security, smooth operations of competitions. However,

as the requirements may differ depending on the nature of the events, such as international or national, scale or level of the competitions, the host/managing organizations shall decide the proper number of officials and its organization, taken consideration the forecast situation of competitions.

The basic mission of the host/managing organizations cover a wide range of comprehensive and administrative duties like planning, various preparations, financing/accounting, etc. and the main task of the competition officials is to conduct smooth operations of competitions during the competition period.

Accordingly, the host/managing and competition officials are required to work closely together. To make it easier and effective to achieve this goal, the two organizations are usually consolidated into one organization in local events,.

### Allocation and Description of Competition Officials' Basic Duties

President	1 person	Represents the competition.
Vice President	a few	Support the president and act for the chairman in its absence.
General Manager	1 person	Conducts comprehensive management of the competition, with required authorities and responsibilities for carrying out the duties.

- General Affairs Department (1 manager and a few staff members, plus an assistant manager if required)
  - Covers clerical work, coordination with other functions, accounting, etc for the operations of competitions.

#### 1. General Affairs

- 1 - 1 Formation of an organizing committee
- 1 - 2 Commissioning of competition officials and assistants
- 1 - 3 Scheduling of the competitions
- 1 - 4 Negotiations with the related organizations and filing of required applications
- 1 - 5 Preparing of the program
- 1 - 6 Negotiations and fixing of competition facilities, etc.
- 1 - 7 Promotion of mobilization of spectators
- 1 - 8 Collection of admission fee and tickets
- 1 - 9 Uniforms for officials, etc.
- 1 - 10 Negotiating and securing of sponsors

#### 2. Accounting

- 2 - 1 Budgeting and book closing
- 2 - 2 Processing of accounting
- 2 - 3 Reporting of accounting results

- 3. Financial Affairs
  - 3 - 1 Planning of financing
  - 3 - 2 Securing of funds
- 4. Ceremonies
  - 4 - 1 Planning and operations of opening and closing ceremonies
  - 4 - 2 Planning and operations of receptions, etc.
- 5. External Affairs
  - 5 - 1 Accommodations
  - 5 - 2 Transportation
  - 5 - 3 Lunch arrangements
  - 5 - 4 Receiving and attending on guests
  - 5 - 5 Issuing of ID cards
- 6. Medical Affairs
  - 6 - 1 Relieving of the sick and injured,
  - 6 - 2 Doping test
- Competitions Department ( 1 manager and a few staff members, plus an assistant manager if required)
  - Covers operations of competitions.
  - 1. Competitions
    - 1 - 1 Preparing and delivering of a guide to competitions
    - 1 - 2 Receiving of entries
    - 1 - 3 Drawing of competitions
    - 1 - 4 Scheduling of competitions and its management
    - 1 - 5 Allocation of courts
    - 1 - 6 Receiving of participants
    - 1 - 7 Confirming of qualifications and conditions of participants for participation
    - 1 - 8 Confirming of default and disqualification
    - 1 - 9 Deciding of balls to be used for competitions and securing of the required quantity of balls
    - 1 - 10 Coordination with the jury
    - 1 - 11 Securing of the required number of assistants and managing of their assignments
    - 1 - 12 Preparation and administration of back number cloth for players
  - 2. Facilities
    - 2 - 1 Arranging of competition facilities
    - 2 - 2 Installation of signboards and decorations in competition facilities
    - 2 - 3 Maintenance of tennis courts
    - 2 - 4 Installation of scoreboards

- 3 - 1 Calling for appearance of players
  - 3 - 2 Receiving the orders for team competitions
  - 3 - 3 Preparation of score sheets
  - 3 - 4 Recording and administration of match results
  - 3 - 5 Distribution of competition results to the media
  - 3 - 6 Checking and controlling of the progress of competitions
- Public Relations Department ( 1 manager and a few staff members, plus an assistant manger if required)
- 1. General Publicity
    - 1 - 1 Pre-publication to the media, etc.
    - 1 - 2 Planning and implementation of TV programs
    - 1 - 3 Making publicity posters, etc.
  - 2. Competition Publicity
    - 2 - 1 Distribution of competition results to the media, etc.
    - 2 - 2 Attendance on the press people
    - 2 - 3 Internal publicity
- Jury ( 1 chief referee, referees of not more than 4, umpires as required)
- The jury shall be organized based on the Rules for Competitions in order to conduct fair judgments.
  - 1. Preparations
    - 1 - 1 Planning of allocation of umpires
    - 1 - 2 Controlling of the condition of balls
    - 1 - 3 Entering of scores on scoreboards and their administration
  - 2. Umpiring
    - 2 - 1 Guiding of players to tennis courts
    - 2 - 2 Umpiring of matches
    - 2 - 3 Entering in score sheets
    - 2 - 4 Submitting filled-out score sheets
    - 2 - 5 Coping with troubles on umpiring
- Miscellaneous
- A few advisers, councilors and committee members shall be allowed to be assigned among from cooperators and supporters.