**What to do when you want to host a tournament.**

**Ten easy steps to help you!**

***Step one***

Design your invitation – open this link for the templet. **Tournament Invitation Templet 2019.**  Email your invite to the PASA secretary so she can check it and then send it out to all PASA members.

***Step Two***

Print and complete the tournament safety check list. The completed list must be emailed to the PASA secretary and to your provincial umpire – [**Tournament safety checklist**](http://www.polocrosse.co.za/wp-content/uploads/2018/05/Tournament-safety-checklist.xls)

***Step Three***

Print the very helpful “To Do list” and delegate duties to the committee. Open the [**Tournament to Do List**](http://www.polocrosse.co.za/wp-content/uploads/2018/05/Tournament-To-Do-List.xls)

***Step Four***

Print Score sheets. Open the link for the Sections Score sheet **– PASA-SECTION SCORE-SHEET**

Open this link for the Team Score sheet –**PASA – TEAM SCORE-SHEET**

***Step Five***

Know your SAEF horse rules, so your horse welfare officer can do his/her job correctly  
Read the attached letters – **PASA Tournament regulations (Welfare), PASA Veterinary Regulations 2019 & Amended 2019 playing rules.**

***Step Six***

When you get your entries in, check the handicaps against the national handicap list. A copy is on the webpage or request the latest handicap list from your PASA secretary. (She will know you well by now!!)

You will need to check if players are affiliated for the season. If this is a social tournament you need to check with the PASA secretary how many social tournaments an unaffiliated player has already player to qualify for their ‘free’ tournaments.

PLAYERS MAY NOT PLAY MORE THAN THE ALLOCATED UNAFFILIATED TOURNAMENTS ALLOWED.

Read the rules from this link. **2019 PASA Playing rules for non-affiliated players.**

***Step Seven***

When doing the draw refer to the PASA Rule book. The different ways of doing a draw are clearly explained there.

* Please remember to add your horse choice as per the article **Amended 2019 playing rules.**
* Must they play a sudden death?
* Which games are to be played off handicap or scratch
* You may want to make the tournament a turnabout.
* The land owner may have special requests etc.
* Please read **Umpire Protocol 2019** for umpire options

Send the draw to the PASA secretary. To make her life easier please list the players entered

Under the clubs they are affiliated with on a page so she can quickly make sure all players are affiliated with PASA and SAEF.

***Step Eight***

**After the tournament**

Please will all provincial umpires, ensure all score sheets from club tournaments are sent to you for your analysis, plus cub umpires must keep copies with their club secretary .

Please ensure that clubs have suitable people at table duty, to ensure that the score sheet is filled out correctly.

***Step Nine:***

Please complete the Horse welfare summary and email it to the PASA secretary and to your Provincial Horse Welfare Officer and to Manfred Rohwer our PASA Horse Welfare Officer (all email addresses can be found on the Horse welfare page on this web site:

[**PASA Post Tournament Horse Welfare Report 2019 MR**](http://www.polocrosse.co.za/wp-content/uploads/2018/05/PASA-Post-Tournament-Horse-Welfare-Report-MR.pdf)

***Step Ten***

Should there have been and incident, please complete an incident report. Especially where public liability could be involved or if there is going to be a disciplinary hearing.

All the best for your tournament, keep your sense of humour and be organized. The PASA executive are always there to assist you.