

Pre-Tournament Operational Checklist

Tirupur District Chess Association (TDCA)

Document code	TDCA-OC-05
Effective date	1 September 2026

How to use Complete this checklist before the event begins and keep it with the organising team for operational use. It does not need to be submitted to TDCA unless specifically requested.

A. Approvals and communication

- ☐ Written TDCA approval received
- ☐ Only the approved prospectus is being circulated
- ☐ Chief Arbiter confirmed and latest event details shared
- ☐ Player list and contact for entry corrections published
- ☐ Chess-Results event and category pages ready
- ☐ Reporting time, venue map and important instructions communicated

B. Playing arrangements

- ☐ Tables, chairs, boards, sets and clocks counted and tested
- ☐ Pairing and results display area identified
- ☐ Public-address or announcement method tested
- ☐ Scoresheets, pens and other stationery ready where required
- ☐ Power supply, lighting and ventilation checked
- ☐ Round timetable, breaks and prize-distribution plan confirmed

C. Players and officials

- ☐ Chief Arbiter has the TDCA registration-verification method or player list
- ☐ Entry list, payment records and category details reconciled
- ☐ Arbiter team and volunteer duties assigned
- ☐ Registration/help desk and responsible contacts identified
- ☐ Procedure for late arrivals, withdrawals and entry corrections confirmed

D. Venue and welfare

- ☐ Drinking water and clean restrooms available
- ☐ Parent/accompanying-person waiting area arranged
- ☐ First-aid kit and emergency contacts available
- ☐ Food/lunch arrangements and parking guidance confirmed
- ☐ Safe movement, access and crowd flow checked

E. Prizes and closing

- ☐ Prize list, trophies, medals and cash amounts cross-checked
- ☐ Final-ranking and prize-eligibility verification procedure agreed with Chief Arbiter
- ☐ Prize recipients, announcements and presentation order planned
- ☐ Photographs and post-tournament records assigned to a responsible person

Checked by	
Date and time	
Outstanding action / responsible person	