

## STEPS FOR MANUALLY RUNNING A SHUFFLEBOARD TOURNAMENT

- 1) Assemble necessary supplies.
  - a) Registration-Entry Forms, numbered sequentially for each division.
    - i) Doubles – 1 for each team.
    - ii) Singles & Draw Doubles – 1 for each player.
  - b) Charts
    - i) Original and one copy for each division.
    - ii) Bring 16, 32, & 64-line charts.
    - iii) 128-chart is not needed since a 64-line subbracket chart will accommodate up to 109 players/teams.
  - c) Draw Cards
    - i) Doubles – 1 card for each line on the chart, numbered sequentially.
    - ii) Draw Doubles – 2 for each line on the chart, numbered sequentially (2 cards per line number).
    - iii) Singles – 1 for each line on the chart, numbered sequentially.
    - iv) Extra draw cards are required for subbracket tournaments.
  - d) Score Cards
    - i) 16-Chart needs twenty-four cards
    - ii) 32-Chart needs forty-eight cards
  - e) Courts List
    - i) Used to maintain a current list of courts available to be assigned.
  - f) Miscellaneous
    - i) Pens (red & black)
    - ii) pencils
    - iii) Erasers
    - iv) Rubber bands
    - v) Correction tape/fluid
    - vi) Highlighter (or a red pen if preferred)
- 2) Registration
  - a) It is critical to be sure that all registration forms are properly numbered and given out sequentially. An error here will cause your set-up for the draw to be incorrect.
  - b) Collect the appropriate registration fee from each player.
    - i) The host club normally collects fees.
    - ii) It is the host club's responsibility to manage all fees, prepare and submit the tournament financial report, prepare, and distribute prize money, etc.
  - c) If singles and draw doubles, give each player a Registration-Entry Form.
  - d) If Any Doubles, give each team one Registration-Entry Form.

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- i) It is best to make sure that both partners are present, and fees have been paid before giving out the form to prevent both team members from picking up a form or registration of an incomplete team, either of which will cause errors in the draw.
  - e) Registration will close at the time set for the tournament start – usually 9:00 a.m.
  - f) Late registrations may be accepted at the discretion of the Tournament Director.
    - i) Usually allowed only to fill byes or eliminate sub-brackets before play has begun.
- 3) Substitutions
  - a) No substitution of players is allowed once the draw has begun.
- 4) Pre-Draw Setup
  - a) Set out the draw cards for each division to the maximum chart size anticipated. All charts are based on a factor of eight line numbers with the next larger chart double the size of the preceding chart (8, 16, 32, 64, etc.).
  - b) It is best to set up the cards in columns of eight since byes are removed and subbrackets added according to the group of eight.
  - c) Once the final number of players or teams has been determined for a division, consult the FSA approved chart instructions near the back of the Preview to determine whether you will be using a “bye” chart or a “subbracket” chart.
    - i) Remember, the tournament director may choose his/her preference for chart type (bye or subbracket, bunched or distributed byes).
    - ii) Where allowed, subpacket charts are preferred by directors because they yield a more compact chart. They are, however, more difficult for players to follow.
    - iii) The optional bunched bye system may be used in lieu of the distributed bye system detailed in the Preview. The bunched bye system is much easier to set up for the Director and it speeds up the tournament and reduces waiting time for players.
  - d) Once the choice has been made, remove all indicated byes or add required subbrackets according to the chart instructions.
    - i) Example 1: A tournament with eighteen line numbers would best be managed by use of a 16-chart with two subbrackets (NE-16). That is done by:
      - (1) Removing all draw cards with a line number higher than sixteen
      - (2) Changing the draw cards for lines 1 and 2 to 1A & 2A
      - (3) Add additional draw cards for 1B & 2B for a total of eighteen draw cards.
      - (4) Remember when assigning courts, 1A will play against 1B and 2A will play against 2B.
    - ii) Example 2: A tournament with twenty-eight line numbers would require a 32-chart with four byes (32-NE). That is done by:
      - (1) Removing all draw cards higher than thirty-two
      - (2) If using distributed byes, remove the draw cards for lines 1, 3, 25 and 27 in accordance with the chart instructions.
      - (3) If using bunched byes, remove the draw cards for lines 1, 3, 5, and 7.

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- (4) Remember, when assigning courts the matching pairs that received the byes will play each other, i.e.:
    - (a) For distributed byes, line 2 plays 4 and 26 plays twenty-eight.
    - (b) For bunched byes, line 2 plays 4 and 6 plays eight.
  - e) Prepare a Court Chart.
    - i) This will be a list of courts available for use at the venue on which you can keep track of available and busy courts.
  - f) Starting always with the lowest line number, assign courts for each match according to the following priority:
    - i) First – all subpacket matches.
    - ii) Second – if an odd number of entries, the match occupying the same bracket as the last bye
    - iii) Third – all first round –non-byes
    - iv) Fourth – all byes until byes or available courts are exhausted.
    - v) If there are insufficient courts available for all draw cards, mark the remaining draw cards as “N/C” (no court).
    - vi) Remember that you will require:
      - (1) Doubles = 1 court for every 2 teams.
      - (2) Non-walking singles = 1 court for every 4 players.
      - (3) Walking singles = 1 court for every 2 players.
  - g) Write the assigned court numbers on the draw cards, on the appropriate lines on the chart, and mark the court as busy on your court chart.
  - h) Repeat the process for any additional divisions
- 5) The Draw
  - a) Place all draw cards for one division face down on a table.
  - b) Count the draw cards to ensure that the number of cards matches the number required.
  - c) A player from that division will present their Registration-Entry form and select one draw card.
  - d) Check the form for completeness and readability.
    - i) Have necessary corrections made before proceeding.
  - e) Write the line number and court number from the selected draw card on the presented form.
  - f) Continue until all cards have been drawn.
  - g) Repeat for any additional divisions.
- 6) Initial Score Cards
  - a) Place blank score cards, with the appropriate court number, at the head of each assigned court (both ends if non-walking singles).
  - b) Instruct players to fill out the card accurately and completely.
- 7) Prepare the Chart

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- a) Place all entry forms for a division in order by line number.
  - b) Enter each player's name(s) on the chart after the appropriate line number. Make two copies of the chart.
    - i) Post one copy of the chart for the players.
    - ii) Keep one copy of the chart for the director's use.
  - c) Prepare score cards for all waiting "no court" and/or "bye" matches.
    - i) These cards must be assigned to courts before anyone is put out for a second match.
      - (1) All "no court" matches will be assigned available courts before "bye" matches.
- 8) Updating the Chart
- a) When a completed score card is turned in
    - i) Check it for legibility and completeness.
      - (1) Line numbers
      - (2) Player names
      - (3) Appropriate winners indicated.
      - (4) Winner's signature
    - ii) Show the court as available on the court chart.
  - b) If you have unassigned matches, immediately assign the now vacant court to the next match and make that court call.
  - c) Be sure to enter the newly assigned court number on the Director's chart and update the courts chart.
  - d) Enter the results on the Director's chart.
  - e) Enter the winners on the appropriate chart line in the next round.
    - (1) Entries for the Main will be above the line.
    - (2) Entries for Consolation will be below the line in a contrasting color or highlighted field.
- 9) Prepare new score cards for the player's/team's next match.
- a) If no opponent is yet available, it is advisable to prepare a "half-card" to expedite calls when an opponent does become available and to prevent that player/team from being overlooked later.
    - i) Mark your chart "M ½" or "C ½" to indicate that a half-card has been made for the Main or Consolation match.
    - ii) Enter the court number for each court the player/team has previously played on the card after their names.
      - (1) This is to ensure that you have an accurate record of courts played by that player/team.
  - b) When a full card is available:
    - i) If a court is available that no one on the card has played.
      - (1) Assign the match to that court.
      - (2) Write the court assignment on your chart, e.g., using court #9, M-9 or C-9.
      - (3) Update the court chart.

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- ii) If no court is available
    - (1) Place the card on the bottom of your stack of cards waiting for courts.
    - (2) Assign these cards in turn as courts become available.
  - iii) See Appendix A
  - c) Considerations for assigning courts.
    - i) Remember that if the “odd bye” loses their first match in Round 2, they will have to play a Consolation match, also in Round 2. For that reason, the odd bye should be given priority in court assignments until that situation has been resolved. Failure to do so may well result in unnecessarily extending the length of the tournament.
    - ii) Any bracket that has fallen behind the main body of the tournament should also be given priority in court assignments for the same reason as listed above.
- 10) Update the players’ chart.
- 11) Special Circumstances
- a) The Single or Odd Bye
    - i) A single bye occurs when there are an odd number of byes or subbrackets. In either case, one player or team (C) shares a bracket with two other players or teams (A & B). C must wait for A and B to play.
    - ii) Let us assume “A” wins, then:
      - (1) “B” goes into Consolation.
      - (2) “A” moves into the Main and plays “C.”
    - iii) Now it gets complicated.
      - (1) “A” plays “C” and “C” wins:
        - (a) “C” moves forward into the next round in the Main.
        - (b) “A” has lost in a match in the Main and is eliminated from the tournament.
        - (c) “B,” now in Consolation, gets a bye and proceeds into the next round.
      - (2) “A” plays “C” and “A” wins:
        - (a) “A” moves forward in the Main.
        - (b) “C” drops into Consolation and plays “B” in the same round.
          - (i) The loser of this match goes home.
          - (ii) The winner goes into the next round in Consolation. b. See Appendix B
  - b) See Appendix B
- 12) Submit Tournament Results
- a) Results for all centerfold tournaments must be submitted electronically to the F.S.A. Keeper of Records. The forms can be accessed on the FSA web site under *Forms>Report Forms*.
  - b) Submissions for district tournaments will be subject to each district’s requirements.

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- 13) Your goal as tournament director is to keep the courts full. Nothing bothers players more than to sit and wait to play knowing that there are empty courts out there. Barring any real disasters in other areas, you will be perceived as a good tournament director so long as you keep the tournament moving. On the other hand, no matter how well you do everything else, you will be seen as a poor director if you do not keep the tournament moving.

Glenn Monroe  
Florida Shuffleboard Association  
State Tournament Director

# STEPS FOR MANUALLY RUNNING A SHUFFLEBOARD TOURNAMENT

## i) APPENDIX A

### 14) CHART ILLUSTRATION

i) Team A

1		Team A	
2	Team B	Team B	
		M-3	C-5
3	Team C		
2		Team C	
4	Team D	Team D	
5	Team E		
3		Team E	
6	Team F	Team F	
		½-M	½-C
7	Team G		
4			
8	Team H		

15)

16) The chart above illustrates the proper handling of the director's chart. I normally keep notations regarding the Main on the left side of the chart box and Consolation on the right. Notice:

17) Initial court assignments are indicated in the box to the left of each team pair.

18) In Round 2, Teams A & C have moved forward in the Main and have been assigned to play on court three.

19) Teams B & D have been moved into Consolation and have been assigned to court five.

20) Team E & F have also been moved into Round 2, but Teams G & H have not yet finished their match. ½-Cards have been made for E & F and that has been noted on the chart.

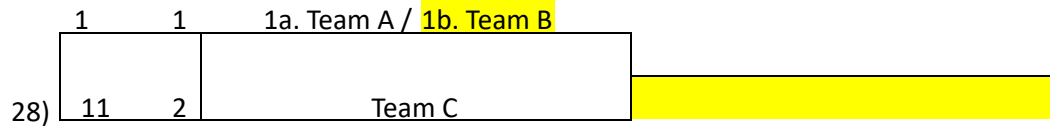
## i) APPENDIX B

### 21) SUBBRACKET CHART

22) 1	1	1a. Team A / 1b. Team B	
a) 2	23)	24) Team C	25)
			26)

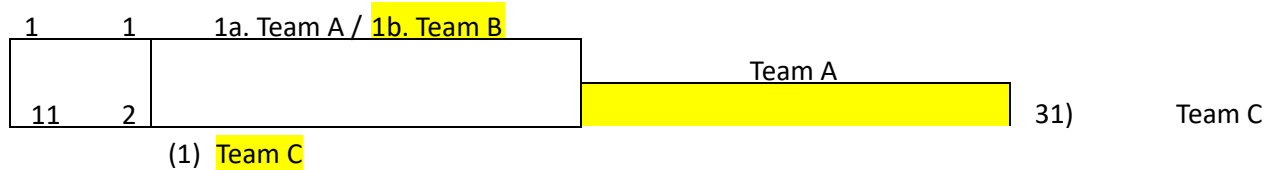
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- 27) The above diagram illustrates a subpacket in which Team A is playing Team B on court one. Team C must await the result of the result of the match between A and B.



- 29) The above shows that Team A has beaten Team B. Team B is now in Consolation and has been highlighted in yellow. Team A now plays Team C on court eleven.

- 30) If Team A wins again then the chart would be as shown below.



- 32) Team A has moved into Round 2 in the Main and Team C has dropped into Consolation. Team C now plays Team B. The winner would move into Round 2 in Consolation.

- 33) If, however, Team C had beaten Team A, then Team C would move into Round 2 in the Main and Team B would receive a bye and move into Round 2 in Consolation. Team A would be out of the tournament. The resulting chart would be:

