

## STEPS FOR MANUALLY RUNNING A SHUFFLEBOARD TOURNAMENT

While many tournament directors prefer to use a computer to run shuffleboard tournaments, is recommended, and required in some districts, that all directors in training learn the manual method first since computer, printers and operators do occasionally fail and the only recourse is old fashion paper and pencil. To that end, the following is presented as a training aid for manually run tournaments.

### 1. Terms

- a. CHART: The chart is the standardized form on which all lines are displayed.
  - i. Standard charts contain 8, 16, 32, 64 or 128 lines.
- b. BYE: A line on the chart that is blank, i.e. no entry has been assigned to that line.
- c. ENTRY: A team of two players in doubles or an individual player in singles.
- d. LINE NUMBER: Each line on the chart is consecutively number, starting with #1 at the top.

### 2. Assemble necessary supplies.

- a. Registration-Entry Forms, numbered sequentially for each division.
  - i. Doubles – 1 form per each team.
  - ii. Singles & Draw Doubles – 1 form for each player.
- b. Charts
  - i. Original and 1 copy for each division.
  - ii. Bring 16, 32, & 64-line charts.
  - iii. 128-chart generally 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 24 cards
  - ii. 32-Chart needs 48 cards
- e. Courts List
  - i. Used to maintain a current list of courts available to be assigned.
- f. Miscellaneous
  - i. Pens/pencils
  - ii. Erasers
  - iii. Rubber bands
  - iv. Correction tape/fluid
  - v. Highlighter

### 3. Registration

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- a. It is critical to be sure that all forms are properly numbered and passed out sequentially. An error here will cause your set-up for the draw to be incorrect.
  - b. Collect \$6.00 registration fee from each player.
    - i. Fees are normally collected by the host club.
    - ii. It is the host club's responsibility to handle all fees, prepare and submit the tournament financial report, prepare and distribute prize money, etc.
  - c. In singles and draw doubles, give each player a Registration-Entry Form.
  - d. In Any Doubles, give each team one Registration-Entry Form.
    - 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.
4. Substitutions
- a. No substitution of players is allowed once the draw has begun.
5. 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 8 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 8 since byes are removed and subbrackets added according to the group of 8.
  - c. Once the final number of entries has been determined for a division you must decide whether to use the Distributed BYE system or the Bunched BYE system.
    - i. In the distributed BYE system pairs of byes are distributed evenly throughout the chart.
    - ii. In the Bunched BYE system all BYEs are placed the top of the chart.
      1. This system can generally reduce wait time so long as there are sufficient courts.
  - d. For Distributed BYEs.
    - i. 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.
    - ii. Remember, the tournament director may choose his/her preference for chart type (bye or subbracket).

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- iii. Where allowed, subbracket charts are generally preferred by directors because they yield a more compact chart. They are, however, more difficult for some players to follow.
- iv. Once the choice has been made, remove all indicated byes or add required subbrackets according to the chart instructions.
  1. Example 1: A tournament with 18 line numbers would best be handled by use of a 16-chart with 2 subbrackets (NE-16). That is done by:
    - a. Removing all draw cards with a line number higher than 16
    - b. Changing the draw cards for lines 1 and 2 to 1A & 2A
    - c. Add additional draw cards for 1B & 2B for a total of 18 draw cards
    - d. Remember when assigning courts, 1A will play against 1B and 2A will play against 2B.
  2. Example 2: A tournament with 28 line numbers would require a 32-chart with 4 byes (32-NE). That is done by:
    - a. Removing all draw cards higher than 32
    - b. If using distributed byes, remove the draw cards for lines 1, 3, 25 and 27 in accordance with the chart instructions.
    - c. If using bunched byes, remove the draw cards for lines 1, 3, 5, and 7.
    - d. Remember, when assigning courts, the matching pairs that received the byes will play each other, i.e.:
    - e. For distributed byes, line 2 plays 4 and 26 plays 28.
    - f. For bunched byes, line 2 plays 4 and 6 plays 8.
- e. For Bunched BYEs.
  - i. Starting with #1, remove odd numbered line Numbered draw cards in order until enough BYEs are created.
    1. Example: for 28 players, use 32 draw cards, removing cards for lines 1, 3, 5 and 7.
- f. Starting always with the lowest line number, assign courts for each match according to the following priority:
  - i. 1<sup>st</sup> – all subbracket matches
  - ii. 2<sup>nd</sup> – if an odd number of entries, the match occupying the same bracket as the last bye
  - iii. 3<sup>rd</sup> – all first round –non-byes
  - iv. 4<sup>th</sup> – 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).
- g. **Write the assigned court numbers on both the draw cards and on the appropriate lines on the chart.**

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- h. Repeat the process for any additional divisions
6. 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 from the selected draw card on the presented form.
    - f. Continue until all cards have been drawn.
    - g. Repeat for any additional divisions.
  7. Initial Score Cards
    - a. Place blank score cards bearing 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.
  8. Prepare the Chart
    - a. Place all entry forms for a division in order by line number.
    - b. Enter each player's name on the chart after the appropriate line number. Make 2 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 "no court" matches.
      - i. These cards must be assigned to courts before anyone is put out for a second match.
  9. 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. If you have unassigned matches, immediately assign the vacant court to the next match and make that court call.
        1. Be sure to enter the assigned court number on the Director's chart.
      - iii. Enter the results on the Director's chart.
        1. Enter the winners on the appropriate chart line in the next round.

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- a. Entries for the Main will be above the line.
- b. Entries for Consolation will be below the line in a contrasting color or highlighted field.

### 10. 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 becomes 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. M-9 or C-9.
  - 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.
      - a. Remember to mark the courts on your chart.
- c. See Appendix A
- d. 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.

### 11. Update the players' chart.

### 12. 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.

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- ii. Let's 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 "C" loses:
      - 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

### 13. Submit Tournament Results

- a. Results for all centerfold tournaments must be submitted electronically to the Keeper of Records. The forms can be accessed on the FSA web site under *Forms>Report Forms*.
- b. A State or District Amateur who places first, second, third or fourth in the Main of a centerfold pro tournament must make an immediate selection regarding their status in accordance with Article 9. Directors must inform the KOR of the choice on the tournament report.
  - i. It is recommended that Directors obtain written confirmation of the amateur's choice to avoid future confusion.
- c. Submissions for district tournaments will be subject to each district's requirements.

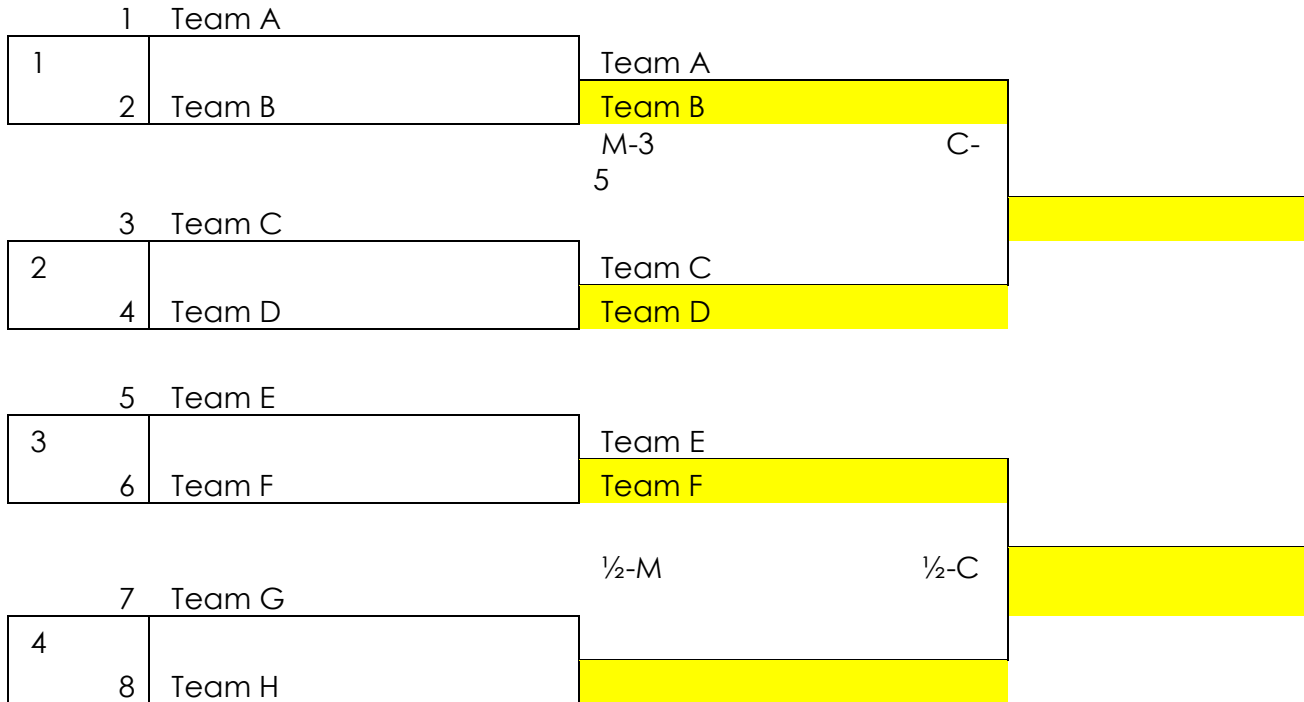
14. Your goal as tournament director is to keep the courts full. Nothing bothers players more than to sit and wait to play knowing that there are empty courts out there. Barring any real disasters in other areas, you will be perceived as a good tournament director so long as you keep the tournament moving. 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

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APPENDIX A

CHART ILLUSTRATION



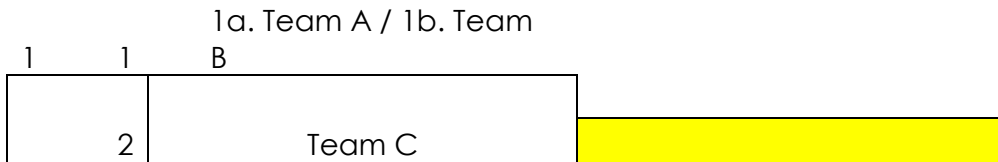
The chart above illustrates the proper handling of the director's chart. I normally keep notations regarding the Main on the left side of the chart box and Consolation on the right. Notice:

1. Initial court assignments are indicated in the box to the left of each team pair.
2. In Round 2, Teams A & C have moved forward in the Main and have been assigned to play on court 3.
3. Teams B & D have been moved into Consolation and have been assigned to court 5.
4. Team E & F have also been moved into Round 2, but Teams G & H have not yet finished their match.  $\frac{1}{2}$ -Cards have been made for E & F and that has been noted on the chart.

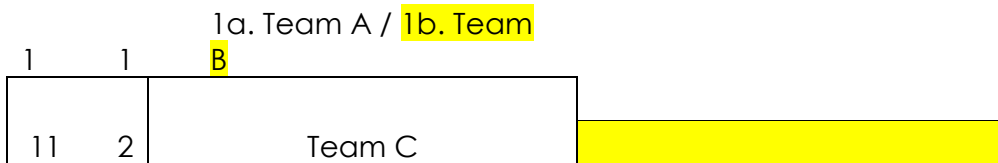
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APPENDIX B

SUBBRACKET CHART

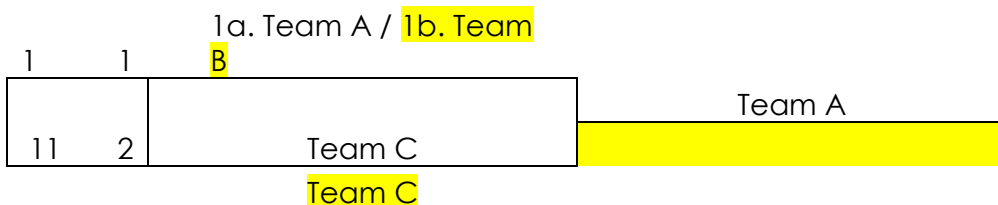


The above diagram illustrates a subbracket in which Team A is playing Team B on court 1. Team C must await the result of the result of the match between A and B.



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 11.

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



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.

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:

