

## Chapter 11 – Tournament Operations

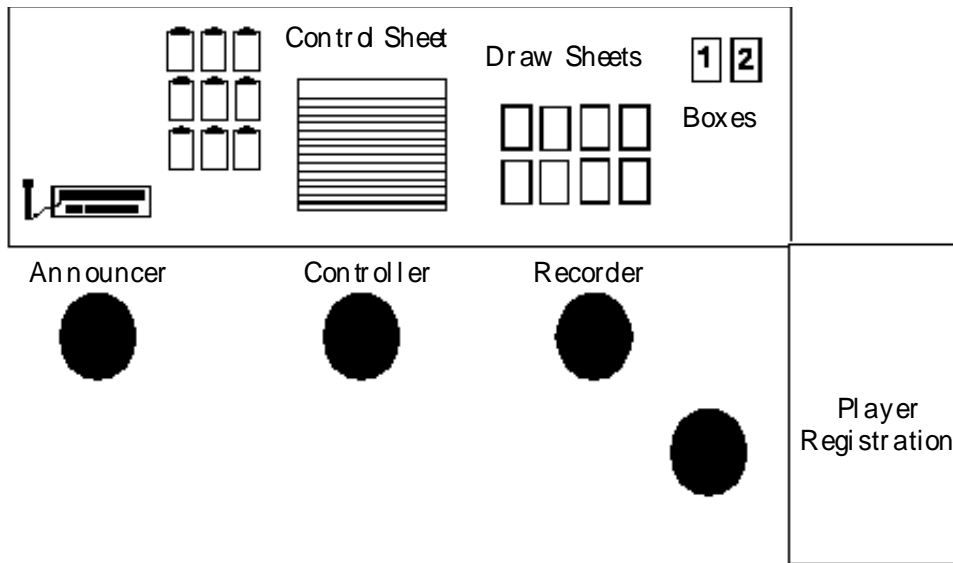
**1. General.** This chapter covers those operations dealing with control of play. The tournament must be planned, scheduled, and run with consideration of the responsibilities to the players, the management committee, and to the public.

**2. Player Registration.** Sufficient committee members should be available to register the number of players expected at any one time. Players can be expected to arrive in time only for the events entered.

- 2.a. Registration items.
  - 2.a.1. Entry list with notation of fees owed and any information needed from the player, to include proof of membership if not listed as current.
  - 2.a.2. Player entry forms, filed alphabetically.
  - 2.a.3. Completed receipts for new members or players buying tournament passes.
  - 2.a.4. Any material to be given to the players; e.g. balls and a playing schedule to team captains in a team tournament, instructions, etc.
- 2.b. Registration procedure. Upon completion of registration, circle or highlight the player number to the left of the name on the rating list or other listing. On the second day, make a check or highlight the name (to identify players checked in).
  - 2.b.1. For players whose membership is verified from the rating list and whose fees are correct, simple identification by name is all that is required. The player need not show his membership card.
  - 2.b.2. New members - issue receipt (birth date is required).
  - 2.b.3. Player claiming membership (not verified on rating list) - require proof of membership or require player to buy a membership.
  - 2.b.4. The sponsoring club will be billed for a membership for anyone who plays in the tournament without a membership or tournament pass.
  - 2.b.5. Player owing money or due a refund – pull his/her entry form and record the payment or refund.
  - 2.b.6. Anything requiring more than a simple check-off should be handled by another committee member and not delay registration of other players during the peak registration times.

**3. Control Desk and Operations Crew.** The desk should be positioned where the crew can observe all of the tables. The crew should consist of enough people to control play and few enough to avoid getting in each others' way. A normal crew consists of three people. See figure below.

- 3.a. Recorder – Posts desk draw sheet and completes match cards.
- 3.b. Controller – Assigns matches to tables.
- 3.c. Announcer – Calls players for matches.
- 3.d. Poster - Posts the wall copy of the draw sheets (this may be an additional crew member or may be done by any of the above members).



**Control sheet**

1	2	3	4	5	6	7	8
Yates Burns	Austin Curry	Engel Mobley	Stowell Broyles	Dukes, J Awtrey	Montes Lipham	Copley Salam	Nunes Shenton
Rose Hyatt	Yates Bertram	McInnis Cooper	Shih Wilson	Cleveland Nguyen	April Hendrix	Thoman Coppedge	Jones Harper
Nunes Sapre			Akinola Burns				

**4. Control Forms.** Forms needed for control of play are: draw sheets for each event, match cards for each match, and a control sheet. The control sheet is a large sheet with a column for each table and lines for names of players assigned to matches.

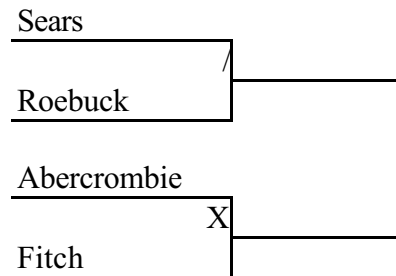
- 4.a. The control sheet in the figure above is effective for small tournaments. It has the advantage of being able to compare empty clipboards against matches that aren't checked in on the control sheet. If you have an empty clipboard and the sheet shows the match is still going, simply mark it finished.
- 4.b. Pegboards. This is acceptable for a small or medium size tournament. Prepare a pegboard with player names (taped) by holes in the board. Also prepare and number 4 pegs (golf tees work well) for each table to be used (to allow for doubles) and several pegs of a different color to be used when players are not available. When a match is called, take the pegs for the table and place them in holes next to the players indicating that they are playing a match on that table. When players check out for lunch or any other reason, place a colored peg next to their names to indicate they are unavailable. If you are making a pegboard, consider the space needed for names. A typed alphabetical list is best and can easily be changed for the next tournament.
- 4.c. Another good control sheet is a typed or computer list (alphabetical of course) with horizontal lines. You could start with an "I" for each player when they check in. As they are called for a match, circle the "I" indicating that the player is not available. When the completed match card is returned, draw another "I". It is essential that you establish and follow specific procedures for when to mark the sheet, otherwise there may be many calls for players who are playing. After awhile, they get upset at the desk.

**5. Control of Play.** The desk crew calls matches and assigns tables in accordance with the general schedule and priorities as established by the tournament director. In smaller tournaments without a published time schedule (if tables and players are available) it is normally best to play matches as soon as possible without waiting for a specified time.

- 5.a. Step 1: The recorder passes to the controller all match cards as soon as they are completed with all names for the next round to be played. The controller checks the control sheet to make sure both players (pairs) are available (not already playing). S/he then finds an available table (indicated by an empty clipboard), places the match card on the clipboard for that table (clipboards are numbered to correspond to the table numbers), writes in both (all) names under the assigned table number on the control sheet, and hands the clipboard to the announcer, who calls the match and returns the clipboard to the controller. When the players report for the match, the controller highlights the names on the control sheet indicating that the match is out, and issues the clipboard (with match card), pencil, and a ball. (In the figure on page 11-2 highlighting is indicated by a shadowed box covering the match.
- 5.b. **NOTE:** The controller has the key role in deciding which match to call. If doubles matches are available, priority should normally be given to them. If a doubles match can't be called because one or more of the players is playing, the controller can mark a "D" by that players name to ensure that he/she isn't sent

out for another singles match. In a small tournament this may result in singles matches coming to a stand-still. This delay of singles matches normally doesn't last long and is often preferable to dragging the doubles out all day.

- 5.c. **NOTE:** The controller must be aware of the tournament activity. If one or more players are winning matches in several events the controller must see that the events don't get behind. This can be done by giving those players priority without unnecessarily requiring back-to-back matches. In double elimination events, priority must be given to the losers' bracket to avoid long delays.
- 5.d. Step 2: Upon completion of the match the winner returns the clipboard, match card, pencil, and ball items to the controller. The controller checks the match card to see that it has the winner's name(s) circled and the scores are properly recorded. S/he then lines out the match on the control sheet with a dark marker (shaded in our figure), removes the match card from the clipboard and passes the match card to the recorder for posting. The process can be speeded up by using a two clip
- 5.e. Step 3: The recorder posts the results on the desk copy of the draw sheet, **(draw sheets should be taped down to the desk)** draws a diagonal line across the match card, and places it face up in box 1 on the desk (top figure page 11–2). S/he then posts the winner to the match card for his next match in that event (if single elimination). When the match card is complete, the recorder indicates it on the draw sheet by placing a small slash "/" in the "T" for that match on the draw sheet.



When a match is sent out to play, cross the slash making an "X" to indicate that the match is being played.

- 5.f. Step 4: The poster takes the completed match cards and posts the results on the wall copy of the draw sheet. He then draws a diagonal line across the match card, completing an "X", and places it face down in box 2.

**6. Recording Results.** The following procedures must be followed in posting results.

- 6.a. Round robin events. In the round robin group below the results are as follows:

Player A defeated Player B 11-9,8-11,11-7,11-9; Record the score of the loser of each game

A		B	
W	9	X	
-8	7		
L	-9	X	
8	-7 -9		

Record results in Both boxes for each match. Players normally complete the forms. If the forms are completed at the control desk, is preferable to have the last 3 games on the bottom line.

6.b Elimination events. Record the score under the player's name who won the match. Record the score of the player who lost each game. If the match winner lost one or more games, show those scores as (-)

<i>10024</i>	
<i>Smith, Pat</i>	<i>1875</i>
<i>Nilo, Jim</i>	<i>1853</i>
<i>Smith</i>	
<i>9,-7,10,12</i>	

The initial listing must include the last name, first name, rating. If more than one person with the same last name, include the membership number if the player is already a member. In match results, you normally only include the last name unless an initial or first name will eliminate confusion.

7. **Pitfalls to Avoid.** The following items are most irritating to tournament players.
- 7.a. Events not starting on time. You can avoid this by proper planning. If after making your final schedule some event starting times will be delayed, announce the new starting time.
  - 7.b. Playing until midnight or later. You can avoid this by proper tournament design. Limit entries if necessary.
  - 7.c. Long waits between matches or too many matches back-to-back. Good scheduling and an alert controller can minimize these problems.
  - 7.d. No results available to the players. Have someone designated to keep the wall copies of draw sheets current.

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