

Presidents' Guide to Hosting & Planning a District 7 Sanctioned Tournament

The following guidelines are aimed at keeping our District Seven tournaments the best in the CSA. Remember tournaments are for the enjoyment of the players and the decisions are made based on that premise and the CSA rules. The Tournament Manager (ATM) has full charge of the tournament and makes the decisions pertaining to game schedules, board assignments, etc.

1. Three copies of the Sanctioned Request form should be submitted to the CSA 1st Vice-President at least 60 days prior to the tournament date. One copy remains with the CSA 1st Vice-President, one copy will be sent back to the ATM and one copy sent to the District 7 President. If you need sanctioned request forms ask the Tournament Director (currently Lynda Goggin)
2. If your Club's Tournament is listed in the current Directory then first contact the Tournament Director to request ATM's who will prepare your charts and run your tournament. If you have a preference as to who you want to have as your ATM's then tell the Tournament Director. The ATM's will request the necessary forms, charts, scorecards etc. from the Tournament Director. If any forms are needed throughout the season please contact the Tournament Director as he/she is the keeper of the forms.
3. Upon approval for this tournament the host club President will mail out (approximately 30 days prior to the tournament) , a tournament sign-up flyer (Invitation) to each District 7 club, or any other District clubs stating the sponsor name (if any) and all of the relevant information about the tournament starting date. The clubs are requested to mail back the form to the designated person by the cutoff date with the players listed. The designated person should call any club that has not responded by the cutoff date as to his/her club's status before providing the list to the ATM as the original mailing might have been lost or that club may have no entries so didn't bother to call or mail back their entry form stating no entries. Late entries after the cutoff date should be placed on a standby list and given to the ATM along with the other names. If you receive late entries before the drawing and there are still openings you can go ahead and accept the names. Otherwise they go on a standby list.
4. The Host Club should try and get his/her head referee, head scorekeeper and board crew volunteers by the cutoff date of the tournament. If no head referee is available then the tournament manager can act as the head referee if he/she is not playing.
5. Trophy presentation: If you have a sponsor for your tournament they are generally invited to come on the last day during the last game. They are introduced and thanked before the presentations begin. If there is no sponsor then the club President of the courts being used for the tournament makes the presentations. He/She can defer to the tournament manager to do the presentations if he/she so desires. The Championship pin is generally presented to the 1st place Championship winner by the District 7 President if he/she is available.
6. Donuts – will be paid for by District 7 Shuffleboard for Sanctioned District 7 tournaments only, up to \$50. Keep your receipts and you will be reimbursed for the donuts at the end of the tournament. Donuts and coffee are free during the tournament.
7. Expenses – A Monetary Guideline for Tournaments formula has been prepared showing suggested Prize Money for Championship and Consolation Awards.