



Tournament Director Guidelines

On appointment the Tournament Director should receive details of the competition, the venue, the number of entries, the number of qualifiers and the number of referees. He/she should also receive details of the contact at the venue and telephone number.

The TD should contact the venue to confirm the following items.

- The number of tables that are available
- The number of sets of match balls
- Whether the tables will be prepared by the club
- The arrival times for both him/herself and the players
- Parking arrangements
- Any local access rules
- Introduce him/herself and explain any additional requirements that he/she may have
- Clarify the position with regard to referee meals and drinks

Pre-match preparations

The TD should confirm with each referee their attendance and ensure that they understand what time to arrive and exactly where the venue is and explain any parking arrangements to them.

If the TD is intending to use a laptop PC they should ensure that they have the latest copies of files saved on the laptop and that they have a printed copy as backups in the case of electrical failure or PC failure. The TD shall ensure that he/she has sufficient cash to pay the referees on the day and any prize money that is due to be paid on the day.

TD should be fully aware of the disciplinary procedures for non-arrival, late arrival, dress or poor behaviour

Any name plates and match sheets should be prepared in advance

A copy of the draw and player signing in sheets should be available

On arrival at the venue

The TD should introduce themselves to the owner or manager and confirm the arrangements for the day. The TD should check that all the tables allocated are acceptable and that the balls are in good condition and readily available.

The TD should ascertain the availability of replacement light bulbs and also any replacement cue balls that may be required.

The TD should establish a tournament desk at a suitable place in the venue located away from corridors, exits or fruit machines.

The TD should establish where the emergency exits, the fire alarm call and the assembly point are located in the event of an emergency evacuation. He/she should also be aware of the location of a first aid box and who is qualified to administer first aid in the event of any accident or injury

Player arrival

The players should be requested to sign in and at the same time the TD should establish that they are aware of the dress code and make sure that they are compliant. Any deviations from the accepted dress code should be brought to the players attention at this point to give them as much opportunity as possible to become compliant. TD should be specific in where the deficiency lies and point out what is required to make them acceptably dressed.

Referee briefing

TD should introduce him/herself to the referees and establish who is the senior referee.

The TD shall outline the duties of the referees, their fees and detail any assessments that will be taking place during the tournament.

The TD should brief the referees as to the players dress code and point out the routine or procedure in the event of any of the players being non-compliant

The TD should determine that all the referees are fully conversant with the rules of the game and to make them aware of how to find any information for any situation on which they are not sure
The TD should advise the referees of the no smoking and no alcohol policy and remind them to ensure that their mobiles are switched off

15 minutes pre- match

Matches should be allocated to tables and referees appointed for the first rounds

Player briefing

The TD should brief the players on the following items

- Welcome to the venue and thanks for its use
- Introduce themselves and the referees
- Outline the format of the competition
- Remind players of the dress code
- Advise players to turn off their mobiles whilst in the playing area
- Remind the players that the foul and miss rule will be applied stringently this is particularly important if they are being asked to referee themselves with patrolling referees.
- Remind the players that if they wish to leave the venue that they should advise the TD prior to going with information about how long they are likely to be to ensure that they are not missing when their match is called to the table
- Remind the players that if they wish to take a meal break that they advise the TD so that he can ensure that they are not called for a match during that meal
- The TD should remind the players about who will qualify and how
- The TD should advise the players of the procedure in the event of any disputes
- The TD should advise the players of any relevant news or information resulting from this tournament
- The TD should advise the players of the emergency procedures and how to obtain first aid in the event of any accident
- TD should wish all of the players good luck and remind parents or coaches that coaching the players whilst they are involved in a match will result in a penalty to the players
- The TD shall then call the players to the tables to start their matches

TD Performance

The TD should appear professional at all times, there should be no smoking or drinking at the tournament desk and the TD should keep an eye on the main arena in the event of any difficulties.

When called upon to assess referees, the TD should do so at a discreet distance in an effort not to disturb the referee at the table.

The TD shall not comment on the EASB, the tournament, any official or player in any detrimental way and shall not communicate with the press or any media unless the content of the statements to be made are approved by the EASB board. This does not alter the TD's right to freedom of speech or opinion but whilst engaged as TD they are a representative of the EASB and shall abide by the above dictates until released from that duty after which time their normal rights and responsibilities as members shall remain.

Disputes

In the event of any dispute, the TD shall hear and record statements from all concerned parties independently. Where a Junior is involved a parent may be present, but must remain quiet during the statement process. The TD shall make a decision based upon information received and shall, at their discretion, call for assistance from a Director or the Chairman of the Tournament Committee or any other person who may assist in resolution of the dispute.

A report on any dispute detailing the circumstances and any resolution or decisions made shall be included in the tournament pack, which is returned to the office following the tournament.

Where a dispute may affect the award of prize monies, then no awards shall be made to any party who may be affected until decisions have been ratified at Board level.

Guidance for round robin competitions

After initial allocation of matches the TD should be aware at all times of which tables are available and which players from each group are available he should allocate all matches as quickly as possible and as evenly as possible across the groups to ensure that all groups have an equal opportunity of finishing at a reasonable time. Some groups may have less players than others and may finish earlier in which case the TD should advise the qualifiers of their next match time if that is the following day and he should remind them of check-in time. TD should avoid putting players on the same table in consecutive matches wherever possible.

TD should also ensure that the results tables are kept up-to-date to ensure that qualifiers can be identified quickly at the end of the round robin stages.

The TD should not pre-empt qualification from any group and ensure that all results are double checked prior to announcement of qualifiers. Where qualifiers are seeded they should be allocated to their relevant positions in the knockout draw and the knockout draw posted in a suitable place for the qualifiers to see

On the second or subsequent day of a competition where a knockout stage has to be completed the TD should follow the same guidelines as general knockout competitions, see below

Knockout competitions

The TD should be aware of the start time for each round of the competition and understand the procedure in the event of a player being late.

The TD should make winning players aware of when their next match is likely to be and make a note of the time that they have told them to ensure that if they are not available when called then it is not the fault of the TD.

Completion of the tournament

On completion of the tournament the TD should congratulate the players particularly the winner, thank the venue and all of the staff especially the proprietor for their hospitality and their contribution to the tournament.

Prior to leaving the TD should ensure that all items that have been used during the day are removed and that the venue has been left clean and tidy by the players and the referees.

The TD shall ensure that they have all of the match sheets, equipment and any other items belonging to the association prior to leaving the venue

The TD should ensure that all referees fees have been paid and all forms of receipt suitably signed

Post tournament

The TD shall ensure that all match sheets, referees receipts, draw sheets, century certificates and match or other reports are posted to the EASB office within two working days.

Tournament Director Checklist

Before the event

- Ensure you get the TD pack from the office in good time, thoroughly read the covering letter and any instructions.
- Familiarise yourself with the location of the club, and how long it is likely to take you to get there. Plan your journey accordingly.
- Contact the venue to introduce yourself, and confirm the arrangements for the day:
 1. Club opening times
 2. duty manager's name
 3. Parking arrangements
 4. Local access rules
 5. Playing times and likely close of play
 6. Number of tables available/required
 7. Will the tables be prepared by the club
 8. Availability of match balls
 9. Number of players, officials and likely supporters attending
 10. Food menu and availability
 11. Refreshments for TD and officials (all free, nothing free, vouchers, etc.)
 12. TD desk requirements (light, power, location, size)
 13. TD arrival time
- Confirm attendance and expected arrival times with appointed referees
- Ensure you have been provided with, or prepare, necessary paperwork for the day:
 1. Name plates for all players (even for round-robin tournaments)
 2. Supply of several number sets
 3. Sign-in sheet- one per day
 4. Round robin results sheets (if applicable) – 2 copies, one for display
 5. Knockout draw sheet – 2 copies, one for display
 6. High break record sheet – 2 copies, one for display
 7. Match progress sheet
 8. Table usage sheet
 9. Referee activity sheet
 10. Prize winners schedule
 11. Blank bank details forms
 12. TD report form proforma
 13. Venue assessment forms
 14. Referee assessment forms
 15. Non-attendance sheet
- 16. Sufficient match sheets to cover all round robin and knockout matches (for simple knockout tournaments, match sheets can be completed in advance, but not for round robin matches drawn on the day of the tournament)
See later sections for proformas and explanation of forms
- For reference it is helpful to have copies of the following :-
 1. Up to date ranking list
 2. EASB general terms and conditions
 3. EASB international selection criteria
 4. Calendar of EASB and international events
 5. Copy of players' covering letter
 6. Contact details for the players
 7. Contact details for the appointed referees
 8. Contact details for the Director of tournaments
- Ensure you take enough cash to pay the referees
- **Stationery**
Someone looking at a TD's case might be forgiven for thinking that he was a Ryman's rep! You need to be prepared for a number of eventualities, you should ensure you have :
 1. A supply of blank paper
 2. A supply of blank card (or name plates)
 3. Sufficient working ball point pens to issue with each match sheet, plus spares
 4. Marker pen(s)
 5. Highlighter pens
 6. Blu-tak
 7. Scissors
 8. Cellotape
 9. Large paperclips or bulldog type clips
 10. A number of clipboard
- **Laptop computers**
 1. If you intend to use a laptop computer at the venue, it is still essential that you maintain a manual record of all results using the forms provided.
 2. The office can provide electronic versions (Excel, Word or PDF) of most forms by email on request.
 3. Please note that you are responsible for the security of your laptop: the EASB accepts no liability for any loss or damage.
 4. Remember to take your power cable with you.