

## Procedure for Tournament Directors

This is a procedure for you to follow when running your tournament. If this is beneficial to you, please use it; if not, you are free to follow any procedure which is easier for you, provided all forms are completed properly. Remember, sign-in deadline is 9:30 a.m. and you can have all your round robin cards ready to hand out by no later than 9:45 if you follow a system. We have found the procedure below to be very effective in getting your pitchers out on the court in a minimum amount of time.

### Setting Up the Tournament

1. Write name of pitcher on "Registration Form". (Collect \$10.00 entry fee. Juniors pay nothing.)
  2. Make sure the pitcher has a current NHPA Card..
    - A. If they have a NHPA sanction card number, write this number in the blank on the "Registration Form".
    - B. If they don't have a NHPA sanction card they must fill out a "NHPA/WSHPA Membership Application" form completely and pay \$30.00 (\$23.00 for second in household and \$0.00 for Junior). Leave the space on the "Registration Form" blank, the secretary will issue an ID Number upon receiving the application.
- Note: All pitchers must have a current NHPA Card to pitch.** It is the tournament director's responsibility to make sure each pitcher has one. If a pitcher pitches without a card, the Tournament Director will be responsible for the cost of the card. It would then be up to the Tournament Director to collect the dues from the pitcher.
3. Indicate amount of money received. Put \$10.00 in the Entry Fee column and put the amount paid for their NHPA sanction card in the Card Purchased column. Put JR in the Entry Fee column for juniors.
  4. Next, check the "Top 3 Tournament Averages" report for their average. Their average will be the first number after their name. If a pitcher does not have an average on this report, it means that they have not pitched within the past 12 months, and they must qualify by throwing 100 shoes. (If the pitchers plays in a league and has a verifiable average, you may use it rather than having them throw the 100 shoes.) Write their average in the Average column on the "Registration Form".
  5. Fill out a Round Robin Card immediately with their name and put their average in the upper left hand corner. As you fill these cards out, put them in order by ringer average, low to high, laying them out on a table so all names and averages are showing. (If you are outside and there is a breeze, using a large rubber band keeps them in place.) It helps to have two people registering pitchers, but it can be done with one.
  6. About 5 or 10 minutes before the deadline you can tentatively start dividing the cards into your

groups, leaving them spread out on the table and placing a small space between the groups of cards. As more pitchers enter you can adjust your groups easily. (You should also count the number of cards and compare to the number on your list to make sure you have not forgotten to give someone a card at this time. You might want to also count your money to make sure that it matches the number of names you have written down; don't forget to consider any card money you may have collected and that juniors do not pay.) You might want to give last call to remind pitchers that if they haven't signed up to do so now.

7. At deadline, finalize your groups and without moving the cards begin putting the class and seed number on each card, making sure you number in the correct direction. (Do only the classes that are going to be pitching in the morning. You can finish the afternoon classes after the others have started pitching.) After the cards have the class and seed number on them the court numbers can be put on. (Again, it helps to have another person helping you do this.)
8. The last step before handing out the cards is to write the names and ID Number of the pitchers on the "Tournament Results" form, using the cards.
9. You are now ready to pass out the cards and get your classes started. (If you have help, you can be playing the National Anthem and making any announcements you might have while the classes are being put together, saving that extra 5 minutes or so.)
10. After your classes have begun pitching you can now finish up the afternoon classes and complete the "Tournament Results" form. Please make sure the Site, Sanction Number, and Date are filled out at the top of the page. (Make sure you have the correct sanction number for the day. Each tournament for the week-end has a **different** sanction number.) Also be sure to list judges that have been assigned at the top of the form.

## Recording Results

1. As score sheets come in, verify them before entering them onto the results form.  
Multiply ALL ringers by three and add the single points to that total for each pitcher.  
If the difference between those two numbers is not the same as the difference between the actual score, there is a score sheet error. (Always check for a missing dead ringer first. That is the most common error.)  
Correct the score sheet and then record the ringers, shoes and a W or L for each pitcher.
2. When the next-to-the-last game has been entered, you can start sub-totaling the ringers and shoes for each pitcher. Skip a row and using a pencil write the sub-total in small print.
3. When all games are completed, simply add the number of ringers and shoes for that game to your sub-total and figure ringer percentage for the day. (Include any playoff games.) Indicate number of wins and losses. (*Do not give credit for a win on a bye game.*) Write down order of finish in the box titled Place for all places. Write down any award (amount of money or trophy) below "place" box.

# Instructions for Completing and Mailing Forms

1. **A financial report must be filled out even if there is no money being sent to the Secretary/Treasurer**

Money that **must** be sent to the Secretary/Treasurer is: Membership Card money, Ringer Report money, Donations to WSHPA and Flower Fund money.

**Do not** send your court fees to the Secretary/Treasurer

**A financial report must be mailed to the Secretary/Treasurer on Monday morning.**

2. The “**Tournament Results**” form and the “**Registration Form**” must be mailed also on Monday to the **Statistician** so that the averages can be updated and mailed out to the next Tournament Director. Please keep all score sheets for 2 weeks in the event the statistician needs to check one. They can be thrown away after that time.

3. **Any member** (even if they are not a new member) purchasing their membership card must fill out an application and it must contain all the information asked for.

Mail all applications along with the “**Financial Report**” to the **Secretary/Treasurer** on Monday.

4. Mail to: WSHPA SECRETARY/TREASURER

Roger Higgins  
16440 Ridgeview Ct  
Holly, MI 48442-2332

**Financial Report** and money for  
Membership Cards, Ringer Reports, 50/50 Money  
and Flower Fund money.

**Membership Applications** (Must be  
totally filled out for ALL cards sold.)

5. Mail to: WSHPA Statistician

Paula Summerlin  
P.O. Box 536  
Webberville, MI 48892-0536

**Tournament Results Forms**  
**Tournament Registration Form**

Report your results to your local newspaper.