

# BILLIARDS CLUB OF GVR

## GUIDELINES FOR HOSTING A TOURNAMENT

Email address\* billiardsclubgvr@gmail.com

Hosting a tournament can be extremely rewarding if you follow these steps. Think of it as hosting a party. You need to plan it out for there to be a successful outcome.

You own the tournament and there are certain responsibilities that come with that.

1. **Decide on your format.** Do you want to play 8-Ball, 9- Ball, 14.1, etc. How will the games be played... Round robin, bracketed, point system, etc. ?
2. **Where do you want to play?** East, West, or Desert Hills?
3. **Select a date.** Try not to interfere with something currently scheduled for that time. You can check the calendar on the club website: <https://www.billiardsclubofgvr.com/calendar>  
If there is a conflict you will be advised when you get to step 4.
4. **Get the room reserved.** Send an email with the following information to the Billiards Club email: billiardsclubgvr@gmail.com  
  
Location, Date and Time you request, Duration & Tournament name  
  
Please wait for word that the room is reserved. Once the room has been reserved you will be advised so that you can proceed to the next step.
5. **Invite your players.** This can be done thru SignUpGenius. Send the following information to Lisa Wilding (pawnee.lakota@gmail.com) and she will send the invitations out to include:

Tournament name

Date

Time

Short write up of the format as well as if there is an entry fee.

How many players you will allow

6. **Important details to consider:**
  - As a host, you should know the rules of game well
  - You need to have someone keep score if you plan to play
  - How will games be reffed?
  - How will players move between games?
  - Put together pre-game rules to follow
  - Is there another format for semi-finals and finals?
  - How will the cash be dispersed?
7. The day before the tournament, look at SignUpGenius and **randomly assign the players** that have signed up to a bracketed or round robin template or whatever format you have decided to use.
8. The night before the tournament, you will need to **clean the tables and polish the balls**. Clean the tables with a slightly damp microfiber cloth. The balls can be polished by hand with a little polish on a towel or there is a ball polisher at West Center. *Cleaning tables and balls is not the responsibility of board/committee members, but whomever is hosting the tournament.*
9. At the start of the tournament, **collect your entry fees** from the players.
10. **Announce your pre-game rules**. Answer any questions during that time.
11. After the tournament finishes, **take pictures of the winners** and **hand out the cash awards**.
12. Send pictures to the Billiards Club email so that the pictures can be uploaded to the club website!

The players will appreciate all the effort you have made in order to make this a good tournament!