

# APPENDIX K

## How to Use Player Cards at NBL Tournaments

- PRE-REGISTRATION** - It is best to have the player cards printed in your tournament brochure and required to be filled in by the player and sent in with their pre-registration. Pre-registration can be done w/o player cards being submitted by having the Promoter fill out cards, but this is not preferred as 1) It is very time consuming for the Promoter 2) The players don't learn how to do it properly 3) If there is an error on the card (such as wrong division number) it becomes the Promoter's fault instead of the player's. Anything a pre-registered player has neglected to submit with their registration can be noted on a post-it note and attached to the front of their cards so that the tournament registrar at pre-registration knows what is needed from the player before marking the card paid and giving to the player. (Or omitted information by a preregistered player can be kept on a separate form ("Registration Verification" form) attached to the players pre-registration package noting all additional requirements needed from the player at the tournament pre-registration). Any cards being used that were printed in the tournament brochure MUST be cut out properly on the dotted lines by the registration staff if the player didn't do such.
- REGISTRATION AT DOOR** - Each non pre-registered player should pick up one card for each division they are going to compete in at the door from a receptionist or from tables. The player then proceeds (or is told by the receptionist) to fill out the top half of each card and the entire backside. It is absolutely imperative that the player fill in everything on the front of each of their cards along with all of the information on the back of each of their cards according to the directions on the cards. Filling out of player cards must be done by the player, NOT a registrar. Upon registering by the player, the registrar must not accept their money or mark their card as paid unless the entire card is filled out properly. When each of the card(s) are filled out properly, then they should be stamped in the "PAID" box to signify that they have paid. THEY MUST NOT BE ALLOWED TO REGISTER OR PAY UNTIL ALL THEIR CARDS ARE PROPERLY FILLED OUT.
- WEIGH-IN** - Divisions requiring weigh-in, must have the players weight written in and signed off by the weigh-in person for the approved weight for their division in the "WEIGHT" box. This should be done at registration before their cards are stamped paid and before the player completes the registration process.  
*NOTE: It is very important that the scorekeepers be advised not to accept cards with weight divisions changed; as the player may alter his division on the card after weigh-in. In this case the change should be verified by the Registration desk or have the player re-weighed.*
- TEAMS** - Only let teams register if they submit all three (3) team members' cards at the same time.  
**Junior teams** - staple all three cards together with the 9 to 11 year old card on top, then the 12 to 14 year old and the 15 to 17 year old on the bottom.  
**Adult teams** - staple all three (3) cards together with the lightest weight player on top and heaviest weight player on the bottom.
- STAGING** - The player brings their card to the ring for card collection. The scorekeeper will collect all the cards, OR... if registration keeps the cards they must be filed by division into divisional envelopes and brought to the rings.
- FORMS** -
  - Staging Cards** - If the order is done at the ringside, the scorekeeper or staging person simply shuffles the cards and has them randomly pulled one at a time by the Ring Coordinator or Center Referee, marking each card that is pulled out in the "SEQUENCE NUMBER" box starting with number one (1) and continuing until all cards have been drawn and marked. This will indicate the order in which the players will compete. If the cards are kept at Registration and filed into divisional envelopes then the order of competition can be randomly selected by an independent person such as the Conference Commissioner before going to their rings or by Officials at ringside.
  - Scoring** - Scoring is done individually on each card. Write each of the Judge's scores in the five (5) boxes under "Round 1" on the player's card. Cross out (with a single line) the highest and lowest score and tally the remaining three (3) scores for the total. If any players tie for ANY 1st through 4th place, then they must compete again. Put their second scores in in the five (5) boxes under "Tie" on their cards. If they tie a second time then the Judges shall point to the player that they feel performed the best in the tied run-off, thus breaking the tie. Check (✓) the Judge's vote under "Tie-Judge's vote" on their cards. As each player finishes competing, the Scorekeeper or Timekeeper can keep the cards in winning order as the scores are tallied.
  - Place Taken** - When finished, gather up all the cards and make sure they are in sequential winning order from 1st to last place (1st, 2nd, 3rd, etc.) with any no show (Put NS in PLACE TAKEN box) and disqualification (Put DQ in PLACE TAKEN box) cards placed at to the bottom. Number ALL the cards down to last place in the "PLACE TAKEN" box, with the place they earned. Announce 1st through 8th places in REVERSE order (start with 8th place when announcing).
- SPARRING**
  - Staging Cards** - Explain to the Scorekeepers or staging people that 2, 4, 8, 16, 32 or 64 (2 x 2 x 2 x 2 x 2 x 2) cards (players) will, when paired up for matches, run down to a single winner. Any other amount of cards (players) will not. A "first round bye system" must be employed for any amount of cards (players) other than one of those amounts stated above. A "first round bye system" means that all the cards (players) exceeding one of these numbers (2, 4, 8, 16, 32 or 64) must be eliminated in the first round to leave one of those amounts (2, 4, 8, 16, 32 or 64) of cards (players) for the second round, so as to run down evenly from then on.  
  
To do this, count the number of cards in the divisional pile. Subtract a number of cards (either 2, 4, 8, 16, 32 or 64) from this pile (subtract a number that is closest to the amount of cards in the pile, but does not exceed it). This subtracted amount of cards (2, 4, 8, 16, 32 or 64) is pile B. Count the number of cards remaining, this is pile A. Whatever the number of cards in pile A, add to this pile an equal amount of cards taken from pile B. This pile (A) will now be the "first round" of matches. Put a rubberband around Pile B and a "sticky note" saying "Byes-2nd round" (also, write "bye" on all the B cards in the scorekeeping section on the blank line under "Opponent's Initials" and before the number "1", which indicates round one). Pile B will not be used in the first round. The Scorekeeper or staging person should sequence number Pile A (1a, 1b, 2a, 2b, etc.) which will indicate the order of matches. Number 1a will spar with number 1b, number 2a with number 2b, etc. The staging person or Scorekeeper should avoid the sequence number pairing of players from the same school in the first round. (Their school and instructor are on the back of the card).  
  
Place all winners from Pile A onto Pile B ("Byes-2nd round") and all the losers' cards should be folded in half and put aside. The first loser's card should be marked with the place taken in the PLACE TAKEN box. The place taken will be the amount of cards initially (i.e., if there were 18 cards initially then the first loser gets 18th place, etc). DO NOT DISCARD THEM OR RIP UP THE LOSERS' CARDS - THEY MUST BE PLACED ON THE BOTTOM OF THE STACK WHEN FINISHED SO THEIR ADDRESSES CAN BE USED TO UPDATE MAILING LISTS. When the first round is completed, Pile B ("Byes-2nd round") will now equal 2, 4, 8, 16, 32 or 64, which will now run down to one winner in the remaining rounds of competition. As each match produces a loser, mark the loser's box with their place taken which continues from the first card marked in descending order.  
(EXAMPLE OF SYSTEM: 22 cards in a division. 16 are set aside (Pile B), leaving 6 cards (Pile A). Take 6 more from the pile of 16 (Pile B) and place with the other 6 (Pile A) making 12 (Pile A). This is the "1st round" pile. The remaining Pile B (10 cards) is the "Byes-2nd round" pile. When pile A is run off, the first losers card will be marked 22nd place, etc. There will be six (6) winners that will be added back to Pile B, after Pile A is run-off, leaving 16 cards that will now run down to a single winner.)
  - Scoring** - To score sparring, place the two players cards that are "up" beside each other. Whatever player is to your left, put that player's card on the left side. Put the initials of each player's opponent onto each others player's card for each match on the blank line under "Opponent's Initials" in the scorekeeping section of their card. Circle the numbers (points) on a player's card as they are awarded points, as per direction of the Center Referee. Circle W for winner or L for loser on each of their cards as they win or lose a match.
  - Final Four Cards** - After each match the Scorekeeper must mark the "PLACE TAKEN" box on the loser card. - When pile (B) equals four (4) cards, the Scorekeeper must run off the two losing players from the next two (2) matches for third and fourth places and the two winners for first and second places and mark the "PLACE TAKEN" box with their appropriate place taken. When finished, leave all the cards in their exact order with any NS or DQ cards placed at the bottom. Announce 1st through 8th places in REVERSE order (start with 8th place when announcing).
- COMPLETION OF DIVISION** - When the division is finished, put the rubber band back around ALL the cards, leaving them in the winning order (1st to last place) and place the white card on top. Fill out a white card for each division for the Promoter to keep for his records. The pile of players cards must go immediately to the Commissioner's table for processing.