

APPENDIX M

2011 NBL Commissioner Duties Checklist

Name of Tournament _____ Date of Tournament ___/___/___
Acting Commissioner _____ Date Sent to NBL ___/___/___

(√) As Completed

I. BEFORE THE TOURNAMENT

- ___ A. **CALL PROMOTER** - Confirm whether any unusual exemptions were granted regarding tournament criteria, fees or lodging. Confirm your complimentary lodging for up to two nights and your pay of \$100 with the promoter at least six (6) weeks in advance and request several copies of the tournament brochure. Remind the promoter to reserve a table, available for you for results processing (preferably near the head table and near the microphone).
- ___ B. **FORMS** - Photocopy this checklist and the NBL Magazine Results Form included in this handbook.
- ___ C. **PLAYER CARDS** - Make sure you have extra cards (leftovers from the previous events) DO NOT use cards from prior years, if they have been updated. (Check the copyright at the bottom of the back side of the card for the correct year.)
- ___ D. **MAGAZINE RESULT FORM** - The divisions listed on the magazine result form will match the tournament NBL divisions exactly. All NBL tournaments must offer all 65 (or more) or 120 NBL divisions. If 65 (or more) are used then fill out the left hand column of the NBL Magazine Results Form with any additional divisions into the right hand column. If 120 are used fill in the right hand column. Fill in the players names using capital letters. Fill in the country and state that the winners are from only if the tournament is part of an NBL national conference.

II. BRING TO TOURNAMENT

- ___ A. **SKITA HANDBOOK**
- ___ B. **PHOTOCOPIES** - Photocopies of all the commissioner's forms in SKITA, including this one.
- ___ C. **PLAYER CARDS** - Extra player cards.
- ___ D. **BROCHURE** - Bring the tournament brochure.
- ___ E. **SUPPLIES** - Two shoe boxes (to put cards into), heavy duty stapler, extra staples, staple remover, rubber bands, extra pens/pencils, calculator, tape, scissors and "post-it" notes.
- ___ F. **CAMERA** - Only if available.

III. AT THE TOURNAMENT

- ___ A. **RESULTS TABLE** - Immediately upon your arrival, ensure that a table is available for results processing (preferably near the head table and near the microphone).
- ___ B. **SCOREKEEPERS' MEETING** - Attend any scorekeepers' meeting(s) at the tournament and answer any questions about card scorekeeping and processing.
- ___ C. **TOURNAMENT BROCHURE** - Get three (3) copies of the tournament brochure (if you haven't already).
- ___ D. **CARD PROCESSING** - It is the Commissioner's responsibility to make sure the cards are being filled out correctly and completely by the players before registration and used properly by the scorekeepers in each division. This should be done discreetly so as not to offend either the Scorekeepers, Referees or the Promoter. It is imperative that the cards are correct and complete. This is an area where we always have problems. Be certain that the all players have filled in their name, age (as January 1, 12 a.m.), rank, sex, weight and division number on the front of each of their cards along with all of the information on the back of each of their cards. DO NOT change the scores on the cards, even if they are incorrect. DO NOT let any cards be discarded in the rings or ripped up or taken by the players. All losers' cards in each division should be folded in half or set aside, not ripped up. The losers' cards should be put on the bottom of each division's stack of cards when the division ends. DO NOT leave without collecting ALL of the cards, ascertaining that they are properly filled out and collated by division. DO NOT let the promoter keep the cards under any circumstances. Count the total number of BB cards and under BB cards and record onto the magazine results form.
- ___ E. **COMPETITION RESULTS (Player Cards)**
 - ___ 1. **COLLECT CARDS** - By the end of the NBL tournament, the Commissioner must have collected and collated all of the player's score cards. The cards should be brought to the table where the Commissioner is processing them by a person designated by the promoter.
 - ___ 2. **CHECKLIST** - On a copy of the tournament brochure, check off each division of cards that come in. This is also a good time to write each of the winners' names on the magazine results form.
 - ___ 3. **CUT CARDS NEATLY** - If the tournament is using any cards that were printed in the tournament

brochure, cut all of those cards neatly along the dotted lines, if not already done.

4. **CARDS IN ORDER** - Each division's pile of cards must be organized with the losers' cards on the bottom. Please make sure that the "Place Taken" on all cards is completely and accurately filled in for 1st to 8th places and that all winners' names are legible. This is VERY IMPORTANT!!! If any 1st to 8th place cards are missing, then go to the division and locate them. If they're unavailable, find out who the winners were and make up new cards with their winnings on them to put in the divisional pile. Please keep in mind that NBL divisions cards are always more important to be corrected than non-NBL divisions.
5. **STAPLE CARDS OF DIVISION** - After each pile of cards is in order, staple them in the top left hand corner at a 45° angle. (Do not staple the white card with the rest of the player cards.) If the pile is too big for the stapler, then rubberband them.
6. **BLACKBELT CARDS PILE ORDER** - Do not change the placement order of any cards in any division. Each of the NBL divisional piles of cards should be collated in the same sequential order as the list of NBL divisions on the NBL Player Membership page in the SKITA Handbook.
7. **UNDER BLACKBELT CARDS PILE ORDER** - The non-NBL divisional cards should be in exactly the same sequential order as the divisions listed in the tournament brochure.
8. **RUBBERBAND GROUP OF EVENTS** - All groups of events should be rubber banded (forms, sparring, etc.). Then all NBL divisional cards should be rubberbanded separately from non-NBL groups.
9. **WHITE CARDS** - The top (white) cards should be filled out by the ring Scorekeepers and kept separately and in order and given to the promoter to keep (unless the promoters lets the photo-journalist take them). There should be one white card for each division. **MAKE SURE THESE DON'T GET STAPLED TO EACH PILE OF DIVISIONAL CARDS.**
10. **COLLECT UNUSED CARDS** - PLEASE collect any of the promoter's unused player cards so that you have extras in case the promoter at your next NBL tournament needs them.
11. **NATIONAL TOURNAMENT FINALS BOOKS** - If this is a national conference tournament with a national conference photo-journalist in attendance, then the Finals Books must be given to him/her for story reference. The photo-journalist will return the Finals Books to the NBL. Before giving the Finals Books to a photo-journalist, be certain to record all scores from the Finals Books onto the players cards where necessary (adult musical, Japanese and Korean forms and weapons and all continuous sparring divisions) along with all finals scores and opponent's initials where required. If the national tournament does not have a national conference photo-journalist in attendance that takes the Finals Books then it is the Commissioner's responsibility to obtain the books immediately after the finals and send them back to the NBL.

F. MEDIA COVERAGE

1. **MAGAZINE RESULTS FORM** - Fill in the magazine results form for NBL divisional first place winners as the cards are processed and the total amount of BB and UBB cards when all the cards are collected.
2. **PHOTOGRAPHS** - Take photographs, designate someone else to take them, or get them from the promoter if possible. This is not a requirement.
3. **TOURNAMENT STORY** - You may submit a short write-up on the event, designate someone else to do it, or ask the promoter to supply a story. This is not a requirement either.

PLEASE - DO NOT write a story without referring to "Photo-Journalist Criteria" sheets. Ask us for copies if you need them.

G. COLLECT PAYMENT

1. **YOUR PAY** - Collect your \$100 payment from the promoter.
2. **PAY ARBITRATOR** - Collect the \$100 for the Arbitrator and pay him/her.
(Be aware of any irregular agreements that the NBL may have reached with the promoter regarding exemptions or payment.)

IV. AFTER THE TOURNAMENT

- A. **FAX MAGAZINE RESULTS FORM** - The Magazine Results Form must be completed and faxed to (716) 763-5555 within 24 hours of the tournament.
- B. **RETURN ITEMS** - The following items must be returned within seven (7) days of the tournament:
 1. **ALL PLAYER CARDS** - Leave the white cards with the promoter (unless the promoter lets the photo-journalist take them).
 2. **MAGAZINE RESULTS FORM** - Send us the original copy.
 3. **TOURNAMENT BROCHURE** - Enclose two copies.
 4. **COPY OF THIS CHECKLIST COMPLETED AND SIGNED**
 5. **ANY PHOTOS OR STORY**
- C. **SEND AND INSURE** - The cards must be sent to the NBL certified or registered and insured for at least \$500. It is the Commissioner's responsibility to pay shipping costs from their payment.

Signature _____

SEND TO: National Blackbelt League, 341 E. Fairmount Avenue, Lakewood, New York 14750 Phone: (716) 763-1111 or 763-5555