APPENDIX M

2015 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 - Print a copy of this checklist and the NBL First Place Results Form (Appendix N of SKITA).
   C. PLAYER CARDS - Make sure you have extra cards (leftovers from the previous events). Avoid using
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. NBL FIRST PLACE RESULT FORM - The divisions listed on the NBL First Place 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 use the left hand column of the NBL First Place Results Form with
any divisions added above 65 in the right hand column. Cross off divisions not used in right or left
column. If all 120 are used fill in the right hand column and cross off the left side divisions. Fill in the
players names using capital and small case letters. Fill in the country and state that the winners are from
only if the tournament is part of an NBL National Conference. The form is designed to fill out online and
“Click to Submit” at the bottom of the second page.

II. BRING TO TOURNAMENT
   A. SKITA HANDBOOK
   B. COPIES - Copies of all the SKITA Appendix Commissioner’s forms, 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 if possible.
   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 along with any Head Scorekeeper to help
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 NBL First Place Results Form.
   E. COMPETITION RESULTS (Player Cards)
      1. COLLECT CARDS - The cards should be brought to the table where the Commissioner is
processing them by a person designated by the Promoter as the divisions end. By the end of the NBL
tournament, the Commissioner must have collected and collated all of the Player’s score cards.
      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 NBL First Place Results Form.
      3. CUT CARDS NEATLY - If the tournament is using any cards that were printed in the tournament
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IV. AFTER THE TOURNAMENT

A. EMAIL MAGAZINE RESULTS FORM - The NBL First Place Results Form must be completed and emailed to info@nblskil.com 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. NBL FIRST PLACE 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 $300. 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