

NATIONAL SENIOR GAMES ASSOCIATION
SENIOR GAMES RESOURCE MANUAL



IT HAS BEEN A LONG PROCESS IN DEVELOPING A GAMES MANUAL FOR SENIOR GAMES TO USE AS A PLANNING RESOURCE. THIS MANUAL IS NOT TO BE CONSTRUED AS THE ONLY WAY IT CAN BE DONE, BUT MERELY A GUIDE. EACH SENIOR GAMES WILL FIND WHAT WORKS FOR THEM AND WHAT DOESN'T. THIS DOCUMENT HAS BEEN ENDORSED BY THE NSGA BOARD OF DIRECTORS AUGUST 20, 2011.

SENIOR GAMES MANUAL

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NATIONAL SENIOR GAMES ASSOCIATION

ABOUT

The NSGA is...

- A non-profit member of the United States Olympic Committee dedicated to motivating senior men and women to lead a healthy lifestyle through the senior games movement.
- The organization that governs the Summer National Senior Games, the largest multi-sport event in the world for seniors, and other national senior athletic events.
- An umbrella for member state organizations across the United States that host State Senior Games or Senior Olympics. The NSGA supports and sanctions these member state organizations so that adults can participate in their state in events year-round that will keep them motivated to achieve greater value and quality in their lives by staying healthy, active and fit.
- A national association that works with state and federal agencies, colleges and universities to better understand and support healthy aging initiatives for seniors.
- An organization that partners with national leaders committed to senior health, wellness and quality of life.
- Committed to providing information to support education and research initiatives enabling senior athletes and others to be better informed about ways to ensure healthy aging.

HISTORY

In 1985 in St. Louis, MO, a group of seven men and women formed the original leadership for what was initially known as the National Senior Olympics Organization (NSOO). In the fall of 1985 they hosted a meeting of individuals who were currently conducting games for seniors in their 33 states. That group planned the first National Senior Olympic Games, held in 1987 in St. Louis. The games were a great success with 2,500 competitors. The NSOO was formalized during the games with a Board of Directors elected, articles of incorporation filed in the State of Missouri and Bylaws adopted. Over 100,000 spectators viewed the first Games' ceremonies featuring Bob Hope at the St. Louis Riverfront Arch.

The second national Games also took place in St. Louis in 1989, hosting 3,400 seniors and were covered by the New York Times, ESPN and Good Morning America.

In 1990 an agreement was reached with the United States Olympic Committee based on their objection to the use of the term Olympic in the organization's corporate name and the name was changed to the U.S. National Senior Sports Organization. Today, the organization does business as the National Senior Games Association. The organization continued to name its signature event the Summer National Senior Games and, through a grandfather clause, States that were using the name Senior Olympics at the time of the USOC agreement were allowed to continue that privilege.

The National Senior Games Association moved its corporate office to Baton Rouge, Louisiana in 1997 where it exists today as a not-for-profit organization dedicated to motivating active adults to lead a healthy lifestyle through the senior games movement. Its signature event, the Summer Games, has grown to one of the largest multi-sport events in the world as shown in the chart below.

YEAR	LOCATION	# OF ATHLETES
1987	St. Louis, MO	2,500
1989	St. Louis, MO	3,400
1991	Syracuse, NY	5,000
1993	Baton Rouge, LA	7,200
1995	San Antonio, TX	8,200
1997	Tucson, AZ	10,300
1999	Orlando, FL	12,000
2001	Baton Rouge, LA	8,700
2003	Hampton Roads, VA	10,700
2005	Pittsburgh, PA	10,500
2007	Louisville, KY	12,100
2009	San Francisco, CA	10,000
2011	Houston, TX	10,100*
2013	Cleveland, OH	12,000*
2015	Minneapolis, MN	13,000*

*anticipated

SUMMER NATIONAL SENIOR GAMES

The Summer National Senior Games are held biennially in the odd years, with qualifying taking place through an NSGA State Senior Games in the even years. Sports currently offered are archery, badminton, basketball, bowling, cycling, golf, horseshoes, race walk, racquetball, road race, shuffleboard, softball, swimming, table tennis, tennis, track & field, triathlon and volleyball.

WINTER NATIONAL SENIOR GAMES

The Winter National Senior Games provided an opportunity for a different population of senior athletes to compete in a national sports event. The Games also provided state senior games athletes an opportunity to compete in both summer and winter sports on a national level.

The inaugural Winter National Senior Games were held February 28 through March 3, 2000, in Lake Placid, NY 239 athletes from 22 states competed in 5 winter sports. The tragedy of September 11 forced the cancellation of the 2002 Winter Games, and the NSGA has been working hard to re-establish the event.

The 2010, 2011 and 2012 Winter National Senior Games will be held in Rochester, NY. Currently they have grown to include additional sports – Hockey, Curling, Pickleball, Billiards (no longer offered) and Speedskating.

HOCKEY CHAMPIONSHIPS

The first-ever Hockey Championships were held at Lake Placid, NY in January 2002. Twenty-three teams from nine states participated in the event held at the Lake Placid Olympic Center, site of the 1980 Winter Olympic Games and the United States' "Miracle on Ice."

The second Hockey Championships were held January 17-21, 2003 at the Amherst Pepsi Center in Buffalo, NY. In 2004 the tournament, was moved to the Schwan Super Rink in Blaine, Minnesota.

ORGANIZATIONAL GUIDELINES

ORGANIZATIONAL STRUCTURE

No two senior games organizations have identical organizational structures. Funding, management backgrounds of organizational board and staff members, as well as where and how senior games organizations have been created usually dictates these differences.

However, there are many universal tasks and responsibilities that are consistent from games to games that are necessary to manage a successful senior games program. These tasks and responsibilities can be assigned to individual staff members, volunteers, consultants, committees, or interns, depending on the size of the event and budget.

Even though a developing senior games program may start with limited paid staff, or even a group of dedicated volunteers, review of these tasks and responsibilities could help plan future staff growth and development.

NON PROFIT STATUS

One of the first organizational steps should be the filing of a 501(c)(3) application. Local legal counsel should be consulted when completing the application and reviewing the requirements established by your 501(c)(3) application. This legal counsel can provide necessary procedures that allow the organization to become a legal, operating entity.

The steps of getting state recognition as a not for profit corporation, getting the 501(c)3 and bylaws prepared are simultaneous activities. In order to get the state charter as a corporation you need to have the bylaws, and in order to get the 501(c)3 from the IRS you have to have a corporation or organizational charter from the state. You will also need to get a state recognition as a not for profit corporation. In some states, it is the Secretary of State's Office that issue the charter. You will need to identify the correct procedure for your area.

BYLAWS

Bylaws are the ruling documents of an organization or, in this case, the organization's board of directors. Bylaws are critical, because they tell the board how to conduct its business. However, because bylaws are more or less set in stone, it is in the interest of the board to keep them as brief as possible. Bylaws should set forth the basic structure and abilities of the board. Everything else – such as policy recommendations – should be kept elsewhere.

Because bylaws are legal documents, and because the inclusion requirements for them vary from state to state, you should consult a lawyer or other professional before adopting any bylaws. However, the template below should give you an idea of what to include.

SAMPLE BYLAW FORM

I. Name

1. The name of the organization/agency/group shall be [Name]

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of [number of] members.
2. [Eligibility criteria, if are any.]
3. Board members shall serve [number of years, usually two to four] terms.
4. Vacancies shall be filled by the Board, with the recommendation of the Executive Director, if there is one. A new organization without any money might not have any paid staff at the time.
5. Board members with [number] of absences shall be dismissed from the Board.*

III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Board.
2. Elected officers will serve a term of one year.
3. (a)The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b)The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c)The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

IV. Committees

1. The Board may appoint standing and ad hoc committees as needed. The standing committees shall consist of Executive, Nominating and Rules.

V. Meetings

1. Regular meetings shall be held on [frequency and time of meetings]
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members. Your bylaws should reflect how much notice is required for meetings (regular and special) and also how the notices are delivered (i.e., email, regular mail, phone, etc).
3. Agendas shall be provided at least [number of days] in advance.

VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present). [Or whatever your board's decision-making process is]

VII. Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it

prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item. Recommend administering annually for Board and Staff.

VIII. Fiscal Policies

1. The fiscal year of the board shall be[start date to end date]

IX. Amendments

1. These bylaws may be amended by a two-thirds vote of Board members present at any meeting, provided a quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

BOARD/STEERING COMMITTEE

One of the requirements of a non-profit organization is to establish a volunteer board or steering committee. A mission statement, bylaws, schedule of meetings, and officers will need to be created. The following are general operational guidelines to be considered when creating an initial board for developing senior games organizations.

PURPOSE OF BOARD

A board can serve many purposes. These purposes are usually best accomplished only by strong leadership from the respective staff. As volunteer board members, who are possibly serving on other boards in the community, they will not spend significant amounts of time on senior games functions unless the respective staff aggressively asks them to do specific tasks by identified timetables. Whether the board members are active or non-active, depends a lot upon what the staff requests of them. Whether active or inactive, board members can serve the following functions:

- * Lend credibility to new organizational effort and concept.
- * Make phone calls to executive level persons at potential sponsors to request an in-person presentation by staff and board members.
- * Make phone calls to executive level media persons to request media support of a new event. Could also grant interviews with media persons if so inclined.
- * Make phone calls to executive level venue personnel (for example college presidents) to request support with venue use and scheduling.
- * Make phone calls to local governing contacts (state, county, or city) requesting support services or in-kind donations.
- * Offer advice/counsel in area of expertise (finance, legal, management, etc.)

CHAIRPERSON

- * This person should be selected based on his/her interest in the event, visibility/credibility in the local community, acceptance with local business community, respectability/integrity reputation, and recognition with local government (city and state).
- * The chairperson's role would be to lead the scheduled meetings, assist in contacting potential corporate sponsors and state government legislators, and talking with the media (if so inclined).
- * It is advantageous if the Chairperson is in the same city as the organizing staff.

BOARD MEMBERS

- * A small board is usually best for developing senior games organizations (4-8 members). It might be better to have 12-15 in order to properly staff committees so all committee chairs can be board members. If you do not have a permanent games organization and move from place to place you might want a slightly larger committee.
- * Board members should have an interest in community events. They could represent an organization that would have an interest in the senior games. Example representations:
 - * Corporate, business community (potential or confirmed sponsors, CEO or dept. heads)
 - * State government (governor aide, Dept. of Travel and Tourism, etc.)
 - * School system (superintendent, athletic director)
 - * Host venue (college president, vice president, athletic director)
 - * City government (mayors office)
 - * Host city chamber of commerce (president, special events coordinator)
 - * Local Police Department (traffic, security, events coordinator)
 - * Local Parks and Recreation Department (director)
 - * Local Convention and Visitors Bureau (director)
 - * Local Accounting Firm (serve as treasurer, advise on financial procedures)
 - * Local Legal Firm (legal advice, contract review, etc.)
 - * Local Media Contact (community affairs director, editor, publisher, general manager)
 - * All of the above areas do not necessarily need to be represented on the board. However, they will all need to be contacted on different operational aspects of the event.
 - * The highest-ranking person in each of the above areas should be contacted regarding their support/involvement on the board. They may delegate the responsibility to a lower ranking person, but this will signify their endorsement of the concept.

ASSOCIATION MEMBERSHIP CRITERIA

All NSGA sanctioned State Senior Games are required to be in compliance with the NSGA Association Membership Criteria.

INSURANCE

Insurance and Risk Management Program. Insurance is required for all sanctioned NSGA State Senior Games 1) for NSGA membership, 2) by venues, and recommended for all others:

But what insurance, and what is risk management? For all Games and Organizations, because there are many risks and insurances, including, but not limited to:

- General liability insurance (for which a certificate of insurance from you is often required by a venue before they will let you use their facility) for
- Games (including office operations of planning/preparation, participants/pedestrians, and possible problems of injuries/damages) and
- Boards for wrongful act (“(mis)management” mistakes, errors and omissions, etc.), besides many other insurances,
- Property and equipment (owned, rented or borrowed shirts, medals, signs, tables, tents, audio/visual, sports equipment (i.e., goals, hurdles, etc.),
- Crime (employee and volunteer dishonesty),

- Automobiles (usually, just nonowned (you and others driving your own personal vehicles on the business of the business, but what about owned, leased, borrowed, rented, hired, all with liability and damage issues), etc.

Contact NSGA for information on obtaining the necessary insurance.

BUDGET

The purpose of this section is to provide a basic outline and helpful hints for developing an event budget. Provided in the Appendix pages is a sample event budget that may be used as a reference when developing your event budget. The information provided includes sample revenue and expense budgetary line items, but does not take into consideration administrative expenses such as salaries & benefits, office space and furniture.

There are many approaches to developing a budget, all of which should have the same objective...to make it balance, and possibly to build an operational account or surplus. In some state organizations there are two budgets – one to run the games and one to sustain the governing organization. This is especially true of those states where the games location is not fixed and different organizations host the games from year to year. You can begin by completing your projected revenues in the budget. Once you have completed this, begin estimating your expenses for each line item. When you have finished, check the bottom line to see if your budget has balanced. If it has not, adjust your expenses and revenues until you have balanced your budget. Remember to make all projections as accurate and reasonable as possible.

In many instances, your expense budget will be restricted by your revenue budget. In order to relieve your expenses, identify those line items that you may be able to receive as donations or “in-kind”. Please remember, when you list a line item as an in-kind expense, you should also account for those goods or services as in-kind revenue.

SAMPLE EVENT BUDGET

Budget Items	Cash	VIK / Local	Total
INCOME			
Sponsorship			
Grants			
Entry Fees			
Vendors			
Concessions			
Merchandise			
Misc.			
TOTAL INCOME			
EXPENSES			
ADMINISTRATION			
Contract Labor			
*Interns			
*Operations			
*Temp / Data Entry			
Total Contract Labor			
General Expense			
* General Office Supplies			
* Miscellaneous			
Total General Expense			
Telephone			
* Telephone (general & long distance)			
* Miscellaneous			
Total Telephone			
Postage			
Total Postage			
Insurance			
*General Liability			
*Accident and Excess Medical			
Total Insurance			
MARKETING & PROMOTIONS			
Printing			
* Credentials			
* Registration Materials			
* Programs			
* Confirmation Letters			
* Posters			
* Flyers/Brochures			
* Miscellaneous			
Total Printing			

	Cash	VIK / Local	Total
Advertising			
*Sports Publications			
*Print Media			
*Billboard / Outdoor			
*Radio / TV			
*Web Advertising			
Total Advertising			
Special Events			
*Celebration of Athletes			
* VIP Reception			
* Other Special Events			
Total Special Events			
Marketing / Media			
* Press Conferences			
* Media Kits			
* Photo Services			
* Video Services			
* Games Spokesperson (fee and travel)			
* Miscellaneous			
Total Marketing / Media			
VIP / Sponsor Relations			
* Appreciation Gifts			
* Proposals			
* Sponsor Signage			
Total VIP / Sponsor Relations			
OPERATIONS			
Housing			
* Sport Directors			
*Officials			
* VIP / Special Guests			
Total Housing			
Awards:			
* Medals			
* Ribbons			
* Trophies			
Total Awards			
Equipment Rental			
* Radios			
* Cellular Phones			
* Port-a-lets			
* Tent Rental			
* Tables and Chairs			
* Golf Carts			
* Misc.			
Total Equipment Rental			

	Cash	VIK / Local	Total
Equipment Purchase			
Total Equipment Purchase			
Transportation			
Total Transportation			
Hospitality			
* Volunteers			
* Athletes			
* Miscellaneous			
Total Hospitality			
Incentives			
* Athlete T-shirts			
* Volunteer T-shirts			
* Officials shirts			
* Staff / VIP polo shirts			
* Premium Items			
Total Incentives			
Medical			
* Supplies			
* Athletic Trainers			
* EMT			
Total Medical			
Security			
* Special Events			
* Road Closure			
* Venues			
Total Security			
Signage			
Total Signage			
Volunteer Services			
* Parking			
* Printing			
* Appreciation Party			
* Recruiting			
* Other			
Total Volunteer Services			
VENUES			
Venues			
* Rental			
* Maintenance			
Total Venues			

	Cash		VIK / Local		Total
SPORTS					
Sport Expenses by Sport					
*Tournament Director					
*Officials					
*Travel					
*Supplies					
*Equipment					
*Sanction					
*Other					
*Sport Total					
Total Sport Expenses					
TOTAL EXPENSES					

FUNDING

This section suggests ways to develop revenue and to control expenses. There are many variations in revenue development and expenses. Suggestions offered here are derived from the experience from established senior games.

Each senior games organization is responsible for soliciting the revenue needed to fund the operational expenses of a senior games operation. This funding can come from various sources and includes both public and private funds. Each senior games is responsible for determining the percentage of state government funding versus private business involvement. The following offers a few guidelines.

STATE FUNDING

Several senior games organizations began by relying heavily on state government funding. Some began with 100% state funding, while others began with a combination of state and private funding. A good rule of thumb for new games is to plan on no more than 33% of the funds coming from government sources. Because of local politics, this may not be possible, but history has shown that senior games that have relied too heavily on state funding, have a difficult time recruiting the private corporate dollar when the games have been identified for several years as a state funded event. The best-experienced scenario has been a combination of public and private funds, with generally no more than 33% coming from the state.

History has shown that the state funding of senior games events generally comes from one of the following areas:

- * Department of Travel and Tourism – justified through in-state travel by residents to in-state festivals. Economic impact is important to convention and visitors bureau offices.
- * Lottery – can be politically sensitive, depends on purpose of lottery. Helps if education programs are part of event.
- * Line Item Budget – probably the most immune to budget cuts, but the most difficult to get. Support from statewide legislators important, with lobbying probably necessary.
- * Department – startup grants can be applied for here. Generally not a long term.

- * Development Budgets – some senior games have received money from state department budgets, i.e. economic development, parks and recreation development, etc.

Support from someone in the governor’s office, as well as several state legislators is imperative to gaining and maintaining state funding. This is where members of the board for the senior games should be able to help.

If because of timing, politics, or other reasons, the event begins with a significantly high percentage of state funding. Contacts with members of the corporate sector should be established as soon as possible. Eventually a new game will need corporate funding and it is never too early to establish these contacts.

PRIVATE BUSINESS FUNDING

Senior games organizations are competing against all other events and non-profit organizations when soliciting the corporate dollar. The dollar that the business sector spends on events generally comes from one of the following areas:

- * Marketing Departments – generally event needs to satisfy specific corporate objectives, such as to push a particular product, generate sales, increase traffic into outlets, create media exposure, etc.
- * Community Affairs/Public Relations Department – generally events that involve corporations in positive recognizable events and activities.
- * Foundations/Grants – generally gifts that meet a need or cause identified as an important objective of the business or upper management or ownership.

It is important for senior games organizers to research the marketing objectives of the businesses being approached for funding. The better the proposal meets the objectives of the company, the better the chance of success in competing against all the other requests. Naturally, a proposal which is in-line with a company’s own objectives stands a better chance of acceptance. Don’t forget the senior athletes that actually participate in the games. Some of them may be the very people in the corporations that you need to contact.

IN-KIND GOODS OR SERVICES

Because senior games organizations are non-profit status, many businesses are interested in contributing goods or services in lieu of cash. Senior games organizations should be aggressive in asking for needed goods or services. Even though in-kind gifts do not generate cash for operations, they can help minimize expenses. This can help minimize the need for new revenue, and allow the cash to be utilized in other areas. The following are fairly common areas of need for senior games organizations, and could be solicited as “official suppliers”.

- | | |
|------------------------|------------------------------------|
| * Office space | * Communication services/supplies |
| * Office supplies | * Venue rental |
| * Data entry personnel | * Data services/equipment/supplies |
| * Legal counsel | * Sport nutrition drinks |
| * Accounting services | * Food vendors/hospitality |

- * Medical services/supplies
- * Printing services
- * Interns
- * Postage
- * Car Rental/Agencies/Dealerships
- * Sport equipment/supplies
- * Design/promotional/production services
- * Rental equipment (table, chairs, tents, etc.)

MARKETING

For the purposes of this manual, marketing will be defined as how senior games organizations sell the event. This selling is generally done to recruit two different groups: potential sponsors and potential athletes. The selling of senior games to potential sponsors is to recruit funding dollars, and the selling to potential athletes is to recruit participants for the event.

MARKETING SENIOR GAMES TO POTENTIAL SPONSORS

Businesses or corporations can decide to get financially involved in an event in one of several ways. Irrelevant to which of the areas the money actually comes from, the business's involvement must be justified in their terms, according to their objectives.

When approaching potential sponsors for senior games events, most organizations have developed sponsor contracts that outline what the business receives if it contributes the money being requested. If the benefits of event sponsorship meet the business' needs and objectives, then the business is much more inclined to be interested.

The marketing challenge for senior games organizations is to develop the benefits of sponsorship in such a way that they meet the needs of the sponsoring business, as well as the senior games event.

From a corporate perspective, an event is a promotional opportunity to build business by communicating with a corporation's defined markets. It is highly recommended that senior games organizations take the time to research the business' objectives and markets before making a pitch for their involvement. To present how the event could help them meet their goals and objectives, would present a much better potential for their involvement.

Before a presentation is made to a potential sponsor to recruit their financial involvement, it is suggested that the following steps are taken:

A. **Develop Written Event Plan:** create some simple, brief documentation outlining the plans for the proposed senior games event. Include briefs on all the organizational topics presented in this manual. Also, compile comparative information on neighboring or similar senior games programs. This information could include the following:

- * # of athletes in neighboring states
- * dates of event
- * projected # of athletes/age groups
- * state/city government involvement
- * proposed organizational structure
- * proposed budget
- * marketing strategies
- * example sponsors of other games
- * board member listings
- * brief definition/purpose of program
- * cities/major venues involved
- * proposed events within senior games
- * proposed event format
- * brief planning timeline

B. **Develop Video Tape** – This event lends itself very well to visuals, and a brief video summary tape can be an important visual aid.

- C. **Develop Sponsor-Specific Proposals** – Based on some of the guidelines offered here, as well as examples from other games, develop a written proposal for each potential sponsor.

It is strongly suggested that a sponsor-specific proposal be developed for each presentation. The basic proposal can be generic for each sponsor, but the specific benefits or tactics should be written for whom the presentation is being made. The proposal should be tailor-made for the potential sponsor, and it should be written with their stated objectives in mind. These objectives can be researched by requesting their annual report, their marketing plan, or asking their representative to explain to you what their marketing objectives are.

The proposal should also include some brief means of post event evaluation and documentation. This shows potential sponsors that effort will be spent after the event in evaluation whether objectives are met.

CREATING SPONSOR SPECIFIC PROPOSALS

Corporate businesses get involved in events for six different reasons. It is important to senior games organizers to uncover the specific reasons why a particular company would want to be involved in the event, and what the event could offer to help satisfy those needs.

The senior games organization should review the following marketing objectives and determine which ones are important to the sponsor in question. Then specific tactics can be suggested in the proposal that could be accomplished in the senior games event:

A. Possible Objective: Increase Sales

This could mean an objective of increased sales of a specific brand, increased in-store traffic, or create an opportunity for product sampling.

Possible Tactics:

- * Contest/Sweepstakes – consumer is made eligible, through purchase of product, to win a prize.
- * Coupons – discount coupons for senior games entry could be available in sponsor outlet, or sponsor could distribute their coupons during the event.
- * Tickets – event tickets could be sold through sponsor outlets, or the purchase of a senior games ticket could be redeemed as a discount on a purchase in a sponsor outlet.
- * Special Events – year round auxiliary events could further create opportunities for sponsor.
- * Premiums – with senior games entry, consumer receives free prize in sponsor outlet
- * Donations – a cause could be designated to receive certain amounts of money for every purchase, or entry form collected from a sponsor outlet.
- * Cross Promotions with Other Sponsors – consumers who visit or pick up entry information in a sponsor outlet, receive a coupon for another sponsor.
- * Point-of-Purchase Displays – displays with senior games entry information could be developed for sponsor outlets.
- * Product Sampling – Sponsor could give-away a new product at Opening Ceremonies, or sport venues.

B. Possible Objective: Enhance Image

The sponsor could want to create a certain image for a particular product, or itself, by identifying itself to an amateur sport festival. The sponsor could want to create, improve or change its community image, or it could want to distinguish itself from competitors.

Possible Tactics:

- * Event Identity – Senior games are very wholesome, family oriented, promote an active lifestyle, encourage lifetime participation in sports, and is a part of the Olympic movement. This could be emphasized in the sponsor's own promotion.

C. Possible Objective: Increase Awareness

Possible Tactics:

- * Television Coverage – This one will appeal to virtually every sponsor, if it can be offered. Several senior games have developed different ways to get television coverage on the event, as well as for sponsors.
- * Public Relations – News release, press conferences, receptions/hospitality for sponsors is important.
- * Advertising – Ad spots could be promised to sponsors in different publications.
- * Point-of-Purchase/On-site Displays – Sponsor displays could be up during finals weekend.
- * Direct Mail – Sponsor information could be included in anything that is sent through direct mail.
- * Merchandising – Senior games related merchandise could be given away or sold in sponsor outlets.
- * Signage – Opening ceremonies, sport venues, press/information center, etc./should have sponsor signage.
- * Public Address Announcements – Scripts for opening ceremonies, sport venues should include sponsor tags.

D. Possible Objective: Involve employees

Employee involvement could enhance their motivation, satisfaction, and pride in their place of employment.

Possible Tactics:

- * Free/Discounted Senior Games Entry – Sponsor employees could be given free entry.
- * Volunteer Committees – Sponsor employees could be recruited to serve on any available committees.
- * Special Events – Sponsor employees could organize their own special event such as: team practices, employee award program, employee incentive program, etc.
- * Employee Hospitality – sponsor could host their own receptions, parties, etc.

E. Possible Objective: Business-to-Business Marketing Opportunities

Possible Tactics:

- * Hospitality booths – These could be for volunteer committees working during finals weekend.
- * Receptions – these could be before and/or after opening ceremonies, sport competition (golf, racquetball, bowling, etc.)

- * Advertisements – Sponsors could advertise in any senior games publications (including newsletters).

F. Possible Objective: Block Competition

This is where a sponsor attempts to prevent a competitor from sponsoring the event.

Possible Tactics:

- * This could be used to the advantage of the senior games organizers during the solicitation stage. However, this is not a real good way to entice a sponsor's involvement, because their motives are completely outside of the senior games event and purpose. It is given that once a sponsor signs, there should be product or service exclusivity of involvement.

Sponsor-Specific Proposal Summary

In summary, sponsor-specific proposals should include the following:

- * Brief Video Tape
- * Brief Event Plan
- * Brief Sponsor-Specific Proposal
 - Sponsor Objectives-similar senior games objectives
 - Suggested Tactics to accomplish shared objectives
 - Evaluation Means to measure accomplishment of objectives

The Video Tape should be less than 8 minutes, the Event Plan should be less than 10 pages, and the Sponsor-Specific Proposal should be less than 3 pages. The typing should be double-spaced. Being brief and specific are very important.

MARKETING SENIOR GAMES TO POTENTIAL PARTICIPANTS

The recruitment of athletes to participate in a senior games event should also take a multilevel approach. By marketing through a multitude of networks to find athletes, the event is also increasing the exposure of participating sponsors. The following areas are suggested guidelines to market this kind of event to potential athletes:

- * Sport-specific networks
 - Local sport governing body registration lists
 - Sport-specific club listings (swimming, cycling, etc.)
 - Other event registration lists
 - Develop Direct Mail Lists to mail entry information
- * Attend sport-specific meetings, competition, championships
 - Volunteer
 - Distribute entry information
 - Get on competition schedule
 - Recruit officials
- * Multi-sport networks
 - Parks and Recreation Departments
 - YMCAs, YWCAs
 - Fitness clubs
 - Develop Direct Mail Lists to mail entry information

- * Non-sport networks (create displays/mascot/entry information)
 - Sponsor outlets/newsletters/health clubs
 - Festivals, parades, trade shows, community events

- * Public Relations networks
 - Public Service Announcements-radio, TV
 - Cable TV-Local access, children shows, sport shows
 - Feature, human interest, sport stories in print media, publications
 - Advertisements in print media
 - Create media events (news conferences, sport challenges/demos, celebrity appearances, etc.)
 - Year round news release schedule to print/electronic media
 - Talk shows-radio, TV
 - Co-sponsor new events with sponsors (winter volleyball tournament)
 - Presentations at local schools
 - Presentations at local conferences (parks and recreation, conventions/visitors bureau)
 - Membership in local chamber of commerce
 - Create local public relations committee

SPORT INFORMATION

The following section contains information on various sports (equipment, personnel, venue requirements, etc. It shall only be construed as a guideline and not a mandate for each sport. With the number of courts required for racquet and paddle sports and shuffleboard your registration numbers will determine what is appropriate for your games.

ARCHERY

I. Equipment

- A. Participants should provide own equipment.
- B. Two clipboards per target (Not necessary, but nice to have).
- C. Pencils for scoring (For those participants that do not have their own).
- D. Two score cards for each archer.
- E. Whistle for signals.
- F. Stop watch or timing lights (If max time of 5 minutes per end is to be used).
- G. Flag for timer. (If the limit is to be used)
- H. One 50" target mat and stand per 4 archers.
- I. One 122 cm. FITA target face per mat and stand.
- J. 2 center patches per target face
- K. Numbers for each target (30 cm tall).
- L. 15 cm numbers for shooting line.
- M. Flag for each target to help determine wind direction.
- N. FSGSC and FAA Rule Books.
- O. Bullhorn/Mega phone.
- P. Awards.

II. Personnel (can be completed by one person)

- A. Sport Director.
- B. Director of Shooting (DOS)
- C. Administrator – trained (registration and scoreboards).

III. Responsibilities

- A. Sport Director
 - i. Has overall responsibility for event
 - ii. Calls for participants prior to scratch time. Calls for absent participants at scratch time, to clearly confirm they are to be scratched.
 - iii. Makes sure official rules are being used.
 - iv. Settles any disputes or scoring problems.
- B. Director of Shooting
 - 1. Controls competition field (blows whistle signals).
 - 2. Makes sure equipment and facilities are ready
 - 3. Makes sure all equipment is returned to its proper place.
 - 4. Controls non-participant movement on range during event.
- C. Administrator
 - 1. Checks archers in.
 - 2. Sends archers to assigned targets for practice.
 - 3. Fills out Final Results Form and signs it.
 - 4. Collects all score cards and makes sure they are signed.

IV. **Procedures**

- A. Participants report to Registrar where they are checked in and sent to appropriate targets for practice.
- B. Event Manager calls scratches after clearly calling names at scratch time. Insures there are at least three archers on each target.
- C. Announce official competition is to begin
- D. On whistle signal, Timer begins timing and gives flag signals at proper times.
- E. On completion of end, Target Captains and Scores accompany archers to targets and score the end.
- F. Double score keeping. Have archers keep running total on scorecards and compare for correctness before pulling arrows. End of round turn scorecards into scoreboards.

V. **Helpful Hints**

- A. Groups are assigned to targets according to bow style and age/sex groups
- B. Participant is responsible for own equipment and pulls own arrows out of targets.
- C. Keep everyone happy and event moving.
- D. Take the time necessary to complete event correctly but stay within allotted time.
- E. Know where water and first-aid stations are
- F. Any questions – ask. Any problems – tell the Sport Director.

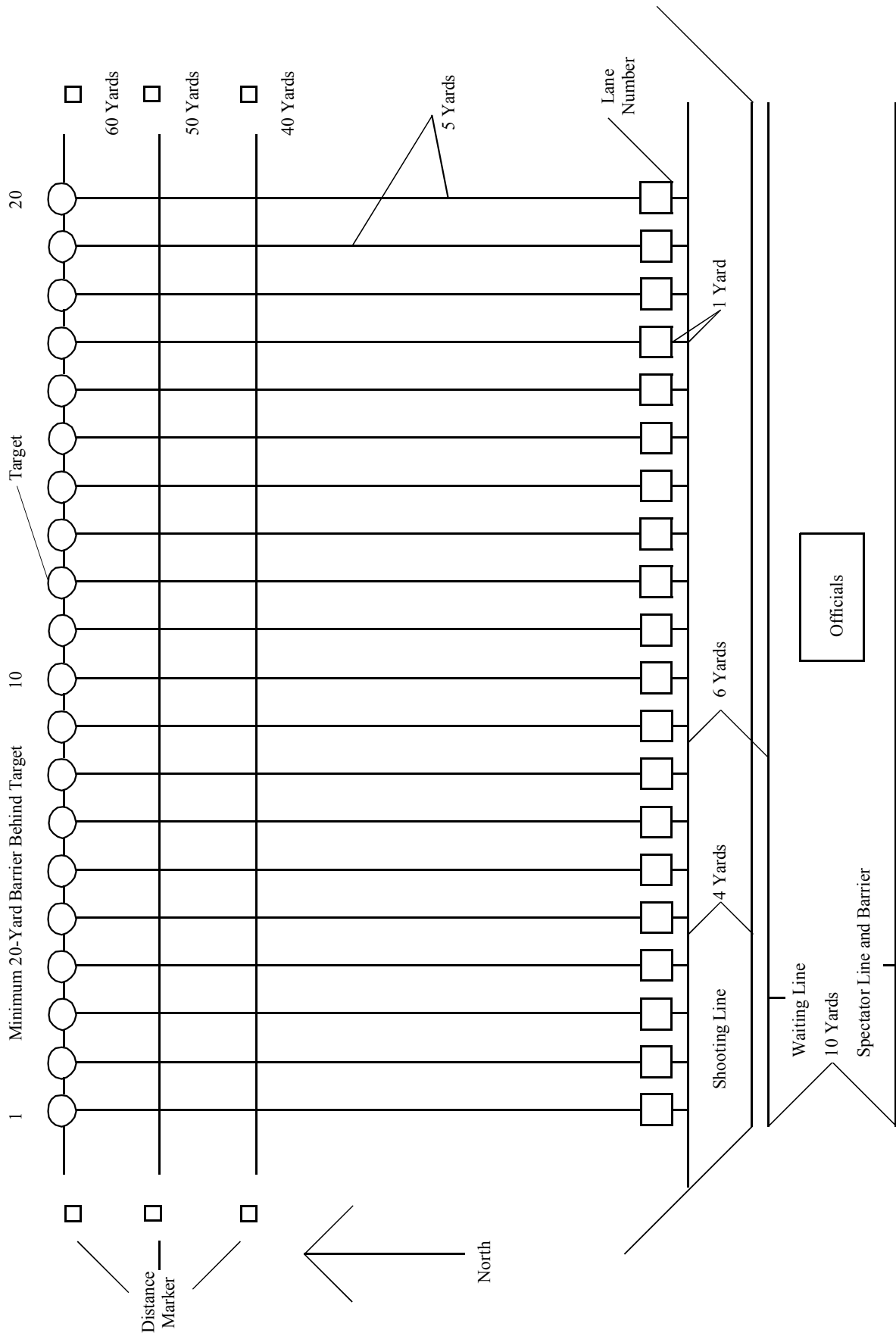
Venue Requirements

- Large open, grassy field with a natural backstop. Should be easily secured for safety.
- Room for the number of targets needed for the estimated maximum of competitors (one target per four archers). A 20 target, 900 Range is approximately 150 yards x 150 yards, with targets marked at 40, 50 and 60 yards.
- Range must be set-up to run south to north with a maximum deviation of 45 degrees. East-west shooting is always unacceptable.

Required Support Facilities / Equipment

- 20' x 20' tent or covered area directly adjacent to the shooting range for event management.
- Access to appropriate restroom facilities or port-a-lets for participants and spectators.
- Barricades or natural backstop / barrier to prevent any traffic behind the north side of the range. All parking and pedestrian traffic must be behind the shooting line on the south side of the range.
- Area for storage of mats and stands if facility is not securable.
- Access to functional ice machine. or at least an adequate number of coolers filled with ice and water
- Access to water and hose.
- Seating for approximately 50.
- Approximately three (3) six-foot tables and four (4) chairs for event management.
- Appropriate trash receptacles at spectator and event management areas.
- Access to public address system and microphone (if available).

Archery



BADMINTON

I. Equipment

- A. Appropriate number of rackets needed plus 2 spares (Participants should provide own equipment).
- B. Blue line shuttlecocks (new or perfect condition) or feather shuttlecocks.
- C. Score sheets & Final Results Form
- D. Brackets to display
- E. Magic markers
- F. Rules Books
- G. Clipboards and pencils
- H. Awards

II. Personnel

- A. Sport Director
- B. Tournament Director
- C. Registrar
- D. Referees
- E. Line Judges

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the courts are official, checking net height.
 - 3. Assures that good quality racquets and shuttlecocks are used.
 - 4. Provides score sheets and Final Results forms.
 - 5. Assures that Referees are trained and competent prior to competition.
 - 6. Responsible for overall conduct of tournament.
- B. Tournament Director
 - 1. Review rules and scoring for the players (as needed) before play begins.
 - 2. Announces practice time allowed (at least 10 minutes before first match).
 - 3. Assigns a Referee to each court.
 - 4. Assures that Referees know the rules
 - 5. Declares forfeits at match time.
 - 6. Oversees all play.
 - 7. Interprets rules and settles disputes.
- C. Registrar
 - 1. Checks in participants, tells them their match time and opponent, and sends them to assigned practice court.
 - 2. Collects results and writes in advancing players on the posted brackets, with scores.
 - 3. Reports results to the Tournament Director.
- D. Referees
 - 1. Toss coin for choice or serve.
 - 2. Call out the score prior to each serve. Facilitate play – do not interfere with it
 - 3. If line judges are not used, call lines if the players disagree. Each player should call his/her side of the net but if help is needed or calls disputed, make the call if it is seen.
 - 4. Assist in keeping a friendly atmosphere while assuring fair competition.
 - 5. Report scores and winners to the Registrar.

- E. Line Judges – 2 per court
1. Position at opposite corners of the court. Each judge calls the end line and sideline that coincide at this position.
 2. Follow the play and when a shot is directed toward one of the lines, focus on the line in order to see where the shot strikes the floor.
 3. Any shot that touches any part of the boundary lines being played is good.
 4. Signal “good” with both hands, below the hips, palms down toward the floor, signal “out” with both hands above the shoulders, palms facing backward.

IV. **Procedures**

- A. Participants report to Registrar where they are given their match times, opponents, and practice courts.
- B. Tournament Director calls for participants who have not reported and declares forfeits.
- C. Tournament Director assigns participants to courts and has their Referees accompany them to their courts.
- D. Referees report results to Registrar after matches are completed.
- E. Tournament Director informs winners when their next match is scheduled.
- F. Event Manager completes Final Results and announces winners.

V. **Helpful Hints**

- A. Be aware of lights in selecting courts to be used – blinding lights should be avoided.
- B. Some players may need help in setting the score, so be careful to explain and help those who do not understand.
- C. If trained personnel are available, place two linesmen per match at opposite corners. Each calls the entire sideline and baseline that meet that corner.

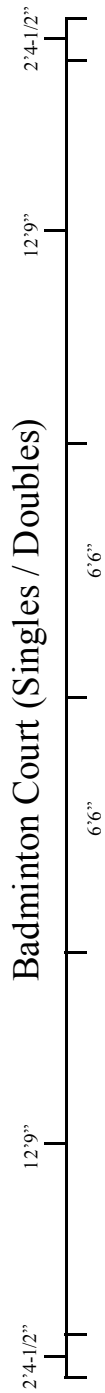
Venue Requirements

- Access to gymnasium with hardwood floors with a minimum of four (4) regulation badminton courts (20' x 44') with appropriate USA Badminton court markings (see attached diagram).
- Competition standards and nets for four (4) courts. Posts to be 5'1" from the court surface, top of the net from the surface of the court shall be 5' at the center and 5'1" over the sidelines for doubles.
- Minimum ceiling height of 25' with 30' being ideal.
- Appropriate airflow and lighting required.
- Walls should be color other than white.
- Basketball hoops raised.
- Operating air-conditioning / heating during hours of operation.

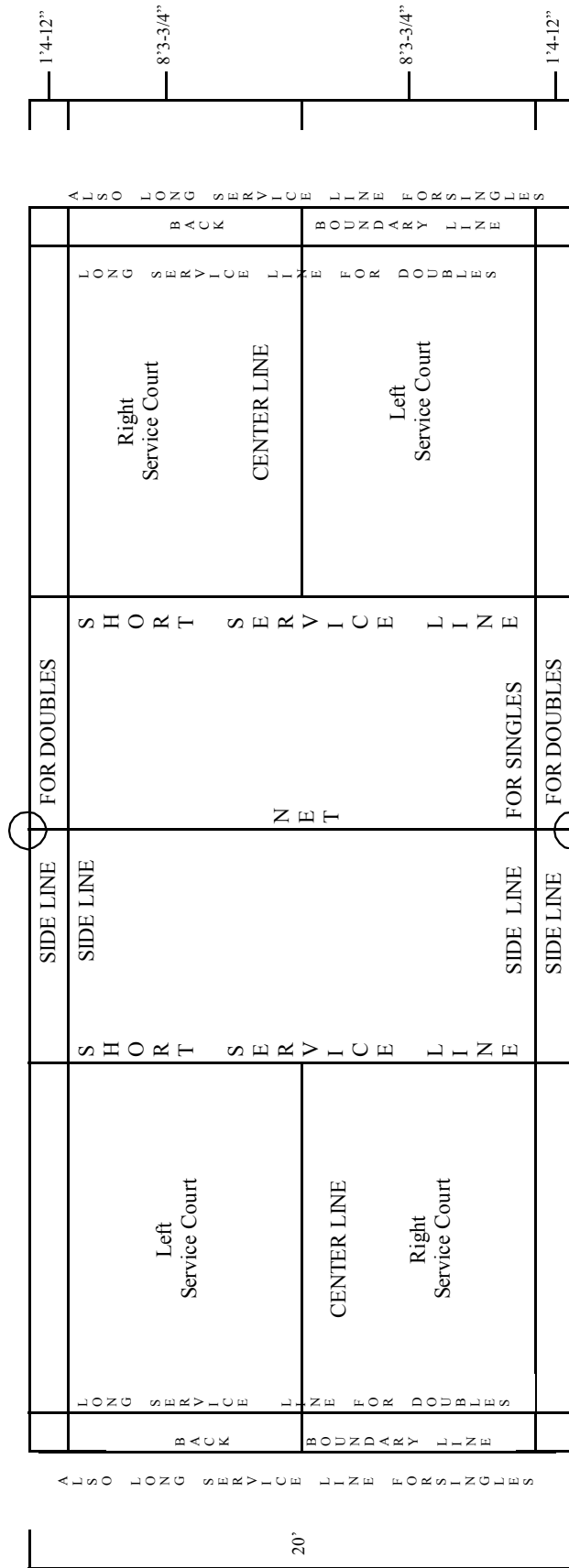
Required Support Facilities / Equipment

- Access to appropriate restroom facilities for participants and spectators.
- Seating for a minimum of 50.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Operational concessions.
- Appropriate trash receptacles at spectator and event management areas.
- Access to public address system and microphone.
- Six-foot tables and chairs for event management.

Badminton Court (Singles / Doubles)



POST



POST

44'

NOTE: All boundary lines, including the center lines, side lines and service lines, are 1-1/2" wide.

BASKETBALL 3-ON-3 HALF COURT

I. Equipment

- A. Game basketball (1 per court plus one spare, game quality, men's and women's, as needed).
- B. Score sheets
- C. Timers/Score clocks – (to time the Game) 1 per court plus one spare.
- D. Stopwatches – (to time the time-outs) 1 per court, plus one spare.
- E. Player seating
- F. Horn, audible signal – 1 per court plus one spare.
- G. P.A. System
- H. NCAA Governing Body Rule Books.
- I. Towels for drying floor moisture.
- J. Pencils for scoring; marking pens for charts.
- K. Practice basketballs for warm-ups.
- L. Tournament charts/brackets to post.
- M. Awards

II. Personnel

- A. Sport Director
- B. Tournament Director (may be Sport Director)
- C. Referees (1 per court)
- D. Scorers (1 minimum/2 preferred per court)
- E. Timers (1 per court or more)

III. Responsibilities

- A. Sport Director
 - 1. Coordinates with Events Director in organizing the event.
 - 2. Receives entries and conducts draw for tournament places.
 - 3. Makes and distributes the time schedule of games.
 - 4. Schedules and ensures that facility is prepared.
 - 5. Engages the Referees and provides them with the FSGSC Rules well in advance of the tournament.
 - 6. Recruits and trains other personnel in advance.
 - 7. Plans and provides equipment and space for warm-up.
 - 8. Receives results and reports Final Results.
 - 9. Monitors conduct of all aspects of the tournament.
- B. Tournament Director
 - 1. Assigns Referees to games.
 - 2. Renders final decisions on all questions of rules during the competition.
 - 3. Monitors officiating and implements some system of assigning Referees to advancing games.
 - 4. Monitors performance of court staff and has the responsibility to replace them for subsequent games if not competent.
 - 5. Works with the Event Manager on interpretations of Rules and Procedures regarding Senior Games policies and procedures.
 - 6. Works with Event Manager to complete the Final Results.
- C. Referees
 - 1. Learn the NSGA rules and know the NCAA rules.
 - 2. Conduct the competition, as directed by these rules.

3. Consult with the Tournament Director, when clarification is needed.

D. Scorers

1. Learn the NSGA rules and scoring procedures.
2. Record scores, fouls, etc. as directed.
3. Call time-out at the first dead ball if an error is suspected and consult with the Referee.
4. Ensure that the Referee at the end of each game signs the score sheet.
5. Report scores to the Tournament Director.
6. With two scorers, one is designated the official record by the Referee and the other provides a back up.

E. Timers

1. Learn the NSGA rules and timing procedures.
2. Time the games according to the rules and the Referees instructions and signals.
3. Time team time-outs with the stopwatch.

F. Assistants

1. Provide help in setting up the courts and distributing equipment.
2. Distributes and retrieves the balls for warm-up.
3. Assist in ball retrieval (if needed), wiping up wet spots on the floor, and any other help that is needed
4. Could provide scoring and timing, if necessary.

IV. **Procedures**

- A. The Events Manager notifies the teams of their schedules and sites prior to the tournament.
- B. Teams report to the Tournament Director upon arrival and are updated on their schedule.
- C. Warm-up is provided for the teams, with the Assistant helping provide the balls etc.
- D. The Tournament Director has assigned Referees to the games.
- E. The referee reviews the pertinent rules, scoring and timing with the staff and participants.
- F. The Referee conducts the game.
- G. The Tournament Director monitors for rules enforcement and the Event Manager monitors for all other activities around the tournament.
- H. The Scorer reports results to the Tournament Director and he/she schedules further games and Referees.
- I. The Final Results are reported by the Tournament Director to the Event Manager.
- J. The Event Manager completes the Final results form with the assistance of the Tournament Director.

Venue Requirements

- Access to four (4) half courts, with 10-foot goals and nets on main floor of gymnasium. Hardwood surface required and appropriate court markings required.
- Operating air-conditioning / heating during hours of operation.

Required Support Facilities / Equipment

- Access to appropriate restroom / locker facilities for participants and spectators.
- Secure area for officials and event management.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Operational concessions.
- Operational scoreboard and clock for each half-court
- Seating for a minimum of 100.

- Benches or chairs for ten (10) on each side of scorer's table for teams for each court.
- Appropriate trash receptacles at spectator and event management areas.
- Access to public address system and microphone.
- Six-foot tables and chairs for event management and scoring areas.

BOWLING

I. Equipment

- A. Bowling score sheets and Final Results Form
- B. Lane assignment sheets (NCR paper preferred)
- C. Calculators
- D. Bowling balls
- E. Bowling shoes
- F. Rules Books
- G. Awards

II. Personnel

- A. Sport Director
- B. Head Judge (may be provided by Lanes Management)
- C. Registrar
- D. Scorers-1 per table (2 lanes) if automatic scorers are not used
- E. Floor Monitors-1 per 6-8 lanes if automatic scorers are used
- F. Tallier

III. Responsibilities

- A. Sport Director
 - 1. Makes preparations with Bowling Lanes reserving adequate lanes for entries.
 - 2. When using automatic scoring for large numbers, the names of the bowlers would be provided to the bowling lanes' management at least one day prior to the event.
 - 3. Assigns lanes, four or fewer to a lane, by age/sex categories. Where more than four in a category are entered, assign lanes by comparable averages.
 - 4. Trains Scorer and assures that scoring is done properly.
 - 5. Assures that non-participants are not distracting.
 - 6. Receives scores from Scorers and reports winners.
- B. Head Judge
 - 1. Makes rulings.
 - 2. Interprets rules and questions as necessary.
- C. Registrar
 - 1. Checks in participants.
 - 2. Sends participants to assigned lanes.
 - 3. Assists Event Manager by checking and totaling scores.
- D. Scorer/Floor Monitor
 - 1. Scores games for bowlers in assigned lanes.
 - 2. Allows bowlers to see all scores as play progresses.
 - 3. Courteously requests aid when needed to count pins.
 - 4. Calls out name of next bowler if necessary to speed play.
 - 5. With automatic scoring, oversees operation of scoring and assists as needed.
- E. Tallier
 - 1. Computes scores to determine winners in each age group.
 - 2. Reports results to the Event Manager.

IV. Procedures

- A. Participants report to Registrar.
- B. Participants are assigned lanes for practice.

- C. When the Sport Director declares scratches, final lane assignments are made and Scorers assigned to lanes.
- D. Scorers turn in scores of each game to the Tallier who records them on a master sheet.
- E. Tallier totals the scores of the three games for each participant and determines the winners.
- F. Tallier reports these results to the Sport Director.

V. **Helpful Hints**

- A. Allow 2 to 2 ½ hours for bowlers to bowl three games, 4 to a lane. If entries exceed lanes available, extend time to 5 hours, two flights.
- B. Have scorers use BOLD pencils (or markers) so that scores are easy to read with aging eyes.
- C. Recruit someone proficient with the calculator to tally scores.
- D. Smile and have a good time—let the participants know you are glad to help them.

Venue Requirements

- Full-service bowling center with a minimum of 30 - 36 lanes.
- Operating air-conditioning / heating during hours of operation.

Required Support Facilities / Equipment

- Electronic scoring system.
- Access to appropriate restroom / locker facilities for participants and spectators.
- Secure area for event management.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Operational concessions.
- Seating for a minimum of 250.
- Approximately two (2) six-foot tables and four (4) chairs for check-in and hospitality areas.
- Appropriate trash receptacles at competition, spectator and event management areas.
- American Flag displayed.
- No smoking policy during operating hours, with designated outdoor smoking areas.
- Access to public address system and microphone.

Venue Support Needs

- General cleaning throughout competition days.
- Facility staff responsible for event management.

CYCLING

I. Equipment

- A. Chronomix™ automated timing system recommended and digital display clock.
- B. Five stopwatches, hand timing acceptable.
- C. Bullhorn
- D. Starting pistol and blanks (extra loud preferred).
- E. Race numbers and safety pins, visible when riding (may place on lower back, left side, or front of rider, or affix to bicycle bar or helmet).
- F. Heat sheets or appropriate recording forms.
- G. Colored signaling flags (optional but desired-can be made with dowel rods and material).
 - 1. White-Caution
 - 2. Red-Stop; dangerous/caution situation (explain that riders should brake cautiously and maintain their positions with other bikers).
 - 3. Checkered-Victory (optional)
- H. Air horn (to get riders' attention for flags).
- I. Chart to post results, score/lap sheets.
- J. Bicycle tools necessary for inspections (pliers, allen wrenches, wrench, air pump).
- K. Portable megaphone
- L. Communication equipment
- M. NCSG Rules
- N. Cones/markers for loop track area.
- O. Tape recorder-for calling numbers as back-up at finish line.
- P. Clipboards and pencils
- Q. Bulletin boards, markers easels
- R. Awards

II. Personnel

- A. Sport Director /Head Stager
- B. Assistant Stager (optional)/Bicycle Inspector (as needed)
- C. Registrar
- D. Starter
- E. Head Timer/Place Judge
- F. Judges (4-6, 1 Head Judge)
- G. Lap Counters (1 lap counter per 2-3 riders)
- H. Finish line personnel
 - 1. Timers (3-5)
 - 2. Runners
 - 3. Assistants
- I. Announcer (if desired and available)
- J. Consultant from Cycling Clubs/Associations
- K. Holders

III. Responsibilities

A. Sport Director /Head Stager

1. Checks heat sheets to verify names, sex and age division.
2. If conducted on a track, organizes participants into heat/rows of five to seven abreast. Positions are determined either in a random drawing prior to the race, or by placing the fastest riders/qualifiers in the front rows and inside positions (See example below).

Row 1	A	B	C	D	E
Row 2	F	G	H	I	J
Row 3	K	L	M	N	O

3. NOTE: It is helpful to position riders prior to the start of the race and have a visual diagram of each heat prepared.
4. If conducted as a “time trial” on the road, organizes participants in starting order placing slowest to fastest.
5. Has large visible numbers prepared for riders, colored for or numbered sequentially for each age/sex division.
6. Inspects and declares the safety of the track/road course.
7. Manages overall conduct of the event.

B. Assistant Stager/Bicycle Inspector

1. Helps organize drawing for positions and formation of heats.
2. Inspects each rider’s bicycle for safety performs, minor adjustments and/or repairs as necessary.
3. Receives heat sheets of cyclists if on track; help organize starting order for time trials.
4. Organizes holders for riders if utilized for race start.

C. Registrar

1. Check-in participants.
2. Informs competitors of heat assigned, estimated starting time of heat and where they should report or wait.

D. Starter (could be either Sport Director or Assistant Stager)

1. Receives a copy of the starting information with rows of bikers, names and divisions.
2. Instructs cyclists on the rules of the contest and how times and places will be determined.
3. If conducted on the track, starts the event by firing the gun; signals false start by another shot if necessary.
4. Starts each cyclist a designated time apart for a time trial race (could start more than one per minute if necessary).
5. Utilizes colored signaling flags throughout the race as necessary.

E. Head Timer/Place Judge

1. Starts two stopwatches or digital clock on the Starter’s gun (one is for back up).
2. Calls out starting times of each cyclist as they start the time trial race.
3. Provides directions and assigns duties to assistant finish line personnel.
4. Calls out time elapsed on each lap as bikers pass the start area on the track (if start/finish lines are not common, use an Assistant Timer).
5. Calls out time elapsed or finish time as bikers complete the race.

F. Judges

1. Station themselves in each turn of the track or within sights distance (if possible) on the course.
2. Decide riding infractions, fouls or unsportsmanlike conduct of cyclists.
3. Watch for mechanical failure and/or accidents in their area of the track/course.
4. Signal to starter any caution and/or disqualifications, if possible, and write down race number of the rider(s) involved.
5. Have a communication system with emergency medical personnel.

- G. Lap Counters
 1. Assist with counting of laps for participants as assigned by the Head Timer.
 2. Identify people who have been lapped and inform timers and place judges of their status.
 3. Introduce themselves to participants for whom they are counting laps; call out remaining laps loudly each time these riders pass the finish area.
 4. Mark off laps on the score sheet to keep an accurate account of laps cycled.
 5. Notify the Head Timer that their rider(s) are finishing the race when on their last lap.
- H. Finish Line personnel (Timer, Runners, Scorers, Assistants)
 1. Assist with start and finish, as assigned.
 2. Time, as assigned.
 3. Write down time of finishers as they complete each race, noting race number (coordinate with lap counters).
 4. Maintain tic sheet, if used, to assist timer.
 5. Call out numbers of riders in order of finish, to be recorded as back up for race results.
 6. Assist with race time/results, post results on finish chart, and identify winners by age/sex division.

IV. **Procedures**

- A. Establish an area for bicycle inspections, if necessary, to be conducted at least 30 minutes prior to race time.
- B. Set up the race course or track as necessary to ensure safety of the cyclists.
- C. Registrar checks participants in.
- D. Starter makes sure numbers are clearly visually displayed.
- E. Sport Director/Head Stager determines cyclists' positions and/or starting order as described above.
- F. Starter reviews general rules, positions riders and checks with Finish Line personnel and Judges prior to starting the race/heat.
- G. It is essential that lap counters call out laps very loudly as each rider passes the finish area.
- H. Event Manager organizes finish line so that results from each heat/race can be posted as quickly as possible.

V. **Helpful Hints**

- A. No more than 12 cyclists per heat in the one mile of 16 per heat in the 5K and 10K should compete on a track at one time. Use good judgment relative to your race course.
- B. Cyclist should be told to clear the inside track lanes for the faster riders. However, if they are biking in the inside lane and a rider is passing, they should hold their position until the rider had successfully passed them.
- C. Determine a way to identify bicycles that have been inspected and approved for the race (hospital wrist bands are quite effective).
- D. Participant numbers may be on riders or helmets.
- E. A loud air horn is effective on the track in stopping cyclists when the caution flag is waved. Inform bikers to maintain positions on the track and/or stop until green flag is waved.
- F. Keep finish area consistent and move the start of the 5K (3.1 miles) and the 10K (6.2 miles) for track races.
- G. Instruct holders (if used) to maintain their position on the track until all riders have successfully started the race.
- H. Borrow an air blower to clean the track surface of debris, sand, dirt, etc. for safety.
- I. Towels are super for absorbing moisture left on the track after you have pushed all the water your broom can move.
- J. With large numbers, use a Head Lap Counter to organize, support and assist the lap counters.

- K. The decision to conduct the cycling events on a track or a time trial course is dependent upon existing facilities.
- L. If conducted as a time trial, elicit the assistance of a United States Cycling Federation representative and/or local cycling group/association.
- M. Use of video recording of the finish line can resolve questions. If not video, audio recording of finish line provides a helpful back up.

Venue Requirements

- Five (5) kilometers of straight, smoothly paved and secured roadway for a 5K and 10K out and back Time Trials course.
- Five (5) kilometers of smoothly paved and secured roadway for closed circuit 20K and 40K Road Race Course.
- Secure roadway with limited/restricted vehicular access.

Required Support Facilities / Equipment

- Access to appropriate restroom facilities or port-a-lets for participants and spectators.
- Two (2) 10' x 10' tents for event management and hospitality.
- Approximately six (6) six-foot tables and 30 chairs for event management and hospitality areas and course workers.
- Appropriate trash receptacles at spectator and event management areas.
- Adequate parking area for 150 competitors.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water. (if available).
- Access to water and hose.
- Access to public address system and microphone (if available).

Venue Support Needs

- Mowing and other preparations of support facility areas.
- Street sweeping prior to competition.
- Arrangements to suspend sprinkler use the day before and day of competition.

GOLF

I. Equipment

- A. Score cards
- B. Pencils
- C. Bulletin Board(s)
- D. Marking Pens
- E. Golf cart tags
- F. Score sheets and final results form
- G. Portable megaphone/PA
- H. Rules books
- I. Awards

II. Personnel

- A. Sport Director
- B. Tournament Director (usually local club pro)
- C. Registrar (can be a recorder)
- D. Recorder(s)
- E. Assistants

III. Responsibilities

- A. Sport Director
 - 1. Schedule golf course.
 - 2. Makes necessary preparations with club pro.
 - 3. Provides list of participants by age/sex to Tournament Director for seeding golfers.
 - 4. Assures adequate carts are reserved.
 - 5. Plans for social activities and desired refreshments.
 - 6. Plans novelty events, awards, etc.
- B. Tournament Director (usually local club pro)
 - 1. Responsible for seeding golfers by age/sex.
 - 2. Prepares scorecards and golf cart tags.
 - 3. Instructs participants on procedures, ground rules, etc.
 - 4. Makes rulings and has final authority.
 - 5. Instructs recorders and assures scores are recorded properly.
- C. Registrar
 - 1. Checks in participants.
 - 2. Gives instruction about tee times, when and where to go, wait, etc.
- D. Recorders
 - 1. Receive scorecards – with participant signatures.
 - 2. Check and record scores.
 - 3. Post scores by age/sex division.
 - 4. Determine place by score.
- E. Assistants
 - 1. Act as host at clubhouse.
 - 2. Position themselves on the course in carts to be available to contact the Tournament Director for the necessary rulings.
 - 3. Assist Event Manager and Tournament Director as needed.

IV. Procedures

- A. Participants report to registrar at clubhouse.
- B. Tournament Director instructs participants on procedures, ground rules, etc.

- C. Tournament Director assures that golfers understand they are to score each other and sign score cards after completing play.
- D. Sport Director provides information on services available.
- E. Play begins.
- F. Tournament Director keeps a check on progress of play.
- G. Upon completion, golfers sign score cards and turn them in to Recorders.
- H. Recorders post scores and label places as divisions are completed.
- I. Event Manager assures that final results are properly completed.

V. **Helpful Hints**

- A. Meet with your club pro as early as possible to plan appropriate tournament organization for the number of entries you anticipate.
- B. Special awards are fun – closest to the hole, longest drive, oldest golfer, “Shoot your age,” etc.
- C. Consider special gifts for each golfer, i.e. golf towel, balls, tees, etc.
- D. Consider providing refreshments on the course during play, i.e. drinks in the ice chest.
- E. Provide adequate communication system and emergency procedures for this event.

Venue Requirements

- One (1) – 18 hole championship golf course, with a minimum par of 70 and a minimum United States Golf Association (USGA) slope rating of 119 for men and 113 for women. The NSGA rules make accommodations for courses with other slope ratings as long as the rating is not too far from the desired.
- Driving range and practice green on-site.

Required Support Facilities / Equipment

- Access to clubhouse with appropriate restroom / locker facilities for participants and spectators.
- Access to golf carts.
- Operational concessions / on-site restaurant facility with menu specials for participants.
- Access to water stations and appropriate restroom facilities on the course.
- Appropriate trash receptacles at spectator and event management areas, and on the course.
- Results board at clubhouse.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Approximately two (2) six-foot tables and four (4) chairs for event management.
- Access to public address system and microphone (if available).

Venue Support Needs

- Appropriate course maintenance and tournament assistance.
- On-site USGA Professional for tournament assistance and officiating.

HORSESHOES

I. Equipment

- A. 4 official horseshoes per court or you require participants to furnish their own shoes that meet specifications You may also offer 4 shoes of a lighter weight per court.
- B. 1 clipboard per court.
- C. 1 set of rules per court.
- D. One sharpened pencil for each clipboard with pencil sharpener and extra pencils on hand.
- E. Large tournament brackets for display.
- F. Board of easel for tournament display.
- G. Small set of brackets for check-in table.
- H. Tape, push pins and magic markers.
- I. Rakes, shovels, and brooms for the number of courts used.
- J. Straight edges, rulers of judging tools for each referee.
- K. Bull horn/ Mega-phone
- L. Awards

II. Personnel

- A. Sport Director
- B. Head Referee (may be Sport Director)
- C. Registrar (trained)
- D. Referee (1 per court – Trained)
- E. Scorer (1 per court if visual scoring system in used – untrained)

III. Responsibilities

- A. Sport Director
 - 1. Coordinates with the Events Director in organizing the event.
 - 2. Trains and supervises all officials.
 - 3. Conducts a pre-tournament inspection of facilities.
 - 4. Provides display of the tournament brackets at the check-in table.
 - 5. Maintains conditioned pits throughout the tournament.
 - 6. Declares forfeits.
 - 7. Makes final decisions of protests and disputes except when a Head Referee has been assigned.
 - 8. Collects all score sheets and official forms.
 - 9. Completes final results.
 - 10. Determines play of tournament.
 - 11. Assigns job responsibilities to all personnel.
 - 12. Maintains a safe environment.
- B. Head Referee
 - 1. Trains all referees and scorers.
 - 2. Renders final decisions on all questions of rules during competition.
- C. Registrar
 - 1. Checks in participants.
 - 2. Gives court assignments to participants.
 - 3. Reviews score sheets before results are posted.
 - 4. Records updated scores and winners on the master tournament schedule and tournament posters.

D. Referee

1. Briefs the Scorer on the scoring system and instructs when to change the score.
2. Provides a pre-match highlight of rules for the participants including the following:
 - a. Cancellation system and scoring procedure.
 - b. Fouls & penalties.
 - c. Clarify ringer.
 - d. Point out foul line.
 - e. Explain alternate pitching.
 - f. Explain coin toss procedure.
 - g. Explain safety measures.
3. Determines the end of practice time and when official play begins.
4. Conducts the coin toss at each end of the court.
5. Makes decisions on fouls and penalties.
6. Awards points.
7. Records ringers.
8. Keeps score on score sheet provided, calling out the score to the players at the conclusion of each inning.
9. Contacts the Event Manager if a protest occurs.
10. Verifies and signs score sheet at the end of the match.

E. Scorers

1. Should be used with a visual scoring system. The scorer would simply display the score called out by the Referee.

IV. Procedures

- A. All participants report to the Registrar.
- B. Registrar identifies matches that are ready and assigns participants a Referee and Scorer who accompany them to the assigned court.
- C. Scorers report results to the Registrar when matches are completed.
- D. Registrar fills in brackets and informs winners of their next match.
- E. Sport Director determines medal winners and fills out the final results.

V. Helpful Hints

- A. All officials should display friendly, encouraging smiles and attitudes.
- B. Officiate fairly and accurately. Enforce the rules.
- C. A 5-minute warm-up is recommended before official play begins.
- D. Encourage safety and know first aid procedures.
- E. Water coolers and a tent would be helpful if you are running a large tournament.
- F. Men's courts may be used for women 55-74 and men 70 and over by marking foul lines 10 feet from the men's foul line and for women 75 and over by marking foul lines 20 feet from the men's foul line.
- G. Be sure to effectively train Referees and do periodic checks with them to ensure the quality implementation of officiating and scoring procedure.
- H. Ringer percentages may be kept on the score sheet by simply marking an X in the top left portion of the inning box when ringers are made. (Reminder: Record all ringers for both participants, even if they do not receive a score due to cancellation. Sport Director may then go back to the score sheets to compute ringer percentages.
- I. Be sure to clearly identify winners on the score sheet by circling the winner and having the Referee sign the score sheet.

Venue Requirements

- Horseshoe facility with 16 - 20 courts with a pitching distance of 40 feet and pitching clay.
- Courts must meet National Horseshoe Pitching Association (NHPA) regulations.

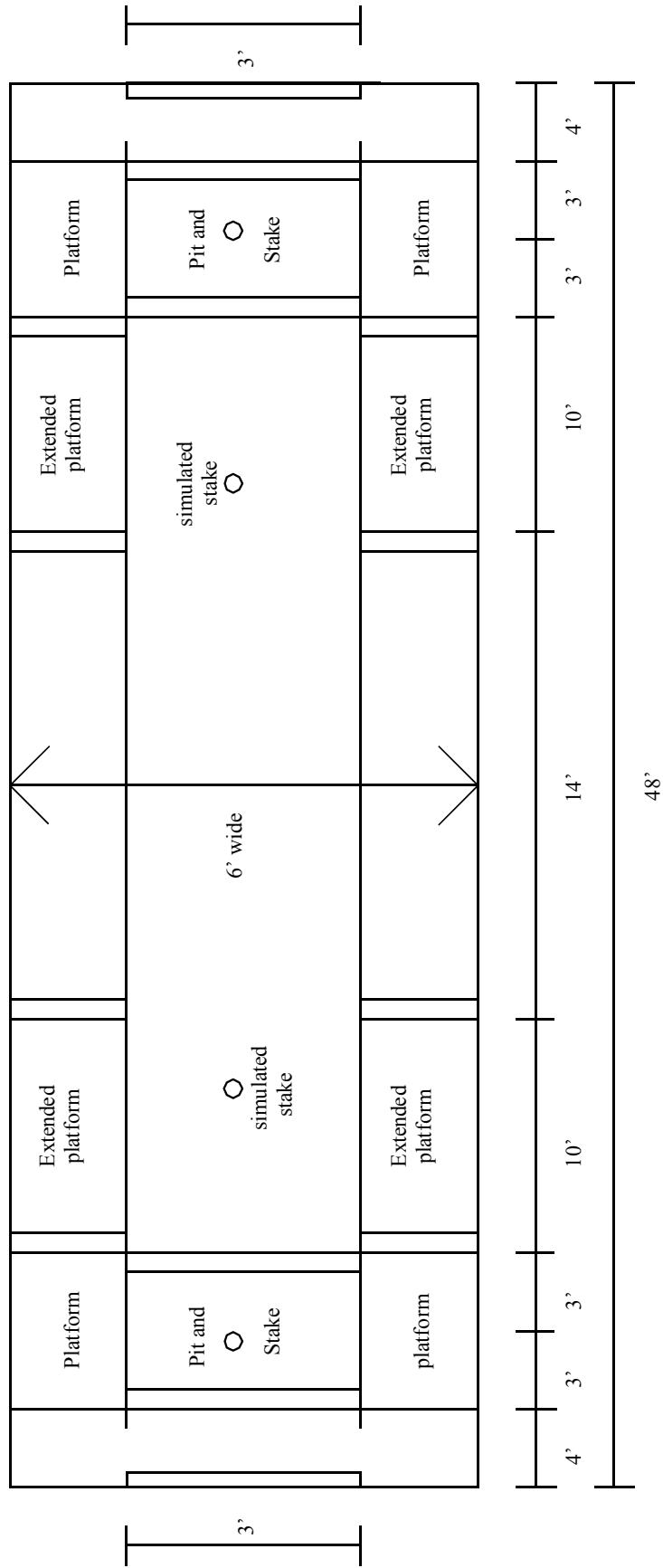
Required Support Facilities / Equipment

- Access to appropriate restroom facilities for participants and spectators.
- Access to shaded and secure area for event management.
- Shaded areas for spectators and participants.
- Appropriate trash receptacles at competition, spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Approximately three (3) six-foot tables and four (4) chairs for event management and hospitality areas.
- Appropriate seating at courts for spectators and participants.
- Access to public address system and microphone (if available).

Venue Support Needs

- General cleaning throughout competition days.
- Preparation and maintenance of courts and facility.
- Host club support and tournament assistance.

Horseshoe Pit



Note: This is a typical horseshoe court and may not be drawn to scale. Backboards should be a height of 12 inches, with a width of 3 feet and a distance behind the pit of four feet.

PICKLEBALL

I. Equipment

- A. USAPA approved balls (Sufficient balls for a new ball to be used for each match plus extras)
- B. Copy of the USAPA Rules (one copy for each site/location)
- C. Score sheets and final results forms
- D. Markers, pencils or pens, clip-boards and “coins” for starting matches
- E. Poster board (20 X 30) for each age class and each event, to display the age class brackets on and to record the results
- F. Awards (Gold, Silver, Bronze Medals)

II. Personnel

- A. Sport Director
- B. Site Directors (one for each pickleball site/location)
- C. Registrars (one for each pickleball site/location)
- D. Court Captains: (1 per court at discretion of Sport Director)
- E. Umpires (1 per court for final matches only at discretion of Sport Director)

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by random draw prior to the tournament.
 - 2. Prepares tentative schedule of play for each site
 - 3. Assures that the courts are ready and checks net heights.
 - 4. Assures that quality USAPA approved balls are provided.
 - 5. Provides score sheets and forms.
 - 6. Provides final results.
 - 7. Ensures that all officials (Site Directors, Court Captains, Umpires) know the rules
 - 8. Oversees all play in coordination with the site directors.
 - 9. Interprets rules and settles disputes that the site directors are unsure of or unable to settle.
- B. Site Director
 - 1. Reviews rules and scoring for the players (as needed) before play begins.
 - 2. Announces practice time allowed (at least 3-5 minutes before first match).
 - 3. Assigns players/teams to courts and Court Captains for each match
 - 4. Offers players officials (lines people and umpire) at the discretion of the Sport Director to call play for finals only. If players request officials before or during a match, assignment is made if approved by the Sport Director.
 - 5. Oversees all play at their assigned site in coordination with the Sport Director
 - 6. Declares forfeits.
 - 7. Oversees the collection of each match results and the posting of them.
 - 8. Provides the results of all matches to the Sport Director
 - 9. Holds award ceremony and hands out medals at conclusion of each final match.
- C. Registrar
 - 1. Checks in participants at their assigned site. Assists the Site Director in ensuring that the participants are playing in their correct age class.
 - 2. Provides match time and other information as instructed by the Site Director.
 - 3. Makes sure that the players are clearly instructed on their next match time if they leave the area.
 - 4. Assist Site Director in assigning courts and court captains for each match

5. Collects all scores at conclusion of matches.
6. Records the result of each match including scores on the posted draw.

D. Court Captains

1. Make sure you have a coin.
2. Acquire a scorecard, clip board and pencil/pen from the Site Director when you are assigned to your court.
3. Marshal the players somewhere outside the court before escorting them to your assigned court. Do not enter thru the gates until your entourage is assured of not distracting those already at play.
4. Provide a new ball for each match.
5. Assemble the players at the net and inspect the player's paddles for discrepancies such as indentions, rough texture, tape or any features that allow a player to impart abnormal spin on the ball.
6. Remind the players that the game is played to 11 (win by 2) and the match is the best 2 out of 3.
7. Instruct players that as a Court Captain you will only call NVZ faults and service faults. (This is done only if you have been assigned this responsibility by the Site Director. This may not be accomplished for all matches).
8. Instruct players that they will call all line calls on their side of the court (under no circumstances will you call any other fault - even if asked or should you have an opinion, you must not render a ruling)
9. The Site Director should be called for any rules assistance.
10. Instruct players they must call out the score prior to serving (if they don't do this do not interrupt play. Remind them once the rally is complete
11. Elect a team member of your choice and announce "I want you to call the coin while it is in the air". Flip the coin. The winner has one choice: to serve; to receive; or select the side of the court they wish to start from. The losing team selects from what is left.
12. Assign the teams to the proper court position (side) and give them a maximum of 2 minutes to warm up.
13. If you have been assigned to call serving and NVZ faults take a standing position at the net post of your choice (no sitting or leaning on anything) Begin the game.
14. You must be aware of other balls coming onto the court. Call "ball on court" and play stops on your call.
15. You must not watch the game. Your first focus is on the server. Thereafter you watch for NVZ faults only. On serving foot faults provide one warning to the server. Wait until the point is over and then discuss with the server what the foot fault was. If it occurs again call a fault immediately. All NVZ foot faults are called immediately.
16. At the end of the 1st game, mark your score card and allow a two minute break for water and court change over. The team that served first receives to start the 2nd game and they change sides of the court.
17. **Note:** The location of drinking water on the courts may cause disruption as the players proceed there. Be aware of where water jugs are and mindful of the time that may be needed to get back and forth.
18. If a third game is necessary proceed with the coin flip ceremony again.
19. Allow up to two minute rest period prior to the third game. Watch for fatigue; de-hydration; and signs of danger. Based on your judgment you may extend the rest period by 1 minute if deemed necessary. Do not allow a match to proceed if you think any player is a risk. Call the Site Director for a 2nd opinion if in doubt.
20. During the third game rotate the players to the other side of the court at every cumulative score of 6 (6-12-18-etc.).

21. Upon completion of the match, mark the scorecard, have each team/player initial the scorecard, instruct the players to gather their belongings and ask them to accompany you off the court. Surrender the card to the site registrar and await re-assignment or dismissal.

IV. **Umpires** (Assigned at the discretion of the Sport Director)

- A. Oversees the work of the line officials. Calls line play only in the case of a clear error on the part of the line official.
- B. Assist in keeping a friendly atmosphere while assuring fair competition.
- C. Keeps and calls the score prior to each serve

V. **Procedures**

- A. Participants report to registrar.
- B. Court Captains/Registrar assigns matches to available courts.
- C. Court Captains escorts the players to the court and conducts the practice and match.
- D. Upon completion, the Court Captains reports the score and the results to the Registrar. Sport Director determines winners, posts results and makes award presentations.
- E. Sport Director reports results to Senior Games committee.

VI. **Helpful Hints**

- A. Be sure that all players understand that the match consists of winning 2 out of 3 games.
- B. Be on top of things. Watch for disputed line calls. Act immediately if an Umpire needs to take over.
- C. Use new balls for all finals matches.
- D. Remember to play off for third place.
- E. Be sure players are clearly instructed on their next match time if they leave the area.

Venue Requirements

- Pickleball / Tennis complex or gymnasium regulation courts (20' x 44') equipped with appropriate USA Pickleball Association (USAPA) markings (see attached diagram). The number of required courts is determined by the number of people registered. Some states run their tournament over several days if they do not have a lot of courts available.
- Competition nets for each court. Standard net supports should be extended 12" from the sideline. Net height shall be 36" at the sides and 34" at the center.
- If indoors, operating air-conditioning / heating during hours of operation.

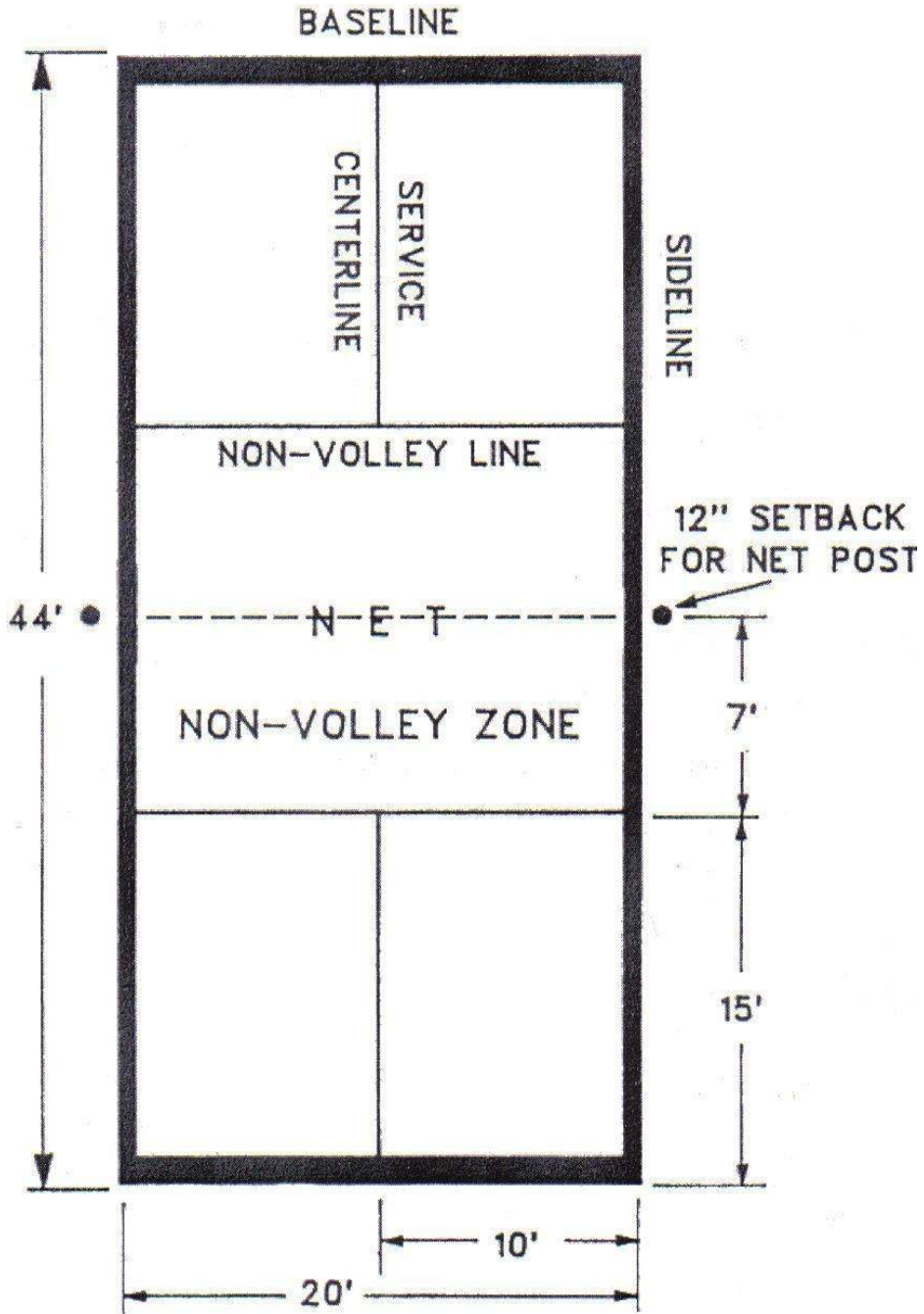
Required Support Facilities / Equipment

- Access to appropriate restroom/locker room facilities for participants and spectators.
- Access to shaded and secure area for event management (if outdoor).
- Shaded areas for spectators and participants (if outdoor).
- Appropriate trash receptacles at competition, spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Approximately three (3) six-foot tables & four (4) chairs for event management & hospitality areas.
- Appropriate seating at courts for spectators and participants.
- Access to public address system and microphone (if available).

Venue Support Needs

- General cleaning throughout competition days.
- On-site maintenance and cleaning of courts daily.

PICKLEBALL COURT



RACQUETBALL

I. Equipment

- A. Adequate number of new game balls for number of matches
- B. Rule books
- C. Score sheets and final results forms
- D. Brackets displayed
- E. Markers, pencils
- F. Eye protectors (required)
- G. Participants should provide own racket (have a few spare)
- H. Awards

II. Personnel

- A. Sport Director
- B. Tournament Director (may be Sport Director)
- C. Registrar
- D. Referee (1 per Court)

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the courts are ready.
 - 3. Assures that AARA approved game balls are provided.
 - 4. Provides score sheets and forms.
 - 5. Reports Final Results.
- B. Tournament Director
 - 1. Reviews rules and scoring for the players (as needed) before play begins.
 - 2. Announces practice time allowed (at least 10 minutes before first match).
 - 3. Assigns a referee to each court.
 - 4. Declares forfeits.
 - 5. Oversees all play.
 - 6. Interprets rules and settles disputes.
 - 7. Collects results and writes in advancing players on the posted brackets, with scores.
 - 8. Determines places and winners.
- C. Registrar
 - 1. Checks in participants.
 - 2. Inform participants of match time and practice court assigned or waiting area.
- D. Referee
 - 1. Tosses coin for choice of serve.
 - 2. Keeps score (ask players if they wish to have the score called out to them. Facilitate the play – do not interfere with it).
 - 3. Calls infractions if players disagree.
 - 4. Assists in keeping a friendly atmosphere while assuring fair competition.
 - 5. Reports scores and winners to the Tournament Director.

IV. Procedures

- A. Sport Director makes all necessary arrangements with local facilities and determines all ground rules.
- B. Sport Director prepares brackets.
- C. Participants report to Registrar, who provides starting times.
- D. Tournament Director assigns a referee and court for each match.

- E. Referee conducts match and reports results to Tournament Director.
- F. Tournament Director declares forfeits.
- G. Tournament Director records results on rackets and assigns subsequent matches to completion of tournament.
- H. Sport Director completes final results.

V. **Helpful Hints**

- A. Be sure all players wear eye protectors and use wrist straps on their racquets.
- B. Be sure that all players understand the length of games and matches to be played BEFORE play begins.
- C. Remember ties must be broken!
- D. Be sure players are clearly instructed on their next match time if they leave the area.
- E. Arrange for emergency medical procedures at the racquetball facility.
- F. Ensure that adequate rest is provided between matches and that the length of the matches is appropriate to the number to be played by an individual.

Venue Requirements

- Four (4) – six (6) four-wall, indoor regulation racquetball courts with glass back wall or overhead viewing area for officiating.
- Operating air-conditioning / heating during hours of operation.

Required Support Facilities / Equipment

- Access to appropriate restroom / locker room facilities for participants and spectators.
- Operational concessions (if available).
- Appropriate trash receptacles at spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Secure area for event management and hospitality.
- Approximately three (2) six-foot tables and four (4) chairs for event management and hospitality areas.
- Appropriate seating for spectators and participants.
- Access to public address system and microphone.

Venue Support Needs

- General Cleaning throughout competition days.
- Host club support and tournament assistance.

RACE WALK

1500m & 5K Race Walk

I. Equipment

- A. Starting pistol (.32 caliber) and blanks (extra loud).
- B. Digital display clock, Chronomix™ is acceptable for 5K, Hy•Tek™ Sports Software (videotaping system) is strongly recommended for 1500m, but Chronomix™ is acceptable.
- C. Four (4) stopwatches, hand timing is not recommended, but acceptable.
- D. Official rules book.
- E. Heat sheets and race numbers, Hip #'s (if using Hy•Tek™ Sports Software system), "TIC" sheets (if using hand timing).
- F. Race judging sheets, disqualification cards and paddles for judges.
- G. White and red flags (if desired).
- H. Communication system(s).
- I. Score sheets and final results form.
- J. Tape recorder – for calling numbers at finish.
- K. Awards

II. Personnel

- A. Sport Director
- B. Registrar
- C. Clerk of the Course
- D. Starter
- E. Head Timer
- F. Timers (1-3, depending upon event)
- G. Chief Walk Judge
- H. Walk Judges (3-5)
- I. Recorder of DQ's
- J. Finish line Assistants
 - 1. Recorder of Times/Tic sheet (if chronomix is not available)
 - 2. Recorder of Numbers/Places (1-2)
 - 3. Announcer of numbers (optional)
 - 4. Lap counters
 - 5. Trail Personnel (if not on track)
 - 6. Announcer (if desired)

III. Responsibilities

- A. Sport Director
 - 1. Prepares facilities and trains personnel prior to event.
 - 2. May serve in any of the other roles during meet.
 - 3. Responsible for spectators, safety, etc.
 - 4. Reports final results.

- B. Registrar
 1. Checks in participants.
 2. Informs participants of estimated schedule of heats, and directs them to the Clerk of the Course or staging area.
 3. Collects and checks results from Recorder and provides to Sport Director.
 4. May assist with filling out final results and postings.
- C. Clerk of the Course
 1. Checks heat sheets to verify names, sex and age divisions; places participants into appropriate lanes.
 2. Makes sure all participants have a number visibly displayed on the front of their chests.
 3. Finalizes lane assignments from heat sheet.
 4. Explains (usually by diagram) the course layout for the 5K and 10K if not on the track.
- D. Starter
 1. Finalizes positions on the track.
 2. Briefly explains rules for the race, indicating distance and/or course. (May ask Chief Walk Judge to review rules).
 3. Announces track to be cleared and checks to see if race personnel are ready.
 4. Gives a two-fold command: "Walkers take your mark" then fires the pistol.
 5. Fires a second shot if any of the walkers false start, and makes a note of the offending walker.
 6. Announces the disqualification of any walker who commits two false starts in the same heat.
 7. Fires a shot for the gun lap in each heat when the leading walker has only one lap remaining to complete the race.
- E. Head Timer (1)
 1. Starts extra stopwatch on the Starter's gun.
 2. Coordinates all finish line personnel including Timers and Place Judges.
 3. Loudly calls out times as competitors finish the race (if desired).
 4. Coordinates additional timers for splits during the 5K Walk if not on the track.
 5. Determines order of finish if necessary.
- F. Timers (1-3)
 1. Have back-up timer start extra watch the same time as Head Timer and stay with Head Timer.
 2. Should have times called out at each mile mark on the trail for 5K races not held on the track (At least 1 mile and 2 miles for 5K). Therefore, additional watches should be started and sent by runner to the mile markers as designated on your trail so they can call splits/times to the walkers.
 3. Calls out times to walkers each time they pass the start area.
- G. Chief Walk Judge
 1. Explains the course. Each judge should be provided with a map of the course or the map of the track, which explains the aid stations, and the officials that are involved in the walking event.
 2. Distributes the reporting cards and explains how they will be picked up during the race.
 3. Reviews the rules and the procedures, which apply for this walking event. The white flags or paddles should be passed out. At this time the Recorder should be introduced and the location of the Recorder identified during the race.
 4. The Chief Judge is the only judge to signal a disqualification during the race.
 5. Chief Walk Judge shall notify the Chief Finish Line Judge of any disqualifications for tabulation of final results.

6. Arranges for the post-race meeting. At this meeting the Chief Judge will determine that all of the judges cards have been properly recorded, review the judging aspects of the race and answer any questions regarding the race.
 7. The Chief Judge should certify for accuracy of the race judging sheet and the final results of the race.
 8. The certified race judging sheet, including all disqualification and warning calls, should be posted.
- H. Walk Judges (3-5)
1. Position themselves on the track/area to view the walkers from the side to watch for violations, specifically loss of contact and bent knee.
 2. Act independently of all other judges.
 3. Observe infractions and note on the reporting card the necessary information about the violation.
 4. He/she shall record the competitor's number, the reason for the infraction, the lap or time of day of the infraction, and sign the card.
 5. Runners may be assigned to the Judge and should deliver the disqualification cards to the Recorder.
 6. Each Judge shall warn an offending competitor, but the walker is not entitled to a second warning for the same reason. If possible, a competitor should be warned before being disqualified.
 7. The Judge shall give both a verbal and a visual warning with the paddle/disc (or white flag).
- I. Recorder of Disqualifications
1. Receives all cards from the judges to record all calls turned in by the Judges onto the race-judging sheet.
 2. Informs the Chief Judge when a competitor has received three DQ cards from three different Judges and should be disqualified.
 4. Finish Line Assistants
 1. Recorder of Times/Tic Sheets:
 - a. Records times in order as the Dead Timer calls them out. If digital printer is used, records times in order of finish.
 - b. May use tic sheet to tic off recorded times of finish.
 2. Recorder of Places/Numbers:
 - a. Records the participant numbers in order as they cross the finish line.
 - b. At conclusion of race, obtains the times from the Recorder of Times and matches these with participant number and name.
 - c. Turns in the results to the Registrar following completion of the event.
 3. Announcer of Numbers (optional)
 - a. Stands beside the Recorder of Places and notes the race number of participants in order of finish.
 - b. Loudly calls out these numbers so the Recorder can mark them down without having to look up (It is helpful if the Recorder of Times can pick up race numbers off the tic sheet. A tape recorder is helpful for this purpose).
 4. Lap Counters
 - a. Assist with counting of laps for participants as assigned by the Head Timer.
 - b. Identify people who have been lapped and inform timers and Place Judge of their status.
 - c. Mark off laps on the score sheet to keep an accurate account of laps completed.
 - d. Notify the Head Timer that their walker(s) are finishing the race when on their last lap.
 - e. Record final time when any part of the walker's torso crosses the finish line.

5. Trail Personnel (5K if not on the track).
 - a. Position themselves at established points along the trail to provide direction to walkers.
 - b. Serve as part of the emergency medical team with respect to communication and water stations.

IV. **Procedures**

- A. Have mile marker signs made to post at 1 mile and 2-mile marks for the 5K race, if not held on track.
- B. Position water stations with coolers, ice and cups along the 5K path (Maximum distance between stations should be 1.5 miles).
- C. Identify and rope off a large staging area to check runners in, put numbers on the front of their chest, and confirm names and ages for heats.
- D. Coordinate finish line personnel so that all responsibilities are identified and assigned.
- E. Participants check in with Registrar.
- F. Clerk of the Course confirms names, age and lane assignments.
- G. Have Chief Judge give instructions to walk participants prior to each heat to review violations and disqualifications.
- H. Starter reviews rules and commands with competitors.
- I. As soon as heat results are finalized, make this information available to participants. Be careful not to show heat results if more than one heat per age division will be run until all heats are completed and places can be determined.
- J. Prepare a drawing/map of the course layout for the 5K if necessary. You might want to include this with entry confirmation.
- K. Assign Trail Personnel to specific locations with definite assignments and instructions.
- L. Carefully plan and implement all necessary emergency medical/safety procedures.
- M. Arrange for a digital clock at the finish and call finish times out loudly so participants know their times.
- N. Judges should be positioned so that three are available on the final straightaway at the conclusion of the race. The ruling on disqualifications can be effectively enforced.

V. **Helpful Hints**

- A. Post overall results with times and places if at all possible. Computer labels with participants name, age, and sex printed for each event can easily be placed on a result sheet with times recorded on the label.
- B. Plan your route for the 5K in advance and anticipate any problems along the way. Walk through the entire path and write down where personnel are necessary.
- C. Contact qualified Race Walking Judges who can be objective and consistent, yet understanding of the clientele we serve (A walk clinic prior to the race may be helpful if possible).
- D. It is recommended that a system of signaling "warning" be used during a walking race for the information of the officials, competitors, and spectators. Each judge should use a white paddle or disc with symbol (~~) indicating "Loss of Contact" and the symbol (>) indicating "Bent Knee" on reverse sides to show the reason for warning.
- E. It is recommended that a system of signaling "Disqualification" by a red flag be used during a walking race for the information of the officials, competitors, and spectators. The Chief Judge should use a white paddle or disc with symbol (~~) indicating "Loss of Contact" and the symbol (>) indicating "Bent Knee" on reverse sides to show the reason for the disqualification.
- F. Request that the Chief Judge contact each person who has been disqualified immediately following the race and explain the ruling.

ROAD RACE

I. Equipment

- A. Starting pistol (.32 caliber) and blanks.
- B. Digital display clock, Chronomix™ is acceptable for 5K.
- C. 4-6 stopwatches, hand timing not recommended, but is acceptable.
- D. Official rules book.
- E. Clipboards (2)
- F. Pens/pencils (12)
- G. Race numbers and safety pins.
- H. P/A System
- I. Concessions
- J. Coolers of drinks for players.

II. Personnel

- A. Sport Director
- B. Registrar
- C. Head Timer (1)
- D. Timers (1-3)
- E. Trail Personnel

III. Responsibilities

- A. Sport Director
 - 1. Prepares facilities and trains personnel prior to event.
 - 2. May serve in any of the other roles during event.
 - 3. Responsible for spectators, safety, etc.
- B. Registrar
 - 1. Checks in participants.
 - 2. Provides them with course map and race number.
 - 3. Collects and checks results from recorder and provides to Sport Director.
 - 4. May assist with filling out final results and postings.
- C. Head Timer (1)
 - 1. Starts extra stopwatch on the Starter's gun.
 - 2. Coordinates all finish line personnel including Timers and Place Judges.
 - 3. Loudly calls out times as competitors finish the race.
 - 4. Coordinates additional timers for splits.
 - 5. Determines order of finish if necessary.
- D. Timers (1-3)
 - 1. Have back-up timer start extra watch the same time as Head Timer and stay with Head Timer.
 - 2. Should have times called out at each mile mark on the trail at least every 1-mile and 2-mile mark for 5K and 1-mile, 2-mile, 3-mile and 4-mile for 10K. Therefore additional watches should be started and sent by runner to the mile markers as designated on your trail.
 - 3. Calls out times to runners each time they pass the start or Finish Line Assistants
 - 4. Recorder of Times/Tic Sheets
 - a. Records times in order as the Dead Timer calls them out. If digital printer is used, records times in order of finish.
 - b. May use tic sheet off recorded times of finish.
 - 5. Recorder of Places/Numbers
 - a. Records the participant numbers in order as they cross the finish line.

- b. At conclusion of race, obtains the times from the Recorder of Times and matches these with participants number and name.
- c. Turns in the results to the Registrar following completion of the event.
- 6. Announcer of Numbers (optional)
 - a. Stands beside the Recorder of Places and notes the race number of participants in order of finish.
 - b. Loudly calls out these numbers so the recorder can mark them down without having to look up (It is helpful if the recorder of times can pick up race numbers of the tic sheet. A tape recorder is helpful for this purpose).
- E. Trail Personnel
 - 1. Position themselves as established along the trail to provide direction to runners.
 - 2. Serve as part of the emergency medical team with respect to communication and water stations.

IV. **Procedures**

- A. Have mile marker signs made to post every mile on the course.
- B. Position water stations with coolers along path. Stations should be 1.5 miles apart.
- C. Identify and rope off a large staging area to check runners in, put numbers on the front of their chest, and confirm names and ages for heats.
- D. Coordinate finish line personnel so that all responsibilities are identified and assigned.
- E. Participants check in with Registrar.
- F. Prepare a drawing/map of the course layout. You might want to include this with the entry form or in event program.
- G. Assign Trail Personnel to specific locations with definite assignments and instructions.
- H. Carefully plan and implement all necessary emergency medical/safety procedures.
- I. Arrange for a digital clock at the finish and call finish times out loudly so participants know their times.

V. **Helpful Hints**

- A. Post overall results with times and places if at all possible. Computer labels with participants name, age, and sex printed for each event can easily be placed on a result sheet with times recorded on the label.
- B. Plan your route in advance and anticipate problems along the way. Walk through the entire path and write down where personnel are necessary.

ROAD RACE / 5K RACE WALK

Venue Requirements

- USA Track & Field (USATF) certified 5-kilometer road course with smoothly paved and secured roadway.
- USA Track & Field (USATF) certified 10-kilometer road course with smoothly paved and secured roadway. Note: 10K Road Race only held on National qualifying years.
- Secure roadway with limited/restricted vehicular access.

Required Support Facilities / Equipment

- Access to appropriate restroom facilities or port-a-lets for participants and spectators.
- Two (2) 10' x 10' tents for event management and hospitality.
- Approximately eight (8) six-foot tables and 30 chairs for event management and hospitality areas, water stations and course workers.
- Appropriate trash receptacles at water stations, spectator and event management areas.
- Adequate parking area for 100 competitors.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Access to public address system and microphone (if available).

Venue Support Needs

- Mowing and other preparations of support facility areas.
- Street sweeping prior to competition.
- Arrangements to suspend sprinkler use the day before and day of competition.

SHUFFLEBOARD

I. Equipment

- A. Discs (8 total: 4 red or yellow, 4 black) and 4 cues per court for the use with 2 matches played simultaneously.
- B. 1 clipboard per court.
- C. Rules books.
- D. Tables and chairs at Registration table.
- E. 2 chairs or a bench at each end of each court.
- F. Large tournament brackets displayed.
- G. Bulletin boards.
- H. Wax, glass beads, or silicone spray (if applicable).
- I. Pencils, push pins, markers.
- J. Bullhorn/ Megaphone.
- K. Awards.

II. Personnel

- A. Sport Director
- B. Registrar
- C. Referee (1 per court)
- D. Scorer (1 per court)

III. Responsibilities

- A. Sport Director – Tournament Director for all matches
 - 1. Prepares facilities and trains officials in advance.
 - 2. Makes sure facilities are clean, equipment is ready, seats are available for spectators, water is near by for participants, and Referees and Scorers are ready to begin.
 - 3. Calls for participants who have not shown up to begin event and declares forfeits.
 - 4. Makes sure official NSA Rules are used and understood at each court.
 - 5. Makes final decisions on all matters.
 - 6. Hears any player appeals and assists r\Referees.
 - 7. Settles any disputes.
 - 8. Controls non-participants/spectators.
 - 9. Collects all score sheets and makes sure they are signed.
 - 10. Announces winners and posts on pairing chart.
 - 11. Makes sure things are returned to proper place when play is complete.
- B. Registrar
 - 1. Checks in participants.
 - 2. Informs participants of match time, court assignment or waiting area.
 - 3. Assists Event Manager in posting results.
- C. Court Referee
 - 1. Has complete charge of play of court assigned to him/her (can be trained in 30 minutes if they know rules).
 - 2. Inform players of specific tournament rules.
 - 3. Allows practice (4 discs of each color or more).
 - 4. Gives signal to start play.
 - 5. Calls each disc good or no count.
 - 6. Removes dead discs from play.
 - 7. Announces score at the end of each frame.
 - 8. Announces color lead.

9. Announces any violations or rules.
10. Supervises scoring.

D. Scorer

1. Tallies score of each game called by Referee after each frame.
2. 1 person can score 2 games at a time on the 1 court.
3. Can be trained in 20 minutes.

IV. **Procedures**

- A. Participants report to Registrar.
- B. Sport Director assigns a referee and scorer to four competitors (two matches): these are assigned a court.
- C. Sport Director declares forfeits at scratch time.
- D. Referee checks and signs score sheets at conclusion of matches, and reports results to Sport Director.
- E. Sport Director checks scores, fills in brackets and notifies winners of their next match.
- F. Sport Director determines medal winners and completes final results.

V. **Helpful Hints**

- A. Keep every one happy and ready to go.
- B. Take the time to complete each match correctly-
 - 8 frames about 30 minutes
 - 10 frames about 40 minutes
 - 12 frames about 50 minutes
 - 16 frames about 60 minutes
- C. Be fair and consistent.
- D. Call penalties when necessary.
- E. Remember, with 4 or more participants, you must play off for 3rd place. Ties must be broken!
- F. When using novice volunteers as Referees, it is necessary to schedule a training session to provide PRACTICE. Give them rules to read in advance and assure that they are competent and confident.

Venue Requirements

- Shuffleboard facility with regulation courts with the appropriate markings, beads, discs and scoreboards. Unless you have a large number of registrants 4-8 courts may be enough.

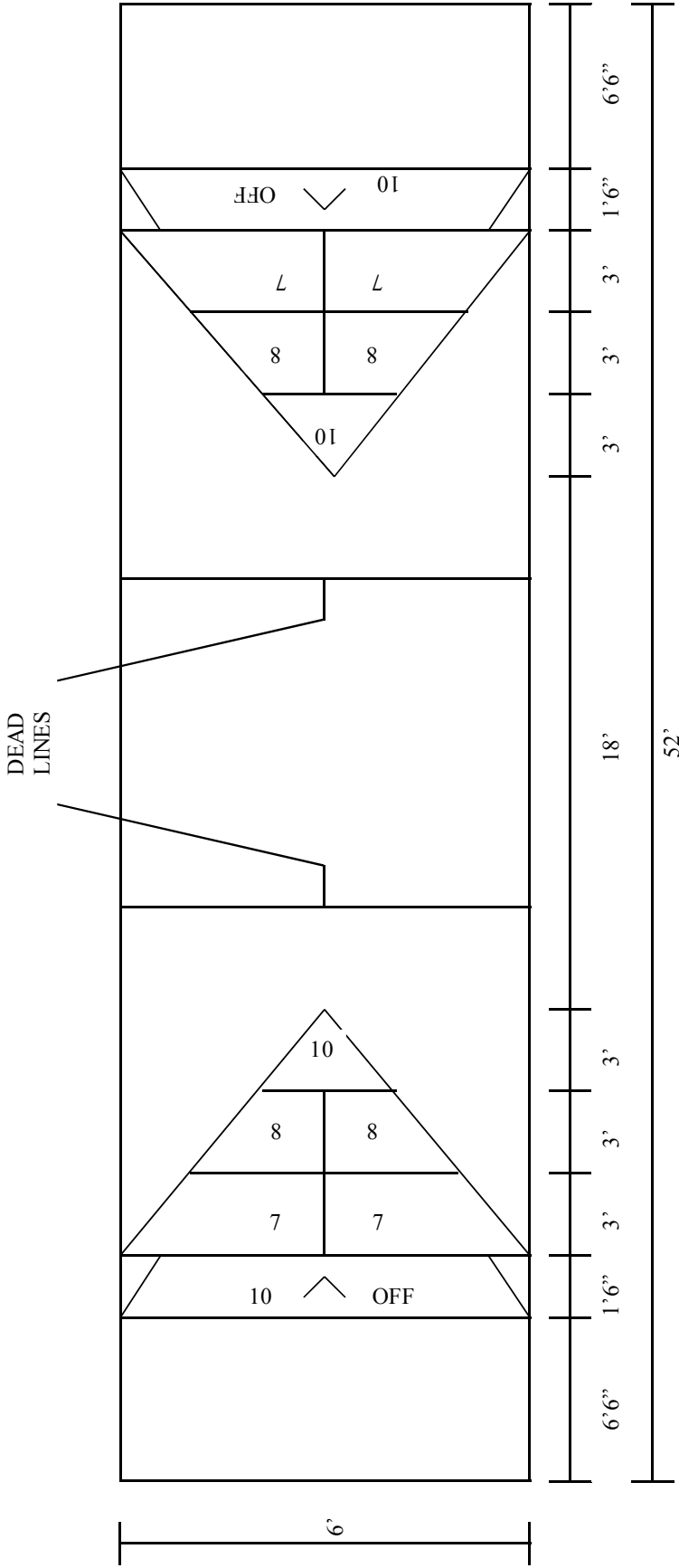
Required Support Facilities / Equipment

- Access to appropriate restroom facilities for participants and spectators.
- Access to shaded and secure area for event management.
- Shaded areas for spectators and participants.
- Beads, scoreboards, chalk and discs suitable for competition use.
- Appropriate trash receptacles at competition, spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Approximately two (2) six-foot tables and two (2) chairs for event management and hospitality areas.
- Appropriate seating at courts for spectators and participants.
- Access to public address system and microphone (if available).

Venue Support Needs

- General cleaning throughout competition days.
- Preparation and maintenance of courts and facility.
- Host club support and tournament assistance.

Shuffleboard Court



Note: The 10-OFF area is 3" at the base with legs of 1/4" thickness and a 1/2" clearance from the playing surface lines. The playing surface lines are to be a maximum of 1" thick and to be a minimum of 3/4" thick.
 COURT NOT DRAWN TO SCALE

SOFTBALL

I. Equipment

- A. Game balls
- B. Field maintenance equipment
- C. Bracket forms
- D. Score sheets
- E. Clipboards (2)
- F. Pens/pencils (12)
- G. P/A System
- H. Watch/stopwatch (2)
- I. Concessions
- J. Coolers of drinks for players

II. Personnel

- A. Sport Director
- B. Tournament Director
- C. Registrar
- D. Umpires
- E. Score Keeper

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the fields are ready and official, checking base paths and mound height.
 - 3. Assures that good quality bats and balls are used/provided.
 - 4. Provides score sheets and forms.
 - 5. Collects results and writes in advancing teams on the posted brackets, with scores.
 - 6. Reports final results to the proper person.
- B. Tournament Director
 - 1. Review rules for the players (as needed) before play begins.
 - 2. Announces practice time allowed (5 minutes before first game).
 - 3. Assigns Umpires to each field.
 - 4. Assures that the Umpires know the rules.
 - 5. Declares forfeits.
 - 6. Oversees all play
 - 7. Interprets rules and settles disputes.
- C. Registrar
 - 1. Checks in teams
 - 2. Inform team coaches of game time, field assignment, and location of changing rooms if necessary.

- D. Umpires
 - 1. Keeps track of score, timing, pitch count, and makes calls
 - 2. Assist in keeping friendly atmosphere while assuring fair competition.
 - 3. Report scores and winners to the Tournament Director.

IV. **Procedures**

- A. Participants Report to registrar then to their designated field prior to game time.
- B. Tournament Director assigns the Umpires to a field.
- C. The Umpire conducts the practice and game, reporting the scores and results to the Tournament Director.
- D. Tournament Director declares forfeits.
- E. Tournament Director fills in brackets and informs winners of their next match.
- F. Tournament Director assists Sport Director in recording and posting winners.

V. **Helpful Hints**

- A. Print out a copy of the scheduled bracket and give one to each coach at check-in.
- B. Post a large copy of the bracket at a central location and keep it updated

Venue Requirements

- Four (4) regulation slow pitch softball fields with 50-foot pitching, 65-foot base paths and 275' - 300' fence lines.
- Appropriate dugouts, fences, field markings and bases should be included.
- All fields should have appropriate lighting for night play.

Required Support Facilities / Equipment

- Scorer's table or tower adjacent to each field (shaded).
- Functional scoreboards.
- Appropriate restroom facilities for spectators and participants.
- Secure area for officials / event management.
- Access to ice machine or at least an adequate number of coolers filled with ice and water.
- Accessible water and hose.
- American Flag displayed.
- Operational concessions.
- Seating for a minimum of 50 per field.
- Approximately four (4) six-foot tables and 12 chairs for event management and medical personnel.
- Appropriate trash receptacles in public areas, at each dugout, event management and medical personnel areas.

Venue Support Needs

- Fields should be marked daily, and remarked as needed during the day.
- Fields should be dragged between each game.
- On-site field maintenance crew should be available for field preparation following rain delays or other emergencies.
- General cleaning throughout competition days.

SWIMMING

I. **Equipment** (items marked with an * are available at most pools)

- A. P.A. System*
- B. Lane ropes (1/lane)*
- C. Back stroke flags (2 sets)*
- D. Chalk board or dry erase board (1)
- E. Lap Counters (1 set/lane)
- F. Starting gun (1)
- G. Starting Gun blanks (one/heat plus extras)
- H. Whistles (2)
- I. Tables (2)
- J. Chairs (4-6)
- K. Megaphone (2)
- L. Clipboards (6)
- M. Stopwatches (20)
- N. Award Box (1)
- O. Pens and pencils (12)
- P. Score sheets and final results form
- Q. Recall Rope *
- R. Automated timing system is preferred, hand timing is acceptable but no recommended.
- S. Awards

II. **Personnel**

- A. Sport Director
- B. Referee
- C. Starter
- D. Clerk of course
- E. Assistant clerk of course
- F. Registrars (2)
- G. Scorekeepers
- H. Stroke/turn judges (2 or more)
- I. Finish judges (3)
- J. Timers (2/lane) Head timer
- K. Lifeguards (3)
- L. Announcer
- M. Runner
- N. Recorder

III. **Responsibilities**

- A. Sport Director
 - 1. Coordinates and supervises responsibilities of all crewmembers.
 - 2. Makes final decisions on any questions or problems that arise.
 - 3. Verifies final results and turns in to the appropriate person.

- B. Referee
 1. Has authority over and instructs Officials.
 2. Signals violations observed.
 3. Signals start when all officials are in position and ready and the pool is clear before each heat.
- C. Starter
 1. Is stationed at starting area (with whistle and starter gun) where all swimmers can see him/her.
 2. Reminds swimmers of stroke(s) to be used and number of laps to be swum.
 3. Advises swimmers of the command to be given (Take your mark) and the gun will be fired when all swimmers are set.
 4. When all officials and participants are ready, starts heat.
 5. Watches for false starts and blows whistle or re-fires gun if one occurs.
- D. Clerk of Course
 1. Group participants by heats in the staging area.
 2. Lines up several upcoming heats.
 3. Gives a score card to each participant and asks each to verify information on it.
- E. Assistant Clerk of Course
 1. Walk upcoming heats to starting area.
 2. Collects score cards from participants and give them to Head Timer after verifying correct heat.
- F. Registrar
 1. Checks in participants
 2. Reports scratches to Clerk of Course and Scorekeeper
- G. Score Keeper
 1. Records places as reported by Finish Judges.
 2. Records times as reported by Timers for correct participants.
- H. Stroke/Turn Judges
 1. Walk along sides of pool and assures that all participants use the proper stroke, kick, turn and procedures.
 2. Signal violations to the Referee (use raised, open palm).
- I. Finish Judges
 1. Shall have one designate as Head Judge to assure all judges are ready for the start of each heat.
 2. Are stationed at the finish line.
 3. Judge assigned place.
- J. Timers
 1. Are stationed at finish line, two per lane.
 2. Assure that watches are clear at start of heat.
 3. Time swimmer in assigned lane and report time on scorecard.
 4. Start watch on gun or whistle and stop watch when swimmer touches wall.
 5. Clear watches only after all times and places in heat are recorded.
- K. Head Timer
 1. Assigns timers to lanes
 2. Distributes scorecards to Timers prior to heat, collects them at end of heat, then give them to the Scorekeeper.
 3. Assures all Timers are ready with watches cleared prior to heats.
- L. Lifeguards
 1. Are stationed strategically around pool to assure safety of participants.
 2. Must have Lifeguard Training Certification.

- M. Announcer
 1. Provides general communication to participants.
 2. Announces upcoming heats.
- N. Runners
 1. Take last minute scratches to Clerk of Course and Scorekeeper.
 2. Take completed scorecards to recorder's table.
 3. Perform other tasks as needed.
- O. Recorder
 1. Verifies and records results on official score sheets.
 2. Give these to the Sport Director.

IV. **Procedures**

- A. Prior to event, Sport Director gathers all officials and review responsibilities and procedures.
- B. Referee and Sport Director assign lanes on scorecards during the warm-up period.
- C. Announcer end warm-up period 15 minutes prior to start and review s procedure, order of events, awards, etc.
- D. Clerk of Course lines up heats for appropriate event and distributes scorecards.
- E. Assistant Clerk of Course walks heat to starting line, helps participants get to correct lane. Collects scorecards and gives them to Head Timer.
- F. Starter explains stroke, number of laps, and commands to be given, as well as false start procedures.
- G. Head Timer distributes scorecards to appropriate timers and assures readiness of Timers and Finish Judges prior to star of heat, the signals starter.
- H. Starter gives commands, starts heat, and checks gun for next heat.
- I. Stroke/Turn Judges ensure proper strokes, kicks, and turns are used and signal violations to Referee.
- J. Timers start watches on gun and stop them when swimmer touches the wall. Record times on card and give to Head Timer. Clear watches for next race.
- K. Finish Judges judge swimmer who finished in assigned place (1st, 2nd, 3rd). This is important! Place takes precedence over time. Report judgment to Scorekeeper.
- L. The Scorekeeper records places and ties and sends score cards to Recorder.
- M. Runners take scorecard to Recorder.
- N. Recorder records results on official score sheets after verifying times and places.
- O. Recorder gives official result to Sport Director.
- P. Sport Director (or appointee) double-checks records and turns in final results.

V. **Helpful Hints**

- A. Print up a list of heats in the order to be swum and give each participant a copy to follow.
- B. Use chalkboard or eraser board to post event and age group being staged (event with printed order of events and P.A. announcements, some will prefer to see it written on a board).
- C. When assigning swimmers to heats, place fastest entry times (if known) in inside lanes.
- D. For large meets, computer programs are available.

Venue Requirements

- Access to a certified 25-meter or 25-yard, pool with at least eight (8) lanes (2.743 meters in width.).
- Access to adjacent warm-up pool or additional warm-up lanes in competition pool.
- Pool must be equipped with starting blocks and entry ladders.
- Pool should be temperature controlled and kept between 78 degrees and 80 degrees Fahrenheit.

Required Support Facilities / Equipment

- Access to appropriate restroom / locker facilities for participants and spectators.
- Seating for a minimum of 300.
- Shaded area for officials, timing and event management.
- Shaded areas for spectators and athletes.
- Access to public address system with microphone.
- Operational concessions.
- Approximately ten (10) six-foot tables and 20 chairs for event management and medical personnel.
- Operational timing system and results display board.
- Large room near the competition area designated as a Hospitality Room for officials and coaches.
- Electrical power available at timing and scoring areas.
- Access to ice machine or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.

Venue Support Needs

- General cleaning throughout competition days.
- General pool maintenance as required.
- Host club support and meet assistance.
- Certified lifeguard on duty during hours of operation.

TABLE TENNIS

I. Equipment

- A. Number of paddles needed plus two spares – not sand paper (participants should provide own paddles).
- B. Game quality balls.
- C. Yellow balls or “pinnies” for competitors with white shirts.
- D. Score sheets and Final Results forms.
- E. Brackets displayed.
- F. Markers, pencils.
- G. Rules books.
- H. Awards.

II. Personnel

- A. Sport Director
- B. Tournament director (may be event manager)
- C. Registrar
- D. 1 referee for each table

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the tables are ready and official, checking nets.
 - 3. Assures that good quality paddles and balls are used/provided.
 - 4. Provides score sheets and forms.
 - 5. Collects results and writes in advancing players on the posted brackets, with scores.
 - 6. Reports final results to the proper person.
- B. Tournament Director
 - 1. Review rules for the players (as needed) before play begins.
 - 2. Announces practice time allowed (at least 10 minutes before first match).
 - 3. Assigns a Referee to each table.
 - 4. Assures that the Referees know the rules.
 - 5. Declares forfeits.
 - 6. Oversees all play.
 - 7. Interprets rules and settles disputes.
- C. Registrar
 - 1. Checks in participants
 - 2. Informs participants of match time, table assignment, and waiting area.
- D. Referee
 - 1. Toss coin for choice of courts or serve.
 - 2. Keep score (ask players if they wish to have the score called out to them. Facilitate the play – do not interfere with it).
 - 3. Call shots if players disagree. Each player should call his/her side of the net, but if help is needed or calls are disputed, make the call.
 - 4. Assist in keeping friendly atmosphere while assuring fair competition.
 - 5. Report scores and winners to the tournament director.

IV. Procedures

- A. Participants report to Registrar.

- B. Tournament Director assigns a referee to a match and the Referee escorts the players to the assigned table.
- C. The Referee conducts the practice and match, reporting the scores and results to the Tournament Director.
- D. Tournament Director declares forfeits.
- E. Tournament Director fills in brackets and informs winners of their next match.
- F. Tournament Director assists Sport Director in recording and posting winners.

V. **Helpful Hints**

- A. Be sure to enforce the rules on the serve:
 - 1. Read service rules.
 - 2. Give players opportunity to practice legal serves before play begins.
- B. Be prepared for illegal attire (white shirt, etc.). May have yellow balls on hand or “pinnies” of a solid color to put on over an illegal shirt.
- C. Remember ties must be broken!

Venue Requirements

- Gymnasium or convention center approximately 110' x 110', with room for 12 Table Tennis tables (9' x 5') and a minimum ceiling height of 13'.
- Minimum playing area for each table is 34' x 10' minimum. The playing area shall be enclosed with barriers to separate each playing area (provided by FSF).
- Appropriate airflow and lighting required.
- Walls should be color other than white or orange.
- Operating air-conditioning / heating during hours of operation.

Required Support Facilities / Equipment

- Access to appropriate restroom facilities for participants and spectators.
- Seating for a minimum of 50.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Operational concessions.
- Appropriate trash receptacles at spectator and event management areas.
- Access to public address system and microphone.
- Approximately seven (7) six-foot tables and ten (10) chairs for event management.
- Secure area for event management.

Venue Support Needs

- General cleaning throughout competition days.

TENNIS

I. Equipment

- A. Adequate balls for number of matches
- B. Rules book
- C. Score sheets and final results form
- D. Brackets displayed
- E. Markers and pencils
- F. Rollers, squeegees (in case of rain)
- G. Awards

II. Personnel

- A. Sport Director
- B. Tournament Director (may be Sport Director)
- C. Registrar
- D. Umpire (1 per court)

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the courts are ready and checks net heights.
 - 3. Assures that quality USTA approved balls are provided.
 - 1. Provide score sheets and forms.
 - 2. Collects results and writes in advancing players on the posted bracket, with scores.
 - 3. Reports final results.
- B. Tournament Director
 - 1. Reviews rules and scoring for the players (as needed) before play begins.
 - 2. Announces practice time allowed (at least 10 minutes before first match).
 - 3. Offers players an Umpire to call lines if desired. If either player requests an Umpire before or during the match, assignment is made (To umpire is to call all lines and shots. Usually not needed.).
 - 4. Assures that the Umpires know the rules.
 - 5. Declares forfeits.
 - 6. Oversees all play.
 - 7. Interprets rules and settles disputes.
- C. Registrar
 - 1. Checks in participants.
 - 2. Provides match time and other information as instructed by the Tournament Director.
 - 3. Assist Tournament Director in recording results on brackets.
- D. Umpires
 - 1. Toss coin or have players spin racquet for choice of serve.
 - 2. Keep score (ask players if they wish to have the score called out to them. Facilitate the play – do not interfere with it).
 - 3. Call line if players disagree. Each player should call his/her side of the net, but if help is needed or calls are disputed, make the call.
 - 4. Assist in keeping a friendly atmosphere while assuring fair competition.
 - 5. Assume full umpiring responsibility if assigned by Tournament Director.
 - 6. Report scores and winners to the Event Manager.

IV. **Procedures**

- A. Participants report to Registrar.
- B. Tournament Director assigns matches to courts.
- C. If used, the Umpire escorts the players to the court and conducts the practice and match.
- D. Upon completion, the umpire (if used) reports the score and the results to the Tournament Director. If no Umpire is used, BOTH players report the results.
- E. Tournament Director determines winners and post results.
- F. Sport Director reports final results.

V. **Helpful Hints**

- A. Be sure that all players understand what the match consists of (2 of 3, no-ad, pro-set) and the tiebreaker to be used.
- B. Be on top of things. Watch for disputed line calls. Act immediately if an umpire needs to take over.
- C. Save adequate new balls for the finals.
- D. Remember to play off for 3rd place. Ties must be broken!
- E. Be sure players are clearly instructed on their next match time if they leave the area.

Venue Requirements

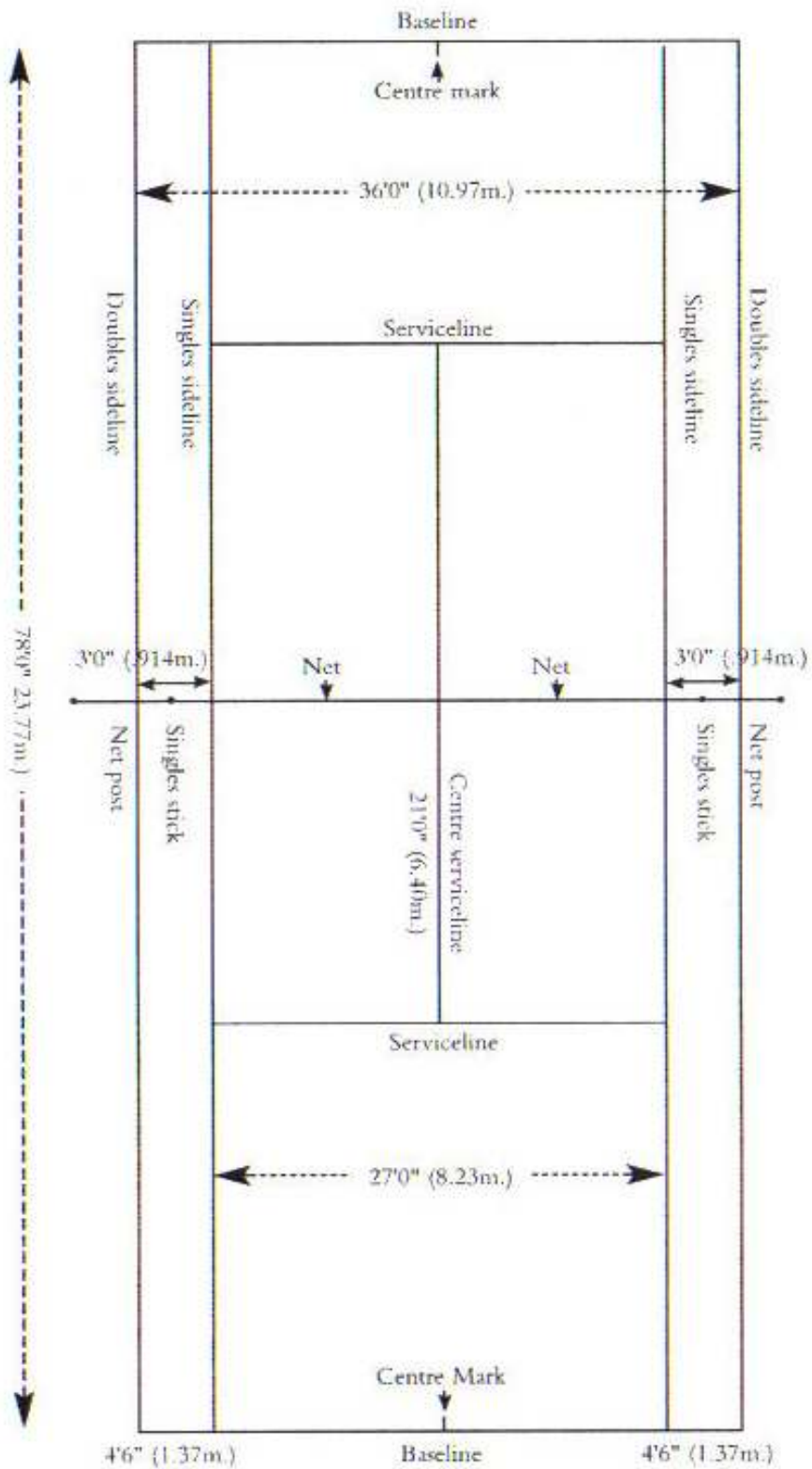
- Tennis complex with 20 - 24 regulation hard or clay courts; however all courts must be of same surface type. Depending on the number of participants you may use fewer courts, or extend your tournament over multiple days.
- Courts must be marked in accordance with United State Tennis Association (USTA) regulations (see attached diagram). Each court shall be 78' x 27' for singles and 78' x 36' for doubles, with a net height of three (3) feet at the center suspended between two standards three and one-half (3.5) feet high.
- Courts must be adequately lit for night play.

Required Support Facilities / Equipment

- Access to appropriate restroom/locker room facilities for participants and spectators.
- Access to shaded and secure area, preferably indoors and air-conditioned / heated for event management.
- Shaded areas for spectators and participants.
- Appropriate trash receptacles at competition, spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Approximately six (6) six-foot tables and six (6) chairs for event management and hospitality areas.
- Appropriate seating at courts for spectators and participants.
- Access to public address system and microphone (if available).

Venue Support Needs

- General cleaning throughout competition days.
- On-site maintenance and cleaning of courts daily.



TRACK AND FIELD

I. **Equipment** (Track & Field)

- A. Starting pistol (.32 caliber).
- B. Blanks (Extra Loud) – 100.
- C. Stopwatches or stop watch with printer and digital clock (maximum number in a heat and spares). HyTek/Finish Lynx is preferred, Cronomix is acceptable, and hand timing is not recommended.
- D. Official Rules Book.
- E. 3 clip boards (Starter, stager, and recorder).
- F. Pencils.
- G. Arm band and board if 200m is offered.
- H. Megaphone (if large numbers of runners are entered).
- I. Heat sheets and race numbers, Hip #'s (if using HyTek system), "TIC" sheets (if using hand timing).
- J. Race numbers for participants.
- K. Head sets and/or hand radios.
- L. Score sheets and final results form.
- M. Red and white signal flags (start area).
- N. Athletic tape (2) rolls.
- O. 2 Discus 1.5K
- P. 2 Discus 1K
- Q. 1 Discus 2K
- R. 1 Javelin 40M
- S. 1 Javelin 500g
- T. 1 Javelin 600 g
- U. 1 Javelin 60m
- V. 1 Javelin 700g
- W. 3 Measuring tape 100'
- X. 1 Measuring tape 200'
- Y. 1 Measuring tape 300'
- Z. 5 Shot put 3K
- AA. 2 Shot put 4K
- BB. 2 Shot put 5K
- CC. 2 Shot put 6K
- DD. Awards

II. **Personnel** (Track Events: 100m, 200m, 400m & 800m, 1500m)

- A. Sport Director
- B. Registrar
- C. Clerk of the Course
- D. Starter
- E. Head Timer/Finish Judge
- F. Timers (6-8)
- G. Finish Judges (4 or more)
- H. Recorder
- I. Runners (2-4)
- J. Announcer (if desired)

III. **Responsibilities** (Track Events: 100m, 200m, 400m, 800m, & 1500m)

A. Sport Director

1. Prepares facilities and assigns personnel prior to event.
2. Meets and checks in all volunteer staff.
3. Trains personnel as necessary for responsibilities.
4. May serve in any of the other roles during the meet.
5. Responsible for spectators, safety, etc.
6. Reports final results.

B. Registrar

1. Checks in participants.
2. Informs participants of estimated schedule of heats, and directs them to the Clerk of the Course or staging area.
3. Collects and checks results from Recorder and provides to Event Manager.
4. May assist with filling out final results and posting.

C. Clerk of the Course

1. Checks heat sheets to verify names, sex and age divisions; places participants into appropriate lanes.
2. Makes sure all participants have a number visibly displayed on the front of their chest.
3. Finalizes lane assignments from heat sheet.

D. Starter

1. Briefly explains the rules of the race, indicating distance.
2. Announces track to be cleared and checks to see if timers are ready.
3. Gives two-step command: "Runners to your mark" and fires pistol.
4. Fires a second shot if any of the runners false start, and makes note of the offending runner.
5. Announces the disqualification of any runner who commits two false starts in the same heat.
6. Use "waterfall" starts where marked appropriate.

E. Head Timer

1. Starts extra stop watch on the Starter's gun.
2. Coordinates all finish line personnel including Timers and Place Judges.
3. Assigns one timer to each competitor, either by lane assignment or place at the finish; assigns one additional timer for the first place finisher.
4. Assigns judges to each of the first four places, if possible. Instructs them to note the race number of the runner as he/she crosses the finish line (Only if an automated system is not being used).

F. Timers (one more than the number of runners entered in heat)

1. Are assigned to timings places.
2. Start watch using index finger when the starting gun fires, and stops watch when runner's torso breaks the plane of the finish line.
3. Report time of each competitor to the Head Timer (Only if an automated system is not being used).

G. Finish Judges

1. Are assigned with one Finish Judge to each of the first four places, if possible.
2. Should be positioned in line with, and to the side of, the finish line, noting when the runner's torso breaks the lane of the finish line.
3. Record the race number of the competitor corresponding to their place, and reports this to the Head Timer (Only if an automated system is not being used).

H. Recorder

1. Records times on pre-printed heat sheet for each competitor as given by the Head Timer/Place Judge.

2. Determines place and completes the final results form.
 3. Records and posts all results for participants.
- I. Runners
1. Run heat sheets from start of race to finish area.
 2. Assist with communication from Stager to Head Timer.
 3. Run results from timer to results area.
- IV. **Procedures** (Track Events: 100m, 200m, 400m, 800m, & 1500m)
- A. Identify and rope off a large staging area to check runners in, put number on the front of their chest, and confirm names.
 - B. Coordinate finish line personnel so that all responsibilities are identified and assigned.
 - C. Participants check in with Registrar.
 - D. Clerk of the Course confirms names, age and lane assignments.
 - E. Starter reviews rules and commands with participants.
 - F. As soon as heat results are finalized, make this information available to participants. Be careful not to show heat results if more than one heat per age division will be run until all heats are completed and places can be determined.
- V. **Helpful Hint** (Track Events: 100m, 200m, 400m, 800m & 1500m)
- A. If the meet is large, use more recorders to double-check the places, fill out final results and post results for participants.
- VI. **Personnel** (Field Events: Discus Throw, Shot Put, Javelin, High Jump, Long Jump, Pole Vault, Triple Jump)
- A. Sport Director
 - B. Head Judge (may be Event Manager)
 - C. Chief Judge (Running Long Jump)
 - D. Registrar
 - E. Stager(s)
 - F. Markers/Measures (3-5)
 - G. Recorder
 - H. Assistants (Running Long Jump)
 - I. Rakers (Running Long Jump)
 - J. Retrievers
- VII. **Responsibilities** (Field Events: Discus Throw, Shot Put, Javelin, High Jump, Long Jump, Pole Vault, Triple Jump)
- A. Sport Director
 1. Assures facilities are prepared and personnel are trained.
 2. Prepares system for order of competition (age/sex group at a set time, or an open time period for performance).
 3. Oversees conduct of event.
 4. Signs and turns in final results.
 - B. Chief Judge (Long Jump)
 1. Serves as the official for all rulings at the event.
 2. Briefly instructs competitors on the rules of the event before official jumps begin.
 3. Provides practice jumps for competitors (3 is adequate).
 4. Declares official attempts before they begin.
 5. Calls scratches or other rules infractions CLEARLY, with an explanation to the competitor if needed. Raises the RED flag for an infraction and mark an attempt on the score sheet.
 6. Raises the WHITE flag for legal jumps.

7. Monitors the assistants and reads the distance (to the lesser $\frac{1}{4}$ inch), recording it.
 8. Turns score sheet over to the Registrar after a group has completed its jumps.
 9. Checks the records of the Registrar and determines places.
- C. Head Judge
1. Rules on order of competition.
 2. Calls for each official throw.
 3. Calls scratches (on throw).
 4. Assures proper markings of throw and accurate measurements.
 5. Checks scores recorded and places for accuracy.
- D. Registrar
1. Checks in participants.
 2. Keeps a record of order of competition and provide scorers with that order (if an open time period is used).
 3. Provides participation with instructions as directed by stager(s).
- E. Stager
1. Monitors waiting area so that the waiting line is not too long and shaded seating is provided.
 2. Calls for participants to compete, then calls next competitor on deck..
 3. Keeps order of competition properly.
 4. Prevents delays by having next competitor ready.
- F. Markers/Measurers (2 or more)
1. Mark each competitor's throw with a small numbered marker unless it is obvious the throw is not the best throw for that competitor.
 2. Marker is placed at the nearest break in the surface made by the object (nearest to circle), or nearest point of contact at landing if surface is not broken.
 3. Discus throw requires 3-4 markers in the field in order to cover the area.
 4. At the conclusion of each flight of competition, shall have one measurer remain in the field and on return to the throwing area. Measurer in the field places the zero edge of the tape at the marker and calls out number on marker. Measurer in the circle extends tape through the center of the circle, measures distance to the inside edge of the foul line/toe board, and calls out distance to the nearest $\frac{1}{4}$ " BELOW the distance covered.
- G. Recorder
1. Records the number on the marker placed in the field beside the name of the competitor for EACH THROW MARKED.
 2. Records the distance measured for each marker beside the name of the competitor for whom the marker was used.
 3. Selects the best performance for each competitor and records of circles.
 4. Identifies the places for each age/sex category at completion of competition.
- H. Assistants (Long Jump)
1. One places the zero end of the measuring tape at the nearest break in the sand to the take-off board.
 2. The other pulls the tape to the take-off board at the location at which it is perpendicular to the board.
 3. Both double-check the distance the Chief Judge calls out.
- I. Rakers (Running Long Jump)
1. Initially, shovel sand so that the anticipated landing area is level with the runway and take-off board.
 2. Rake the sand smooth and level after each jump.
 3. Always be alert to competitors approaching and remove the rake.
 4. Rake after an official jump only after the Chief Judge signals.

- J. Retrievers (2)
 - 1. Return thrown object to the throwing area, CAREFULLY.
 - 2. Assist with marking throws as necessary.

VIII. **Procedures** (Discus Throw, Shot Put, Javelin)

- A. Prepare field areas and mark as required.
- B. Place competitors in age/sex categories, and arrange in flights as necessary.
- C. Establish time for practice throws.
- D. Participants report to Registrar.
- E. Stager(s) directs competitor, in proper order of competition, to the circle and head Judge.
- F. Head Judge allows participants to take one, two, or three attempts.
- G. Mark and measure each attempt, recording the distances of forms provided.
- H. Head Judge checks recorder's records and reports results.

IX. **Helpful Hints** (Discus Throw, Shot Put, Javelin)

- A. If marking each throw in the shot, it is wise to have metal markers numbered in three's so a number can be assigned to each competitor.
- B. Make certain the correct size and appropriate age groups use weight equipment.
- C. In the shot put, you may use one retriever in the field and one on the sideline facing the circle. The retriever in the field brings the shot to the circle and the other moves into the field to retrieve the next throw. They alternate bringing the shot to the circle (improves safety).

X. **Procedures** (Long Jump)

- A. Participants report to the Registrar.
- B. The registrar sends participants to the Chief Judge until an adequate number has been reported (6 is a good number).
- C. Participants may take warm-up jumps until the Chief Judge determines that competition is to begin.
- D. Chief Judge briefly instructs the group on the rules and the order of jumps, listing the competitors on a score sheet.
- E. Chief Judge checks that the landing pit is raked properly and ready.
- F. Chief Judge calls for the first jumper, and calls the next name "on deck".
- G. The competitor makes his/her attempt and the Chief Judge (with a flag if available) will indicate whether to measure or if it is a scratch.
- H. The assistants place the measuring tape in place.
- I. Chief Judge monitors that the tape is properly placed and reads the distance aloud to the lesser $\frac{1}{4}$ ".
- J. Chief Judge records the distance and signals the rakers to rake.
- K. Chief Judge calls the next jumper, and indicates who will follow, "on deck".
- L. Continue until all have attempted three jumps. Turn in scores to the Registrar to record on the master score sheets, organized by age/gender groups.
- M. Take the next group and continue.

XI. **Helpful Hints** (Long Jump)

- A. It is not necessary to wait for a group to form. It is vital to allow adequate rest for any jumper between jumps, so a group of 6 to 8 works well.
- B. Be extremely careful that rakes are not hazards (face prongs down).
- C. Highly trained competitors may ask to use the installed take-off board. Require a jump from the "board" close to the pit first and measure it to assure that the jumper can safely use the more distant board.

Venue Requirements

- 400-meter track with synthetic surface.
- Track must have all markings in accordance with USA Track & Field (USATF) regulations.
- One (1) – Two (2) regulation shot put circles.
- One (1) – Two (2) discus regulation circles and cage/net (ideal).
- One (1) – Two (2) long jump runways.
- One (1) pole vault runway, pit, and standards.
- One (1) – Two (2) high jump areas, pit, and standards.
- One (1) – Two (2) javelin areas.
- Flat grassy area for athlete warm-up.

Required Support Facilities

- Access to appropriate restroom facilities for participants and spectators.
- Seating for a minimum of 200.
- Press box required with approximately three (3) six-foot tables and four (4) chairs with air-conditioning / heating and electrical power or a 10' x 10' tent at the inside of the track next to the finish line with electrical power.
- Access to public address system with microphone, cassette and CD capabilities.
- Shaded and secure area for athlete check-in with approximately four (4) six-foot tables and four (4) chairs. A ticket booth at the entrance of the facility would be acceptable.
- Shaded and secure area, preferably indoor, for event management with approximately two (2) tables and two (2) chairs.
- Shaded area or 20' x 20' tent at the start for the clerk of the course with approximately four (4) six-foot tables and four (4) chairs.
- One (1) 10' x 10' tent located near the finish line for medical personnel with approximately two (2) six-foot tables and two (2) chairs.
- Shaded areas or 10' x 10' tents with one (1) table and two (2) chairs per area at each field event station. Total amount will be contingent upon facility layout.
- Shaded area or 20' x 20' tent with six (6) six-foot tables and 20 chairs for hospitality area.
- Operational concessions.
- Appropriate trash receptacles at competition, spectator and event management areas.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Access to all pits, standards, starting blocks, rakes, shovels, brooms and other maintenance equipment.

Venue Support Needs

- General cleaning throughout competition days.
- Circles, runways and jumping areas for field events must be cleaned and free of debris.
- Long jump pits must be filled with sand and free of any plant or grass growth.
- Long jump boards must be solid and clearly visible.
- Fields mowed and track swept free of debris.
- Fields lined in accordance with USA Track & Field Masters regulations.
- Host club or team support and volunteer assistance.

VOLLEYBALL

I. Equipment

- A. Game Balls
- B. Volleyball Standards
- C. Bracket Forms
- D. Score Sheets
- E. Clipboards (2)
- F. Pens/Pencils (12)
- G. Scoring Cards or electronic score keeper
- H. P/A System
- I. Concessions
- J. Coolers of drinks for players

II. Personnel

- A. Sport Director
- B. Tournament Director
- C. Registrar
- D. Referees (2)
- E. Line Judges (2)
- F. Score Keeper

III. Responsibilities

- A. Sport Director
 - 1. Prepares brackets by impartial draw prior to the tournament.
 - 2. Assures that the courts are ready and official, checking height of net and dimensions of the court.
 - 3. Assures that good quality balls are used/provided.
 - 4. Provides score sheets and forms.
 - 5. Collects results and writes in advancing teams on the posted brackets, with scores.
 - 6. Reports final results to the proper person.
- B. Tournament Director
 - 1. Review rules for the players (as needed) before play begins.
 - 2. Announces practice time allowed (5 minutes full court for each team and 5 minutes for serving).
 - 1. Assigns Referees to each court.
 - 2. Assigns Line Judges to each court.
 - 3. Assures that the Referees/ Line Judges know the rules.
 - 4. Declares forfeits.
 - 5. Oversees all play.
 - 6. Interprets rules and settles disputes.
- C. Registrar
 - 1. Checks in teams
 - 2. Inform team coaches of match time, court assignment, and location of changing rooms if necessary.
- D. Referees
 - 1. Keeps track of score, timing, and makes calls
 - 2. Assist in keeping friendly atmosphere while assuring fair competition.
 - 3. Report scores and winners to the tournament director.

- E. Line Judges
 - 1. Makes the call if the ball is in or out.
- F. Score Keeper
 - 1. Consistently tallies the point that the referee calls.
 - 2. Assists in the record keeping for all games and fills out scorecards.
 - 3. Assist in the filling out the brackets.

IV. **Procedures**

- A. Participants report to registrar then to their designated field prior to game time.
- B. Tournament Director assigns referees/line judges to a court.
- C. The Referee conducts the practice and game, reporting the scores and results to the Tournament Director.
- D. Tournament Director declares forfeits.
- E. Tournament Director fills in brackets and informs winners of their next match.
- F. Tournament Director assists Sport Director in recording and posting winners.

V. **Helpful Hints**

- A. Print out a copy of the scheduled bracket and give one to each coach at check in.
- B. Post a large copy of the bracket at a central location and keep it updated.

Venue Requirements

- Gymnasium with two (2) regulation indoor volleyball courts.
- Each court must be 18m x 9m with a minimum ceiling height of 23'. Courts must be marked in accordance with USA Volleyball specifications (see attached diagram).
- The net posts must be 2.55m in height and must be fixed to the playing surface at a distance of .5m to 1m from each sideline.
- The net is placed vertically over the axis of the centerline with the height of the net set at 2.43m for men and 2.24m for women.
- Appropriate lighting required.
- Operation air-conditioning / heating during hours of operation.

Required Support Facilities / Equipment

- Access to appropriate restroom / locker facilities for participants and spectators.
- Each court must be equipped with referee stands and antennas.
- Seating for a minimum of 50.
- Operational concessions.
- Access to functional ice machines or at least an adequate number of coolers filled with ice and water.
- Access to water and hose.
- Appropriate trash receptacles at spectator and event management areas.
- Access to public address system and microphone.
- Approximately six (6) six-foot tables and six (six) chairs for event management.
- Benches or chairs for ten (10) on each side court for teams for each court.

SAMPLE EVENT SHEETS

Archery 900

Target # _____

Name _____

Division _____

Date _____

A 900 Round consists of five ends of six arrows per end. There are five ends at each distance with a possible 900 point total.

60 Yards

Arrows

E
N
D
S

	1	2	3	4	5	6	X	END	RS
1									
2									
3									
4									
5									
Totals:									

50 Yards

Arrows

E
N
D
S

	1	2	3	4	5	6	X	END	RS
1									
2									
3									
4									
5									
Totals:									

X = number of X ring hits

END = end total (of 6 arrows)

RS = running total

60 YARD TOTAL _____

50 YARD TOTAL _____

40 Yards

Arrows

E
N
D
S

	1	2	3	4	5	6	X	END	RS
1									
2									
3									
4									
5									
Totals:									

40 YARD TOTAL _____

FINAL TOTAL _____

ARCHER: _____

SCORER: _____

SCORER: _____

Basketball 3-on-3 Half Court Sheet

Date

Time

Sex/Age Group

Court

Team

Score

Name	No.	1st Half	2nd Half	Indiv. Fouls	Team Fouls
				1 2 3 4 5 6	1
				1 2 3 4 5 6	2
				1 2 3 4 5 6	3
				1 2 3 4 5 6	4
				1 2 3 4 5 6	5
				1 2 3 4 5 6	6
				1 2 3 4 5 6	7
				1 2 3 4 5 6	8
				1 2 3 4 5 6	9
				1 2 3 4 5 6	10

Running Score: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35
 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72
 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90

List of Symbols:

2—Field Goals 3—Three Point Goals
 ⊗—Free Throws ○—Missed Free Throws

Team

Score

Name	No.	1st Half	2nd Half	Indiv. Fouls	Team Fouls
				1 2 3 4 5 6	1
				1 2 3 4 5 6	2
				1 2 3 4 5 6	3
				1 2 3 4 5 6	4
				1 2 3 4 5 6	5
				1 2 3 4 5 6	6
				1 2 3 4 5 6	7
				1 2 3 4 5 6	8
				1 2 3 4 5 6	9
				1 2 3 4 5 6	10

Running Score: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35
 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71
 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90

Official

Scorer

Horseshoe Scoresheet Instructions

X = indicates a ringer

O = indicates that a ringer is scored

' = indicates a point is scored when placed beside a ringer symbol in the ringer column

CALL _____ VS _____

	Ringers	Points	Score	Shoes	Ringers	Points	Score
No Score	-	-	0	2	-	-	0
1 ringer each no score	X	-	0	4	X	-	0
2 ringers each no score	XX	-	0	6	XX	-	0
1 ringer each one point	X'	1	1	8	X	-	0
1 point (within 6")	-	1	2	10	-	-	0
2 points	-	2	4	12	-	-	0
1 ringer, 3 points	0	3	7	14	-	-	0
3 ringers, 3 points	X0	3	10	16	X	-	0
1 ringer, 4 points	0'	4	14	18	-	-	0
2 ringers, 6 points	00	6	20	20	-	-	0

NOTE: The points column indicates points during that inning. The score column indicates the running score.

CLASS M Cancellation
 W Count All
 JR

POINTS
 SHOES
 _____ 50
 _____ 40
 _____ 30
 _____ ?

Round Robin Tournament Score Sheet (General Purpose)
 For: 8-Party, 7-Party (1 man out); 6-Party, 5-Party (1 man out); 4-Party

ROUND

	ROUND							W	L	Ringer %	WIN R A N K
1	_____										
2	_____										
3	_____										
4	_____										
5	_____										
6	_____										
7	_____										

NATIONAL HORSESHOE PITCHERS ASSOCIATION
Play Horseshoes — "For the Fun of It."

SHUFFLEBOARD SCORECARD

Court No. _____

Winning Players Sign Here

LINE	NAME	AGE	GAME		
			1	2	3

SCORER _____ REF. _____

SHUFFLEBOARD SCORECARD

Court No. _____

Winning Players Sign Here

LINE	NAME	AGE	GAME		
			1	2	3

SCORER _____ REF. _____

SHUFFLEBOARD SCORECARD

Court No. _____

Winning Players Sign Here

LINE	NAME	AGE	GAME		
			1	2	3

SCORER _____ REF. _____

SWIMMING

EVENT _____

CATEGORY _____

PRELIMINARY HEATS

	Lane	Participant	Part No.	Time		Lane	Participant	Part No.	Time
HEAT 1	1				HEAT 4	1			
	2					2			
	3					3			
	4					4			
	5					5			
	6					6			
	7					7			
	8					8			
HEAT 2	1				HEAT 5	1			
	2					2			
	3					3			
	4					4			
	5					5			
	6					6			
	7					7			
	8					8			
HEAT 3	1				HEAT 6	1			
	2					2			
	3					3			
	4					4			
	5					5			
	6					6			
	7					7			
	8					8			

LANE	PARTICIPANT	PART NO.	HOMETOWN	HEAT	TIME	PLACE
1						
2						
3						
4						
5						
6						
7						
8						

Table Tennis Scoresheet

Category _____

 = Point Scored

Official _____

MATCH	GAME	PARTICIPANT	PART. No.	LINE SCORE	GAME SCORE	MATCH SCORE
No.	1			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		NAME
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21		GAMES WON
No.	2			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		NAME
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21		GAMES WON
No.	3			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		NAME
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21		GAMES WON

TENNIS SCORESHEET

EVENT _____

CATEGORY _____

OFFICIAL _____

Match No.	Participant	Part. No.	Set Score	Match Score	Winner (mark box)
			<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 1 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 2 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 3	_____	<input type="checkbox"/>
			<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 1 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 2 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> 3	_____	<input type="checkbox"/>
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FINISH LINE HEAT SHEET for TRACK & FIELD

Event: _____

Lane / Pos.	Ath. #	Heat _____ of _____
1		1 _____
2		2 _____
3		3 _____
4		4 _____
5		5 _____
6		6 _____
7		7 _____
8		8 _____
9		9 _____
10		10 _____
11		11 _____
12		12 _____
13		13 _____
14		14 _____
15		15 _____

Event Official	Title
_____	_____
_____	_____
_____	_____

Special Thanks to:

Florida Sports Foundation

Michigan Senior Olympics

New Mexico Senior Olympics

National Senior Games Board of Directors Membership Committee:

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Gail Ezelle (AR)

Marye Miller (MI)

Ed Roberts (TX)

Kay Roberts (TX)

Cynthia Rosedale (CA)

Becky Wesley (staff)

Additional comments, changes or suggestions should be submitted to the NSGA Membership Committee via

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- Fax (225.766.9115)
- Mail:
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