

# Instructions for Running Double-elimination Qualifier boards

## Scheduling a board

Anyone can run a board. You can spread the word yourself, or contact Staci Thompson at 512-565-0854 or [skfthompson@gmail.com](mailto:skfthompson@gmail.com) for help in sending out notices to the existing e-mail distribution and creating events on the APA of Austin FB page. Also, contact the league office at [apa@apaustin.com](mailto:apa@apaustin.com), let them know you are running a board, and they will assist you with getting boards and notifying people through the local Web site.

## Running Splashboards (16 people, 5 qualify. \$21 each, \$320 must be turned in with the board)

### Participants:

You must have 16 people present and signed in on the board to play a splashboard. You cannot have byes, and you cannot play with more than 16 people.

If you have taken RSVPs, check people off your list as they arrive. It's important that people have been listed in the order they have RSVP'd. There will often be people who just come in on the day, place their names at the bottom of your list. At the published start time, you can start adding in your wait-listed folks as you have slots. Of course, if you don't have 16 people present at the published start time, you can take people who run late.

### Drawing the board:

Once you have your players present, set aside 5 blue (8-ball) or yellow (9-ball) sheets for your splashboard (if they haven't been pre-selected for you). Take any two of the 5 boards, and have everyone sign in. For a splashboard, it doesn't matter which of the two sheets players sign in on.

Take everyone's money (\$21, per person - \$1 per person goes to the tournament director). Place the money in the envelope provided, write the date and description on the front (8-ball splash mm/dd/yy) and give it to the bartender. Tell them to put it in their safe. If the location use a day and night safe, make sure they put the envelope in the day safe, so that people who are on day shift can get to it to give to the league office. If the location has an APA lockbox, put the envelope there.

*Note: You can turn in the \$\$ after you draw the board. If you are playing the board, it's best to turn in the money before you start your match.*

Draw the board by skill level. Use numbered poker chips or pieces of paper, and random-draw people within their SLs. (Have the 7s draw, then the 6s, etc. Have people begin play as soon as you draw them, that way the 7s get started right away.

### Managing the rounds:

Follow the guidelines on the bracket to advance people through the board. In the example provided below, Henry and Gabe lost their first match, they enter a new bracket, designated LA1 and LA2 (loser of A1 and loser of A2). In the semi-final round between Ken and Patrick (B1), Ken lost, and enters the bracket labeled LB1. In match B2, Darrell lost, and enters the bracket labeled LB2. Ken and Darrell played each other in that second semi final.

## **Paperwork – very important!:**

Each qualified individual will sign a blue (8-ball) or yellow (9-ball) board. So that the league office can properly process the matches that people play to qualify, you need to associate a particular board with the right set of scoresheets.

Take your boards, and arrange them in numerical order. If the boards you have are out of sequence, just arrange them as you like.

Write a board number next to each “Qualified signature is on Board number:” statement.

*Note: this statement refers to the board a qualified player will sign after they qualify. It is not a reference to the board they signed in on.*

As each round completes, write in the board number on the completed scoresheet in the field at the top right labeled LQB:# (Local Qualifier Board). In the example on the next page, the match between Ken and Henry was played on board 80011625. Henry’s second match against Gabe was played on board 80011627. Every scoresheet must be filled out with the board number.

*Note: If you are playing the board in addition to running it, you may choose fill out the scoresheets at the end of the qualifier. They must be complete before you turn in the boards.*

## **Understanding the rounds:**

Players usually don’t circle the round option on the scoresheet, or they circle the wrong one. (Sometimes, if they lose their first match, they don’t realize their second match is actually a first round match). You need to double-check the rounds. Using the example provided (splashboard.pdf), here are the rounds:

First Rounds: A1-A8, LA1-LA8

Semifinal Rounds: B1-B4, LB1-LB4

Final Rounds: C1-C3, LC1/LC2, and the round for the winners of LB1-LB4

Different parts of the bracket have different rounds. Some rounds will have only semi-final and final matches, the board at the bottom of the bracket will have only a final round (one scoresheet) associated with it. In the example below, the scoresheets would be divided as follows:

Board 80061125: 4 first-rounds, 2 semi-final rounds, 1 final

Board 80061126: 4 first-rounds, 2 semi-final rounds, 1 final

Board 80061127: 4 first-rounds, 2 semi-final rounds, 1 final

Board 80061128: 2 semi-final rounds, 1 final

Board 80061129: 1 final

## **Signing off on the board and completing the qualifier:**

When a player qualifies, give them the board that corresponds to their qualifying bracket. They must complete the top portion and the bottom left portion of the board. They must include their entire 8-digit player number (787xxxxx).

Double-check everything after they fill it out, sign and complete your portion (signature on the top, and the bottom right portion). Detach the bottom portion of the board, and give it to the player, and make sure they understand they need to send in the bottom left part that they filled out. The right portion is theirs to keep for a reminder. Also remind the player they must stay on an APA team to remain eligible for Regionals.

Take the scoresheets that correspond to that board, double-check that each one is completely filled out, organize them by rounds (first, semi, final), lay them on the right half of the board, and fold the board over them. Once the board is completed, paper-clip the boards together and give them to the bartender to place in the day safe (or APA lock box) with the fees. If you are playing in a non-APA location, turn them in to an APA location.



## Running other Double-elimination boards (6-8 people, 2 qualify, costs range from 17-23, \$128 must be turned in on the board)

If you have fewer than 16 people show up, you can still run a double-elimination board. Each board can have from 6-8 people (up to 2 byes) and two qualify off the board. The fees vary, depending on the number of people:

8-person Double Elimination Board Breakdown - 2 qualify \$128 must be turned in on the board			
No of Players	Cost	Winner pays	Odds
8	\$17	\$0	25%
7	\$19	\$1 Each	29%
6	\$22	\$1 each	33%

### Drawing the board:

Once you have your players present, set aside 2 blue (8-ball) or yellow (9-ball) sheets for your splashboard (if they haven't been pre-selected for you). Take one of the boards, and have everyone sign in. Everyone will sign in on the same board.

Take everyone's money (See table above - \$1 per person goes to the tournament director). Place the money in the envelope provided, write the date and description on the front (8-ball qualifier mm/dd/yy) and give it to the bartender. Tell them to put it in their safe. If the location use a day and night safe, make sure they put the envelope in the day safe, so that people who are on day shift can get to it to give to the league office. If the location has an APA lockbox, put the envelope there.

*Note: You can turn in the \$\$ after you draw the board. If you are playing the board, it's best to turn in the money before you start your match.*

Draw your byes. If you have 8 players, there are no byes. If you have one or two byes, you can random draw them, or place them yourself. The first bye is placed in position 8, the second bye is placed in position 4. To random-draw the byes (people like that!), use the following process:

- For one bye: Take 7 blank chips or pieces of paper, and one chip/paper marked with a B and shuffle. Have someone turn over the chips, one at a time. Whenever the B chip is turned over, that's your bye.
- For byes: Take 4 blank chips or pieces of paper, and one chip/paper marked with a B and shuffle. Have someone turn over the chips, one at a time. Whenever the B chip is turned over, that's your bye. You will draw twice – once for the top half of the board, once for the bottom half.

***On a 2-bye board, the byes MUST be separated in the top and bottom four slots. Otherwise Byes will end up against each other in the bracket.***

Draw the board by skill level. Use numbered poker chips or pieces of paper, and random-draw people within their SLs. (Have the 7s draw, then the 6s, etc). Have people begin play as soon as you draw them, that way the 7s get started right away.

### **Managing the rounds:**

Follow the guidelines in the example below to advance people through the board. In the example provided below, Chris and Darrell lost their first match, they move to the left. Jon and Brett won their first match, they move to the right. In the semi-final between Jon and Brett, Brett lost and moved to match 11. (The bracket flips). In the semi-final between William and Joe, William lost and moves to match 10.

### **Paperwork – very important!:**

Each qualified individual will sign a blue (8-ball) or yellow (9-ball) board. So that the league office can properly process the matches that people play to qualify, you need to associate a particular board with the right set of scoresheets.

Take your boards, and arrange them in numerical order. If the boards you have are out of sequence, just arrange them as you like.

Write a board number next to each “Qualified signature is on Board number:” statement.

*Note: this statement refers to the board a qualified player will sign after they qualify. It is not a reference to the board they signed in on.*

As each round completes, write in the board number on the completed scoresheet in the field at the top right labeled LQB:# (Local Qualifier Board). In the provided example, the match between Chris and Jon was played on board 80097709. The match between Chris and Darrell (first match on the left side) was played on board 80097710.

*Note: If you are playing the board in addition to running it, you may choose fill out the scoresheets at the end of the qualifier. They must be complete before you turn in the boards.*

### **Understanding the rounds:**

Players usually don't circle the round option on the scoresheet, or they circle the wrong one. (Sometimes, if they lose their first match, they don't realize their second match is actually a first round match). You need to double-check the rounds. Using the example provided (splashboard.pdf), here are the rounds:

First Rounds: 1,2,3,4,8,9,10,11

Semifinal Rounds: 5, 6, 12

Final Rounds: 7, 13

The left and right sides of the bracket have differing numbers of 1<sup>st</sup> rounds.

In the example below, the scoresheets would be divided as follows:

Board 80097709: 4 first-rounds, 2 semi-final rounds, 1 final

Board 80097710: 4 first-rounds, 1 semi-final round, 1 final

## Signing off on the board and completing the qualifier:

When a player qualifies, give them the board that corresponds to their qualifying bracket. They must complete the top portion and the bottom left portion of the board. They must include their entire 8-digit player number (787xxxxx). Double-check everything after they fill it out, sign and complete your portion (signature on the top, and the bottom right portion). Detach the bottom portion of the board, and give it to the player, and make sure they understand they need to send in the bottom left part that they filled out. The right portion is theirs to keep for a reminder. Also remind the player they must stay on an APA team to remain eligible for Regionals.

Take the scoresheets that correspond to that board, double-check that each one is completely filled out, organize them by rounds (first, semi, final), lay them on the right half of the board, and fold the board over them. Once the board is completed, paper-clip the boards together and give them to the bartender to place in the day safe (or APA lock box) with the fees. If you are playing in a non-APA location, turn them in to an APA location.

