

## **Regional Qualifiers - Instructions**

All qualifiers must be finished by January 31, 2009. All the forms that you need are on the website. I will explain each of them to you so there is no confusion:

**#1) Member List:** List of all USBA members, past and present. If a player's name is NOT on this list, then they need to become a member. Dues are \$ 50.00 for one full year. They also need to complete a Membership Application. If a player's name IS on the list, then check to see if it says "Current" or "Pending". If so, then they are current on their dues. If it says "Not Current", then they must renew for one full year at \$ 50.00 and they must also complete an updated Membership Application.

Names are sorted by the Last Name. Check the city and state in case there are 2 people with the same name. Collect all dues and applications BEFORE the tournament starts. The player's meeting is the perfect time for this.

**#2) USBA Membership Application:** This MUST be completed by any players that are paying their USBA dues. This includes all brand new members and past members that are renewing their memberships. Make plenty of copies.

**#3) Eligibility Form for the Nationals and Qualifiers:** This MUST be signed by EVERY PLAYER. No exceptions. Make plenty of copies. Do this at the player's meeting.

**#4) Regional Qualifier Summary Form:** This form is a summary of the whole tournament. The list of all players, the players who have paid their USBA dues, the amount they paid, the amount which must be paid to the USBA in sanction fees, Qualifying player(s) entry fees into the Nationals, amount of dues paid etc. You will probably not have 84 players, but that's okay.

**#5) Preliminary Score Sheets:** These are very useful for the preliminaries so you have a record of the scores in case of a dispute. Keep one clipboard filled with Preliminary Score Sheets and a pen at every table at all times. Ask the players to bring up the completed score sheet after every match, but tell them to leave the clipboard and pen at the table. Inning counters or "clickers" at every table are also helpful. Make plenty of copies if you use them. This is for you, please don't send them to me.

**#6) Score Sheet:** If you need score sheets for use with score keepers, I have provided you with one. Make plenty of copies. This is for you, please don't send them to me.

I advise all tournament directors to collect dues and sanction fees (\$ 5.00 per player) before starting the tournament. I also advise adding the \$ 5.00 sanction fee to the entry fee. Instead of the entry fee being, let's say \$ 100.00, charge \$ 105.00. It makes life a lot easier.

Use the "Regional Qualifier Summary Form" when collecting dues.

**Cloth Reimbursement:** If you wish to change your billiard table cloth, Simonis will provide a significant discount. In addition the USBA will reimburse you half the cost of the cloth, providing that there are 6 players for each table at the qualifier that have been newly recovered by Simonis. In other words, if you have 6 players at the qualifier, the USBA will reimburse you half the cost of one cloth. If you have 12 players and at least 2 newly recovered tables, the USBA will reimburse you half the cost of 2 cloths. If you have 10 newly recovered tables and 60 players in the qualifier, you get half the cost of 10 cloths.

After your qualifier is finished, you will need to send the following items to the Secretary for approval.

- #1) Regional Qualifier Summary Form
- #2) Receipt of cloth purchase from Simonis (if you seek reimbursement)
- #3) \$ 500.00 per Qualifying player from the qualifying tournament
- #4) \$ 5.00 USBA sanction fee for each player who entered the qualifier
- #5) \$ 50.00 Dues from each player who is not current on dues
- #6) USBA Membership Application from each player who paid their dues
- #7) Eligibility Form for the Nationals and Qualifiers from EVERY PLAYER
- #8) Copies of the Tournament Charts (can be emailed to me)
- #9) Pictures of players and story (can be emailed and is appreciated)

These items must be received by the secretary within 2 weeks of the finish of your qualifier. If these items are not received within that time frame, the tournament will not be sanctioned by the USBA, and the players who "qualified" will no longer be qualified into the National Championship event. In addition, the USBA will not reimburse you for cloth. Please follow-through and collect monies from all who owe and forward it to the secretary in a timely manner to avoid problems.

See the "Regional Qualifier Summary Form" for an easy-to-understand list of all that is required.

## **How many players can you send to the Nationals?**

The minimum number of players for a qualifier is 6. One person out of the 6 can be sent to the Nationals. The USBA needs to receive \$ 500.00 for the qualifying player along with \$ 5.00 sanction fee for each of the 6 players, plus appropriate dues, if necessary.

If you have 10 players, you can send 2 to the Nationals. With 15 players, you can send 3 to the Nationals. With 20 players, you can send 4. With every additional 5 players, you can send one more. All of this must be approved beforehand by the secretary, to ensure that we have enough room for your players in the Nationals.

A typical entry fee to a qualifier is \$ 105.00 (includes \$ 5.00 sanction fee), but you can make it whatever you wish. For instance, if you have 10 players each paying \$ 105.00 entry fee, there will be \$ 1,000.00 available to be sent to the USBA to cover the entry fee for 2 players. If you wish to send fewer players to the Nationals and have more players in the qualifier, you can always lower the entry fee. If you are not sure how to run a qualifier, the USBA will provide assistance for organizing and promoting it.

Prize money suggestion: There seems to be a lot of controversy regarding prize money if the first place finisher is unable to attend the Nationals. My strong advice is as follows:

Let's say that you get 24 players for the Qualifier and you charge \$ 155.00 entry fee. That means that there is \$ 150.00 per player for the prize money which equals \$ 3,600.00. Suppose that you only want to send 3 players to the Nationals. That means that the USBA will receive \$ 1,500.00 for the top 3 Qualifying players. That leaves \$ 2,100.00 in prize money.

Take the remaining \$ 2,100.00 and divide it up as if that was the ONLY prize money. So perhaps you can pay out as follows:

- 1) \$ 600.00 + Nationals Entry (\$ 300.00) + \$ 200.00 expense money at Nationals
- 2) \$ 400.00 + Nationals Entry (\$ 300.00) + \$ 200.00 expense money at Nationals
- 3) \$ 300.00 + Nationals Entry (\$ 300.00) + \$ 200.00 expense money at Nationals
- 4) \$ 300.00
- 5) \$ 275.00
- 6) \$ 225.00

This way the 1<sup>st</sup> place finisher (or 2<sup>nd</sup> or 3<sup>rd</sup>) does not get screwed if they cannot attend the Nationals and there is no arguments over prize money. If one of the Qualifying players cannot attend the Nationals, then the next finishing player can take his/her place.

Please contact me with questions.

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