

## **Regional Qualifiers - Instructions**

All qualifiers must be finished by March 4, 2012. 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. Contact the Secretary. All players that need to pay dues (\$50) need to complete a Membership Application.

**#2) USBA Membership Application:** This MUST be completed by any players that need to pay their USBA dues or if they pay the \$25 non-member participation fee. Make plenty of copies.

**#3) 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.

**#4) 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.

**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 5 players for each table at the qualifier that have been newly recovered by Simonis. In other words, if you have 5 players at the qualifier, the USBA will reimburse you half the cost of one cloth. If you have 10 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 50 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) \$10.00 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) Copies of the Tournament Charts (can be emailed to me)
- #8) 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 5. One person out of the 5 can be sent to the Nationals. The USBA needs to receive \$500.00 for the qualifying player along with \$10.00 sanction fee for each of the 5 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 \$110.00 (includes \$10.00 sanction fee), but you can make it whatever you wish. For instance, if you have 10 players each paying \$110.00 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.

Please contact me if you have questions.

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