

## **Your Responsibilities for the USBA:**

**Please print this Tutorial NOW** and read from the printed copy. It will be much easier to learn.

Running a USBA Tournament involves a little more work because it is important to collect membership dues from all the players who are not USBA members or who have let their Membership expire. The main purpose of having a USBA Tournament is so that the USBA can increase its Membership numbers and have money to promote the game of 3-cushion. If you don't insure that all players are current USBA members, then it defeats the purpose of having a USBA Tournament in the first place.

**Membership Rules:** All players that participate in a USBA sanctioned tournament (event) must be a current paid USBA member. The dues are \$ 50.00 per year for everyone. Membership lasts for one full year from the date of payment.

### **How do you find out who is a current paid member or not?**

There are actually 3 ways:

1) The easiest way is to click "Member List". You can then print out the whole list if you desire. This list will provide you with all the current and past members of the USBA that we have a record of. The information will include the players' names, city and states of residence and whether or not they are current on their dues. If a player's name is NOT on this list, then they need to become a Member. They need to pay \$ 50.00 for one full year of Membership and they need to complete a Membership Application. If a player's name IS on this list, but they are listed as NOT CURRENT, then they need to also pay \$ 50.00 for one full year and complete an updated Membership Application.

2) The Secretary will email you the list.

3) If you don't have computer and internet access, you can always call the Secretary with the list of players right BEFORE the event starts. The Secretary will tell you who needs to pay dues and complete a Membership Application.

Collected Dues, sanction fees and Membership Applications must be mailed to the USBA Secretary as soon as possible upon the completion of the event.

**Sanction Fees:** \$ 5.00 per player will be collected as USBA Sanction Fees. My suggestion to all Tournament Directors is to simply include an additional \$ 5.00 in the entry fees. For example, instead of making the entry fee \$ 100.00, make it \$ 105.00. Obviously, you do not include the \$ 5.00 in the prize fund.

All USBA Tournament results will be posted on the website ([www.USBA.net](http://www.USBA.net)) under "Tournaments-Calendar". If you would like to see your USBA event posted on the website and also in Professor-Q-Ball publication, then the more information you give to

the Secretary, the better. For instance, if you or someone else would like to write a brief story about the event, that would be extremely helpful. If you or someone else would provide the Secretary with pictures (digital) of the event and players, we can then put it on the website or in Professor-Q-Ball (PQB). The Tournament Charts of the flights and finals are crucial. If you are able to use a computer and printer at the event, you can keep track of the Tournament Charts with the Excel program which is used by many Tournament Directors and is available online. These charts can then be emailed to the Secretary along with Digital Pictures and the story. If you are not using a computer at the event, then digital pictures can be taken of the Tournament Charts and emailed to the Secretary. If there are no digital cameras available, then regular pictures of the Charts can be taken and sent in the mail to the Secretary.

All these materials are available on the website to help you run the Tournaments:

- 1) Member List
- 2) USBA Membership Applications
- 3) USBA Tournament Summary Form-a summary of the event and monies paid
- 4) Score Sheets- if you are using score keepers
- 5) Preliminary Score Sheets- if you are NOT using score keepers
- 6) Billiard Tax Packet- tax information for players if you are reporting income
- 7) Billiard Tax Packet (Spanish) - same thing, but in Spanish

So, in summation, here are the things that are both required and helpful:

- 1) Membership Dues must be collected (REQUIRED)
- 2) Membership Applications must be completed by those paying dues (REQUIRED)
- 3) \$ 5.00 per player Sanction Fees must be collected (REQUIRED)
- 4) Photos or copies of Tournament Charts must be made (REQUIRED)
- 5) USBA Tournament Summary Form must be completed (REQUIRED)
- 6) All monies and documents must be mailed to the Secretary (REQUIRED)
- 7) A brief story or summation of the event should be written (very helpful)
- 8) Pictures (digital preferred) of the event and players should be taken (very helpful)
- 9) If you have a computer/internet, email information to the Secretary (very helpful)

Any postal expenses incurred will be reimbursed by the USBA.

If you ever have any questions, feel free to contact the Secretary. The Secretary's information is on the website under "Board of Directors".