

Step 3 Tutorial: Round Robin Spreadsheets:

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

Click the link “Round Robin Spreadsheets”. This page gives you round-robin spreadsheets from 2 through 20 players per flight. These will be your Master Tournament Charts for each flight and for the finals. Click “8-Player Round Robin”.

This chart will represent one Flight. If you have 4 flights of 8 players each, then you will use 4 of these charts. One will be “Flight A”, the next “Flight B” and so on. The players’ names go on the left side and automatically fill in on the top. Let’s look at a typical chart. The entire chart is not showing, but the important stuff is.

Group A	Torres	Kim	Shin Park	Razon	Shovak	Ester Park	Yong S. Park	Jauregui	WIN/LOSS	TOTAL POINTS	TOTAL INNINGS	GRAND AVERAGE	HIGH RUN	BEST
Miguel Torres		15 5 22 4 23 25 24 20 7 25 4 21 7 6	25 1.667 25 1.136 25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	25 1.087 24 0.886 25 1.250 25 1.000 25 1.190	6 1	174	161	1.081	7	1.66
Su Yee Kim	13 0.867		23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	23 0.719 25 1.087 12 0.400 25 0.781 23 0.639 7 0.700	2 5	128	178	0.719	5	1.08
Shin Park	21 1.000	25 0.781		25 1.087 18 0.800 25 0.595 25 0.781 25 0.735	25 1.087 18 0.800 25 0.595 25 0.781 25 0.735	25 1.087 18 0.800 25 0.595 25 0.781 25 0.735	25 1.087 18 0.800 25 0.595 25 0.781 25 0.735	25 1.087 18 0.800 25 0.595 25 0.781 25 0.735	5 2	164	214	0.766	5	1.08
Felipe Razon	22 0.957	18 0.818	21 0.913		25 1.000 25 0.806 18 0.750 24 0.571	25 1.000 25 0.806 18 0.750 24 0.571	25 1.000 25 0.806 18 0.750 24 0.571	25 1.000 25 0.806 18 0.750 24 0.571	2 5	153	190	0.805	7	1.00
Jim Shovak	25 0.714	25 0.933	25 0.806	16 0.667		25 0.781 25 0.833 12 0.308	25 0.781 25 0.833 12 0.308	25 0.781 25 0.833 12 0.308	5 2	153	221	0.692	7	0.83
Ester Park	13 0.684	9 0.281	8 0.195	12 0.400	4 0.125		22 0.440 15 0.463	22 0.440 15 0.463	0 7	83	236	0.352	4	0.00
Yong S. Park	15 0.600	25 0.676	20 0.645	25 1.042	11 0.367	25 0.500		19 1.000 4 1.316	3 4	140	216	0.648	6	1.04
Sido Jauregui	17 0.850	25 0.806	23 0.719	25 0.595	25 0.625	25 0.758	25 1.316		5 2	165	217	0.760	10	1.31
TOURNAMENT AVERAGE:														

On the top left is the Group or Flight name (Group A). Just underneath is the first player, Miguel Torres. If you look over to the right, you will see that there is a 25 in his first box under “Kim”. The 2nd player was Su Yee Kim. This means that Miguel Torres scored 25 points against Su Yee Kim (Miguel won the match since each match was 25 points). Also in that box, you will see a small 15 which was the number of innings for Miguel Torres, a small 5 which was Miguel’s high run for that match, and the lower right corner of the box has his average for that match (1.667).

If you move back to the top left and go down to the 2nd player (Su Yee Kim), and then scroll to the right under Miguel Torres' name, you will see how Su Yee Kim did in his match against Miguel Torres. 13 points scored in his loss, a small 15 was the number of innings and a small 3 was his high run of the match. His average for the match was .867. This is how you would enter the results of each match. Make sure you enter the winner's information first and then the loser's information last, so that you don't make a mistake. If you are NOT keeping track of innings, high runs and average, then you only need to put the correct number of points in the box. The example you are looking at is from the Excel program which automatically calculates the averages when the information is put in. The rest of the information should be self-explanatory. The last columns on the right side are the totals once all the matches are completed.

Save the necessary spreadsheets and everything else you will need for the Tournament in a folder so that you are ready to go. If you are having 4 flights of 6 players each, then save 4 copies of the "6-Player Round Robin" spreadsheet. If the finals will be 8 players, then save one copy of the "8-Player Round Robin" spreadsheet as well. If you give a file or files to Staples or Office Max, they can print up a large 3 foot by 5 foot or greater size copy of the spreadsheets for somewhere between \$ 3.00- \$ 5.00 each. If cost is a factor, then just make one for the finals and use regular paper size charts for the preliminaries. It is best to give them the files on a flash drive or a CD.

Determining the order of finish: The correct order of finish is usually determined in the following order: wins/losses, total points scored, head-to-head and points against. After all the matches were finished in the chart above, Miguel Torres had the best record of 6-1, so he obviously would finish in 1st place in his group. However, there are 3 players with a record of 5-2: Shin Park, Jim Shovak and Sixto Jauregui. How do we determine who finished in 2nd, 3rd and 4th place? The first "tie-breaker" would be "total points". If you look under the column for Total Points for each of those 3 players, you will see that Sixto Jauregui had 165 total points, Shin Park had 164 total points and Jim Shovak had 153 total points. Therefore, Sixto places 2nd, Shin Park places 3rd and Shovak places 4th.

What if there was a tie between total points? Let's say that both Sixto and Shin Park both ended up with 165 points. The next tie-breaker would be head-to-head. Who won the match between the two of them? If you look at the chart, you will see that Shin Park won the match, so Shin Park would place 2nd and Sixto would place 3rd. What if there was a 3-way tie in total points? You would not be able to get the correct placement by using head-to-head because Sixto beat Shovak, Shovak beat Park and Park beat Sixto. So you would have to use the last tie-breaker, points-against. Points-against means the total number of points that were scored by all your opponents when they played you. To figure this out, go to one of those 3 players' names that are listed along the TOP. The first one we'll do is Shin Park. Go DOWN his column and add all the points. The total comes to 145 points. Now we'll do Shovak's column. The total comes to 119. Now we'll do Sixto Jauregui's column. The total comes to 127. So, if there was a 3-way tie in total points scored, Shovak would come in 2nd place because his opponents only scored 119 points against him. Sixto would come in 3rd because his opponents scored 127 points against him and Shin Park would come in 4th because his opponents scored 145 points against him. If for

some strange reason there was STILL a tie by using “point-against”, then you would have to have a playoff game between the 2 or 3 players that are still tied, but only if it is crucial to do so. If it makes a difference between who goes to the finals and who doesn’t, or if there is a prize money difference between the places, then you must have some sort of playoff match. Only do this if you have no choice.

Entering info on the spreadsheets: The first thing you need to do before anything else on the spreadsheets is entered, is to enter the amount of points that each match is being played to in the upper left corner (cell A1). So, if it is 25 point matches, enter 25 in cell A1 on each spreadsheet where the matches are 25 points. After each completed match, enter the number of points for the winner in the correct box (see above example where I have a picture of a sample flight chart. Please read that section if you are unsure). If the charts have been set for 25 point games, then make sure the winner ALWAYS get 25 points. If it is a forfeit, the winner STILL gets 25 points and the loser gets 0. This is important if Total Points is a determining factor in final ranking of the flight. In each box, there are 3 “smaller” boxes. The top left small box is where you would input the number of innings by that player, the one just to the right of it is where you would input any high runs for that player’s match and the bottom left is the average for that player for that one match. Do NOT touch that box in any way. The average will be automatically displayed based on what you have input as far as innings and points scored. If you mess with that box, it may not function. If you are not keeping innings and averages, just ignore all the other boxes and input only the player’s score.

To properly put in the name of the tournament, date, etc., for example, you should click “Setup”, then click “Header/Footer”, “Custom Header” and in the Center Section, type out “USBA Tour” on the first line, press “Enter” on the Keyboard, then type out “World Class Billiards” on the 2nd line, press Enter again, and then the date on the 3rd line. When finished, highlight the first line and then click the “A” icon. Select the font and size you want. I recommend Times New Roman, Arial or Verdana as the font, then BOLD, and I suggest 24 for the 1st line, 22 for the 2nd and 20 for the 3rd line. Click “OK” when done. To be sure, you can select “Print Preview” again and make sure it came out right.

Forfeits: If a player does not show or forfeits a match, the opposing player gets the FULL amount of points and the forfeiting player gets 0 points. If a player forfeits 3 or more matches, the general rule is that all the player’s games are nullified as if he wasn’t ever in the tournament. This is true even if one of the other players lost their match early on in the tournament.

If a player does not show up for his/her remaining matches and forfeits all of his/her matches, make sure that the same player does not continue that behavior in the future. If he/she does, I would advise that you no longer allow them to participate in your Tournaments, since they can potentially mess up the outcome, and it is also not fair to the other players who wanted to play all their matches.

Note: When there is a forfeit and you are keeping innings and averages, the program will inadvertently add 25 points (or whatever amount of points is entered for the win) to the

winner but there will be no additional innings entered. Therefore, the player's GRAND AVERAGE will be higher than it really is. The best thing to do is to wait until the entire tournament is over, and then manually change the grand average for that player or players. Once you make the manual change, the program will no longer be able to do it automatically for that player, so don't change it until you are sure that everything is correct. The same is true if the players are keeping their own innings, but sometimes they forget. You will not be entering the innings for that match and that will affect the grand average as well. To figure out a player's average or their grand average, here is the formula: Number of points scored divided by number of innings. So, if a player scores a total of 150 points in 300 innings, their average would be .5 (.500). If they score 200 points in 100 innings, their average would be 2 or 2.000.

Whenever possible, try to back up the files on a disc or flash drive after you have spent time entering information. You don't want to lose an hour of inputting scores.

I think that is everything you need to know. Perhaps I have forgotten something. If so, please feel free to contact the Secretary who will be very glad to assist you.

Congratulations!!! You are on your way to being a real Pro!!!