

# ISA HANDBOOK

2020-05-19

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## **1. Player Fees**

- 1.1. According to Bylaws Article XIII (2) every player wishing to compete in an ISA sanctioned event is required to pay a player fee.
- 1.2. The player fee at World Championships is set to US \$50.
- 1.3. The fee will be collected by the national Shuffleboard association whose players wish to compete in an ISA sanctioned event and forwarded by them, as a single payment, in US Dollars, directly to the ISA Treasurer by the established cut-off date of that event.
- 1.4. Failure to pay the player fee will result in the players' disqualification to compete in this event.
- 1.5. Upon receipt of the player fees, the ISA Treasurer will provide notice to both the Tournament Director and the ISA President, identifying all eligible players and/or teams for this event.
- 1.6. The collected player fees are to be used strictly for approved ISA expenses in support of the Association.

## 2. International Shuffleboard Events and Competitions

### 2.1. General:

- 2.1.1. There shall be at least one ISA event each year.
- 2.1.2. In even years, the ISA shall organize a World Team Championship.
- 2.1.3. In odd years, the ISA shall organize a World Singles Championship.
- 2.1.4. In ISA World Championships there shall be a separate men's and women's division.
- 2.1.5. Requests to host an ISA World Championship can only come from the president of a national Shuffleboard association and shall be submitted to the ISA President.
- 2.1.6. A vote shall be taken by the voting members of the Board of Directors to determine the host venue.
- 2.1.7. If there is more than one request to host an ISA World Championship, the venue that receives the greatest number of votes shall be selected.
- 2.1.8. If two or more requests receive the same number of votes, the ISA President shall break the tie.
- 2.1.9. In order to qualify for organizing an ISA World Championship, the host venue must have a number of courts equal or greater to the amount of ISA "Full Member" associations.
- 2.1.10. The maximum number of participants is limited to four times the number of courts per division available at the host venue.
- 2.1.11. The percentage of participants representing one nation in ISA World Championships may not be greater than one fourth of all participants.
- 2.1.12. Any player must be a member of a national Shuffleboard association. In cases where nations do not have individual memberships, players nominated by the respective national president are viewed/treated as members of that national Shuffleboard association.
- 2.1.13. Nominations and approval for any player come from the presidents of the respective national Shuffleboard associations.
- 2.1.14. Any national Shuffleboard association that does not have a minimum of 50% of their participating players residing in the nation they represent must have ISA Board approval.
- 2.1.15. In order to be eligible to represent a nation, the player has to meet one of the following criteria:
  - 2.1.15.1. produce a valid passport or ID of said nation

- 2.1.15.2. produce a birth certificate of said nation
- 2.1.15.3. lives in said nation at least one year from the date of his/her application
- 2.1.15.4. at least one parent of the player comes from said nation, provable by production of passport, ID or birth certificate of that nation
- 2.1.16. Once a player has chosen the nation they wish to represent they cannot then switch to another nation unless their chosen National Shuffleboard Association ceases to be an ISA member or if the National Shuffleboard Association did not exist at the time the player represented a different nation.
- 2.1.17. Regarding the appointment of a Tournament Director, the ISA President shall consult with the host(s) of that tournament.
- 2.1.18. In the event that an agreement on the Tournament Director cannot be reached, the voting members of the Board of Directors will make the decision by vote with simple majority.
- 2.1.19. The Tournament Director has the authority to appoint Assistant Tournament Directors as required.
- 2.1.20. The tournament schedule is set up by the Tournament Director, the ISA President and the host(s).
- 2.1.21. In ISA World Championships, each participating national Shuffleboard association shall supply up to two gifts, not exceeding the amount of \$25.00 each, from their own country.
- 2.1.22. On request, the costs for these gifts will be reimbursed by the ISA Treasurer upon delivery of the gifts along with a required purchase receipt.
- 2.1.23. The ISA President, the Tournament Director and a host representative will select individuals who have contributed to a successful event, to be the recipients of these gifts.
- 2.1.24. Infringements of the playing rules or the "Code of Conduct" will result in the formation of a general forum, consisting of the Tournament Director and the voting members of the Board of Directors present at the tournament, to deal expeditiously with the alleged violation.
- 2.1.25. The forum has the authority to take appropriate disciplinary action and to make decisions regarding previous or outstanding games related to the violation.
- 2.1.26. There shall be no coaching during the games.

## **2.2. World Singles Championship**

### **2.2.1. Number of Participants**

- 2.2.1.1. The number of participants should be in a multiple of 8.

### **2.2.2. Order of Play**

- 2.2.2.1. Players in World Championships shall, **whenever possible**, be required to be divided into groups of 8 players each.
- 2.2.2.2. There will always be a championship round(s), the form of which will vary depending upon the number of players in the division.
- 2.2.2.3. Where there are insufficient courts for all players to play simultaneously, divisions shall play on alternate rounds, allowing the elimination of the stoppage of play for the lunch break.
- 2.2.2.4. Games are to be 16-frame non-walking singles with eight frames to be played on each color.
- 2.2.2.5. In the first Round Robin, individual game ties at the end of 16 frames will remain as unbroken ties.
- 2.2.2.6. Prior to the start of the tournament, the Tournament Director shall announce an appropriate procedure to break a tie, should that become necessary after the first Round Robin.
- 2.2.2.7. After the game has started, no player may refer to drawings or any similar device designed to assist in executing a shot.

### **2.2.3. Practice shots**

- 2.2.3.1. At the beginning of each game, two discs may be shot by each player to check speed.
- 2.2.3.2. Four setup disks are allowed for each player.
- 2.2.3.3. The shooter may ask the player at the other end to place his/her cue in the desired location for the first shot and thereafter; the player may position the shooter's discs as targets.
- 2.2.3.4. When opponent's discs are available, they may be used as a target.
- 2.2.3.5. After changing color, four setup discs may be shot by each player on their new color.

#### **2.2.4. Judging Discs**

- 2.2.4.1. When there is doubt as to whether or not a disc counts, the first call shall be made by the person playing black at the opposite end of the court.
- 2.2.4.2. If either the shooter or his/her opponent doubts the call, the other person shooting the yellow disc shall immediately make the second call.
- 2.2.4.3. Should they disagree, the Tournament Director or his/her designate will make the final call.

#### **2.2.5. Moved Discs**

- 2.2.5.1. If a disc is moved by the players **at the other end during play**, it will be placed back in its former position, as close as possible.
- 2.2.5.2. If multiple discs have been moved and it is difficult to get them back in their proper locations, then the frame will be replayed.

#### **2.2.6. Recording Scores**

- 2.2.6.1. No scores shall be recorded and the round/game is not over until the absolute last disc has been shot and comes to a complete stop.
- 2.2.6.2. No discs shall be moved until the score is recorded on the scoreboard.

#### **2.2.7. Penalties**

- 2.2.7.1. No penalties will be assessed.
- 2.2.7.2. Any dispute between players should be brought to the attention of the Tournament Director or his/her designate to clear the situation.
- 2.2.7.3. The Tournament Director has the final say in any and all disputes regarding play on the courts for the duration of the tournament.

#### **2.2.8. Code of Conduct**

- 2.2.8.1. A player shall not interfere in any way with the shot of his opponent.
- 2.2.8.2. A player shall demonstrate good sportsmanship on and off the courts.

#### **2.2.9. Points**

- 2.2.9.1. One point will be awarded for an individual win, a half point will be awarded for a tie and zero points will be awarded for a loss.

#### **2.2.10. Ties**

- 2.2.10.1. Ties at the conclusion of the first Round Robin will be broken in the following order:
  - 2.2.10.1.1. Results of prior head-to-head play for the involved players.

2.2.10.1.2. SpeedShuffleboard between the players involved.

### **2.2.11. Rules for SpeedShuffleboard**

- 2.2.11.1. Each player will be assigned a court by the Tournament Director or his designee.
- 2.2.11.2. Each player will be provided with eight discs.
- 2.2.11.3. Upon command, each player will shoot one disc for practice. The practice disc will be removed from the court before any other discs are played.
- 2.2.11.4. Upon command, each of the remaining discs will be played one at a time.
- 2.2.11.5. A minus 10 (kitchen) will count as +10; all others will count as normal.
- 2.2.11.6. All discs will remain on the board.
- 2.2.11.7. Discs may be played from anywhere in the shooting area.
- 2.2.11.8. Each player must shoot his/her disc before their opponent's disc comes to a stop. Any disc not shot in the allotted time shall be forfeit and removed from the board.
- 2.2.11.9. After each of the remaining discs is played, the scorekeeper shall announce the value of that disc and write that value and the total score on the scoreboard.
- 2.2.11.10. After all discs have been shot, the Tournament Director or his designee shall announce the total score for each player and the order of finish for all involved players.
- 2.2.11.11. The number of rounds will be equal to the number of players tied for the position in question and all players will play one round on each of the assigned courts.

### **2.2.12. Player categories**

- 2.2.12.1. "Returning Champions" (male & female winners of their respective divisions of the previous World Singles Championship have the right to defend their titles. Players from this category count towards the national quota for the respective national Shuffleboard association).
- 2.2.12.2. Players from "Full Member" associations
- 2.2.12.3. Players from other national Shuffleboard associations
- 2.2.12.4. "ISA Appointments" (as defined in ISA Appointments 3.10.1)

### **2.2.13. Substitutions**

- 2.2.13.1. Substitutions are to be allowed only for a player that is too ill or injured to play as scheduled and the following limitations shall apply:
- 2.2.13.1.1. Substitutions for formerly nominated players who were unable to participate (due to sickness, failure to appear or other reasons) can only be made until the Tournament Director finishes his statement during the official Opening Ceremony.
  - 2.2.13.1.2. The Tournament Director at that time will approve and publicly announce those substituting players, thus publicly affirming that all rules and regulations regarding the World Singles Championship were observed.
  - 2.2.13.1.3. Re-substitution (i.e. substituting any player who has already been officially substituted by the Tournament Director, even a formerly nominated player) is not possible.
  - 2.2.13.1.4. The substitute player must be eligible to represent the nation for which he/she is to play.
  - 2.2.13.1.5. If a player concedes a game, does not finish a game or does not appear within 15 minutes of the scheduled start of the game, the game shall be classified as a loss for this player and as a win for his/her opponent.
  - 2.2.13.1.6. A player who misses one or more games during the World Singles Championship can return at any time and continue playing according to the schedule.

#### **2.2.14. Medals**

- 2.2.14.1. The winner of each division is rewarded with the “Golden Cue” trophy as well as a World Champion pin.
- 2.2.14.2. The winner holds the title of “World Champion” until the next World Team Championship.
- 2.2.14.3. The winner of each division gets the gold medal, second the silver and third the bronze.
- 2.2.14.4. The top eight participants of each division are rewarded with medals with their finishing rank engraved on the medal.
- 2.2.14.5. Each participant shall receive a certificate stating his/her participation and finishing rank.
- 2.2.14.6. The participants, in finishing order, shall be published on the ISA website.

## **2.3. World Team Championship**

### **2.3.1. Team Size**

- 2.3.1.1. The team size is standardized to four players per team
- 2.3.1.2. The maximum number of teams permitted per national Shuffleboard association and division is three.

### **2.3.2. Order of Play**

- 2.3.2.1. All team events will require an even number of teams in each division and may require teams to be divided into smaller groups.
- 2.3.2.2. There will always be a team championship round(s), the form of which will vary depending upon the number of teams in the division (see figure 1 below).
- 2.3.2.3. Where there are insufficient courts for all teams to play simultaneously, divisions shall play on alternate rounds, allowing the elimination of the stoppage of play for the lunch.
- 2.3.2.4. Games are to be 16-frame non-walking singles with eight frames to be played on each color.
- 2.3.2.5. Individual game ties at the end of 16 frames will remain as unbroken ties.
- 2.3.2.6. After the game has started, no player may refer to drawings or any similar device designed to assist in executing a shot.

### **2.3.3. Practice shots**

- 2.3.3.1. At the beginning of each game, two discs may be shot by each player to check speed.
- 2.3.3.2. Four setup disks are allowed for each player.
- 2.3.3.3. The shooter may ask the player at the other end to place his/her cue in the desired location for the first shot and thereafter; the player may position the shooter's discs as targets.
- 2.3.3.4. When opponent's discs are available, they may be used as a target.
- 2.3.3.5. After changing color, four setup discs may be shot by each player on their new color.

### **2.3.4. Judging Discs**

- 2.3.4.1. When there is doubt as to whether or not a disc counts, the first call shall be made by the person playing black at the opposite end of the court.
- 2.3.4.2. If either the shooter or his/her opponent doubts the call, the other person shooting the yellow disc shall immediately make the second call.

2.3.4.3. Should they disagree, the Tournament Director or his/her designate will make the final call.

#### **2.3.5. Moved Discs**

2.3.5.1. If a disc is moved by the players **at the other end during play**, it will be placed back in its former position, as close as possible.

2.3.5.2. If multiple discs have been moved and it is difficult to get them back in their proper locations, then the frame will be replayed.

#### **2.3.6. Recording Scores**

2.3.6.1. No scores shall be recorded and the round/game is not over until the absolute last disc has been shot and comes to a complete stop.

2.3.6.2. No discs shall be moved until the score is recorded on the scoreboard.

#### **2.3.7. Penalties**

2.3.7.1. No penalties will be assessed.

2.3.7.2. Any dispute between players should be brought to the attention of the Tournament Director or his/her designate to clear the situation.

#### **2.3.8. Code of Conduct**

2.3.8.1. A player shall not interfere in any way with the shot of his/her opponent.

2.3.8.2. The Tournament Director or his/her designate will bring any rule infractions to the attention of the respective Team Captain who will assist in counselling the player (s).

2.3.8.3. Good sportsmanship on and off the courts shall be demonstrated at all times.

#### **2.3.9. Points**

2.3.9.1. Individual players will earn points towards their team score.

2.3.9.2. One point will be awarded for an individual win, a half point will be awarded for a tie and zero points will be awarded for a loss.

2.3.9.3. A team's total score is the sum of the points earned by its individual players.

### **2.3.10. Team Ties**

2.3.10.1. If there is to be more than one round robin, all relevant ties between teams (i.e., ties that, if broken, would determine whether the involved teams are placed into high or lower subsequent groups) will be broken in the following order:

2.3.10.1.1. Results of prior head to head play for the involved teams.

2.3.10.1.2. SpeedShuffleboard between the involved teams.

2.3.10.1.3. The same method will be used to break all ties at the conclusion of the last round robin.

### **2.3.11. Rules for Team SpeedShuffleboard**

- 2.3.11.1. Each tied team will be assigned to a court (two tied = two courts, three tied = three courts, etc.)
- 2.3.11.2. Each of the four team members will be allowed one practice shot on their assigned court. The practice discs will then be returned to the head of the court.
- 2.3.11.3. Each team member in turn will then shoot two discs, each on the command of the TD or his representative.
- 2.3.11.4. Any disc not shot before an opponent's disc comes to a stop will be forfeit.
- 2.3.11.5. All shot discs will remain on the court until all eight discs have been played.
- 2.3.11.6. Discs will count their normal value, except 10-Offs which will count as plus 10.
- 2.3.11.7. Total scores will be tallied for all involved teams and the process repeated until each team has played on each of the assigned courts.
- 2.3.11.8. Total score will determine the final positions.

### **2.3.12. Substitutions**

- 2.3.12.1. Substitutions are to be allowed only for a player that is too ill or injured to play as scheduled and the following limitations shall apply:
  - 2.3.12.1.1. The substitute player must be eligible to represent the nation for which he/she is to play.
  - 2.3.12.1.2. The substitute must be named by the team captain or national president and the Tournament Director informed prior to the start of the tournament.
  - 2.3.12.1.3. The Tournament Director and all team captains shall be immediately notified of any actual substitution.
  - 2.3.12.1.4. There will be only one substitution per team for the duration of the tournament.
  - 2.3.12.1.5. If the incapacitated player recovers, he/she may return to play the remainder of the tournament and the designated substitute will be removed from play.
  - 2.3.12.1.6. Should a second player from the same team become unable to play, that team will continue without a substitute and an individual loss will be recorded for each round the player is absent.

### **2.3.13. Medals**

- 2.3.13.1. The first place team gets the gold medal, second the silver and third the bronze.
- 2.3.13.2. Each member of the top three teams as well as their Team Captains are awarded their respective medals.
- 2.3.13.3. The first place team holds the title of “World Team Champion” until the next World Team Championship.
- 2.3.13.4. The teams, in finishing order, shall be published on the ISA website.

## **2.4. International Friendly Matches**

- 2.4.1. In order to be recognized as an ISA sanctioned international friendly match following requirements are to be met:
  - 2.4.1.1. The participating national Shuffleboard associations apply for recognition of their event as an ISA sanctioned event.
  - 2.4.1.2. Each player participating in that event pays a player fee to the ISA. The amount is to be determined by the ISA President.
  - 2.4.1.3. A minimum of four players per national Shuffleboard association have to compete.
  - 2.4.1.4. A minimum of eight frames per match have to be played.
- 2.4.2. Other relevant topics are subject to agreement between the respective national Shuffleboard associations.

### **3. United Nations Teams and ISA Appointments**

- 3.1. If a national Shuffleboard association wishes to compete in an ISA team tournament but is unable to meet the minimum number of players required to form a team, the ISA will sanction a team or teams called "United Nations," hereafter known as "UN" teams.
- 3.2. If possible, a "UN" Team has to consist of no more than 1 player of a country which already participates with a full team.
- 3.3. A "UN" Team shall not be sanctioned if more than half of its players represent a nation which already participates with a full team without approval of the ISA President and the Tournament Director.
- 3.4. Nominations to compete on a "UN" team are required to come from the national Shuffleboard association of the nation wishing to compete at an ISA tournament.
- 3.5. Nominated players must be members of that national Shuffleboard association and must meet the requirements as stated under 2.1.15.
- 3.6. The ISA will provide 2 UN-Shirts and 1 Cap, costs shall be borne by the players.
- 3.7. Nominations have to be submitted in writing or by electronic transmission to the ISA President.
- 3.8. The ISA President, together with the Tournament Director and a member of the Steering Committee, elected by simple majority of the Steering Committee, shall approve the players who are nominated according to the aforementioned procedure.
- 3.9. If the number of nominated players is not sufficient to form a "UN" team, the ISA shall add players from other national Shuffleboard associations to this "UN" team until the required number of players is met.

The addition of these players shall take place in the following order:

#### **3.9.1. "ISA Appointments"**

- 3.9.1.1. Any player wishing to be appointed under this category must qualify according to the following criteria:
  - 3.9.1.1.1. Be active in current or upcoming events, projects or the promotion of international Shuffleboard.
  - 3.9.1.1.2. Any player wishing to be appointed under this category must submit an application in writing or by electronic transmission to the ISA President, stating his/her qualification(s).
  - 3.9.1.1.3. Players under this category shall be appointed by the ISA President together with the Tournament Director and an elected member of the Steering Committee, elected by simple majority of the Steering Committee and subject to approval by their National President.

### **3.9.2. “Players from nations that already field a full team”**

- 3.9.2.1. Nominations come from the president of a national Shuffleboard association that already fields a full team.
- 3.9.2.2. Nominations have to be submitted in writing or by electronic transmission to the ISA President.
- 3.9.2.3. The ISA President shall select a playing or non-playing Team Captain or Captains for the “UN” team(s). The ISA Secretary monitors the nomination and selection process and checks whether it is compliant with the rules and regulations regarding the “UN” team(s).
- 3.9.2.4. Any “UN” team enjoys the same rights and obligations as other participating teams in an ISA tournament.
- 3.9.2.5. The ISA President shall select a playing or non-playing Team Captain or Captains for the “UN” team(s).

## **4. Awards**

### **4.1. ISA Merit Award**

- 4.1.1. The ISA Merit Award is a one-time lifetime achievement and is awarded only at World Team Championship events.
- 4.1.2. The ISA Sportsmanship Award is a special appreciation for those individuals who have demonstrated outstanding sportsmanship on or off the courts in an ISA World Championship.
- 4.1.3. Sporting achievements are not taken into consideration for this award.
- 4.1.4. In World Team Championship tournaments, one player or one captain per national Shuffleboard association may be nominated to receive the ISA Sportsmanship Award.
- 4.1.5. Nominations come from the president of the respective national Shuffleboard Association or his/her designate.

### **4.2. ISA Hall of Fame**

- 4.2.1. Individuals who have demonstrated outstanding playing skills in ISA events or who have contributed significantly to the purposes of the ISA according to the Articles of Incorporation, Article III, may be honored with entrance into the ISA Hall Of Fame.
- 4.2.2. The nomination can be for either the “Player Award” or the “Special Award” category.
- 4.2.3. The nomination may be made by any member of the Board of Directors.
- 4.2.4. The nomination is to be submitted to the ISA President.

- 4.2.5. The ISA President shall review all nominations received to ensure eligibility and to confirm that the criteria are met.
- 4.2.6. The ISA President directs the Secretary to conduct a vote according to bylaws Article XI.
- 4.2.7. Following the vote the ISA President will notify the selectee(s) and officially announce the election to the Board of Directors and on the ISA website.
- 4.2.8. In order to be eligible to enter the ISA Hall of Fame at least two of the following requirements have to be met:
- 4.2.8.1. **“Player Award”**
- 4.2.8.1.1. Player must have competed in at least three ISA World Championships.
  - 4.2.8.1.2. Player must have won the World Singles Championship.
  - 4.2.8.1.3. Player must have a perfect record in an ISA World Championship.
  - 4.2.8.1.4. Player must have accumulated a minimum of 75 points in ISA World Championships (1 point is awarded for every win, 0.5 points for a tie in an ISA event).
- 4.2.8.2. **“Special Award”**
- 4.2.8.2.1. A nominee must have a minimum of four years of service to the ISA or have either made a quality contribution to the ISA Board of Directors or made a major contribution in hosting ISA events.
- 4.2.8.3. **Hall of Fame Voting Procedure**
- 4.2.8.3.1. To be accepted for induction a nominee must receive votes from at least one more than half of the eligible voters.
  - 4.2.8.3.2. Voting is not compulsory and if there is more than one nominee, voter could for example only vote for one nominee and abstain from voting further or perhaps not vote at all.
  - 4.2.8.3.3. It could be possible for a vote to take place where no nominee receives the required number of votes.
  - 4.2.8.3.4. All approved nominees must be included in the vote.

### **4.3. ISA Lifetime Award**

- 4.3.1. Individuals who have demonstrated exceptional commitment for Shuffleboard and who, due to their life-time achievements on and off the courts, act as a role model in Shuffleboard may be honored with the “ISA Lifetime Award.”

- 4.3.2. The nomination may be made by any member of the Board of Directors.
- 4.3.3. The nomination is to be submitted to the ISA President.
- 4.3.4. The ISA President shall review all nominations received to ensure eligibility and to confirm that criteria are met.
- 4.3.5. The ISA President directs the Secretary to conduct a vote according to bylaws Article XI.
- 4.3.6. Following the vote the ISA President will notify the selectee(s) and officially announce the election to the Board of Directors and on the ISA website.

## **5. Partial Sponsorship for Youth Participants**

- 5.1. The ISA will sponsor players aged 13 to 19 the difference between the tournament host player fee and the tournament host visitor fee and exempt them from paying the ISA player fee.
- 5.2. The age is determined as of the date of the first day of the tournament.

## **6. Dress Code**

### **6.1. “Meet n Greet”**

6.1.1. Casual attire.

### **6.2. “Opening Ceremony”**

6.2.1. Team competitors will wear their national uniforms, competitors in Singles tournaments will wear either their national uniform or clothing representative of their nation.

### **6.3. “Awards Banquet”**

6.3.1. Team uniforms or clothing representative of the respective nations is considered appropriate attire.

## **7. Pre-Approved Expenditures**

7.1. The ISA Treasurer, or in his/her absence the ISA President, can authorize spending funds for following items without a second signature:

7.1.1. Awards, Trophies and reimbursement of gifts for ISA events

7.1.2. ISA Event Package Materials

7.1.3. Country Flags

7.1.4. Office Supplies and Operations

## **8. National Flags**

8.1. The ISA will provide two flags for each “Full Member” Association.

## **9. Responsibilities for an ISA Event**

9.1. The following is a list of responsibilities for both the tournament host and the ISA during the planning and operation of a tournament event. The needs vary from tournament to tournament and this list should be used as a general guideline.

9.2. Before the tournament

9.2.1. Apply to the ISA to host an International Singles or Team Tournament 2 years in advance.

9.2.2. Assemble a Preliminary Tournament Package that includes dates to be considered, club setup including available courts, local lodging options, restaurants, rental car agencies, nearest airport information, airport transfer possibilities and various tourism options.

9.2.3. Once notified by the ISA President that your location has been selected, you can work to formalize the package. The final Tournament Package should be sent to the ISA President as soon as possible, preferably 8 to 10 months prior to the tournament. This lead time allows for the player application and selection process for each nation. This also allows players time for their travel planning.

9.2.4. The Package should include

- 9.2.4.1. Package Price – for players, non-playing attendees and children under the age of 12.
- 9.2.4.2. The actual dates for the entire event, including any included Meet n’ Greet and registration events.
- 9.2.4.3. An itemized list of what is included in the tournament package.
- 9.2.4.4. The payment deadlines for deposits and final payments. Note: It is advisable for each member nation to collect their attendees fees and submit them as a group.
- 9.2.4.5. Host Hotel information. This should include the special hotel rate, reservation instruction and what is included in the room rate. Note: Breakfast included with the hotel rate has become standard with the ISA.
- 9.2.4.6. Any included transportation. Note: Including attendee transportation to/from the airport is not a requirement of the tournament package.
- 9.2.4.7. Airport transportation options.
- 9.2.4.8. Information about the separate payments of the ISA registration fee
- 9.2.4.9. Any optional excursions you may decide to arrange before, during or after the actual tournament events.

9.2.5. It is always a good idea to contact your city and county officials, especially the Visitor and Convention Bureau. They can help you to reach out to the community regarding hotels and tourist facilities and guide your planning group.

9.2.6. You will need to appoint a Tournament Treasurer responsible for receiving the tournament package fees.

9.2.7. The next pages separate the tournament responsibilities for the host organization and for the ISA. This list is to help you plan and accurately price your tournament package. It also gives some hints learned from past tournaments.

9.2.8. Please remember, there are many members of the ISA Board of Directors who have hosted and worked on tournament committees. Please know any questions you have or explanation needed are a phone call or an email away!!

### 9.3. Host Responsibilities

- 9.3.1. The Tournament Package – The price of the tournament is a two part program. In recent years the tournament package price has included all tournament related items *except* the hotel (with breakfast). The tournament travellers have made their own reservations with the host hotel or made their own outside arrangements. If your program is to be all inclusive, please work with the ISA President. All packages should be priced in the local currency, but the ISA registration fee is to be paid to the ISA Treasurer in US\$.
- 9.3.2. In deciding the host hotel, please keep the following items in mind during your negotiations:
- 9.3.2.1. Varied breakfast, keeping each nation’s breakfast preferences in mind.
  - 9.3.2.2. Ability to serve breakfast to our numbers efficiently.
  - 9.3.2.3. Banquet facilities for dinners / charge for room?
  - 9.3.2.4. Parking.
- 9.3.3. It is a good idea to have a committee person involved to work with the hotel regarding the room block, the banquet and event people and any complimentary rooms.
- 9.3.4. In recent years, the tournament package has not exceeded US\$ 375 for a player and the hotel has been between US\$ 75 and US\$ 165 per night with breakfast.
- 9.3.5. After the hotel expense, the costs of these necessary expenses need to be considered in pricing your package:
- 9.3.5.1. Registration bags, name badges including contact information with lanyards, welcome gifts.
  - 9.3.5.2. Court costs, set-up and maintenance.
  - 9.3.5.3. Time arranged for practice.
  - 9.3.5.4. Flag stands and flag poles.
  - 9.3.5.5. House cues for those who don’t bring their own.
  - 9.3.5.6. Meet n’ Greet costs – Heavy appetizers and a complimentary drink.
  - 9.3.5.7. Arrange a location for the Annual Board of Director’s Meeting. This meeting needs to be located in a private area or closed door room. Water and coffee will be needed, but no meal is necessary.
  - 9.3.5.8. Opening Ceremony expenses – Podium, microphone, PA system, hook up for National Anthems, seating for players, volunteers and guests.
  - 9.3.5.9. Water and light snacks throughout the day for players.
  - 9.3.5.10. Daily lunches.
  - 9.3.5.11. Banquet room for awards dinner with stage set-up, podium, microphone.
  - 9.3.5.12. Awards Ceremony meal with any included drinks.
  - 9.3.5.13. Any included entertainment.
  - 9.3.5.14. Tournament Photographer.
- 9.3.6. Event Liability Insurance – In order to protect both the host organization and the ISA, it is required that the tournament host have a public risk liability policy for the tournament and the ISA must be included as an interested party on that policy. Please

contact the ISA Treasurer for details on this requirement.

9.3.7. Volunteer Expenses – Some of your most valuable assets are your volunteers. Please create your budget to include lunches, event tickets and possibly T-shirts for those who make our tournament work.

9.3.8. Tournament Director Expenses – This person is so important to your success! It has become customary for the host club to pay the hotel and tournament package expense for the director plus any optional outside excursions. Transportation to the event has never been a part of this responsibility; however, to secure the services of a special TD it might be necessary to also pay the tournament director's round trip airfare to the event. The host should negotiate the cost of obtaining the services of the TD prior to pricing the package so this expense can be included.

#### 9.4. ISA Responsibilities

9.4.1. Tournament Patches – After the tournament logo developed by the host has been approved by the ISA President, the ISA will order and pay for tournament patches for each player and attendee paying the tournament package cost. These patches should be included in the welcome package received upon arrival to the tournament. Additional patches can be made available for government officials and special guests.

9.4.2. Tournament Awards – The ISA is responsible for approval, manufacture and cost of all tournament awards, medals and pins. All communication and ideas about the awards can be openly discussed between the host and the ISA, but the ISA will make the final decision on the medals' production and cost.

9.4.3. Hall of Fame Awards – The ISA will be responsible for the Hall of Fame Awards including the award pin, plaque and jacket.

9.4.4. Participation Certificates – The ISA will produce all Participation Certificates.

9.4.5. Tournament Director Supplies – The ISA will reimburse costs of all supplies for the Tournament Director's required supplies and printed material.

9.4.6. Flags – The ISA will supply two (2) 3' by 5' flags for each member nation and also for any non-member participating nation. (on Loan)

9.4.7. Decorative Table Flags – The ISA will provide a number of small table flags to be incorporated into centrepiece decorations for tables during the event. (on loan)

9.5. The list is presented as a summary of responsibilities. There are many details for each tournament and it is important that the host organizers know they can reach out for any questions or concerns.

## **10. Steering Committee**

- 10.1. The Steering Committee meets four times per year at minimum.
- 10.2. Meetings may be held face-to-face or by electronic means.
- 10.3. Prior to a meeting the ISA President shall direct the ISA Secretary to prepare an agenda and send it, together with the invitation to the meeting, to the members of the Steering Committee.
- 10.4. The ISA Secretary shall take down the meeting minutes and send it to the members of the Steering Committee.

<b>6 Teams</b>			<b>8 Teams</b>		
	<b>Games</b>	<b>Rounds</b>		<b>Games</b>	<b>Rounds</b>
1. Round Robin	5	5	1. Round Robin	7	7
2. Round Robin	5	5	Top 4 RR	3	3
final #1 vs #2, #3 vs #4 etc.	1	1	Bottom 4 RR	3	3
			final #1 vs #2, #3 vs #4 etc.	1	1
Minimum	11	11	Minimum	11	11
Maximum	11	11	Maximum	11	11
<b>10 Teams</b>			<b>12 Teams</b>		
	<b>Games</b>	<b>Rounds</b>		<b>Games</b>	<b>Rounds</b>
1. Round Robin	9	9	RR for 2 groups of 6	5	5
Top 2 best of 3	2 or 3	2 or 3	2. Round Robin	5	5
#3+4 best of 3	2 or 3	2 or 3	final #1 vs #2, #3 vs #4 etc.	1	1
#5+6 best of 3	2 or 3	2 or 3			
#7+8 best of 3	2 or 3	2 or 3			
#9+10 best of 3	2 or 3	2 or 3			
Minimum	11	11	Minimum	11	11
Maximum	12	12	Maximum	11	11
<b>14 Teams</b>			<b>16 Teams</b>		
	<b>Games</b>	<b>Rounds</b>		<b>Games</b>	<b>Rounds</b>
RR for 2 groups of 7	6	7	RR for 2 groups of 8	7	7
RR for best 2 of 2 groups	3	3	RR for best 2 of 2 groups	3	3
RR for #3+4 of 2 groups	3	3	RR for #3+4 of 2 groups	3	3
RR for #5+6 of 2 groups	3	3	RR for #5+6 of 2 groups	3	3
RR for #7+8 of 2 groups	3	3	RR for #7+8 of 2 groups	3	3
RR for #9+10 of 2 groups	3	3	RR for #9+10 of 2 groups	3	3
RR for #11+12 of 2 groups	3	3	RR for #11+12 of 2 groups	3	3
RR for #13+14 of 2 groups	3	3	RR for #13+14 of 2 groups	3	3
final #1 vs #2, #3 vs #4 etc.	1	1	Final for each team	1	1
Minimum	10	11	Minimum	11	11
Maximum	10	11	Maximum	11	11
<b>18 Teams</b>			<b>20 Teams</b>		
	<b>Games</b>	<b>Rounds</b>		<b>Games</b>	<b>Rounds</b>
RR for 3 groups of 6	5	5	RR for 2 groups of 10	9	9
RR for Top 2 of each group	5	5	final #1 vs #2, #3 vs #4 etc.	1	1
RR for #3 to #4 for each group	5	5			
RR for #5 to #6 for each group	5	5			
final #1 vs #2, #3 vs #4 etc.	1	1			
Minimum	11	11	Minimum	10	10
Maximum	11	11	Maximum	10	10

Figure 1 – Table of potential Games/Rounds in World Team Championships