

**INTERNATIONAL SHUFFLEBOARD ASSOCIATION, INC.**

**HANDBOOK**

FEBRUARY 2026

Table of Contents

<b>SECTION</b>	<b>PAGE #</b>
1. INTERNATIONAL SHUFFLEBOARD EVENTS AND COMPETITIONS .....	2
A. General .....	2
B. ISA Appointments .....	4
C. Player Fees .....	4
D. Singles World Championship .....	5
E. Any Doubles World Championship .....	9
F. Formal Protest Procedure .....	12
2. INTERNATIONAL FRIENDLY MATCHES .....	14
3. AWARDS .....	14
A. ISA Lifetime Achievement Award .....	14
B. ISA Myrna Bilton Congeniality Award .....	14
4. ISA HALL OF FAME .....	15
5. PARTIAL SPONSORSHIP FOR YOUTH PARTICIPANTS .....	16
6. DRESS CODE .....	16
7. PRE-APPROVED EXPENDITURES .....	17
8. NATIONAL FLAGS .....	17
9. RESPONSIBILITIES FOR AN ISA EVENT .....	17
A. Host Responsibilities .....	17
B. ISA Responsibilities .....	20
10. STEERING COMMITTEE .....	21

## **SECTION 1. INTERNATIONAL SHUFFLEBOARD EVENTS AND COMPETITIONS**

### **A. General**

1. There may be at least one ISA event each year. In even years, the ISA may organize a smaller Championship event to be determined by the voting members of the Board of Directors. In odd years, the ISA shall organize a World Singles Championship.
2. All ISA events and competitions must be hosted by an established shuffleboard club/organization or a national shuffleboard association. Individuals may not host an ISA event or competition unless it is through their national shuffleboard association.
3. In ISA World Singles Championships there shall be a separate men's and women's division.
4. 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 by email.
5. A vote shall be taken by the voting members of the Board of Directors to determine the host venue. 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. If two or more requests receive the same number of votes, the ISA President shall break the tie.
6. To qualify to host an ISA World Championship, the host venue must have a number of courts equal to or greater to the number of ISA Full Member associations.
7. The maximum number of participants is limited to four times the number of courts per division available at the host venue.
8. 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.
9. Nominations and approval for any player come from the presidents of the respective national shuffleboard associations.
10. 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.
11. To be eligible to represent a nation, the player shall meet one of the following criteria:

- b. Produce a valid passport or ID of said nation
  - c. Produce a birth certificate of said nation
  - d. Live in said nation at least one year from the date of their application
12. 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.
13. A Tournament Director shall be appointed by the host(s) of the tournament in consultation with the ISA President.
14. If an agreement on the Tournament Director cannot be reached, the voting members of the Board of Directors will make the decision by vote with a simple majority.
15. The Tournament Director has the authority to appoint Assistant Tournament Directors, as required.
16. The tournament schedule is set up by the Tournament Director, the ISA President and the host(s).
17. In ISA World Championships, each participating national shuffleboard association shall supply up to two gifts, not exceeding the amount of \$25 USD each, from their own country. 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. The ISA President, the Tournament Director and a host representative will select volunteers who have contributed to a successful event, to be the recipients of these gifts.
18. 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.
19. The forum has the authority to take appropriate disciplinary action and to make decisions regarding previous or outstanding games related to the violation.
20. There shall be no coaching during the games.
21. Once the official tournament practice session has ended, no additional practice may take place.

22. The use of a mobile device is not permitted during play. If a player has an emergency necessitating a mobile device, the Tournament Director must be made aware of this emergency, and they may grant permission to have a cell phone accordingly. This player's opponent(s) shall be made aware of this allowance

## **B. ISA Appointments**

Any player wishing to be appointed under this category must qualify according to the following criteria:

1. Be active in current or upcoming events, projects or the promotion of international shuffleboard.
2. Any player wishing to be appointed under this category must apply in writing or by electronic transmission to the ISA President, stating their qualification(s).
3. Players under this category shall be appointed by the ISA President, the Tournament Director and a member of the Steering Committee

## **C. Player Fees**

1. According to Bylaws Article XI every player wishing to compete in an ISA sanctioned event is required to pay a player fee.
2. The player fee at World Singles Championships is set at \$75 USD. The player fee at other World Championships is set at \$25.
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 registration date of the event.
4. Failure to pay the player fee will result in the player's disqualification to compete in this event.
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.
6. The collected player fees are to be used strictly for approved ISA expenses in support of the Association.

## **D. Singles World Championship**

### **1. Number of Participants**

The number of participants per division should be a multiple of eight (8).

### **2. Rules of Play**

- a. Players in World Championships shall, whenever possible, be required to be divided into groups of 8 players each.
- b. There will always be a championship round(s), the form of which will vary depending upon the number of players in the division.
- c. 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 lunch break.
- d. Games are to be 16-frame non-walking singles with eight frames to be played on each colour.
- e. In the first Round Robin, individual game ties at the end of 16 frames will remain as unbroken ties.
- f. No-Touch Zone Rule:
  - i. To enhance the game of shuffleboard and make it more interesting for players and spectators, the “No-Touch” rule shall be used.
  - ii. The lag line and the area between the lag line and the scoring triangle is designated as the no-touch zone. The first disc of a frame that comes to rest in the no-touch zone must not be touched by the opponent’s first disc. Subsequent discs may clear the first disc as well as any other disc.
  - iii. Discs within the scoring triangle, or touching its outer edge, are allowed to be touched under this rule.
  - iv. When the first disc is intentionally or accidentally hit, the referees (located at the opposite end of the shooters) remove the hitting disc and return the first disc to its original position based on their best judgement. Players have the right to question the referees’ decisions. If both players reach an agreement, the referees’ decision is overruled. However, if the players disagree, the referees’ ruling stands. If the referees themselves cannot agree on the initial position of the first disc, the frame must be replayed. To signal that the first disc is in the no-touch zone, it is recommended to use a

“stop” motion to let the opposite side know that the disc must not be touched.

Motion made with hand:



g. Charting/Coaching

After the game has started, no player may refer to drawings or any similar device designed to assist in executing a shot, coaching in any form is prohibited.

### 3. Practice Shots

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

### 4. Judging Discs

When there is uncertainty about whether a disc counts, the player at the opposite end of the court (playing black) makes the initial call. If either the shooter or their opponent questions the call, the person shooting the yellow disc provides the second call. If disagreement persists, the Tournament Director or their designee makes the final decision.

### 5. Moved Discs

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. If multiple discs have been moved and there is no consensus on the former positions, then the frame will be replayed.

### 6. Beading the Courts (when courts require beads)

Courts that require beads shall be beaded before play begins for the day. Courts may be re-beaded during the day if the situation at the host club permits it. The decision to re-bead a court during the day should be made judiciously, considering both personnel availability and material resources at the host club. Re-beading on request of the players is allowed only after all four players have completed their two speed shots, and it requires unanimous agreement from all players. If unanimous agreement among players is not reached, the Tournament Director or their designee may be asked to shoot a disc of each colour from both ends of the

court to assess whether the court is playable without additional beading. After that, no alterations to the court are permitted.

## 7. Recording Scores

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

## 8. Penalties

No penalties will be assessed. Any dispute between players should be brought to the attention of the Tournament Director or their designee to resolve the situation. The Tournament Director or their designee has the final say in all disputes regarding play on the courts for the duration of the tournament.

## 9. Code of Conduct

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

## 10. Points

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.

## 11. Ties

Ties at the conclusion of the first Round Robin will be broken in the following order:

- a. Results of prior head-to-head play for the involved players
- b. SpeedShuffleboard between the players involved

## 12. Rules for SpeedShuffleboard

- a. Each player will be assigned a court by the Tournament Director or their designee. Each player will be provided with eight discs.
- b. 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. Upon command, each of the remaining discs will be played one at a time.
- c. A minus 10 (kitchen) will count as +10 points; all others will count as normal.
- d. All discs will remain on the board.

- e. Discs may be played from anywhere in the shooting area.
- f. Each player must shoot their disc before their opponent's disc comes to a stop. Any disc not shot in the allotted time shall be forfeited and removed from the board.
- g. After each of the remaining discs is played, the scorekeeper shall announce the value of all good disc(s) and write that value and the total score on the scoreboard.
- h. 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.
- i. After all discs have been shot, the Tournament Director or their designee shall announce the total score for each player and the order of finish for all involved players.
- j. In the SpeedShuffleboard process, when two or more players are tied at the end, only those tied players participate in an additional round on their last court played. This continues until the tie is resolved.

### 13. Knockout Rounds

If there is a tie at the end of a game, four additional frames are played. These extra frames consist of two frames on each colour, with a change of colour after the first two frames. Players begin the extra frames using the same colour they played when the tie occurred. If another tie occurs, the process repeats until the tie is broken. The scores from these extra frames are added to the previous tied scores.

### 14. Player Categories

- a. Returning Champions: male and 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.
- b. Players from "Full Member" associations
- c. Players from other national shuffleboard associations
- d. "ISA Appointments" as defined in ISA Appointments, Section 2.B.

### 15. Substitutions

Substitutions are permissible only until the Tournament Director concludes the official Opening Ceremony. The substitute player must be eligible to represent the nation for which they are playing. If a player concedes a game, fails to complete a



game, or does not appear within 15 minutes of the scheduled start time, the game will be recorded as a loss for that player and a win for their opponents. If a player or team misses one or more games during the Any-Doubles Championship, they can rejoin and continue playing according to the schedule.

## 16. Medals

- a. The winner of each division is rewarded with the “Golden Cue” trophy as well as a World Championship pin. The winner holds the title of “World Champion” until the next World Singles Championship.
- b. The winner of each division gets the gold medal, second gets the silver medal and third gets the bronze medal.
- c. The top eight participants of each division are rewarded with medals with their finishing rank engraved on the medal.
- d. The participants, in finishing order, shall be published on the ISA website.

## E. Any Doubles World Championship

### 1. Number of Participants

Each member country of the ISA can provide up to two teams consisting of two players each.

### 2. Format

The tournament is played as “Any Doubles”, where two teams of two people compete against each other, with one member from team A and B are on each end of the court.

### 3. Rules of Play

- a. Games consist of either 8, 12 or 16 frames with equal number of frames to be played on each colour. The total number of frames will depend on factors such as the number of teams, available courts, and match days.
- b. No-Touch Zone Rule:
  - i) To enhance the game of shuffleboard and make it more interesting for players and spectators, the “No-Touch” rule shall be used.
  - ii) The lag line and the area between the lag line and the scoring triangle is designated as the no-touch zone. The first disc of a frame that comes to

rest in the no-touch zone must not be touched by the opponent's first disc. Subsequent discs may clear the first disc as well as any other disc.

- iii) Discs within the scoring triangle, or touching its outer edge, are allowed to be touched under this rule.
- iv) When the first disc is intentionally or accidentally hit, the referees (located at the opposite end of the shooters) remove the hitting disc and return the first disc to its original position based on their best judgement. Players have the right to question the referees' decisions. If both players reach an agreement, the referees' decision is overruled. However, if the players disagree, the referees' ruling stands. If the referees themselves cannot agree on the initial position of the first disc, the frame must be replayed. To signal that the first disc is in the no-touch zone, it is recommended to use a "stop" motion to let the opposite side know that the disc must not be touched.

Motion made with hand:



c. Charting/Coaching

After the game has started, no player may refer to drawings or any similar device designed to assist in executing a shot. Coaching in any form is prohibited.

d. Points

If a team's score at the end of the game is higher than their opponent's, they win. One point will be awarded for a team's win, a half point will be awarded for a tie and zero points will be awarded for a loss.

e. Round Robin Tie

If there is a tie at the end of a game in the Round Robin stage, it remains unbroken.

f. Knockout Round Tie

If there's a tie at the end of a game, four additional frames are played. These extra frames consist of two frames on each colour, with a change of colour after the first two frames. Players begin the extra frames using the same colour they played when the tie occurred. If another tie occurs, the process repeats until the tie is broken. The scores from these extra frames are added to the previous tied scores.

g. Practice Shots

At the beginning of each game, four setup disks are allowed for each player. The shooter may ask the player at the other end to place their cue in the desired location for the first shot and thereafter; the player may position the shooter's

discs as targets. When the opponent's discs are available, they may be used as a target. After changing colour, four setup discs may be shot by each player on their new colour.

h. Judging Discs

When there is uncertainty about whether a disc counts, the player at the opposite end of the court (playing black) makes the initial call. If either the shooter or their opponent questions the call, the person shooting the yellow disc provides the second call. If disagreement persists, the Tournament Director or their designee makes the final decision.

i. Moved Discs

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. If multiple discs have been moved and there is no consensus on the former positions, then the frame will be replayed.

j. Beading the Courts (when courts require beads)

Courts that require beads shall be beaded before play begins for the day. Courts may be re-beaded during the day if the situation at the host club permits it. The decision to re-bead a court during the day should be made judiciously, considering both personnel availability and material resources at the host club. Re-beading on request of the players is allowed only after all four players have completed their two speed shots, and it requires unanimous agreement from all players. If unanimous agreement among players is not reached, the Tournament Director or their designee may be asked to shoot a disc of each colour from both ends of the court to assess whether the court is playable without additional beading. After that, no alterations to the court are permitted.

k. Recording Scores

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

l. Penalties

No penalties will be assessed. Any dispute between players should be brought to the attention of the Tournament Director or their designee to resolve the situation. The Tournament Director or their designee has the final say in all disputes regarding play on the courts for the duration of the tournament.

m. Code of Conduct

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

n. **Returning Champions**

Returning champions, who secured victory in the previous Championship, have the privilege to defend their titles. The president of their respective national shuffleboard association must prioritize selecting the returning champion before considering any other candidates.

Returning champions are also entitled to having their Player Fee (paid to the ISA) waived only for the year following their first-place win.

o. **Substitutions**

Substitutions are permissible only until the Tournament Director concludes the official Opening Ceremony. The substitute player must be eligible to represent the nation for which they are playing. If a player concedes a game, fails to complete a game, or does not appear within 15 minutes of the scheduled start time, the game will be recorded as a loss for that player/team and a win for their opponents. If a player or team misses one or more games during the Any-Doubles Championship, they can rejoin and continue playing according to the schedule.

4. **Medals**

- a. **Winning Team:** Each member of the winning team receives a gold medal and a plaque. They hold the prestigious title of the “World Doubles Champion” until the next Any Doubles World Championship.
- b. **Runner-Up and Third Place:** The runner-up team receives a silver medal, and the third-place team receives a bronze medal.
- c. **Participant Listing:** The finishing order of all participants will be published on the ISA website.

**F. Formal Protest Procedure**

In the interest of fairness, transparency, and sportsmanship, the following procedure shall apply to any formal protest concerning the outcome of a match during ISA-sanctioned tournaments.

1. **Time Frame for Filing a Protest**

- a. A protest must be submitted before the start of the next tournament section.
- b. A tournament section is defined as: Preliminary Round, Intermediate Round, Speed Shuffleboard or Knockout Round.

2. **Authorized Protest Initiators**

- a. **Direct submission by players:** If both players agree and the protest timeframe has not expired, they may submit the protest directly to the Tournament Director.

- b. If the players disagree, a protest may only be initiated by the President of the respective national shuffleboard association.
- c. If the President is not present at the tournament venue, the protest may be submitted by:
  - i. The official Vice President of that national association, or
  - ii. A designated representative of that nation, or
  - iii. Another national President acting in agreement with the affected nation
- d. If none of the above are available, an ISA Officer may act on behalf of the nation concerned.

### 3. Participants in the Protest Review

The following individuals shall be involved in the review process:

- a. The players directly involved in the disputed match
- b. The Tournament Director and, if applicable, their designated deputy
- c. The ISA President, or—if absent—the ISA Vice President or another ISA Officer
- d. The national Presidents of the involved associations, or their Vice Presidents or their designated representatives

### 4. Resolution Process

- a. The group shall strive to reach a resolution that reflects the principles of sportsmanship and is acceptable to both players and their respective nations.
- b. If no mutual agreement can be reached and the official rules have been clearly followed, the Tournament Director shall render the final decision.
- c. If the situation is not clearly addressed by the existing rules, the ISA President or—if absent—the ISA Vice President or another ISA Officer shall make the final decision.

### 5. Retroactive Evaluation Clause

- a. In exceptional cases—particularly those involving serious violations that extend beyond the scope of the tournament, a final and retroactive evaluation of the situation may be made after the event.
- b. Such decisions may be rendered by the ISA Board of Directors, or in less severe cases, by the individuals outlined above in 3.

## **SECTION 2. INTERNATIONAL FRIENDLY MATCHES**

To be recognized as an ISA sanctioned international friendly match, the following requirements are to be met.

- A. The participating national Shuffleboard associations apply for recognition of their event as an ISA sanctioned event by sending a letter to the ISA President.
- B. Each player participating in that event pays a player fee to the ISA Treasurer in the amount of \$25 USD.
- C. A minimum of four players per national shuffleboard association must compete. A minimum of eight frames per match must be played. A minimum of 2 days of play must be played.
- D. Other relevant topics are subject to agreement between the respective national Shuffleboard associations.

## **SECTION 3. AWARDS**

### **A. ISA Lifetime Achievement Award**

- 1. This ISA award is a one-time lifetime achievement and is awarded only at World Championship events.
- 2. The ISA Lifetime Achievement Award is a special appreciation for those individuals who have, throughout their lifetime, dedicated countless time and efforts directly towards the improvement of shuffleboard.
- 3. Sporting achievements are not taken into consideration for this award.
- 4. Any member of the ISA Board of Directors may submit to the ISA President a written request, including a biography, nominating anyone who qualifies to be considered for this award. Any request received will be presented to the voting members of the ISA Board. Nominees must have the approval of two thirds of the voting members.
- 5. The Lifetime Achievement Award may be presented at the Awards Banquet at the end of a World Championship.

### **B. ISA Myrna Bilton Congeniality Award**

- 1. The ISA Myrna Bilton Congeniality Award recognizes players who demonstrate ambassadorial traits, camaraderie, and kindness on and off the courts during an ISA World Championship.

2. Players may select one player who best demonstrates these attitudes and behaviors based on direct observation throughout the championship. Non-players, volunteers, and non-playing organizers are not eligible to vote or receive the award.
3. This award shall be announced at the beginning of the ISA World Championship. Nominations shall be received via ballots throughout the week. The player receiving the greatest number of ballots shall be declared the winner. A committee, consisting of one Board member and one non-Board member shall be appointed by the ISA President at the beginning of the tournament to manage the balloting process. The award shall be presented at the Awards Banquet at the end of the World Championship.
4. Sporting achievements are not taken into consideration for this award.

#### **SECTION 4. ISA HALL OF FAME**

- A. 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.
- B. The nomination can be for either the “Player Award” or the “Special Award” category.
- C. The nomination may be made by any member of the Board of Directors. The nomination is to be submitted to the ISA President.
- D. The ISA President shall review all nominations received to ensure eligibility and to confirm that the criteria are met.
- E. The ISA President directs the Secretary to conduct a vote according to Bylaws Article VII. 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.
- F. To be eligible to enter the ISA Hall of Fame at least two of the following requirements must be met:
  1. Player Award
    - a. Player must have competed in at least three ISA World Championships.
    - b. Player must have won the World Singles Championship.
    - c. Player must have a perfect record in an ISA World Championship
    - d. 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).

## 2. Special Award

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.

## G. Hall of Fame Voting Procedure

1. To be accepted for induction a nominee must receive votes from at least one more than half of the eligible voters.
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.
3. It could be possible for a vote to take place where no nominee receives the required number of votes.
4. All approved nominees must be included in the vote.

## **SECTION 5. PARTIAL SPONSORSHIP FOR YOUTH PARTICIPANTS**

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

## **SECTION 6. DRESS CODE**

### **A. Meet and Greet**

Participants may wear casual attire.

### **B. Opening Ceremony:**

1. Competitors shall wear their national uniforms representative of their nation.
2. Individually sponsored players shall not display a sponsorship logo or label larger than the National or ISA logo.

### **C. During Play:**

1. The attire worn during play shall be representative of the nationality of the player.



2. Closed-toed shoes shall be worn during play. They shall be athletic shoes with rubber soles.

#### **D. Awards Banquet**

The awards banquet is held to close the tournament week and award top players. This is a special event, and attendees should wear dressy casual attire.

### **SECTION 7. PRE-APPROVED EXPENDITURES**

The ISA Treasurer, or in their absence, the ISA President can authorize spending funds by email confirmation for the following items without a second signature:

- A. Awards, trophies and reimbursement of gifts for ISA events
- B. Country flags
- C. Office Supplies and Operations

### **SECTION 8. NATIONAL FLAGS**

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

### **SECTION 9. RESPONSIBILITIES FOR AN ISA EVENT**

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 serves as a general guideline.

#### **A. Host Responsibilities**

1. Apply to the ISA to host an International Singles or other tournament two years in advance
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
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.

4. The Player Package should include the following:
  - a. Package Price for players, non-playing attendees and children under the age of 12
  - b. The actual dates for the entire event, including any Meet and Greet and registration events
  - c. An itemized list of what is included in the tournament package
  - d. 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.
  - e. 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.
  - f. Any included transportation. Note: Including attendee transportation to/from the airport is not a requirement of the tournament package.
  - g. Airport transportation options
  - h. Information about the separate payments of the ISA registration fee
  - e. Any optional excursions you may decide to arrange before, during or after the actual tournament events.
5. It is always a good idea to contact your city and county official, 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.
6. You will need to appoint a Tournament Treasurer responsible for receiving the tournament package fees.
7. The following list is meant to help plan and accurately price the tournament package. It also gives some hints learned from past tournaments. There are many members of the ISA Board of Directors who have hosted and worked on tournament committees. Questions about the hosting process should be directed to these experienced Board members.

- a. The Tournament Package
  - i. The tournament package price includes all tournament related items except the hotel. The tournament attendees will make their own reservations with the host hotel or make their own outside arrangements.
  - ii. All packages should be priced in the local currency and payment should be submitted to the host nation.
  - iii. The ISA player fee is separate from the Tournament Package and is outlined in Section 1.C.3.
- b. Hotels – In deciding the host hotel, please keep the following items in mind during your negotiations
  - i. Varied breakfast, keeping each nation's breakfast preferences in mind
  - ii. Ability to serve breakfast to our numbers efficiently
  - iii. Banquet facilities for dinners / charge for room
  - iv. Parking
- c. It is advisable to have a committee person involved to work with the hotel regarding the room block, the banquet and event people and any complimentary rooms.
- d. After the hotel expense, the costs of these necessary expenses need to be considered in pricing your package:
  - i. Registration bags, name badges including contact information with lanyards, welcome gifts
  - ii. Court costs, set-up and maintenance
  - iii. Time arranged for practice
  - iv. Flag stands and flag poles
  - v. House cues for those who don't bring their own
  - vi. Meet and Greet costs – Heavy appetizers and a complimentary drink
  - vii. Arrange a location for the Annual Board of Director's Meeting. This meeting needs to be in a private area or closed-door room. Water and coffee will be needed, but no meal is necessary.
  - viii. Opening Ceremony expenses – podium, microphone, PA system, hook up for the National Anthems, seating for players, volunteers and guests
  - ix. Water and light snacks throughout the game days for players
  - x. Daily lunches
  - xi. Banquet room for awards dinner with stage set-up, podium and microphone
  - xii. Awards Ceremony meal with any included drinks
  - xiii. Any included entertainment
  - xiv. Tournament photographer

- e. 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.
- f. 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.
- g. Tournament Director (TD) Expenses – This person is very 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 TD'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 is included.

## **B. ISA Responsibilities**

- 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 the 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 official and special guests.
- 2. Tournament Awards – The ISA is responsible for approval, manufacture and cost of the 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.
- 3. Hall of Fame Awards – The ISA will be responsible for the Hall of Fame Awards including the award pin, plaque and jacket.
- 4. Tournament Director Supplies – The ISA will reimburse costs of all supplies for the Tournament Director's required supplies and printed material.
- 5. Flags – The ISA will supply two (2) 3 feet by 5 feet flags for each member nation and for any non-member participating nation (on loan to host).
- 6. Decorative Table Flags – The ISA will provide several small table flags to be incorporated into centerpiece decorations for tables during the event (on loan to host).

7. This 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 to Board members with any questions or concerns.

## **SECTION 10. STEERING COMMITTEE**

- A. The Steering Committee meets four times per year at minimum. Meetings may be face-to-face or by electronic means.
- B. 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.
- C. The ISA Secretary shall take down the meeting minutes and send it to the members of the Steering Committee.
- D. The Steering Committee may form a subcommittee to address a specific topic or issue. At least one member of the Steering Committee shall be on the subcommittee and report to the Steering Committee, as needed. The Chair of the Steering Committee may direct a subcommittee to research a topic or issue pertaining to the ISA.
  1. Publicity and Promotions Subcommittee – A Publicity and Promotions Subcommittee shall make recommendations for the promotion of shuffleboard and the publicity of ISA tournaments and events. This shall include the development and upkeep of the ISA Website and social media sites.