

GUIDELINES FOR TOURNAMENT DIRECTORS

1. To make flyers to be distributed at the District 4 and District 1 fall meetings.
2. To collect entries and monies (Suggestion: Be at the preceding tournament to announce and collect entries.) Please ask your participants to add their current ASA card numbers after their names on the 3x5 entry card for future tournaments. THANK YOU!
3. To make arrangements with Ruth Hugen (515-240-6429) for her to chart your tournament. Please make a donation to the charter from your proceeds for the work. (Suggestion: \$40 minimum)
4. To make arrangements with the District 1 President for getting and returning the Poly Glide banner and then to display it during your tournament. (Kathleen Cullop from Poly Glide donates wax for our special tournaments. We are given this wax on the condition that we display this banner.)
5. To check the ASA District 1 website for current ASA members.
6. To announce the following for sanctioned tournaments (or something to this effect) "This is a sanctioned tournament and all participants are required to have a current ASA card. If you do not have one, you must purchase a card before playing or your game will be subject to forfeit."
7. To collect ASA dues if the participant is not a current ASA member (\$5). Please record the names, mailing addresses and park names for those needing current cards. The secretary will get this record and monies from you and send the participant a current card. (See down loadable form.)
8. To "run" your tournament, you need at least one accredited referee for each session in sanctioned tournaments.
9. To complete a "Tournament Director" report within one week of the tournament. One copy (with the proper monies) must be given to Treasurer Bill Hutchinson (406-868-9807), Secretary Vicki Burr at bursboonies@gmail.com and President Ruth Hugen, at wrhugen@aol.com. These can be scanned and sent electronically. A copy of this report can be downloaded from this site. All tournaments will use the same first page; please find the appropriate page for listing the winners.
10. Send the results of the winners for our Website to our District 1 president, Ruth Hugen, wrhugen@aol.com, and they will be forwarded to the Webmaster. Names, photos and park names are requested. When taking pictures of the winners, please line them up from Left (1st place) to Right (4th place) in all divisions.

11/13/2023