

**ARIZONA SHUFFLEBOARD ASSOCIATION
STATE PLAYOFF
GUIDELINES
MARCH 2ND, 2019**

- 1. Host District President's Responsibilities:**
 - a. Review ASA Procedures for type of tournament you are hosting (Split-singles, Mixed Doubles and League team).**
 - b. Select Director (May be District President) and ensure they are familiar with the ASA Special Procedures.**
 - c. As soon as determined select park/resort for playoffs (cannot be park/resort of team that is representing the district)**
 - d. Notify ASA President and all other District Presidents of Playoff Director's name, telephone number and email address as well as selected site and time of first scheduled game, information regarding motels near the playoff site, and any other pertinent information. The first scheduled game should be after 12:00 p.m. on the first day of tournament to allow players to arrive from their respective districts. It is suggested that two games be scheduled the first day and three games the second day.**
 - e. (optional) Publish a brochure (at District expense) with schedule, shufflers names by district, sponsors (if applicable), host president's and director's name, agenda for opening ceremonies (optional) and other information desired by the district.**
 - f. Order trophies and hat pins (for first place winners only) to ensure they are received prior to playoff date. Trophies should be representative of a State Champions. The maximum amounts that the state will reimburse is listed in the ASA Special Procedures for each type of tournament. Forward invoice for trophies and hat pins to the ASA Treasurer for payment or reimbursement. Trophy and hatpin limits are specified for each playoff in the ASA Special Procedures for that specific playoff.**
 - g. Order tournament wax. The ASA will reimburse district's for wax in the amounts below. Any additional wax will be the responsibility of the host district. Provide invoice or receipt for wax purchase to the ASA Treasurer.**
 - i. For Singles and Doubles Playoffs – 20 pounds**
 - ii. For League Team Playoffs – 40 pounds**

- h. Districts will pay for and Provide Refreshments (water, coffee, donuts etc.)**
- i. Have photographer take photos of all players in singles and mixed doubles (position them Left to right; 1st place, 2nd place etc. for team tournaments take pictures of each team). In addition, take pictures of all volunteers who helped with tournament. Send all photos to the ASA Webmaster.**
- j. Send a report of the tournament to ASA President, ASA Secretary and ASA Webmaster. Report should contain: tournament directors name and telephone number; how the players/teams finished; expenses that are to be reimbursed by ASA and expenses that the district incurred.**

2. Non-Host District Presidents Responsibility:

- a. Advise ASA President, Host District President and Host District Playoff Director of the district's playoff representatives, to include names, telephone numbers and email addresses for players in singles and doubles competition and the district league team captain's name, telephone number and email address for league team playoff competition.**
- b. For doubles playoffs indicate which shufflers are playing head or foot.**

3. ASA President's Responsibility –

- a. Monitor to ensure all above items are accomplished.**
- b. Represent Arizona Shuffleboard Association at all playoffs, if possible.**

4. ASA Treasurer's Responsibility –

- a. Pay invoices for trophies and wax provided by Host District President.**
- b. Reimburse district if invoices were previously paid based on sales receipt.**