

## NWOPPA Director's Manual

### NWOPPA Tournament – Captain's Information Sheets

Welcome to the NWOPPA Regional and North American Invitational Tournaments. We are pleased to have you with us this weekend and hope you enjoy your stay in Napoleon. We have a great group of volunteers this weekend to assist in making this a memorable tournament for you and your team.

We would like to ask you and your team to do what you can to help the entire tournament experience. You as the Team Captain are responsible to make sure you:

1. Have told the Control Table if you are in Division One and want to be in the side pot. Once the first Division One match has started, you will not be able to get in the side pot. No exceptions! Side Pot for Division One is \$25, for the Invitational it is \$40 for Women's Teams and \$50 for Men's Teams.
2. Move quickly to your table to prepare for your match.
3. Do not cut through the table area. Go around the outside ring. This is a big distraction to other participants and is very disrespectful.
4. Respect the referees. Do not argue calls and make sure your team members are told the refs are volunteers and do the best they can on every call. You as a captain should know how difficult it is to make a correct call every time. There will be mistakes, but please act professionally and support our volunteers.
5. Team scoring in each match will be up to 20 games. Once a team can no longer win a match, the match is over and the score sheet should be signed and returned to the Control Table. Both winner and loser should then check their next match number. You then must try to calculate when you will play your next match. It is your total responsibility to keep up with all match brackets, your next match number and the current match number.
6. If you have an emergency and need to be away from the facility, you can notify the Director and give him / her your texting number to be texted when your next match is approaching. We will not be responsible for any matches you miss and are forfeited, even if you have an emergency. It is still your ultimate responsibility to be at your match when it is called. There are no exceptions!
7. Take care in filling out all your information sheets. We rely on your oversight on the paperwork. Take your time and print neatly.
8. Ask your team members to avoid coming to the Control Table. Tell them the Team Captain is the only person who can come to the Control Table. Tell them to get all information from the computer projector on the wall by the bill changing machine.
9. If the tournament is "slowing down," the Director can at his / her own discretion decide that the next round of the tournament will be going to three and perhaps even four tables. We are hoping this will be avoidable, but there will be no discussion between Captains and the Control Table re: playing on additional tables.
10. We are playing a continuous play tournament. You may occasionally have to play on a table you recently played on or an opponent has recently played on. This is just the "luck of the draw" and there are no provisions made in these situations. Just go play and don't be a complainer.
11. If any of your players are playing in the Singles Tournaments, let them know that any player who splits any portion of First Place winnings for any Friday night Singles Tourney is immediately ineligible to play any succeeding Singles Tournaments. These players, of course, can still and are encouraged to play in Mini-Tournaments at will. (Example: Bob, Joe, Steve and Tom are the last four players in a Singles Tourney. They decide to pool First through Fourth and split the money. Bob, Joe, Steve and Tom are ALL ineligible to participate in any future Friday night Singles Tournament in 2014.
12. Once a player has registered for the Scotch Doubles Tournament on Sunday of Ladies Weekend, they must report to their match. If they are still in the Women's Tournament, a Singles Tournament, a Mini-Tournament or any other event, they must decide which Tournament they want to continue and withdraw from the conflicting Tournament.

**We are guests of the American Legion and we are all expected to act properly as guests. We appreciate their hospitality. Therefore we are announcing and enforcing the following rules of conduct:**

### **1-45 Unsportsmanlike Conduct**

#### **UNSPORTSMANLIKE CONDUCT**

1. Unsportsmanlike conduct is automatic disqualification.
2. Two basic types:
  - a. One warning before disqualification **and this announcement counts as your first warning.**
  - b. Immediate disqualification

1. You must not commit any act that is unsportsmanlike in nature. This includes, but is not limited to: actions that are embarrassing, disruptive, or detrimental to other players, spectators, referees, event officials, or the sport in general, or any act that makes a travesty of the game. Offering to gamble with opponents or spectators during your match is specifically defined as unsportsmanlike conduct.

2. You are responsible for your actions at all times while you are present at the event venue, whether playing or not.

3. You may be penalized for unsportsmanlike conduct with or without warning. Penalties for unsportsmanlike conduct are at the discretion of the referee or other designated event officials, and may vary based upon the referee's or event official's discretion.

If at any time anyone directly or indirectly involved in the tournament becomes disruptive as determined by the director, that person or persons will be asked to leave the American Legion. If they do not leave then law enforcement will be called and the persons involved will be barred from all tournaments for the rest of the year. If the problem happens during the invitational, the persons involved will be barred for the following year.