

APPENDIX I

2017 NBL Arbitrator Duties Checklist

Name of Tournament _____ Date of Tournament ____/____/____
Acting Arbitrator _____ Date Sent In m____/d____/y____
Number of Arbitrations/Reports _____ Amount in Fines Submitting \$_____ Amount in Fines Refunded \$_____

(√) as completed

I. BEFORE THE TOURNAMENT

- ____ A. **CALL PROMOTER** - Confirm whether any unusual exemptions were granted regarding tournament criteria, fees or lodging. Confirm your complimentary lodging (up to two nights) and your pay of \$100 with the promoter at least six (6) weeks in advance and request several copies of the tournament brochure. Confirm the time and location of the Rules Meeting(s). There should be one hour-long meeting before the start of each day's competition. Remind the promoter to take a copy of the "Rules at a Glance" form from the back of the SKITA handbook, circle the seven (7) options being used and make enough copies to give each player at registration and each person attending the rules meeting(s).
- ____ B. **FORMS** - Make sure you have made copies of this form and fifty (50) copies of the Arbitrator's Report (APPENDIX H)

II. BRING TO TOURNAMENT

- ____ A. **SKITA HANDBOOK**
- ____ B. **PHOTOCOPIES** - Photocopies of this form and the Arbitrator's Report from SKITA (APPENDIX H)
- ____ C. **TOURNAMENT BROCHURE**

III. AT THE TOURNAMENT

- ____ A. **RULES MEETING(S)** - Conduct the rules meeting; reviewing the entire "Rules at a Glance" sheet.
- ____ B. **ARBITRATOR'S REPORT** - Follow the checklist and document every protest on an Arbitrator's Report form (APPENDIX H). This must be done for every protest.
- ____ C. **COLLECT PAYMENT** - Collect your \$100 payment from the Commissioner

IV. AFTER THE TOURNAMENT

- ____ A. **ARBITRATOR'S REPORTS** - All the Arbitrator's Reports, any collected arbitration monies and a copy of this completed form must be sent to the NBL within seven (7) days of the tournament

SEND TO: **National Blackbelt League, 341 E. Fairmount Avenue, Lakewood, New York 14750**
Phone: (716) 763-1111