

CARD STAGING PROCESS

There are two basic methods of processing player cards:

1. **Cards to Players** - The first is the traditional system of giving the player his cards back after being stamped paid at registration and having the players bring their cards to their rings.
2. **Registration Keeps Cards** - The second more advanced system is for registration to keep the player's cards and file them in envelopes by division to bring to the ring. This system is done at the SG and most NBL National Conference tournaments and is the best system, but it will backfire on you and can become an immense problem if not processed by very capable staff.

Advantages - Advantages of keeping the cards at registration:

- The cards can't be lost by the players
- The cards are not mutilated when they get to the rings
- Material on the cards can't be changed by the player
- Staging of players for the divisions not yet up are easier to process because the coordinators can stage the division even if all the players haven't arrived yet or if they are competing in other rings.
- It is almost impossible for a player to miss his division. When staging is processed for the division, any missing player can be announced for.

Disadvantages

- If your staff files any cards wrong it creates havoc in the two divisions affected (the division missing the card and the division with the extra card), because if staging is already done then someone has to be added or deleted.

For either system it is imperative that you have a file folders with sides or envelopes for each and every division. The folder/envelope must have the division number printed on it and the ring number that it goes to. It should contain the Result Card (white top card) and a couple of rubber bands. If the player cards are collected at registration then it should also contain them.

CARDS GIVEN BACK TO PLAYERS

If you elect to give the cards back to the players then it is their responsibility to be at ringside when their division comes up. In order to expedite the process it is suggested to allow the players to bring their cards to the rings that their competition are in at anytime and have the scorekeepers put them in the corresponding envelopes. We do not suggest announcing divisions, but rather giving the players a ring chart and posting the ring charts (large versions) at each ring so that they are responsible for being at the ring on time. As the ring progress the Ring Coordinators should cross off the divisions that are completed on the large ring charts that are posted at each ring.

The scorekeepers should follow Appendix K - "How to Use Player Cards at NBL Tournaments", see staff section of workbook.

CARDS KEPT BY REGISTRATION

If you elect to keep the player cards at registration then follow the directions below.

1. **Filing Cards** - Only one very detailed person should be allowed to file the cards into the divisional folder/envelopes before the tournament and only one person (preferably the same person) must do it at the tournament. The elimination of errors is vital. This person should double check all the folder/envelopes before they are taken to the rings.
2. **Folders to Rings** - Before the tournament starting time the first two divisional folder/envelopes must be brought

to ringside and a new folder should be forthcoming to each ring every 10 minutes or so depending upon the size of the divisions and the registration line. If the registration line is long then someone in registration should announce the divisions currently up first and hustle those people to the head of the line. Prevent the tournament from being delayed.

3. **Staging Divisions/Cards at Ringside** - Your ring coordinators should stage the first divisions for each ring before the tournament starts and stage the second division immediately after the first division has started. They should always have at least one division staged ahead of the one being judged.

Two errors that can happen when staging a division:

- a. **A Card and no Player** - If this is the case then the Ring Coordinator can announce that the player's division is up. The coordinator can also use headsets to communicate with the other coordinators to locate the player if they're competing elsewhere.
- b. **A Player and no Card** - If this is the case then one of two things has happened - either the player never registered for that division or his card got misfiled. Check the player's wristband for the division number. If it's on the band then probably his card was misfiled. If you are uncertain you can always go back to registration to the alphabetical expandable file folder and look it up on his registration form. If you are sure he belongs there don't look for his card, just issue him a new one.