

REGISTRATION AT TOURNAMENT

There are three important NBL aspects that must be processed before a player completes the registration process.

1. **Card Completion** - The cards must be filled out properly - (see “Processing Pre-registration”).
2. **Weigh-in** - All players whose divisions have weight classes must weigh-in (see “Processing Pre-registration”).
3. **Wristband** - Don't give the players their wristband. Put all wristband snugly on the person's wrist (or onto their video camera if applicable for video passes).

Registration Set-up

We strongly advise a dual system of registration where the players are routed to an information booth before being allowed access to the registration booth. This cuts down on players/spectators having to stand in line to process easy material and cuts down on players having to go back and fill out missing material and wait in line a second time.

1. **Information Booth** - The object of the information booth is to make sure all players have their material ready for the registration staff and to process simple things such as spectator fee collection.
 - a. The info person asks the player: “Are you pre-registered?”
 - “Yes” Answer - Then the info person asks if they filled in their cards when mailing in pre-registration. If the player answers “yes” then the info person tells them to proceed to the registration booth. If the player answers “no” do the same as below.
 - “No” Answer - Then the info person ask how many forms/weapons divisions they are entering and how many sparring divisions they are entering and gives them the appropriate amount of yellow and grey cards for each. If the player was not pre-registered then the info person must also give them a registration form.

IMPORTANT - The info person now tells them they must completely fill in their cards (and registration form if they haven't done such) and tells them NOT to get into the registration line until their material is complete because the registration staff will tell them to go back and fill it out and stand in line again before they can complete the registration process.
 - b. If the person is just spectating (white wristband), a coach (blue wristband), or wanting a video pass (yellow wristband), then the Info Person can process taking their money and putting a wristband on them, so they don't have to wait through long registration lines.
2. **Registration Booth** - The registration booth should be split into three registration processing units for best efficiency with players lining up for one of the three units.
 - Pre-registration A-L
 - Pre-registration M-Z
 - New Registration

Each unit does approximately the same job. The two pre-registration units locate the players' packages and process anything not checked off on their “Registration Verification” form or attached post-it notes. The new registration unit should be processed by checking off a new “Registration Verification” form for each registering player just as was done for pre-registration. When completed, file the players Registration Forms (and “Registration Verification” form) alphabetically in a new alphabetized expandable file folder used expressly for this purpose. Each unit can also process additional spectator, coach and video wristbands and payment.

3. **Weigh-in** - Place the weigh-in scales at a split in the registration tables between the units for easy accessibility. Have a separate person stationed there who's job is only to do weigh in. For each player that must be weighed, have this person weigh them, write their weight in the weight box and stamp the box with a special stamp. The weigh-in person must be aware of how to prevent cheating:
 - a. The player should strip down to a minimum amount of clothing. Absolutely no shoes or coats and watch

for bulging pockets for extra weight if they are trying to compete up in weight. If you question anything then have the player prove themselves.

- b. The player must stand straight in the middle of the scale with his hands clasp behind him or at his side (your discretion) so that you can see them and he's not touching anything.
- c. Make sure their feet are flat on the scale. They can do wonders to change their weight with their toes up against the back of the scales.
- d. Keep all other players and parents well away from them. It is very easy to have their weight adjusted by someone touching them.