

# STAFF SELECTION

Tournament staff is the most important aspect to running an efficient tournament. Pre-selecting, confirming and training the right staff is paramount for a successful and progressive event. Tournament staffing can be developed from your karate school members and parents as well as your family and friends. However, observing staff at your other conference events (and non NBL tournaments) and selecting some of them as well, is important for team growth in the greater scheme of developing the league, your conference and ultimately your tournament.

1. **Staff Possibilities Form** - Fill these pages in with potential staff both from your immediate surroundings and with staff you've seen at other tournaments that you thought did a good job. Use this form as reference when you're looking to fill positions each year or for back-up staff.
2. **Confirmed Staff Worksheets/Staff Equipment** - When someone has committed to work at your event, write them down on the confirmed staff worksheets. Write down their commitments to you by filling in the "OK" (date confirmed), their name, cel phone, (✓) days committed or write in the times they have committed to. Then fill in the rest of the line with your compensation and the commitments you've offered them; room nights, air or travel, staff pass, parking pass, clipboard to use, headset to use, how much you are paying them or how much they may owe you. Any paperwork, vouchers and staff badges that you are going to give your staff can be put into individual staff envelopes for the staff member to pick-up when they arrive at your tournament and check in at the Officials' Booth. If they are to receive a headset or clipboard you can put a note on the outside of the envelope for the Officials' Booth attendee to see or include a voucher inside the envelope for the staff member to redeem to receive them.

Be smart by offering staff in the same departments approximately the same compensation. They will all compare notes no matter what you tell them and they will complain if it's not equal.

3. **Staff Room Reservations** - Fill this form as you promise a staff member a room. This is for your own reference and to give a copy to your lodging facility.
4. **Staff Confirmation** - Send each staff member that is confirmed a "Staff Confirmation Form" immediately and keep a copy for yourself. It may seem tedious but it will avoid a lot of problems in the end.
  - a. It avoids misunderstanding of job commitment and compensation.
  - b. It confirms in your staff members mind a commitment to attend and to do what they've agreed to do. Sending this form is guaranteed to improve the attendance and commitment of your confirmed staff.
5. **Some Important Points**
  - a. **Scorekeeper Meetings** - Train your Scorekeepers well in advance. Plan and schedule several meetings. Use Appendix K with your Scorekeepers to train them how to use the card system.
  - b. **Coordinators** - The NBL coordinating system used by most NBL events is what separates the efficiency of our league with others. The system of coordinating quadrants is the most effective system of running a tournament.

With this system you have a ring coordinator for a quadrant of rings usually 2 to 4. Their job is to start those rings and keep them running quickly, but fairly until all their assigned divisions have ended. They should work with the Chief Referee to replace missing Judges and make sure each ring has at least one if not two of its next divisions staged to begin immediately upon the conclusion of the prior division. They should also work via headsets with the other Ring Coordinators to locate missing competitors and make sure they don't miss any of their divisions.

The Head Coordinator's job is to work with the tournament Promoter prior to the event and to arrive early to set-up the rings efficiently and to train and confer with the Ring Coordinators when they arrive. The

Head Coordinator's only job during the competition should be to monitor the Ring Coordinators to make sure all of their rings are running efficiently.

- c. **Official's Booth** - It is worth every bit of your time and compensation to have a central point of communication at your tournament called an Officials' Booth. This is where all your staff checks-in at and goes back to for any compensation. It is where all your supplies are kept and checked out to your set-up crew and tournament staff. It is also where you receive all your communications from, so you should always keep in touch with the person you have at the booth. This may be located in conjunction with your registration tables, but must remain a separate entity with its own staff member(s).
- d. **Referees Room** - To run an effective Referees' Meeting you MUST have a separate room segregated from the tournament floor. This can also be the room you prepare the staff lunches in. No one can pay attention to learning the rules standing up in a noisy competition room where all kinds of things are going on and where the attendees will be bothered by their students or others. No degree of concentration or comprehension can be managed effectively with a meeting held on the competition floor.
- e. **Offer Overnight Lodging** - Offering lodging to the "correct" people will absolutely increase your attendance and efficiency of your event. Your priority should be your main staff and Center Referees that you want to assure will be on time. Try not to give a room to anyone that isn't giving you a return staff commitment. Consider calling some school owners that never support you, but that support others with students and offer them a room for the night before your main day of competition if they will in turn referee at a ring from beginning to end. Not only should you gain a judge that will be there on time, but they will be so surprised by your generous offer that they will probably bring some students to share their room with. Think about it... if the room cost you \$50-\$100, they need to only bring one or two students to pay for it. Chances are they may bring more and you get a dedicated Referee. Call those people far away that you've always wanted to lure in and give them what they don't expect. Offer this to the people you don't particularly care for as well - you might be surprised.
- f. **Award Presentation** - The best way to process awards is to include vouchers in the divisional envelopes/folders for each place that you are giving awards for. These are to be given by the Ring Scorekeeper to the Center Referee to present to the winners at the end of each division.
- g. **Grand Championships** - It is best to pre-select someone to run the required grand championships. One of the Coordinators is ok. They should work directly with the NBL Conference Commissioner to stage the divisional winners for the grand championships.