

## Running a tournament

- 1. Choose when and where the tournament will be held. Take into consideration the number of players and the space the boards will take up. Promote your event!
- 2. Determine the rules of the tournament in advance and make sure the rules are discussed with all players, or posted for reference before the tournament begins.
- 3. Decide if you will be running a single elimination or double elimination tournament. Your decision should be influenced by the number of players that are planning to attend and also the time allotted for the tournament.
- 4. Once you have decided on the type of tournament you will be running you will need to print or photocopy the brackets. You probably will not know the exact number of players that will be attending, so you will need to estimate. If you estimate that you will have 5-10 teams then print all of the brackets for 5-10 teams.
- 5. The day of the tournament has arrived and all of the players are gathered. You will need to decide how teams are going to be formed-- you have two options.
  - a. Option 1: The teams have already been set; everyone came to the tournament with their own partner or chose their partner once they arrived.
  - b. Option 2: Place every player's name in a hat and draw two names at a time; those two players will be on a team.
- 6. Now you will need to draw for the spots on the tournament bracket. You will place each teams name in a hat and begin drawing the teams one at a time placing the first team drawn on the first blank line, the second team drawn on the second blank line and so on.
- 7. Be available for the players to answer questions or settle disputes. As teams are eliminated, update the brackets to reflect this. Continue the tournament until a winner has been decided.
- 8. Award the winning team a Fabulous Prize Package!





