


CHECKLIST FOR NATIONAL TOURNAMENT DIRECTORS

	FUNCTIONS TO BE PERFORMED	RESOURCES
1	Prior to the start of the tournament, print copies of the Entry Form and Release. Distribute the forms to all tournament entrants at registration and collect the completed forms during the draw.	USA NSA Web Site Tournament Director Web Page Click "Entry Form" Button
2	Only one National Pin may be awarded during a player's lifetime. Therefore, prior to awarding a national pin to a tournament champion, the tournament director should verify that they do not already appear on the list of National Champions.	USA NSA Web Site Tournament Director Web Page Click "National Pin List" Button
3	Obtain the mailing address of your tournament champions who receive a national pin. Report those addresses to the USA NSA President so a congratulatory letter may be sent.	USA NSA Web Site Tournament Director Web Page Click "Address Report" Button
4	Take digital photos of your tournament champions and e-mail them to the USA NSA Webmaster.	USA NSA Web Site Tournament Director Web Page Click "E-Mail Photos" Button
5	Select the appropriate Results Report Form from the buttons on the right side of the web page. Complete and submit a separate form for each division of your tournament (men and ladies, open and amateur, etc.) Based on this report, the KOR/Webmaster will publish your tournament results on the USA NSA web site and will award national points to the players who placed in your tournament.	USA NSA Web Site Tournament Director Web Page Click Button for the Correct Report Form
6	Print and complete a USA NSA Financial Form for each division of your tournament. Mail the completed form(s) to the USA NSA Treasurer at the address on the form, along with one check payable to "National Shuffleboard Association" for the total amount due for all divisions.	USA NSA Web Site Tournament Director Web Page Click "Financial Report" Button