

Cheat Sheet: How to Run a Tourney List

Before the List opens

- Introduce yourself to the Marshall in Charge and the Heralds
 - Check with the Marshall in Charge for the Tourney to find out the style
 - If the MIC has not already done so, acquaint the Heralds with the style of the Tourney and with how they should call the bouts (“On the field.., Arming.., Preparing to Arm.., etc.)
 - Clarify with both the MIC and the Heralds:
 - Who is responsible for reporting wins and losses?
 - How are double-kills to be handled?
 - Are bye-fights lethal (i.e., do they count as a loss for the Tourney)?
 - Will the final bouts be fought differently from the rest of the tourney (i.e., will the final combatants fight the best two out of three)?
- Set up your list table
 - Pens will always be needed. *smile*
 - Set out any necessary paperwork combatants will need to fill out in order to participate
 - If a large number of combatants are expected, have multiple copies of paperwork available
 - List administrators are not responsible for authorization paperwork – fighters need to keep track of that themselves!

Opening the List

- All combatants need to:
 - Show you their membership card – check the date!
 - Show you their authorization card
 - Fill out any necessary paperwork (this may vary depending on the event and the Tourney)
 - (Optional) Write their name (legibly!) on the first line of a 3x5 notecard
- As combatants sign up, keep count for how many will be fighting
 - The number of combatants may affect how the Tourney is run
 - Keep track of combatants who are not competing but who are willing to fight bye-fights
- Keep an eye on the time! The MIC should make the call when the list table closes, but you may want to nudge them – they’re likely to be busy right about now!

Closing the List and Preparing to Start the Tourney

- All combatants need to be signed up by the time the list closes. If someone arrives late, refer them to the MIC.
- Once everyone has signed in, set up the first bouts
 - How you do this will depend on the Tourney style
 - If you are using notecards, pair the cards for each bout in the first round and hand them off, in order, to the Heralds who will use them to call the bouts
- When you’re ready, let the MIC know

Running the Tourney

- This will mostly depend on the Tourney style
- Your main responsibility is to keep track of wins and loses and to keep the Tourney moving
 - Use whatever system will work best for you, be it a tourney tree or the table method!
 - If you need additional time to set up the next round, let the MIC know. It's better to hold things for a minute or two than to make a mistake that disqualifies a combatant.
- Stay calm! This is a game, have fun!

After the Tourney

- The MIC is responsible for all the paperwork, and may need everything from the sign in sheets to the Tourney trees or other paperwork used to track wins and loses
- You'll need to sign the Tourney sheet for the MIC
- Thank your MIC and Heralds