

INTERNATIONAL BLIND SPORTS FEDERATION

SHOWDOWN SPORT COMMITTEE

TOURNAMENT ORGANIZATION MANUAL



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INTRODUCTION

We're writing this manual to spread the sport discipline of showdown and to give some guidelines to future Organizers of National and International Tournaments.

This manual is the summary of the field experiences gathered during several years of activity both in national and international tournaments. We would like to thank all the Organizers who provided their precious collaboration and opinions.

For a general overview on showdown and its international rules, please relate to these links:

- <http://www.ibsasport.org/sports/showdown/rules/>
- [https://en.wikipedia.org/wiki/Showdown_\(sport\)](https://en.wikipedia.org/wiki/Showdown_(sport))

SHOWDOWN EVENTS

To organize a showdown tournament is a great experience, there is nothing like a good sports event to promote sportsmanship and friendly competition.

Sports events bring a range of advantages to all the people who participate in them, like players, coaches and officers. Not forgetting the amusement and pleasure these events rouse in people who attend them (fans, supporters and guides).

There are several Showdown events that can be organized:

- promotional event,
- regional event,
- national tournament,
- national championship,
- international tournament,
- top twelve,
- continental championship (IBSA sanctioned event),
- world championship (IBSA sanctioned event).

International Tournaments and Top Twelve must be organized observing the following guidelines, in order to award ranking points:

<http://www.ibsasport.org/sports/files/794-General-IBSA-Showdown-ranking-guidelines-and-management.docx>

IBSA sanctioned events must be organized observing also the following rules:

<http://www.ibsasport.org/documents/files/146-1-Classification-Manual-for-Organisers-of-Sanctioned-Competitions.pdf>

Also the application form must be filled in and conditioned followed as written in this document:

<http://www.ibsasport.org/documents/files/82-1-IBSA-competition-sanction-form---application-for-approval.docx>

FROM THE PLAN TO THE EVENT

The organization of a Showdown event is made up of 4 phases:

- 1) Planning: feasibility study, set up team and plans, partner and sponsors scouting
- 2) Organizing: event implementation, communication coordination and control
- 3) Execution: competition
- 4) Post-Event Analysis: evaluation

PLANNING AND ORGANIZING

These 2 phases represent the 60% of the jobs connected to event organization. The preparatory study for a sports event takes much more time and energy than the execution itself.

The event plan and organizational structure is represented by the Local Organizing Committee, hereafter referred as LOC.

The tasks of LOC in the preparatory phase are:

- determine feasibility of the event finding partners for accommodation and venues, analyzing budget and finance and find, if it's possible, sponsors;
- determine the data of the event, avoiding to be in conflict with other Showdown events;
- provide information about the event to the Showdown Community;
- have good communication with all the people involved (athletes, coaches, referees, staff etc...).

Partners

The feasibility of the event is based on economical and organizational factors. The choice of the partners is very important to create a successful event. The economical and service agreement LOC establishes with its partners is crucial for the good outcome of the event.

Hotel

The accommodation plan is more than a question of securing the necessary numbers of rooms. It is about using the available facilities to create the best possible living, playing and working conditions during the event for each of the various groups involved.

The essential requirements to consider in planning the participants' accommodation are:

- it would be ideal if the location of accommodation and the competition venue were in the same building (e.g. hotel with meeting rooms or proper rooms for play);
- if that is not possible, the location of the accommodation should not be so far from the competition venue;
- if the locations are quite far, LOC should provide a transfer service between the two;
- the accommodation should be acceptable;
- the meal arrangements must be flexible enough and the food must be of good quality.

Venue

It would be surely ideal if the location of accommodation and the competition venue were in the same building (e.g. hotel with meeting rooms or proper rooms for play). If that is not possible, the location of the accommodation should not be so far from the competition venue but if the locations are quite far, LOC should provide a transfer service between the two.

The venue should be provided of enough rooms to play in. Room must be big enough (minimum 4x7 meters) for the play.

It is necessary to have a match office. A PC, a printer, plugs and internet connection are needed. The Match Office operator will prepare and print the score sheets for the matches and gather the ones of completed games. The referees should take back their score sheet after every match. The operator will so collect the results of the matches and, if possible, put them online.

If it is possible, there also should be:

- an athletes' room, where the athletes can rest and wait for their call,
- a referees' room, where the official can rest wait for their turn to umpire.

Transfers

It will be necessary to find some partners in order to supply the transportation service.

LOC has some options:

- use your own or friends' vehicles;
- find an agreement with the hotel to use its transfer service;
- rent the necessary vehicles with drivers;
- rent the necessary vehicles and find some volunteers to drive;
- find an agreement with Local Institution, which will provide the transfer service;
- a combination of all the previous options.

To organize transfer in the best way possible, it is necessary to draw up the transportation plan, composed by an arrival and a departure plan treated separately. If hotel and competition venues are far, a shuttle plan will be needed.

Participants in the event will need transportation for the following movements:

- From the place of arrival (i.e. the airport or main railway station) to the accommodation and return at the end of the event,
- From the accommodation to competition venues and return (if needed).

To be prepared to the transfer, LOC needs the full cooperation of the participants. They will be asked to fill a transfer form in order to give all the required information to LOC to organize the transportation.

After collecting the travel details of all the participants, LOC should prepare two schedules (one for arrivals and one for departures), incorporating the following information:

- Date
- Time
- Collection location

- Drop-off location
- Guests' names
- Total number of people
- Vehicle type (i.e. bus, car) and number of vehicles provided

This schedule should be communicated to all the participants a few days before the arrival and the departure.

If there is a shuttle service between hotel and venues, LOC should communicate its schedule too.

Communication

Gathering and giving the right information is a key-moment for the organization.

It is strongly recommended to:

- Prepare a good invitation with detailed tournament description,
- Prepare a good entry form with detailed information needed by LOC,
- Prepare a good transfer form with detailed information needed by LOC.

Invitation

Required elements of tournament description in the invitation:

Organizational details:

- 1) Name of the Tournament
- 2) Place and Date
- 3) Organizing Committee (names, contact person, phone, mail)
- 4) Accommodation and meals
- 5) Venue
- 6) Overall Program
- 7) Entry fee (amount, terms of payment and refund, what is included, what is NOT included)
- 8) Payment details

9) Transfers

10) Passports and VISAS

11) Other info

12) Deadlines Summary:

- deadline for participation confirmation,
- deadline for entry fee deposit,
- deadline for entry fee refund,
- deadline for travel details.

Entry form

Required data to collect in the entry form:

Country:

Name:

Surname:

Gender (male/female):

Position (player/guide/coach):

Eye Classification (B1/B2/B3):

Phone:

E-Mail:

Address:

Day of arrival:

Transfer (yes/no):

Day of departure:

Transfer (yes/no):

Vegetarian (yes/no):

Transfer Form

Required data to collect in the transfer form:

Country:

Name:

Surname:

Gender (male/female):

Phone:

Day of arrival:

Arrival at (... Airport/... Station):

Time of arrival:

Flight/Train number:

Day of departure:

Departure from (... Airport/... Station):

Time of departure:

Flight/Train number:

Program

For International Tournament matches must finish on Saturday. Sunday will be dedicated only to departures.

For example, the program of a IBSA Sanctioned Showdown Tournament could be:

- **1st day**
 - Arrival
 - Transfer
 - Hotel check-in

- **2nd day**
 - Classification
 - Scheduled training sessions

- **3rd day**
 - Classification
 - Scheduled training sessions
 - Opening Ceremony
 - Technical Meeting

- Equipment Check
- Referee Meeting

- **4th day**
 - Competition (max 11 hours + 1 hour break)

- **5th day**
 - Competition (max 11 hours + 1 hour break)

- **6th day**
 - Competition (max 11 hours + 1 hour break)
 - Prize giving Ceremony
 - Closing Ceremony

- **7th day**
 - Hotel Check-out
 - Transfer
 - Departure

For example, the program of a Showdown International Tournament could be:

- **1st day**
 - Arrival
 - Transfer
 - Hotel check-in
 - Opening Ceremony
 - Technical Meeting
 - Equipment Check
 - Referee Meeting

- **2nd day**
 - Competition (max 11 hours + 1 hour break)

- **3rd day**
 - Competition (max 11 hours + 1 hour break)

- **4th day**
 - Competition (max 11 hours + 1 hour break)
 - Prize giving Ceremony
 - Closing Ceremony

- **5th day**

- Hotel Check-out
- Transfer
- Departure

The program of a Showdown National Tournament could be:

- **1st day**
 - Arrival
 - Transfer
 - Hotel check-in
 - Opening Ceremony
 - Technical Meeting
 - Equipment Check
 - Referee Meeting
 - Lunch
 - Competition

- **2nd day**
 - Competition

- **3rd day**
 - Competition
 - Prize giving Ceremony
 - Closing Ceremony
 - Lunch

EXECUTION

This phase takes 30% of the whole work of event organization. LOC has to put into practice the planning and organizing work done previously.

The main tasks of execution:

- Transfer of the participants from airport/station to hotel,
- Check-in and accreditation of the participants,
- Orientation of participants (explain services, position of the rooms etc...) ,
- Smooth start of the event (opening ceremony),
- Information of participants (technical meeting),
- Follow the course of the event (competition phases),
- Assure transfer between venue and hotel (if needed),
- Closing the event (closing and prize giving ceremony),
- Check-out of the participants,
- Transfer of the participants from hotel to airport/station.

POST-EVENT ANALYSIS

The event, the tournament and the organization itself must be evaluated in order to highlight the good points, which must be appreciated, and the mistakes having occurred, which must not be omitted but analyzed because a lot can be learned from them.

LOC must self analyze its work by: reporting good and bad situation occurred, getting information from the participants about their satisfaction, having a feedback from the service suppliers/sponsors, preparing financial report.

All these info are indispensable for getting better.

ORGANIZING SHOWDOWN EVENTS

Every Showdown events is normally organized thank to the cooperation of several people, who will organize in a Local Organizing Committee (LOC).

For the organization of a Showdown event a unique facility that allows athletes, coaches and guides to play, eat and stay overnight is recommended.

Normally Showdown events are organized in hotels with silent meeting or empty rooms with enough space

Every table needs a room silent and large enough to host competing athletes, their coaches and spectators (minimum 4x7 meters).

The rooms must be provided of door lock in order to allow to the referee to close the door during the play.

The tournament can also be organized using two (or more) different structures.

In this case, the structure where the tournament takes place must be equipped with sufficient toilet facilities for the number of people present. Moreover, if the distance between the hotel and the playing structure is considerable, the organization will have to provide a shuttle service.

To organize a Showdown Tournament it's necessary:

- showdown tables/tables,
- rooms,
- showdown balls,
- athletes,
- referees,
- playing rooms,
- match office.

LOC convenes the tournament and sends the invitation to the person concerned with all the necessary details and deadlines for registration and payment.

Types of Tournaments

There are 4 levels of Showdown Official Tournaments awarding ranking points:

- National Tournaments;
- International Tournaments (not IBSA sanctioned);
- Top Twelve (not IBSA sanctioned);
- IBSA Sanctioned Events:
 - World and Continental Championships,
 - IBSA World Games.

Participants

Players with visual impairment provided by IBSA standards (B1, B2, B3) are allowed to take part in tournaments awarding ranking points.

Documents proving their level of visual impairment must be produced to the Showdown Sport Committee or to ISAS, depending on the level of the tournament.

For **Official International Tournaments** and **Top Twelve** the VI documentation to provide may be either:

- 1) IBSA International classification
or
- 2) National classification
or
- 3) Official documents released by a local public body.

It is mandatory to send the VI documentation to the Showdown Sport Committee and cc to the Organizer within the tournament's registration deadline.

For **IBSA sanctioned events** it mandatory to upload the VI documentation in the IBSA Sport Administration System (ISAS) six weeks before the tournament starts.

Playing System

Once LOC closes the registration, it is necessary to consider how many players have registered to have an idea of the number of tables and referees needed for the tournament.

The list of participants will be closed on the day of the refund deadline set by LOC. After that no change will be possible, the playing system will be developed on that list.

Based on that list, the IBSA Showdown Sport Committee, in consultation with LOC shall determine the playing system of the tournament. The competition must follow the guidelines approved by the IBSA Showdown Sport Committee to be considered an officially recognized tournament offering points for the international ranking system. Countries who are organizing national championships approved by their Federations must follow international IBSA Showdown rules. If not, participating players will not get points for the official ranking system.

In case of an International Tournament awarding ranking points, remember that mixed tournaments are not allowed. Any dispense shall be asked and agreed with the Showdown Sport Committee.

Therefore it will be necessary to develop one playing system for gentlemen and one for ladies.

Once the playing system is decided, LOC knows how many matches will be played. All the matches are normally played best of 3 sets, except for quarter and semi final and finals (1st-2nd place and 3rd-4th place) which are played best of 5 sets.

The matches of the first round are normally scheduled on 25 or 30 minutes.

The matches of the second and final round are normally scheduled on 30 minutes except for quarter and semi final and finals (1st-2nd place and 3rd-4th place), which are scheduled on 45 minute.

Considering that matches shall be played over a time span no longer than 11 hours per day, plus one hour break (lunch time), LOC will consider how many tables and referees are needed to play all the matches.

There are many solutions to collect the right number of tables:

- own/buy them;
- rent them;
- with the collaboration of local sports club, borrow the tables from them.

In the last situation the Organizer should organize a safe there and back transportation.

Once the playing system and the match schedule have been decided, LOC should communicate the following information to the participants:

- list of players,
- playing system with detailed description,
- pools,
- program,
- match schedule (with time, number of table, name of the athletes).

Referee Team

Based on the number of tables LOC has to decide how many referees to call.

In IBSA sanctioned events and tournaments awarding ranking points, the number of referees shall be twice the number of tables used in the tournament.

In other tournaments LOC can call a number of referees deemed appropriate. The advice is to call at least a number of referees in the amount of the number of the tables + 50%.

Among the referees, LOC appoints (in agreement with the ISRC in International tournaments and IBSA sanctioned events or with the National Chief Referee for National tournaments) the Head Referee and the Vice Head Referee for the tournament.

LOC shall send the list of referees and players (with their nationality, in International tournaments and IBSA sanctioned events) and the match schedule to the Head and Vice-Head Referee one week before the tournament. So they can assign the referees to the matches and schedule their work for the event.

The tasks of the Head Referee are:

- to assure the application and the observance of the IBSA Showdown Rules,

- to assure the application and the observance of the IBSA Showdown Tournament Guidelines (if needed),
- to assign the referees to the matches,
- with the Organizer, to preside over the technical meeting,
- to be part of the Appeal Committee,
- to preside the referee meeting,
- to help the Match Office,
- to organize referee team's work,
- to supervise the referees,
- to umpire the matches.

In case the Head Referee is busy umpiring a match or involved in an appeal, the Vice Head Referee replaces him/her.

Technical Meeting

Before every tournament, the Head Referee and a LOC delegate will preside over the technical meeting. To this meeting will take part two delegates for each sport delegation/club, who will right after inform their athletes on the matter discussed.

Normally this meeting is scheduled after the opening ceremony and before the equipment check.

In this meeting the Head Referee and a LOC delegate will inform the participants on the details of the tournament:

- playing system,
- location of the tables,
- location of the athletes' room (if available),
- location of the match office room,
- location of the referees' room,
- appoint the Appeal Committee,
- communicate the appeal fee (decided by LOC).

If there are some question from the public, they have to answer as clear as possible.

Appeal Committee

The Appeal Committee has the tasks to make a decision in case of an appeal.

The subject of appeal submitted to the Appeal Committee, must regard only IBSA Showdown Rules of Play, Equipment Specifications and Team Play Rules.

The Appeal Committee is composed by the Head Referee (or Vice Head Referee), a Organization's delegate and an athlete voted by the public in the technical meeting.

Appeals in the Tournaments must be submitted in writing in English and delivered together with the appeal fee to the Head Referee, within 30 minutes after publication of results. The Appeal Committee will then decide on the matter. The decision must be put into writing as well. If the appeal is rejected, the appeal fee will not be returned and will be cashed in by IBSA; if the appeal is accepted the appeal fee will be returned to the appellant.

The decision of the Appeal Committee is final.

Equipment Check

After the technical meeting is normally held the equipment check.

LOC must provide the appropriate tools to the Referee Team to fulfill their task:

- tape meters,
- permanents markers,
- black tape,
- paper sheets and pens.

Moreover, LOC has to provide to the referees rigid file folders to hold their score sheet.

The number of folders is the same of the tables, each folder has to be marked with the correspondent table number. This will facilitate the work of the referees, the Head Referee and the Match Office operator.

Referee Meeting

After the technical meeting and equipment check, the referee meeting is normally scheduled. LOC has to provide a private room for the referee team for their meeting.

Opening, Closing and Prize Giving Ceremony

In addition to participate to the organization process and to the technical meeting, a LOC delegate should preside to the opening, closing and prize giving ceremony. LOC should provide trophies for the podiums and, if possible, a gadget for every participant. If it's possible, LOC should inform local and/or national broadcasting station and local and/or national guests about the tournament and invite them to visit the tournament and to participate to closing ceremony. This will give to the event a high-visibility position and the possibility to spread the discipline among the Country and/or World.

Tournament Report

At the end of an international tournament or national championship LOC has a final task, to assure an updated international ranking list.

The final results of the tournament (international), championship (continental or world) or top twelve must be sent to the Showdown Sport Committee as soon as the event has finished.

LOC should supply the following documentation:

- final results,
- report with list of players, absent players (if any), number of tables, number of referees, number of hours played each day, playing system.

If the Tournament meets the standard, a proper number of ranking points will be awarded to the participants, following the criteria set below:

<http://www.ibsasport.org/sports/files/794-General-IBSA-Showdown-ranking-guidelines-and-management.docx>

It is appropriate for LOC to keep in touch and inform the Sport Committee on the details of the tournament during the organization of the event, in order to be followed and helped in the process of meeting the standards.

PARTICIPATION FEE

To take part to a tournament, participants (athletes, coaches and guides) pay to LOC a participation fee, which normally includes:

- hotel accommodation and full board,
- transfer to/from nearest airport or station to/from hotel on the scheduled tournament arrival and departure date,
- organizational costs.

Organizational costs normally include:

- transfers to/from nearest airport or station to/from hotel on the scheduled tournament arrival and departure date for the participants and the referees,
- transfers to/from nearest airport or station to/from hotel on the scheduled tournament arrival and departure date for the technical delegates and officials (only IBSA sanctioned events),
- playing rooms' rent,
- playing tables' rent,
- referees' hotel accommodation, full board and travel costs,
- referees' per diem (only IBSA sanctioned events),
- match office operator (if not volunteer),
- technical delegates' hotel accommodation, full board, travel costs and per diem (only IBSA sanctioned events),
- classifiers' hotel accommodation, full board, travel costs and per diem (only IBSA sanctioned events),
- anti-doping (only IBSA sanctioned events).

Flights can be arranged, booked and sent by LOC or arranged and booked by referee/technical delegate/classifier/anti-doping doctor. In any case, no final booking must be done without a previous agreement between referee/technical delegate/classifier/anti-doping doctor and LOC.

If the Officials bought their tickets by their own, LOC should refund the travel costs within a week from the end of the event.

Officials must provide all the necessary documents for the refund: flight tickets/travel costs receipts, bank account details (name, surname, address, IBAN and BIC).

LOC must offer double/triple/quadruple room accommodation and full board.

Considering the costs to support and an estimated number of participant, LOC defines the participation fee and communicates it to the participants in the invitation with all the details for payment.

EVENT CHECKLIST

The following general checklist might help you think about the kinds of plans you should put in place to ensure that you execute a smooth Showdown event.

- Appoint an organizing committee and determine roles and responsibilities
- Set clear objectives for the event and determine budget
- Conduct preliminary site reconnaissance and determine the best hotel(s) for the event
- Conduct preliminary site reconnaissance and determine the best venue(s) for the event (e.g. hotels, schools etc...)
- Find service partners for the event
- Confirm the event date and time
- Develop the program of the event
- Prepare invitation
- Send invitation, entry and travel form
- After registration deadline: prepare accommodation plan
- After refund deadline: prepare athletes' list and playing system
- After travel details deadline: prepare travel plans (arrival and departures)
- Communicate all the details to the participants
- A week before the tournament: communicate with the Head and Vice-Head Referee
- Days before the tournament: prepare the venue(s)
- Arrival day: transfer and check-in of the participants
- Arrival day: opening ceremony and meetings
- Competition days: provide assistance to participants
- Last day of competition: closing and prize giving ceremony
- Departure day: check-out and transfer of the participants
- Communication of results to the IBSA Showdown Sport Committee
- Post event meeting