

ASA Tournament Organizers Handbook - v. 2024 - 2024-5-3



ASA Board of Directors - as the representatives of the ASA, ASA Board of Directors (BOD) has the authority and the responsibility of final consideration and decisions on ASA tournament bidding, hosting, approvals and organization.

For all ASA tournaments, the BOD (or a BOD nominated member) shall serve as the point of contact for the tournament organizing committee (OC) in communication and support of tournament activities.

The FISTF “Tournament Organisers Handbook” should serve as a reference resource for **ALL** ASA tournament guidelines. In case of any conflict between the ASA Statutes and any other section of this guide, the provisions of the FISTF Statutes shall prevail.

1. Request/Application Timeline

- 1.1. Nationals- The BOD will communicate the timeline for application - application window should begin no later than the start of a new season September 1
- 1.2. Major- Should be requested prior to the start of a new season September 1
- 1.3. Open- Need to be requested via ASA BoD to ensure no conflict with other tournaments. Must be request a minimum of 30 days prior to the event date

2. General Tournament Information

2.1. Qualifications of Majors

- 2.1.1. Quality equipment, consistent attendance and the fact that the organizers keep the same venue and the same date every year can help candidates to run a successful tournament and to apply to become a Major

2.2. Criteria of priorities in case of multiple requests for the same date

- 2.2.1. Request is on time respective to outlined timelines (section 1)
- 2.2.2. Respect of the timelines in regards to the OC sending all requested files such as results, posters, invitations, reports etc. of the tournaments the previous season.

- 2.2.3. Usage of the same date previous season(s). Traditional dates should be respected.
- 2.2.4. Type of tournament. Nationals, Majors, then Opens
- 2.3. Category Availability
 - 2.3.1. When recording registrations, if the players register in a category (under the conditions of date of birth and gender) and that this category cannot be on the program, the organizer has a duty to tell the players concerned with the different structure of the tournament. But the Open category is a mandatory category.
- 2.4. Player Withdrawal
 - 2.4.1. The organizers must keep a list of registrations up to date until the deadline and make it available to everyone, via social networks, website or email. The publication of participants must be published from, at the latest, two weeks before the registration deadline and be updated at least every two days.
 - 2.4.2. If there are late player withdrawals after the allocation of groups, this should NOT lead to the redrawing of other groups. The player is removed from their group and treated as a forfeiture of all matches 3-0.
- 2.5. Group draws
 - 2.5.1. The current ASA Rankings shall be used to make the draw and to select the seeded players/clubs
 - 2.5.2. A draw, wherever possible, must make every attempt to prevent players/teams from the same club or country from being drawn into the same group.
- 2.6. Streaming
 - 2.6.1. Live streaming of at least ONE "show table". Preference would involve fixed cameras, scores on screen, but roaming handheld shall suffice. Commentary is optional. It must be announced at least the day before the tournament where the live streaming will take place. It should be a public space (not a private Facebook group). Live streaming is mandatory only starting from Last 8
- 2.7. Referees
 - 2.7.1. Wherever possible, match referees should not be assigned to players/teams from their own club

- 2.7.2. The choice of referees is very important. The tournament organizer, with the help of the head referee, is responsible for doing this to ensure every match has a suitable referee.
 - 2.7.3. From the knockout stages, players who have been eliminated from the tournament in the previous round should be asked to referee in the following round but should not referee the player that has just eliminated them or a player from their own club
 - 2.7.4. As described in the FISTF handbook, Head Referee(s) must be nominated for the event
 - 2.7.5. Reminder from FISTF Handbook : The Head Referee is required to:
 - 2.7.5.1. Take decisions about rules
 - 2.7.5.2. Take decisions about behavior of players, coaches and referees.
 - 2.7.5.3. Take decisions about equipment used by players
 - 2.7.5.4. Inform players about referee rights and duties.
 - 2.7.6. If the Head Referee is playing in the event, there must be more than one Head Referee for the event.
 - 2.7.7. Head Referees should be exempt from general refereeing so they can intervene when necessary.
 - 2.7.8. During any match, the referee's decision is final and cannot be changed, except in cases where the referee may interrupt the match and ask the Head Referee for advice about rules. When the Head-Referee is called, only the match referee can explain the situation for which the call was made. The tournament organizer cannot interfere with or modify a decision of the head-referee
- 2.8. Consolation Tournaments
- 2.8.1. Organizers of all tournaments are encouraged to organize consolation tournaments for the players in each category who are eliminated in the first round of the main tournament. This rule is NOT mandatory but recommended.
 - 2.8.2. Each organizer must inform on his invitation that a consolation will take place or not
 - 2.8.3. Where possible, consolation tournament matches should have referees, at least for final stages (semi-finals and finals)
- 2.9. Results

- 2.9.1. Live results delivered over the weekend for the table football community.
- 2.9.2. Tournament report and medal presentation photos are mandatory within the same week of the tournament.

3. Nationals

3.1. ASA BOD retains the right to change the format in conjunction with the OC

3.2. Selection and Bidding process

- 3.2.1. ASA Nationals will be staged every year. The date shall be no less than 6 months and no greater than 18 months from the date of the preceding Nationals event.
- 3.2.2. ASA BOD will publicly invite all members of the association to submit bids to host Nationals. The announcement will be within a month of the preceding Nationals event to promote overall discussion and organization.
- 3.2.3. All bids must be endorsed by a relevant host club. If the ultimate host is an individual within the territory of a club, the application must be signed by both the prospective host club and the individual.
- 3.2.4. The bid must address as many of the items outlined in 3.3.1 as possible with a brief explanation as to why the bid should be considered by the BOD. The more comprehensive the bid - the quicker decisions can be made, greater the chances of it being accepted and short-listed by the BOD.
- 3.2.5. An initial outline budget for the event should be provided, including all anticipated costs and revenues.
- 3.2.6. It is ASA's expectation that each event will be financially self-sufficient, but ASA may be able to provide additional funding to the winning bid.

3.3. Nationals Checklist

- 3.3.1. The bidding OC shall address the following items in its bid:
 - Identification of a venue
 - General area transportation concerns identified, communicated and/or addressed
 - Identification of equipment to be used
 - Provision of any signage, scoreboards and timing displays within the venue
 - The area should be open to the public and include toilet facilities for players and spectators

- Production of an official printed event poster, a shared online version and dedicated website and/or link in coordination with BOD
- Tournament organization space, associated equipment etc
- Software platform to run the competition compatible with FISTF rules and regulations
- Projectors, monitors, tv screens, or handwritten display board to display the tournament draw, standings and matchups
- Suggestions for opening and closing ceremonies; also, for medal and trophy presentations
- Opening reception function arrangements (traveler's cup, friendlies, fellowship etc)
- Final farewell function
- Provision of trophies, medals
- Considerations of a streaming service for at least 1 show table during the event
- Overall budget
- Appointment of an official tournament head-referee(s)

3.4. Additional notes

- 3.4.1. The OC should make a reasonable attempt to provide accommodation information/recommendations for traveling players to include hotel/housing options near the tournament host-site.
- 3.4.2. The final decision on the location of the event shall be determined by the BOD.
- 3.4.3. The BOD will present and discuss a final list of applications for the final vote.
- 3.4.4. The OC should possess the required skills and experience to cover the range of requirements relating to the event.
- 3.4.5. The OC will be required to liaise with BOD on a regular basis on the progress of planning for the event
- 3.4.6. It is helpful to have individuals in assigned roles such as
 - 3.4.6.1. Equipment manager
 - 3.4.6.2. Fees and registration coordination
 - 3.4.6.3. Media/technical expert (including streaming of the event, publicity, and promotion)