

## **Work of a Division Director**

### **General**

- The directors make sure all the rounds in his/her division go smoothly by:
- Using raw seeding numbers provided by the FPA, creating initial drafts of each round's pools, then confirming the pools with the Committee for the category
- Creating judging panels for each round, and confirming judging panels with the category's Committee
- Oversee the administration of each round - making sure judges are present, seated, on time.
- Use the Competition Manual to resolve any questions or disputes. The category's Committee, FPA Board representatives and Tournament Competition Supervisor, Lisa Hunrichs can assist as needed.
- Review scores after each round. Tabulation can be done to provide "preliminary results" that should be announced after each round. All final scores will be done by the statisticians and announced (as tentative) after computer tabulation is complete. Players must be notified that scores are posted. After notification players have at least 30 minutes of review before scores are made official.
- 2013 FPA Representatives
- If committees or tournament organizers have issues/questions, FPA Competition Director Freddy Finner will provide guidance.
- During the tournament FPA Board Member and Competition Supervisor Lisa Hunrichs will provide clarification.
- If Lisa is involved or the subject of a dispute/question, Arthur Coddington may be consulted for resolving concerns. If there are additional questions/concerns, the final arbiter after hearing arguments is Lori Daniels, FPA Executive Director.

### **Detailed To-Do List**

#### **Preparing the round**

- Get the last status of participating teams from Lisa Hunrichs.
- Determine the number of pools.
  - The number of pools is determined by the total number of teams and available space. Each pool should contain no more than eight teams. Use the following tests for determining how many pools in your competition:
    - 1. There are eight or fewer teams - use one pool.
    - 2. There are eight or fewer teams -use two pools.
    - 3. There are between nine and sixteen teams - Use two pools.
    - 4. There are 17-24 teams - Use four pools. Three pools is an option
    - 5. There are 20 or more teams - Use four pools
- Use the Excel PoolCreator to type in your teams and create your raw seeding list and your rough pools.
- Allot Wildcards if necessary and change the pools (see Competition Manual 704.02 C/E)

- Determine Playing Order
  - 1. First Round of Three Rounds. In a three round competition, the order of play in the first round is Random. Draw teams randomly to determine playing order.
  - 2. First Round of Two Rounds. In a two round competition, the order of play in the first round is based on seeding. The low seeds play first and the high seeds play last.
  - 3. Subsequent Rounds/Earned Playing Order. Earned Playing Order is used to determine the order of play for all rounds after the first round.
- Determine Judges
  - Determine nine judges. Three A.I. judges, three Difficulty judges, and three Execution judges constitute the panel, with all nine scores being added for a team's total score.
  - To figure out who to use as a judge, read Competition Manual 705.02
- Talk through your created pools, discuss any wildcard changes and your selection of judges with Lisa Hunrichs
- Get the International Committee together and show them the pools.
- Receive responses and suggestions.
- Check if you can use your wildcards differently to satisfy the committee's requests.
- Make your final check with Lisa Hunrichs and get it posted to the competitors.
- Receive responses of the competitors and react if necessary. (Competitors have 30 minutes after posting of seeding to voice any questions/concerns.)

### **During the round**

- Make sure all the rounds in your division go smoothly.
- Assist the judges and be present for any questions they might have. Especially during the first rounds, ensure that all judge understand the rules and the judging system.
- Ensure the FPA Judging Policies and Players Expectations are met by players and judges (see Competition Manual 707. and 708.)
- You might need to "control" whether the judges are really judging according to the FPA Judging System (see Competition Manual 709.).

### **After the round**

- Get all the scoresheets from the judges.
- Overlook and verify all marks.
- Type in all results into the excel scoresheet (ask the TD for the statistician to assist you).
- Review all results again.
- Bring the printed results (four times printed) to Lisa Hunrichs, she will post it to the competitors.
- Receive responses from the committee and competitors and react if necessary.
- Create Pools after the first round
- Place teams into pools with earned playing order using the instructions (see Competition Manual 704.03).
- If possible use judges that do not have to play one round later. (for more see Competition Manual 705.02).