



Tournament Scheduling

Scheduling a tournament can be a difficult and time-consuming task. In preparing the tournament schedule the following should be observed.

1. Begin scheduling immediately upon receipt of the first entries.
2. In multiple events and multiple entry tournaments, check entries for those bowlers who are entered more than once or in other events; group entries accordingly.
3. Group entries according to times requested, if possible.
4. Group entries according to the entering averages; high average bowlers with high average bowlers, low average bowlers with low average bowlers, etc.
5. Assign lanes. Form additional squads until all teams are assigned. Recheck schedule to make certain the same team or individual is not scheduled more than once for each squad.
6. Schedule one team alone if you have an uneven number of entries.
7. Allow up to three hours for each team squad.
8. Allow a minimum of two hours and 15 minutes to a pair of lanes for two sets of doubles and singles.
9. If three sets of doubles or singles are on a pair of lanes, allow three hours.
10. Notify team captains and/or individual entrants of their scheduled time and date. This could be done by posting a schedule.
11. Start all squads on time.
12. Allow enough buffer time, 15-30 minutes between each squad, for announcements, late registrations, slow bowling, equipment failure, general maintenance, etc.
13. **If you anticipate you may need to add squads, you must include a statement in your promotional literature or tournament rules allowing for additional squads.** Suggested wording is: "Additional squads may be added during the course of the tournament as deemed necessary by tournament management, but no squad shall be added after the last advertised squad time."
14. If you want to allow for more flexibility with the entry closing date the following wording can be used: "Reserve entries close (include date) and walk-in entries will be accepted until squad time if openings are available."