

WSSA RECOGNIZED TOURNAMENT GUIDE



A World Sport Stacking Association (WSSA) tournament will provide your kids with the opportunity to compete in a fun, structured environment. The World Sport Stacking Association (WSSA) was formed in 2003 and is the official governing body for the sport. The WSSA only allows equipment manufactured by Speed Stacks Inc., to be used at official WSSA sponsored tournaments.

This WSSA Recognized Tournament Guide is designed to be a comprehensive guide to educate Tournament Directors on all the key components and facets of hosting a successful WSSA tournament. This guide, along with other information and tools provided on our website, www.worldsportstackingassociation.org, is designed to give Tournament Directors a step by step outline in tournament planning and execution. This guide is broken down into three major sections:

SECTION I – “The Competition” - Understanding the basics of a WSSA Tournament.

SECTION II – “The Essentials” - What you need to know before the cups start flying!

SECTION III – “Finances” – How to ensure your tournament operates in the black.

WSSA tournaments happen all over the United States and the World. A Recognized or “Non-Sanctioned” tournament can be held in a number of different venues, from school gymnasiums, recreation centers, YMCA’s, Churches or essentially anywhere enough open space is available and where sport stacking courts can be laid down. Tournaments can have as few as 16 competitors to 5,000 and a variety of ages! Recognized or Non-Sanctioned Tournaments are very flexible and do not require specific events, age divisions or types of awards. ***It is important to note, that Divisional, State, National and World Records will only be recognized at WSSA Sanctioned Tournaments and cannot be established by stackers at a WSSA Non-Sanctioned event.***

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SECTION I – “The Competition” *Understanding the basics of a WSSA Tournament.*

A. Competition Overview:

A Recognized tournament is made up of three basic events, *Individual Timed Events, Doubles Timed Events and Team Relay Events*. Individual timed events consist of; the 3-3-3, 3-6-3 and the Cycle stack. Doubles Events consist of the Cycle stack only, where two stackers stack together, one acting as the left hand, and the other acting as the right hand. Team Relay events consist of the Timed 3-6-3 Relay and Head to Head Relays. Teams consist of 4 stackers for each team lead by a team coach (usually a parent or teacher). All events are co-ed.

Within these events, stackers are grouped by age to form “Age Divisions”. Age divisions can range from 6 years old and under (6U) to our Seniors division, 60 years old and above. You may also include a Special Stackers Division for those stackers with special needs. The majority of stackers competing are at the elementary and junior high levels so most tournaments have Age Divisions ranging from 6 years of age to 14 years of age.

Stackers compete in preliminary rounds called “Round 1” and “Round 2”. Within each round, stackers compete in the three Individual Events (3-3-3, 3-6-3 and Cycle) and Timed 3-6-3 Relays. Doubles competition and Head to Head Relays commence after the preliminary rounds are recorded. Stackers are scored and only the top ten stackers from each age division advance to the “Finals Round”. Once the preliminary rounds, Doubles competition and Head to Head Relays are recorded and completed, the Finals Round begins.

Finals consist of the three Individual Events (3-3-3, 3-6-3 and Cycle) and the Timed 3-6-3 Relay. Doubles competition and Head to Head Relays are not a part of the Finals Round, but are awarded places as these events are completed. Finals for each age division happen simultaneously and typically the top 3 to 5 places are awarded. Awards happen within each age division at the time of completion. The following page depicts a sample tournament schedule of events.

SCHEDULE OF EVENTS

8:00 am – 8:30 am	Coaches / Stackers Check-In
8:30 am – 8:45 am	Opening & Welcome Speech
8:45 am – 9:30 am	Prelim Round 1
9:30 am – 10:15 am	Prelim Round 2
10:15 am – 10:45 am	Timed 3-6-3 Relay
10:45 am – 11:15 am	Doubles Competition
11:15 am – 11:30 am	Break
11:30 am – 1:00 pm	Head to Head Relays (optional)
1:00 pm – 2:30 pm	Finals
2:30 pm – 2:35 pm	Closing Remarks

Keeping a tight schedule is important to the flow of an event. It helps keep competitors, spectators and tournament staff on pace and informed. Periodically throughout the day the Master of Ceremonies (usually the tournament director) shall make announcements, broadcasting updates to everyone at the event, pertaining to the schedule and progress of the tournament.

The competition is managed by Division Managers that have oversight for each age division. Depending on the size of the event, Divisions Managers can oversee one division or several. Finally competitors are judged by WSSA officially trained judges assigned to each age division. Division Managers oversee these judges and help to make judgment calls in unclear circumstances.

B. Basic Rules:

Sport Stacking is similar to most sports in that it has an official set of rules and specific guidelines to follow. As the tournament director you and your staff will need to familiarize yourself with these basic rules and ensure that Division Managers and Judges go through *WSSA Judges Training* and are well versed and educated to operate and judge the event. As a start we recommend reviewing the Speed Stacks “*Stack Fast*” DVD that comes with any product sold from Speed Stacks and is located on their website at www.speedstacks.com. In addition we recommend a cursory review of the “*WSSA Rule Book*” and the “*WSSA Rule Changes*” section which can be viewed and downloaded at www.worldsportstackingassociation.org/rules. The basic rules for the sport can be primarily reviewed in the first 3 pages of the rule book.

C. Events:

A Recognized tournament is made up of three basic events, Individual Timed Events, Doubles Timed Events and Team Relay Events. Stackers may participate in each offered event, or a selection of their choosing.

Individual Timed Events

The Individual Timed events require the competitor to stack specific events (3-3-3, 3-6-3 and Cycle stacks) correctly to receive an official time for the particular event. The timing procedure consists of two warm-up tries followed by three official attempts for each Individual event. Judges watch every official attempt for proper stacking technique. Times are recorded for all three attempts on the time sheet (Appendix P.34). The best time (fastest attempt) is then recorded for each of the three events. Stackers complete two rounds of Individual Timed Events called “Round 1” and “Round 2”. Successful times recorded in both rounds are considered by age division, when determining who advances to the Final Competition. Rounds 1 and 2 are considered preliminary events so no awards are given, merely placement for the Finals Round are determined. Please refer to page 5 of the WSSA Rule Book for exact procedures for this event.

Doubles Timed Events

The Doubles Competition involves a team of two stackers working together to complete the Cycle stack as fast as they can! The challenge of this event is that one Stacker must use only their right hand while the other must use only their left hand. Doubles Competition are scored just like the Individual Events except for the advancements to the Finals Round. There are not Doubles Competition in the Finals Round. Awards can still be given, but are handed out immediately after this event is completed. Please refer to page 6 of the WSSA Rule Book for exact procedures for this event.

Timed 3-6-3 Relay Event

The Timed 3-6-3 Relay Event requires a team of four stackers. (Five stackers may be on a team with only four competing at a time.) Each team races against the clock (StackMat-Competition Timer & Mat) in this event and not other teams.

The Timed 3-6-3 Relay procedure requires:

- ◆ The first stacker begins stacking at the competition table and starts the timer
- ◆ Three remaining team members line up single file behind the seven foot line (*see page 18 for court design*)
- ◆ Once the lead stacker completes the 3-6-3 stack, they will run back to the start line and touch down one foot on or over the start line thus allowing the waiting stacker (*who remains behind the seven foot line with both feet planted*) to leave the start line and run to the table and complete the 3-6-3 pattern. This sequence continues with the third and fourth stackers.
- ◆ Once the fourth team member successfully completes the 3-6-3, the timer is stopped
- ◆ **No warm-ups** occur before this event and **rule infractions** (violation of Sport Stacking rule) result in a scratch (*scratch=no time recorded; see the WSSA Rule Book, page 7*)
- ◆ The Judge records each of the successful times using the “Timed 3-6-3 Relay” time sheet. The single best time (*fastest attempt*) for the Timed 3-6-3 Relay is then used for placement.

Please refer to page 7 of the WSSA Rule Book for exact procedures for this event.

Head to Head Relays

Head to Head Relays can really add some fun and excitement for the tournament. H-T-H Relays are not required but encouraged. Unlike Timed 3-6-3 Relays, H-T-H Relays are where two relay teams square off against one another in a head to head race. The event is timed, but the overall winner is determined by the least number of penalty points earned. H-T-H Relays are scored using a bracketed system narrowing all the teams down to the final match where the two best teams compete head to head to determine the overall winner. Please note; Head to Head Relays require more preparation and involvement from tournament staff and more comprehensive training for division managers and judges. H-T-H Relays are fun and worthwhile, but do add complexity and time to the event. Please refer to pages 9 and 10 of the WSSA Rule Book for exact procedures for this event.

Finals

Finals are the culmination of the event and not every participant qualifies for the Finals Round. We recommend that the top ten places in the Individual Timed Events and the top 5 places for the Timed 3-6-3 Event, for each age division, advance to the Finals Round. *Please note; the Doubles Events and the Head to Head Relay Event are not continued in the Finals Round as these are stand alone events.* Here is an overview of Finals Procedures:

- ◆ Top 5 Stackers in each Individual Event (3-3-3, 3-6-3, Cycle) compete from each Age Division
- ◆ Each Age Division runs the 3-3-3 first, then the 3-6-3 and finally the Cycle stack.
- ◆ The stacking order for each event is based on the slowest to fastest Prelim time recorded. So place # 5 competes first followed by 4,3,2 and then 1. Prelim times are only used to rank the order of stackers and do not carry over into the Finals
- ◆ Each stacker is given two warm-ups and three official attempts
- ◆ **Awards are handed out at each Age Division Finals once that age division is completed. For time purposes we do not recommend handing out all awards at the end of the event.**
- ◆ **It is up to the discretion of the tournament director to award all 10 places or only top 5, top 3...etc.**

D. Age Divisions:

Tournament Directors may choose the Age Divisions they would like to offer from the list on page 8. A Stackers age division is determined by their age on the date of the tournament (not age at time of their registration submission). There is no obligation to offer all the Age Divisions listed, age divisions should be based on the makeup of the tournament. For example, if the event is being held for elementary age students, four total age divisions might be offered (6 and under (6U), 7-8, 9-10 and 11-12, for the Individual Events).

For Doubles and Team Relay Events age divisions are based on the age of the oldest stacker within the team. For example, if a team of four stackers is comprised of an 8 year old, two 10 year olds and a 12 year old, that team is in the 12 & Under (12U) Age Division. For an elementary age tournament there might only be three Team Relay Age Divisions 8 & Under (8U), 10 & Under (10U) and 12 & Under (12U) based on the number of participants

and ages of the teams. Age divisions for Doubles are designed in similar fashion. Age divisions for the Finals Round do not change. Standard Age Divisions offered are:

Individual Events

6U
7-8
9-10
11-12
13-14
15-18
Open

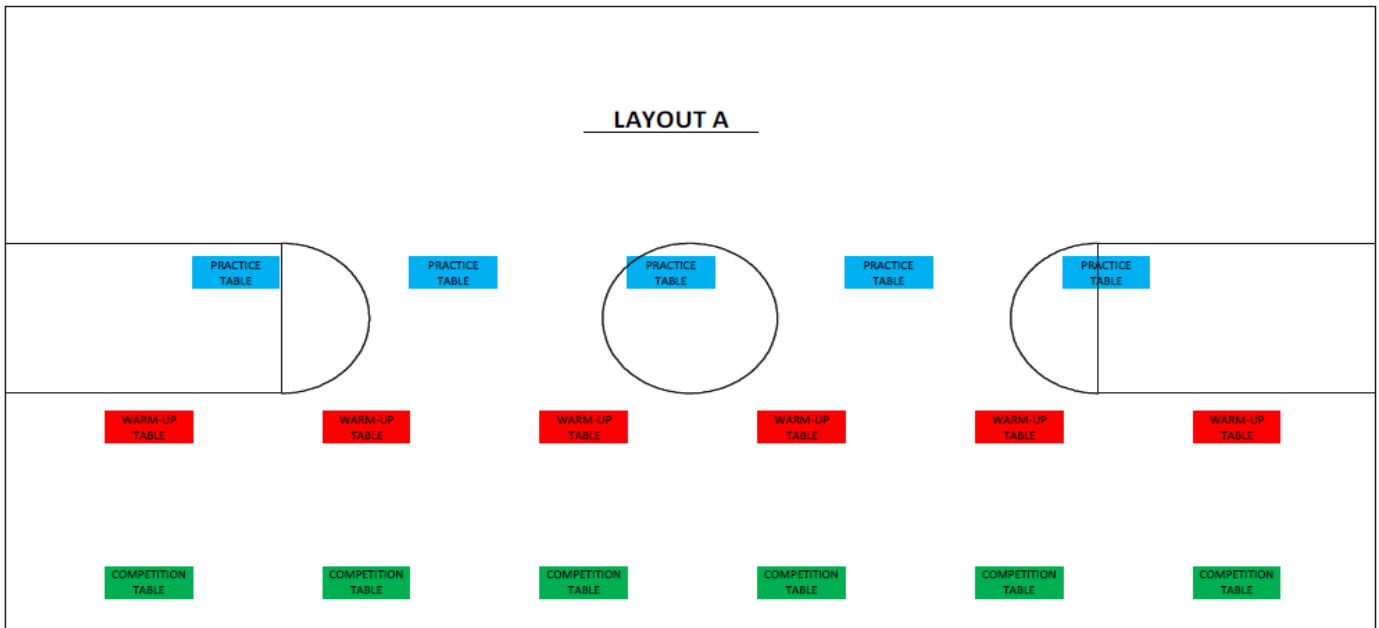
Doubles & Team Relay Events

8U
10U
12U
14U
18U
Open (19 years and older)
*Age division is determined by the oldest stacker on the team.

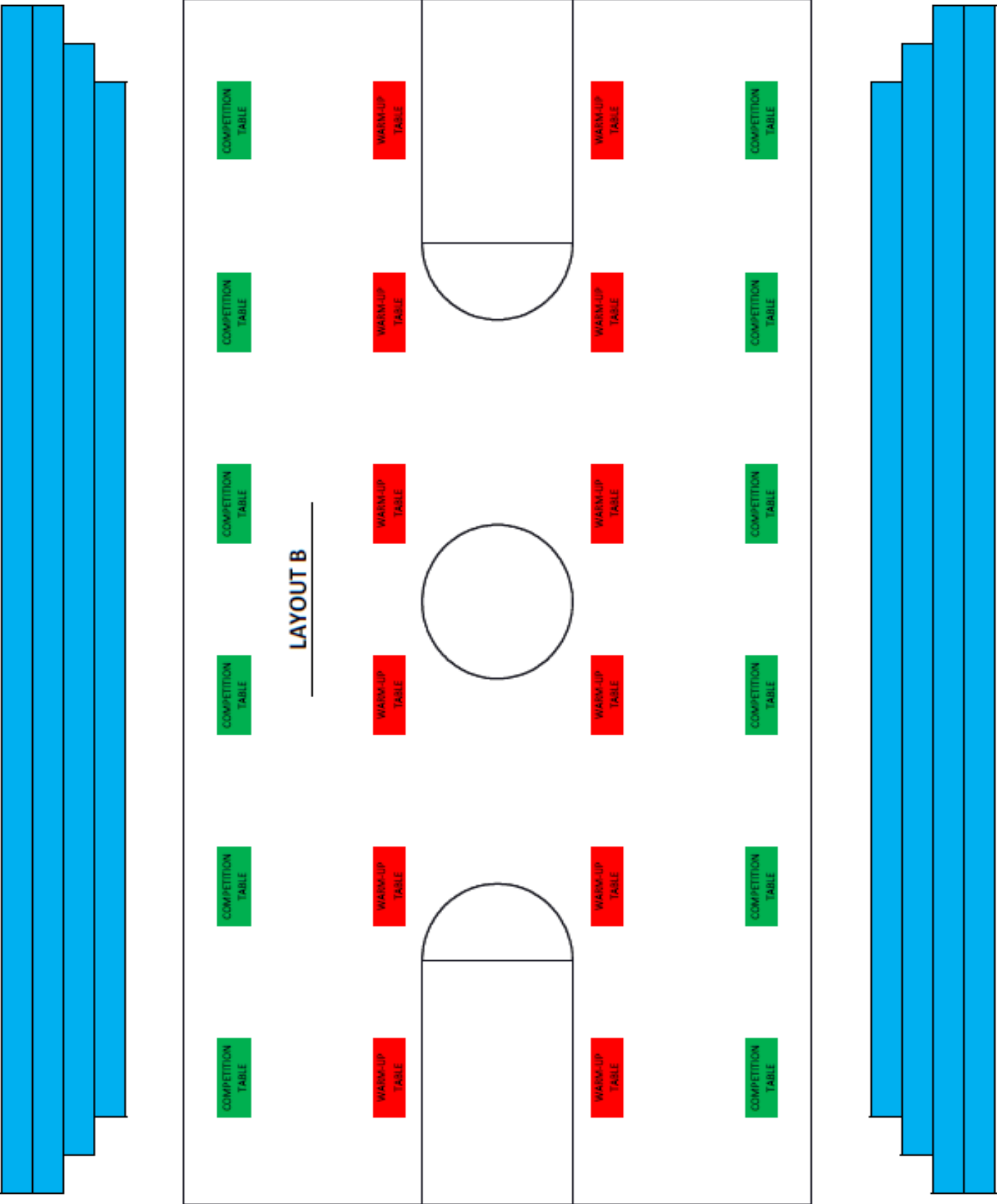
E. Floor Layouts and Stacking Court

Depending on the venue chosen, floor layouts can vary. It's important to understand different options when choosing a layout design before the event. Set up for the event can take several hours and ideally should be done the night before. Stackers progress from practice tables to warm up tables or "on deck tables", and finally move to the competition table. It's important that stackers face the audience so spectators can see their performance. Below are a few standard layout options.

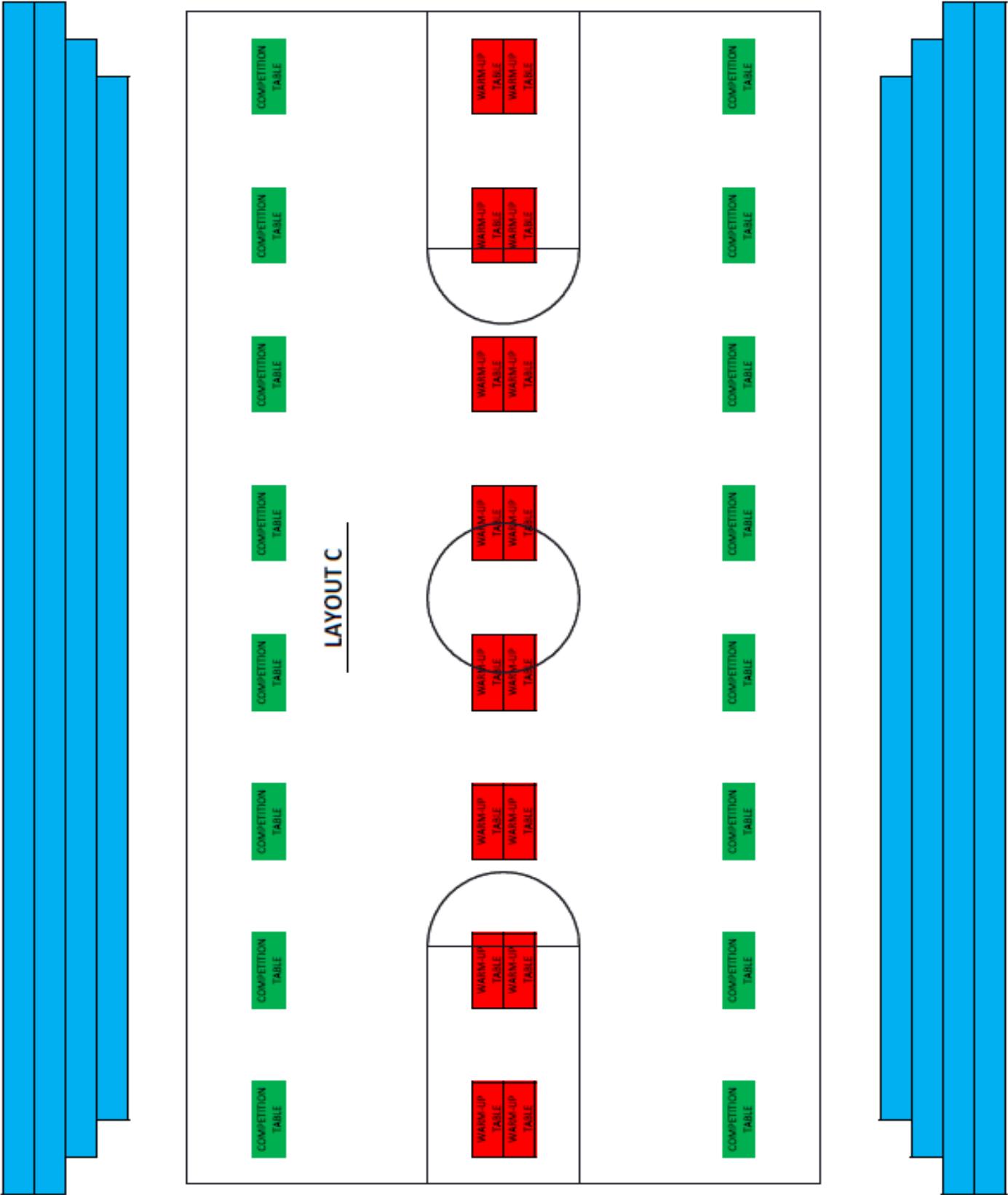
Layout A depicts a standard size gymnasium with bleachers (shown in blue at the bottom) on one side only. Competition tables (shown in green) are closest to the bleachers for spectator viewing.



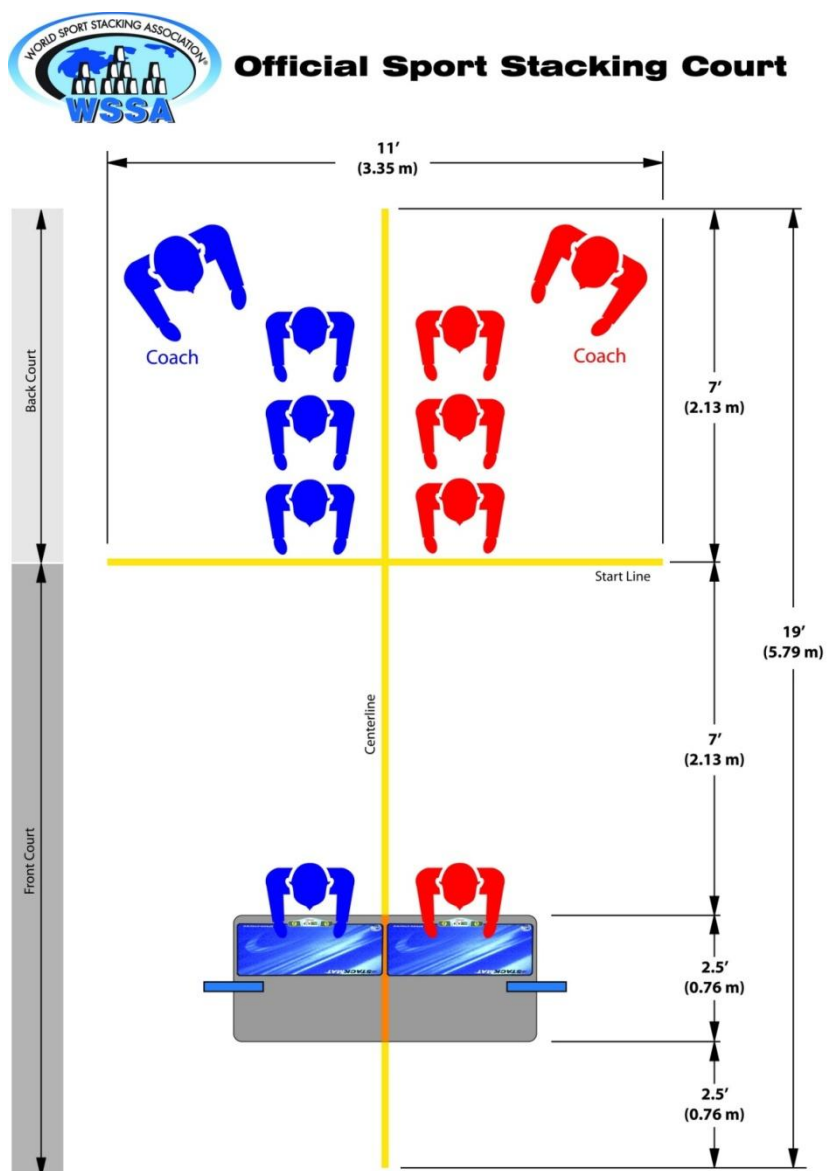
Layout B depicts a standard size gymnasium with bleachers (shown in blue) on both sides. Competition tables (shown in green) are closest to the bleachers for spectator viewing, while warm up or “On Deck” tables are towards the center.



Layout C depicts a standard size gymnasium with bleachers (shown in blue) on both sides. Competition tables (shown in green) are closest to the bleachers for spectator viewing, while warm up or “On Deck” tables are butted together in the center.



Once the layout is chosen it is important to stripe a sport stacking court for each competition table. Typically only one court is needed for each age division. Age divisions can have multiple courts if that age division has a high number of competitors. The competition table is split into two sides, “Lane 1” and “Lane 2”. Two individual stackers, two doubles teams or two relay teams compete on one competition table with a judge for each side. Judges are closest to the spectators but are facing the stackers and competition table. It is not important that the entire court be striped; rather only the “Start Line” and “Center Line” need to be striped. The rest of the blue lines shown below are depicted for measurement purposes only.



F. Awards:

Awards are a major part of any tournament and showcase the accomplishments of the stackers. When determining an award structure consider how many places will be awarded per age division and what types of awards will be given. There are a variety of different types of awards including Certificates, Ribbons, Medals and Trophies. WSSA Non-Sanction Events can include some or all of these award types, it is entirely up to the Tournament Director and staff. Awards are given to individuals and teams that place in the top 3-5 places in the Finals Round and given to Doubles teams and Head to Head Relay teams as those events happen. During the Finals Round, awards are administered after each age division completes competition and places are determined by the Division Manager. The number of awards needed and costs for awards can be estimated using the "Tournament Calculator" on page 23 of this guide. Lastly a "participation item" may be given to each Stacker competing as well.

G. Managing and Judging the Event:

Division Managers (DM)

Division Managers may be parents, teachers, civic organization volunteers, College students, or High School Organization (Clubs) students. DM's are the liaison between the competitors, coaches, and parents in the tournament. They manage the Age Division(s) Judges and Stackers. It is suggested that each Age Division has a DM. DM's should have a solid understanding of the basics rules and procedures of Sport Stacking. DM's should complete WSSA Judges Training. Judges Training consists of online content as well as written material and can be completed individually on their own time. Division Managers should be given the following information prior to the tournament to review.

- ◆ Judges Training content
- ◆ Event date
- ◆ Copy of WSSA Rule Book
- ◆ Tournament Schedule
- ◆ Division Managers and Judges Points of Emphasis sheet

DM training should be scheduled 1-2 weeks before the tournament. The training should include a comprehensive overview of all events (timed and relay). In addition, an understanding of the procedures for conducting finals and relays are very important for each DM. Division Manager Training includes:

- ◆ Introductions
- ◆ DM expectations
- ◆ Age Division assignments
- ◆ Schedule of Events
- ◆ Individual Prelim timing/procedures
- ◆ 3-6-3 Timed Relay rules procedures/clarifications
- ◆ Finals procedures, protocol and timing
- ◆ Procedures for handing out awards

Judges

Judges are the single most important part of the event outside of the competition itself. A Judge can be anyone of any age (we recommend high school age and up) that has been through the WSSA judges training. Judges must be familiar with both Sport Stacking and Sport Stacking Rules/Procedures. Judges' Training can be found online (www.worldsportstackingassociation.org/rules/judges). This training should be reviewed days prior to the sport stacking event. Use the Judges Tip Sheets (P.36) during training and include copies of the tip sheet on a clipboard given to each Judge. All judges are assigned to Division Managers to help them with questions and support during the event. It is recommended that the Tournament Director or an assigned DM gather all the Judges in a quiet area prior to the start of the tournament for final review of the "Procedures & Tips" (pg.36) and to check for rule comprehension.

Judging the Event

Individual Timed Events

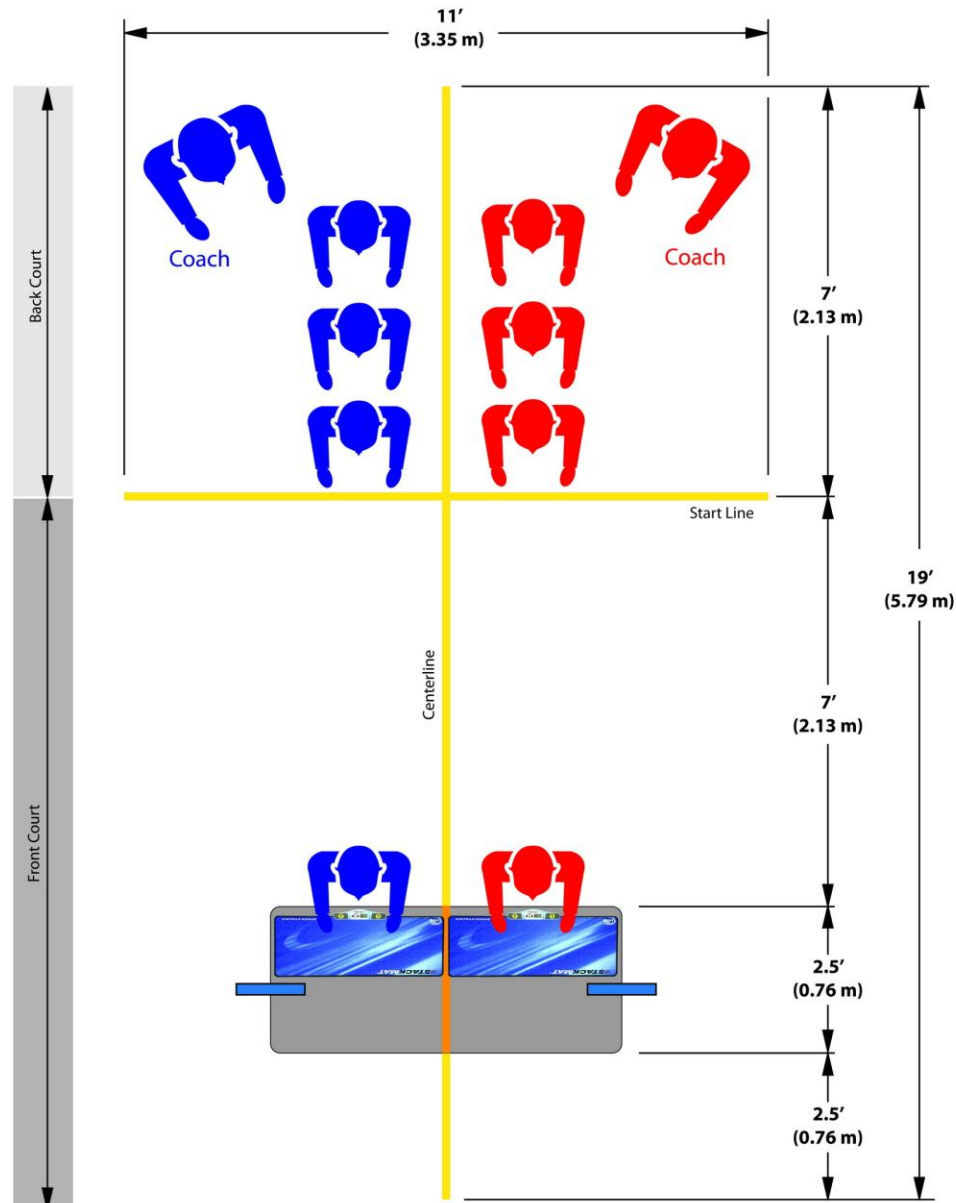
- ◆ Use Individual Tip Sheet for procedures and protocol
- ◆ Once a stacker starts stacking at the on-deck table, they are committed to "compete" at the competition table and cannot choose to leave and compete at a later time.
- ◆ Stackers come from the "on-deck" table to the competition table.
- ◆ During Individual Prelims, a Stacker stacks the 3-3-3, 3-6-3, & Cycle Stacks in order. There are 2 Warm-Ups, and 3 Official attempts for each stack
- ◆ Clearly write the times on the time sheet provided by the Stacker to the nearest 1/100th of a second.
- ◆ Correctly write the Best time of the 3 official attempts in the proper location
- ◆ Keep time sheet for "runner" to pick up & take to data entry. Time sheets are never given back to the Stacker.
- ◆ A Fumble is only a scratch if the Fumble is not fixed correctly
- ◆ The down stacking phase begins:
 - When both hands have returned to the side where the stacker started (both hands must be used on the first two stacks when down stacking. The third stack may be down stacked with one hand)
- ◆ Two stacks may be down stacked at the same time, once both hands have "engaged" the previous stack; the third stack may be down stacked using one hand
- ◆ Once a pattern is completely up-stacked and the stacker is returning to the first stack to begin the down stacking phase and a fumble occurs, the Stacker Must fix the fumble before entering into the down stacking phase
- ◆ Two hands may not be up stacking or down stacking two different stacks simultaneously unless proper down-stacking rules are followed
- ◆ The turn and tap is no longer required in the 1-10-1 phase of the Cycle. When down stacking the 1-10-1 single cups may simply be picked up to down stack the 10 ending in a 3-6-3
- ◆ When stopping the Timer, the Stacker's hand(s) may be in contact with the cup(s) as long as the Stacker does not hold, or appear to hold any cup(s).

Timed Relay Event

- ◆ For the Timed 3-6-3 Relay each Stacker will stack a 3-6-3
- ◆ No warm-ups, and only 3 attempts
- ◆ Any 1 infraction (violation of a Sport Stacking rule) during the 4 person relay event constitutes a “scratch” Once a rule violation occurs, the Judge immediately raises his/her hand and says, “stop please”
- ◆ The time sheet is Green, and provided by a team member; clearly record times to nearest 1/100th of a second
- ◆ Clearly write the Best time of the 3 attempts and hold the time sheet until the runner takes it to data entry
- ◆ A 7 foot start line is only required for the Timed 3-6-3 Relay (p.18)
- ◆ A foot fault occurs if a Stacker has their foot on or over the start line, or if both feet are not in contact with the floor when the returning stacker steps on or over the start line



Official Sport Stacking Court



Finals

- ◆ Judges receive finals sheet from the Division Manager or Tournament Director
- ◆ Finals are conducted at each Age Division table
- ◆ Start the Final with the stacker who has the slowest prelim time; i.e. if three places are to be awarded; 3, 2, 1; if five places are to be awarded; 5, 4, 3, 2, 1
- ◆ Division Managers and Judges may present awards at the Age Division area

H. Scoring / Ranking or Competitors:

Software is available online using the WSSA tournament tool to help enter scoring data of each competitor. This software called “Stacktrack” will help manage the flow of the tournament and is the basis for all data entry to include entering registration information, individual and team scores and finals computation and ranking. Data gathered from event time sheets are entering into “StackTrack” to score the competition. StackTrack is proprietary software of the WSSA and may not be duplicated or copied in any form.

I. Tournament Staff:

A successful WSSA tournament is run by a host of volunteers. Not all tournaments require all volunteer categories listed below but it is important to note, that in order to operate a successful tournament, key volunteers are needed. Below is a full listing of positions to consider depending on the scope of the event.

TOURNAMENT DIRECTOR

- ◆ Plans and oversees entire tournament
- ◆ Secures venue, has detailed basic plan for entire competition
- ◆ Determines fees, adjusts all tournament forms to be sent to participants (i.e. Registration, Volunteer, Information, etc.)
- ◆ Facilitates training of tournament personnel and Officials (i.e. Division Managers, Judges, etc.)
- ◆ Oversees T-shirt design and ordering (Tournament T-shirt is optional)
- ◆ Designates type and style of Awards (Work with Awards Coordinator)
- ◆ Mediates any tournament disputes as requested by a Division Manager during the tournament

ASSISTANT TOURNAMENT DIRECTOR (Optional—depends on Tournament size)

- ◆ Strategic contact person for entire Tournament support staff, vendors, resources, committees, etc.
- ◆ Arranges for tournament supplies and equipment
- ◆ Delegates tasks for Volunteers
- ◆ Facilitates training of all tournament personnel
- ◆ Mediates any tournament disputes as requested by a Division Manager, if the Tournament Director is not available

DIVISION MANAGERS

- ◆ Oversees all competition in Age Division(s)
- ◆ Manages the Judges
- ◆ Secures the Finals Sheets from the Technology Coordinator and manages the Individual and Timed 3-6-3 Relay Finals
- ◆ Mediates any procedural or rule interpretations brought forth by a Judge or Official (Keep a copy of the WSSA Rule Book handy)
- ◆ Presents Awards in all of the Final Events

JUDGES

- ◆ Have a working knowledge of all sport stacking rules and procedures.
- ◆ Perform preliminary timing for the 3-3-3, 3-6-3, Cycle and Timed 3-6-3 Relay
- ◆ Practices preventive officiating strategies, (i.e. during warm-up stacking; alert or correct any improper stacking, reinforcing rules and procedures, etc.)
- ◆ May be a Judge for the Divisional Finals (as selected by the Division Managers).
- ◆ Judges all Team Relay Events
- ◆ Mediates any disputes brought forth by a Coach or competitor

COACHES (One adult sponsor per Relay Team)

- ◆ Assemble and check-in Relay Team at Registration Tables
- ◆ Supervises the Relay Team members & is the Relay Team spokesperson
- ◆ Responsible communicating with Division Managers & alerting Relay Team when it is time to compete
- ◆ Leads by example (positive sportsmanship skills exemplified)

RUNNERS (Used during Timed and Relay Events)

- ◆ Work all Age Divisions
- ◆ Collect all Preliminary Time Sheets in each Age Division, return time sheets to Data Entry Area
- ◆ Aiding and assisting Judges and Division Managers
- ◆ Directed by Tournament Director, Assistant Tournament Director and Division Managers

TECHNOLOGY COORDINATOR (Collaborates with Registration Clerk)

- ◆ Responsible for all technical operations (i.e. Computer Networking, Leader Board Results for Individual Timed and Relay Results)
- ◆ Secures Data Entry personnel
- ◆ Responsible for Registration Data Entry

DATA ENTRY PERSONNEL

- ◆ All times set during the Prelims and Finals must be entered into the StackTrack Tournament Software (if chosen).
- ◆ Data Entry personnel will enter the times from the Prelim time sheets as they are completed. It is extremely important that the times are entered accurately and quickly.
- ◆ StackTrack will populate the Leader Board automatically and provide stackers with information on their event standings.
- ◆ If there are Finals, the times will be entered into StackTrack and final results will be posted.

REGISTRATION CLERK (Collaborates with Technology Director and Tournament Director for team formation and alignment)

- ◆ Receive and Reconcile all Registration forms and Entry fees
- ◆ Input Registration form information
- ◆ Form teams for Stackers needing a team with the assistance from Assistant Tournament Director or others
- ◆ Organize Coach's packets and "check in" procedure
- ◆ Secure and train Tournament Registration crew
- ◆ Set up & oversee Registration Area

AWARDS COORDINATOR

- ◆ Collaborate with Tournament Director for ordering Awards
- ◆ Check in all Awards (ten days) prior to competition
- ◆ Plan the Awards display & design

SALES DIRECTOR (Optional)

- ◆ Works with Tournament Director on Product Inventory (i.e. T-shirts, Speed Stacks Consignment, etc.)
- ◆ Set up and run Sales booth

VOLUNTEER COORDINATOR

- ◆ Solicit volunteers who have a common interest in sport stacking to fulfill special aspects needed for the success of the sport stacking competition
- ◆ Schedule volunteers in time slots
- ◆ Set-up and man the Volunteer Check-in Area at the competition sight

VOLUNTEER "SPECIALLY POSITIONS"

PUBLICITY - publicize the sport stacking event. Contact media avenues (Radio, TV, local and surrounding Newspapers). See pg.19 for examples

SET-UP/TEAR DOWN CREWS-CLEAN UP - set up the competition area as well as tear-down, clean up and load the equipment after the competition is completed.

CONCESSIONS - plan and set-up "Stackers Snack Shop" Area. Work with Tournament Director on the menu of items, staff concession area and solicit food vendors (if needed)

CONSIGNMENT – As a part of the event, Speed Stacks Inc., offers product consignment to be sold at your event. This is a great way to help fund your tournament and offset other costs or make some revenue for your Sport Stacking program.

Below is a matrix with a suggested number of volunteers needed to make a tournament run smooth.

SUGGESTED VOLUNTEERS				
Number of Stackers	50	100	150	200 +
Admissions / Awards	1	1	2	2
Coaches Check-in	1	1	2	2
Concessions	1	2	3	4
Consignment/	1	1	1	2
T-Shirt Sales	1	1	1	2
Data Entry	1	1	1	2-3
Division Managers	1	3	5	6
Floor Monitors	1	2	2	2
Judges	6	12	18	24
Judges Coordinator	1	1	1	1
Registration	1	2	2	3
Runners	2	2	2	2
Set Up / Tear Down	4	5	6	7
Technology Coordinator	1	1	1	1
Volunteer Coordinator	1	1	1	1
Total	24	36	48	68

SECTION II – “The Essentials”

What you need to know before the cups start flying!

A. Venue:

Finding a venue to host your event is an integral step in the planning phase for your tournament. You will use the venue information for the next steps of tournament planning. It is crucial to have a location and date of your tournament for the customization of registration forms as well as promotion and marketing of your tournament. The WSSA recommends that you choose your venue as early as possible. Some example locations for hosting a tournament are:

- ◆ High School Gym
- ◆ Middle School Gym
- ◆ Elementary Gym
- ◆ Church / Local activity center

These venue options are great because they are inexpensive or free to use. Be sure to reserve a spot on the venue calendar as soon as possible to ensure that you have the location locked in. Bleacher seating is recommended, but not necessary; it all depends on the size of the tournament you're hosting. Be sure to include potential custodial or security fees into the cost calculator (P.XXX) to see your complete estimated tournament cost.

B. Registration:

Now that the tournament date and venue have been decided you're ready to customize the tournament registration forms. Provided in the Tournament Guide are Individual, Team Relay and Volunteer Registration templates (see appendix). Determining the Registration Fee is very important since the fees collected should cover all your tournament costs. Use the Tournament Cost Calculator to help determine your fee P.24

Individual Participant Registration

- ◆ There are two individual registration forms
 - Individual Stacker form (Appendix)
 - Special Stacker form (Appendix)
- ◆ Use the provided registration templates and customize them for your event
 - Fill in all Highlighted areas with your tournament information
 - Use Tournament Cost calculator to estimate registration fee
- ◆ Distribute registration forms
 - Use Marketing your Event (pg.21) for distribution recommendations
- ◆ Collect registration fees and input registration information into "StackTrack"

Relay Team Formation

- ◆ A Relay team consists of:
 - 4 Stackers Minimum (5 optional for a possible substitution, only 4 compete)
 - Each team must have a coach to supervise the team members
- ◆ Use the provided registration form and customize for the Event (*Appendix*)
 - Customize all highlighted areas
- ◆ Input registration information
 - Teams short a player(s), must create a team of 4. If they don't know anyone use the registration form information to assist stackers in forming a team.

Volunteer Registration Form

- ◆ Use the provided form and customize for the event (*Appendix*)
 - Customize all highlighted areas
 - List the volunteer positions you need filled (Tournament Planning section)

C. Equipment & Supplies:

Equipment for your tournament is additionally as important as setting a venue. The WSSA recommends that Tournament Directors have the following equipment at their event:

- ◆ StackMats - the official timing device for Sport Stacking, the StackMat™ Complete combines a detachable precision Competition Timer with super sensitive touch pads and an “optimum” stacking surface.
- ◆ Timers - The Competition Timer is a precision timer with super-sensitive touch pads and digital display that clips onto the StackMat
- ◆ Tournament Displays - The Tournament Display plugs into your StackMat™ and shows the stacker’s time in large illuminated digits
- ◆ Data Wires - extra data wires used for Tournament Displays (connects to timer)
- ◆ Tables - for competition, on-deck, warm-up, registration, concessions, consignment
- ◆ Extra Cups - for those who forget their Speed Stacks at home or need replacements



These six pieces of equipment are the basis for hosting a Tournament; if you don't have all the necessary tournament equipment the WSSA will loan equipment to you. Once your Tournament application has been filled out a WSSA representative will assist you through the process for getting Loaner equipment to your event.

Equipment that you'll need at your tournament to keep it running smoothly that the WSSA doesn't provide is listed below with a brief description for each purpose:

- ◆ Chairs – needed for judges, registration / consignment table, etc.
- ◆ Gym Tape - basic gym tape for laying out your court and dividing the competition table
- ◆ Clipboards - for judges or division managers to hold the time sheets, etc.
- ◆ Pens – provide to judges, division managers, etc.
- ◆ Scissors - to cut tape used for tables and court setup
- ◆ Table labels- Either number the tables or post the age divisions that will be stacking at that specific table to avoid confusion
- ◆ Sound System - for announcements in the competition area
- ◆ Projector w/Screen or TV- to project the competition leader board (optional)
- ◆ Stanchions/Cones - used to block off competition floor area from audience
- ◆ Prelim Time Sheets - every competitor needs their own sheet for their recorded times (included in the appendix)
- ◆ WSSA Rule Books - every judge and division manager needs a rule book (Downloadable on the WSSA website)

In addition to the competition floor equipment you will potentially need equipment in other areas of your tournament area such as:

- ◆ Computer (s) - for tournament software, data entry and registration input
- ◆ Money Box - for concessions, registrations, consignment & t-shirts being sold
- ◆ Name Tags - Volunteer identification

WSSA Loaner Equipment

As mentioned before the WSSA will loan equipment to you at your request. There is a small charge for renting equipment, but there are many benefits to renting our equipment as well! The equipment that we offer to our tournament directors is:

- ◆ StackMats (StackMat = Mat & Timer)
- ◆ Tournament Display
- ◆ Data Wires
- ◆ Loaner Speed Stacks Sets

If you decide to use our Loaner equipment you will also receive the following items for FREE!

- ◆ WSSA/Speed Stacks Stickers - stickers to give out to each participant
- ◆ WSSA/Speed Stacks Banners - hang for decoration (must return)
- ◆ Referee Vests (Pinie)- used to differentiate judges from spectators (must return)
- ◆ Kid Picture Posters - hang for decoration in the competition arena (must return)

D. Promoting the Event:

Choosing an avenue to market your event is very important. Your tournament will be listed on the WSSA website once the Online Tournament Application is filled out and approved, but listed below are some additional marketing suggestions including but not limited to:

- ◆ Parent Newsletter
 - Send information home with students (have parents sign & bring back for some sort of reward.... (Prize, extra 10 minutes of recess...etc.))
- ◆ Public School Board meeting announcement
 - All meetings are broadcasted on public access TV (free)
- ◆ School Announcements
 - Work with school district to publicize the event at schools around the area
- ◆ Send Tournament Flyer or email PE Colleagues inviting their stackers to the tournament
- ◆ Contact youth organizations & inform them about the event
- ◆ Get in touch with Home School Cooperatives, Church/Youth Groups and Civic Recreational Programs
- ◆ Call local news stations for a plug in the local news
- ◆ Add information to the school/organization website
- ◆ Send out an email blast update
 - (Parent newsletter, week in review...etc.)
- ◆ Have a Speed Stacks demonstration during parent teacher conferences/Book Fair
Include:
 - Photos

- Videos
- Fun game for kids to entertain themselves while parents are talking with teachers (controlled area)
- ◆ Social Media
 - Add information to the organization's Facebook, Twitter..etc page
- ◆ Interschool morning news broadcasts

(See next page for sample media release)



LOCAL STACKERS SET TO COMPETE AT THE 2010 WSSA WORLD SPORT STACKING CHAMPIONSHIPS!

Presented by Wonderful® Pistachios, the 8th Annual WSSA World Sport Stacking Championships

brings together stackers from 32 states and 19 countries, including right from our own backyard!

WHAT: **The 2010 WSSA World Sport Stacking Championships** presented by Wonderful® Pistachios and sanctioned by the Colorado-based World Sport Stacking Association (WSSA) takes place this weekend in Denver, Colorado.

Sport stacking is an individual and team sport where participants up stack and down stack 12 specially designed high-tech cups (Speed Stacks®) in pre-determined sequences with lightning quickness. This unique sport promotes hand-eye coordination, ambidexterity, concentration and sportsmanship. Stackers compete in individual timed events and in head-to-head relay competition.

According to Mark Lingle, WSSA Director, the World Sport Stacking Championships draws the fastest stackers on the planet for the pinnacle event in sport stacking competition. "It definitely is the premier event for sport stackers from all around the world," he said.

WHO: Some 700 of the world's fastest sport stackers are expected to compete in the 2010 WSSA World Sport Stacking Championships (as young as preschool and as old as senior citizens, with every age division in between). In addition to U.S. sport stackers from 32 states, international competitors will be representing 19 countries from every continent except Antarctica. Many world-class stackers will be hoping to secure their place in the world-record book.

Local stackers hoping to make their mark at the World Championships include:

Names of stackers and anything unique to their team

WHERE: Magness Arena, University of Denver, Colorado

WHEN: Saturday & Sunday, April 10th & 11th **To get the stacking scoop on our local team, here's the best time to catch them practicing for the big event:** *Best place time for media to get advance info*

ABOUT WSSA: The World Sport Stacking Association promotes the standardization and advancement of sport stacking worldwide. Founded in 2001, this association serves as the governing body for sport stacking rules and regulations, provides a uniform framework for sport stacking events and sanctions sport stacking competitions and records. For more information, go to www.WorldSportStackingAssociation.org.

ABOUT Wonderful Pistachios: The Wonderful Pistachios brand features upscale, premium packaging and a bold contemporary look, appealing to a sophisticated, health-conscious consumer. Wonderful Pistachios are grown in Lost Hills, California, part of the San Joaquin Valley, the agricultural heartland of California. Grown, processed and packaged by Paramount Farms, Wonderful Pistachios are available at retail outlets and grocery stores nationwide including Albertsons, Giant Eagle, Kroger, Safeway, Vons and Wegmans; and are available in 10, 16, 24, and 32-ounce packages to meet a variety of snacking needs.

MEDIA CONTACT: Name _____ Email _____ Best phone # _____
Sport Stacking Instructor contact information

###

SECTION III – “Finances”

How to ensure the tournament operates in the black!

a. Cost / Revenue Opportunities:

The major tournament costs to consider are:

- ◆ Venue fee (including the Custodial Fee)
- ◆ Awards
- ◆ WSSA Loaner Tournament Equipment Shipping & Handling Fees
- ◆ General Office Supplies

Other optional fees could include:

- ◆ Purchasing items for Concessions
- ◆ Purchasing T-Shirts for T-Shirt Sales

Use the provided Tournament Calculators to figure your estimated costs.

Tournament Calculator

The tables below are to be used for conservative cost estimations. The fee below includes all the shipping and handling expense. Tournament Directors should expect their equipment at least one week prior to the tournament date. Once the tournament is finished the equipment must be repacked and the boxes need to be taken back to where they were initially delivered. The UPS driver will pick up the boxes and personally place return labels on your boxes for return shipment.

Tournament Equipment need & Cost associated with Loaner Equipment (based on 100 stackers)

The Tournament Cost Calculator is based on your projected number of Stackers. As an example an estimated 100 participants are used below. The WSSA recommends that with 100 participants your equipment needs are as follows.

Enter Number of Stackers	Estimated Number of Spectators	Number of Tables Needed	Number of Stackmats Needed	Estimated Tournament Displays Needed
100	200	12	24	12

The costs associated with using WSSA Loaner Equipment is as follows:

WSSA NON-SANCTIONED TOURNAMENT COST ESTIMATOR							
Number of Stackers	Estimated Number of Spectators	Participation item (\$1 per participant)	StackMat Rental Fee (Free shipping)	Tournament Displays Rental Charge (Free Shipping)	Awards Fee	Miscellaneous Items (Posters, Judges Pinnie, wristband...etc)	StackTrack Tournament Software
100	200	\$100.00	\$60.00	\$66.00	\$290.25	Free	Free

These costs are then divided by the estimated number of Stackers which computes the estimated "Break Even Point" for minimum registration fees. *Note: Additional dollars should be added to the registration fee for unexpected charges & venue/custodial fees.

PARTICIPANT REGISTRAION FEE CALCULATOR (Non-Sanctioned)		
Estimated Costs (Participant Item's, StackMat's, Tournament Displays, Awards, Miscelaneous Items, StackTrack Tournament Software)		Estimated Registration Fee Required to Cover Costs (note: does not include venue/custodial fee, Misc. Supplies)
MAXIMUM POTENTIAL COST	<u>\$516.25</u>	<u>\$5.16</u>

Awards

Another variable associated with hosting a Tournament is the level of awards you want to offer and the associated costs. Below is a table with award examples.

Estimated Award Prices	
ITEM	COST OF ITEM (1 pc.)
<u>Ribbon</u>	<u>\$1.00</u>
<u>2 1/2" Medal with WSSA mylar (engraved)</u>	<u>\$3.25</u>
<u>1-cup trophy</u>	<u>\$7.00</u>
<u>2-cup trophy</u>	<u>\$10.00</u>
<u>3-cup trophy</u>	<u>\$15.00</u>

Below is a cost example of hosting a Tournament with nine age groups, three individual events and one timed relay based on a tournament with approximately 100 Stackers. (81 medals for individual events and 27 ribbons for relay events)

ESTIMATED AWARD COST			
ITEM	COST OF ITEMS (each)	# OF ITEMS INCLUDED	POTENTIAL COST
<u>Certificate</u>	<u>\$0.00</u>		<u>\$0.00</u>
<u>Ribbon</u>	<u>\$1.00</u>	<u>27</u>	<u>\$27.00</u>
<u>2 1/2" Medal with WSSA mylar (engraved)</u>	<u>\$3.25</u>	<u>81</u>	<u>\$263.25</u>
<u>1-cup trophy</u>	<u>\$7.00</u>		<u>\$0.00</u>
<u>2-cup trophy</u>	<u>\$10.00</u>		<u>\$0.00</u>
<u>3-cup trophy</u>	<u>\$15.00</u>		<u>\$0.00</u>
Total estimated Award Cost			<u>\$290.25</u>

Revenue

Hosting a tournament has the potential to earn money for your program as well. Tournament Consignments, T-Shirt Sales and concessions are the three major sources for possible revenue. By using the Tournament Cost/Benefit Calculator, a tournament director can determine potential earnings or at a minimum off-set tournament costs.

b. Tournament Consignment

The Tournament Director has the option to sell Speed Stacks equipment at the event. A Tournament Consignment offers many benefits to the Tournament Director including but not limited to:

- ◆ The opportunity to make profits or offset Tournament costs
- ◆ Speed Stacks equipment is provided at discounted pricing
- ◆ No cost or “out of pocket” expenses for the tournament director (all equipment will be shipped to your tournament for free. Only items shipped back will be at the expense of the Tournament)

Here’s how a Tournament Consignment order works:

- ◆ Request Speed Stacks product list (see below) and decide on what you would like to sell at your tournament (additional products are available, contact Lynn Ramos)
- ◆ Speed Stacks will pay the shipping cost for the Tournament Consignment Order to your event. *You will be responsible to organize and pay for shipping of unsold items back to Speed Stacks.*
- ◆ Speed Stacks will only invoice you for items sold (returned items will not be invoiced)
- ◆ The Consignment may be kept for the duration of the Tournament. Unsold products must be returned immediately after the tournament.

Plan your Tournament Consignment order 3 weeks before the tournament. If you have questions please contact Lynn Ramos at (877) 468-2877 ext. 213 for further information. *Below is an example of a tournament consignment order & the potential profit that can be earned.*

ESTIMATED CONSIGNMENT PROFIT							
Enter # of Desired Products	Product Name	Unit of Measurement	Discounted Price from Speed Stacks	Minimum Tournament Sale Price (ea) (Price set by Tournament Director)	Tournament Director prices chosen for event	Potential MINIMUM Tournament Profit	Potential Tournament Profit From Tournament Director Set Prices
5	Speed Stacks with Instructional DVD, Standard Colors	1 set of 12 cups and 1 DVD	\$11.00	\$13.99	\$18.00	\$14.95	\$35.00
5	Speed Stacks with Instructional DVD, Premium Colors	1 set of 12 cups and 1 DVD	\$14.00	\$16.99	\$19.50	\$14.95	\$27.50
2	Pro Series Black or Clear w/Instructional DVD	1 set of 12 cups and 1 DVD	\$17.00	\$19.99	\$21.99	\$5.98	\$9.98
12	STACKit - Speed Stacks with Instructional DVD and STACKit Timer	1 set of 12 cups and 1 DVD	\$17.00	\$19.99	\$21.99	\$35.88	\$59.88
8	Mini Speed Stacks, Standard Colors	1 set of 12 Minis	\$6.00	\$6.99	\$8.00	\$7.92	\$16.00
4	Mini Speed Stacks, Premium Colors	1 set of 12 Minis	\$7.00	\$7.99	\$8.99	\$3.96	\$7.96
5	StackMat (Mat and Timer)	1 StackMat	\$25.00	\$26.99	\$28.00	\$9.95	\$15.00
4	Mat Only	ea	\$10.00	\$12.99	\$14.00	\$11.96	\$16.00
2	Timer Only	ea	\$18.00	\$18.99	\$19.99	\$1.98	\$3.98
8	Mini Mat	ea	\$6.50	\$7.99	\$9.99	\$11.92	\$27.92
3	Stack Pod	ea	\$10.00	\$12.99	\$13.99	\$8.97	\$11.97
4	Super Stacks	1 set of 12 cups	\$25.00	\$27.99	\$28.99	\$11.96	\$15.96
4	Mini Super Stacks	1 set of 12 Minis	\$9.00	\$11.99	\$13.99	\$11.96	\$19.96
TOTAL ESTIMATED PROFIT						\$152.34	\$267.11

c. Tournament Concessions

Further increase your earning potential by offering concessions. Your stackers and spectators will appreciate having snacks, drinks and food on hand during the tournament. Furthermore you do not want the stackers to leave during the competition, potentially missing an event. Below is a sample concession menu with estimated costs and potential profits.

ESTIMATED CONCESSION PROFIT					
ITEM	COST OF ITEMS	# OF ITEMS INCLUDED	# OF PACKAGES PURCHASED	PRICE/ITEM AT TOURNAMENT	POTENTIAL PROFIT
<u>Bottle Water</u>	<u>\$6.50</u>	<u>32</u>	<u>3</u>	<u>\$1.00</u>	<u>\$76.50</u>
<u>Juice Boxes</u>	<u>\$8.98</u>	<u>36</u>	<u>2</u>	<u>\$1.00</u>	<u>\$54.04</u>
<u>Soft Drinks</u>	<u>\$9.29</u>	<u>32</u>	<u>4</u>	<u>\$1.00</u>	<u>\$90.84</u>
<u>Apples</u>	<u>\$6.00</u>	<u>15</u>	<u>2</u>	<u>\$0.75</u>	<u>\$10.50</u>
<u>Bananas</u>	<u>\$1.48</u>	<u>10</u>	<u>2</u>	<u>\$0.75</u>	<u>\$12.04</u>
<u>Granola Bars</u>	<u>\$9.00</u>	<u>30</u>	<u>2</u>	<u>\$0.75</u>	<u>\$27.00</u>
<u>Muffins</u>	<u>\$7.00</u>	<u>15</u>	<u>3</u>	<u>\$1.25</u>	<u>\$35.25</u>
<u>Chips</u>	<u>\$11.00</u>	<u>30</u>	<u>3</u>	<u>\$1.00</u>	<u>\$57.00</u>
<u>Pizza by the Slice</u>	<u>\$10.00</u>	<u>10</u>	<u>10</u>	<u>\$2.50</u>	<u>\$150.00</u>
TOTAL ESTIMATED PROFIT					<u>\$513.17</u>

d. Tournament T-Shirt Sales

Offering a Tournament T-shirt is a great way to showcase your event as well as increase revenue. Tournament T-Shirts are great souvenirs for stackers!

There are several ways you can handle T-shirt order and sales.

1. Include the cost of the shirt (plus extra for your fundraising efforts) in the registration fee for those who are interested. This will provide an accurate number of shirts to order as well as the sizes.
2. Pre-order shirts to sell at the event. This method is much more complex. Estimating the number of shirts and sizes to order can be a challenge. A suggested order would consist of approximately half of your expected stacker turnout. Start by taking a sampling of the sizes kids are wearing for the Age Divisions offered at your tournament.
 - a. For example if you are hosting an event for 100 elementary age stackers, order around 50 shirts. Order 10 Youth Small, 25 Youth Medium, 10 Youth Large, 5 Adult Small. If your shirts cost \$8.00 a piece, sell them for \$15 or \$16 so that you cover your costs. (*Note: Solicit local sponsors purchase Ad space on your shirts to help defray the cost)
3. Another way to offer T-shirts is by bringing in a dedicated T-shirt vendor who will print the shirts at your event. If you decide to go this option, work out a percentage you will earn from the T-shirt sales for your tournament with the vendor.

See next page for an example of T-Shirt sales

ESTIMATED T-SHIRT SALES PROFIT

# OF T-SHIRTS PURCHASED	COST OF T-SHIRTS	T-SHIRT SELLING PRICE	#OF T-SHIRTS SOLD	POTENTIAL PROFIT
<u>50</u>	<u>\$8.00</u>	<u>\$16.00</u>	<u>50</u>	<u>\$400.00</u>

e. Tournament Sponsorships

Although it is very possible to be profitable at a sport stacking event it is our goal for your Tournament costs to be covered, or nearly covered before the Tournament begins. By working to achieve this goal the intention is to relieve any burden on the tournament director to cover costs out of their own pocket.

Another way to generate funds is through sponsorships. Sponsorship for your event can enhance the event as well as offset costs. Potential sponsors would be excited to hear about Sport Stacking and its benefits to all. Don't be afraid to ask!

Sponsorships can take on many forms including but not limited to:

- ◆ Cash donations from local businesses; especially those that support children's activities in your area
 - Grocery stores, auto dealers, furniture stores, Local TV & Radio stations, Sporting goods stores...etc.
- ◆ Food donations for concessions (donated baked items, chip variety pack, soda...etc.)
- ◆ Loaner equipment, such as tables, chairs, computers etc. via local churches, recreation groups, organizations...etc.
- ◆ Volunteer positions

It is important to advertise your Sponsors in as many places as possible when promoting and during your Sport Stacking event, including the initial introduction.

f. Cost/Benefit

The table below shows the estimated costs and the estimated Revenue associated with hosting a tournament.

Please note the Registration fees we're not factored into the equation which could and should cover the fixed cost (max/min potential cost).

Plan on your registration fee covering the venue, awards, tournament equipment and general office supplies costs.

By using the estimated registration fee calculator the potential to cover fixed costs and earn the "Total Potential Revenue" as "Profit" is very attainable. (Please note: venue and other miscellaneous charges (office supplies..etc) will change the estimated profit)

ESTIMATED TOURNAMENT COST/BENEFIT		
ITEM	COSTS ASSOCIATED	PROFIT ASSOCIATED
<u>STACKMAT EQUIPMENT</u>	<u>\$60.00</u>	
<u>TOURNAMENT DISPLAY EQUIPMENT</u>	<u>\$66.00</u>	
<u>AWARD COST</u>	<u>\$290.25</u>	
<u>PARTICIPATION GIFT</u>	<u>\$100.00</u>	
<u>ESTIMATED T-SHIRT PROFIT</u>		<u>\$400.00</u>
<u>ESTIMATED CONCESSIONS PROFIT</u>		<u>\$513.17</u>
<u>ESTIMATED CONSIGNMENT PROFIT</u>		<u>\$152.34</u>
<u>SPONSOR CONTRIBUTION</u>		
POTENTIAL TOURNAMENT COSTS	<u>\$516.25</u>	
ESTIMATED PROFIT		<u>\$1,065.51</u>
TOTAL ESTIMATED PROFIT	<u>\$549.26</u>	

VII. Appendix

I. Suggested Timeline / Checklist

The Suggested Timeline/Checklist is a tool for organizing your tournament and can help you stay on schedule. We encourage you to form a committee during the planning stages of your tournament.

Six months in advance...

- ❑ Determine the Date/Time, Location (book the venue) and fill out the WSSA Tournament Application.
- ❑ [Become familiar with the Tournament Director Tool](#)
- ❑ Advertise your Tournament's date and location (your tournament information will be posted on the WSSA web site's 'Tournament Finder')
- ❑ Determine whether or not to form a Tournament Planning Committee

Four months in advance...

- ❑ Calculate the registration fee, format the [Registration Forms*](#) and registration deadline
- ❑ Establish Volunteer needs and create flyer*
- ❑ Create the Registration Packet* with all the tournament information
- ❑ Prepare equipment checklist and make arrangements (rental company, school district, other organizations, etc.)
- ❑ Finalize T-shirt logo if planning on selling T-shirts
- ❑ Continue to advertise your event to schools and organizations
- ❑ Host a monthly tournament planning committee meeting

Three months in advance...

- ❑ Contact the WSSA for your copy of the [StackTrack Tournament Management Software](#).
 - You will be given an access code, which will allow you to download the StackTrack Tournament Management Software from the web site.
 - Request your 'Tournament ID' so that you can activate the Stacktrack
- ❑ Establish a form of sound equipment and make the necessary arrangements
- ❑ Settle on computer needs for inputting times and make those arrangements
- ❑ Decide on Opening Ceremonies and line up who you need
- ❑ Contact Division Managers and firm up commitments
- ❑ Contact local High Schools and Colleges for Judge Volunteers.
 - Many students are required to do Community Service (i.e. National Honor Society members are required to do community service) and your event is a perfect opportunity for them to earn hours.
 - Recruit adults (parents, colleagues) to judge.
 - (Formula to determine number of judges needed: # of tables x 2 x 1.5 = number.) *You do not want to be short on judges, so recruit more than you think you might need, that way you are covered in case some do not show up. Plus with the additional judges you can schedule break*
- ❑ Continue to advertise your tournament
- ❑ Have monthly tournament planning committee meeting

Two months in advance...

- ❑ Send out Registration Packet to all the schools/organizations that requested one
- ❑ Order T-shirts
- ❑ Determine awards (ribbons, medals, trophies...etc.)
 - place awards order towards the end of the month
- ❑ Determine your Technology Coordinator & Registration Clerk
- ❑ [Have your judges complete the On-line Judges Training.](#)
- ❑ Begin purchasing tournament supplies
- ❑ Determine signage and make signs
 - (Age Divisions, Registration, Coaches Check-in, Volunteer Check-in, Concessions, First Aid/Lost and Found)
- ❑ Make arrangements to move equipment to the event site
- ❑ Determine if you would like to offer Speed Stacks products to sell and set up a Tournament Consignment
- ❑ Have monthly tournament planning committee meeting

Month of...

- ❑ StackTrack
 - Start entering Individual Stackers and Relay Teams
 - deposit registration fees.
 - Put teams together if necessary. (Make sure that you find a Coach for each team you put together. Have the Coach contact the team members to coordinate a place and time to meet at the tournament)
- ❑ Verify volunteers (call and schedule)
- ❑ Finalize publicity (contact local newspapers, TV stations...etc.)
- ❑ Concessions (decide on what to sell & involve a group like PTA/PTO or other group to handle concessions)
- ❑ Decide on the food/water for the volunteers and order
- ❑ Contact the WSSA Regional Director and make the shipping arrangements for the Loaner equipment:
 - StackMats, Tournament Displays, Speed Stacks, Referee Vests and WSSA Banners for the tournament...etc
 - Number of Participant Items (1 per Stacker)
- ❑ Verify - equipment, inventory T-shirts, check-in awards
- ❑ Send Tournament Checklist* to the schools/organizations to run off for their stackers attending the tournament
- ❑ Print Time Sheets*, Order of Events* & List of Awards*, Division Manager Tips*, Judges Tips and Procedures* and Coach letter*
- ❑ Purchase misc. office supplies needed for the event
- ❑ Check sound systems
- ❑ Copy all your forms (make extras)
- ❑ Have monthly tournament planning committee meeting

Week of...

- ❑ Continue to enter Stacker's registration information into the StackTrack and deposit registration fees
- ❑ Continue to form teams with those Stackers needing a team and find a Coach for each team
- ❑ Label Individual and Timed 3-6-3 time sheets with participant's and team names
- ❑ Make Relay Team name signs for cones (if sitting teams on competition floor) or for the Coach to carry
- ❑ Assemble Coach's Packets (Individual and Timed Relay Time Sheets, Order of Events, Coaches Letters and WSSA Participant item)
- ❑ Finalize volunteers
- ❑ Purchase concession items and establish cash box and cash box money

Night before...

- ❑ Set up gym
- ❑ Set up Registration area, Information area, Coach's Check-in area, Awards location, Concessions/Consignment booth, Volunteer Check-in area and T-shirt Sales booth

Day of...

- ❑ Offer a Judges Review Training Session before the event starts
- ❑ Meet with Division Managers
- ❑ Enjoy the day!

One to Two days after...

- ❑ Meet with tournament planning committee and get comments and suggestions for next year's tournament
- ❑ Congratulate each other for a 'job well done!'



Individual Prelim Time Sheet

Stack	1 st Try	2 nd Try	3 rd Try	Best Time	Stack
3-3-3					3-3-3
3-6-3					3-6-3
Cycle					Cycle

- Allow 2 warm-ups prior to each stack. The stacks are done IN THIS ORDER (3-3-3, 3-6-3, Cycle).
- After the 2 warm-ups, the next 3 stacks must be used as their 1st, 2nd and 3rd tries.
- No time is recorded for an infraction that results in a "Scratch". Instead, record the appropriate code (S1, S2, S3, S4, S5, S6) from the Scratch Key below.
- Indicate time to the 1/100th of a second as displayed on the StackMat® Timer. (Example: 6.52)
- Transfer the fastest time in each stack to the "Best Time" column.
- Judge, keeps this sheet (Division Manager or Runner will pick up).
- Fill out Stacker's name and best times on the "My Best Times" sheet (yellow) and give to the Stacker.

Signature of Judge _____ Division _____ Table# _____

SCRATCH KEY	S1-Starting/Stopping hand positions	S2-Surface	S3-Stacking Sequence
	S4-Fumble not fixed properly	S5-Hands on 2 stacks	S6-False Stop

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Individual Prelim Time Sheet

Stack	1 st Try	2 nd Try	3 rd Try	Best Time	Stack
3-3-3					3-3-3
3-6-3					3-6-3
Cycle					Cycle

- Allow 2 warm-ups prior to each stack. The stacks are done IN THIS ORDER (3-3-3, 3-6-3, Cycle).
- After the 2 warm-ups, the next 3 stacks must be used as their 1st, 2nd and 3rd tries.
- No time is recorded for an infraction that results in a "Scratch". Instead, record the appropriate code (S1, S2, S3, S4, S5, S6) from the Scratch Key below.
- Indicate time to the 1/100th of a second as displayed on the StackMat® Timer. (Example: 6.52)
- Transfer the fastest time in each stack to the "Best Time" column.
- Judge, keeps this sheet (Division Manager or Runner will pick up).
- Fill out Stacker's name and best times on the "My Best Times" sheet (yellow) and give to the Stacker.

Signature of Judge _____ Division _____ Table# _____

SCRATCH KEY	S1-Starting/Stopping hand positions	S2-Surface	S3-Stacking Sequence
	S4-Fumble not fixed properly	S5-Hands on 2 stacks	S6-False Stop

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Timed 3-6-3 Relay **Procedures/Tips for Judges**

1. This event is a relay race against the clock (not against another team), and infractions result in “scratches” rather than “penalty points”.
2. A Relay Team must consist of **4 Stackers**. Teams with 5 Stackers may substitute in a Stacker at their discretion between “tries”.
3. Receive from the Relay Team their **preprinted Timed 3-6-3 Relay Prelim Time Sheet (purple)** for this event and confirm the Team’s information.
4. There are **NO warm ups** in this event.
5. **Race Procedure:**
 - Lead Stacker** starts at the StackMat®. Other three Stackers line up single file behind the start line.
 - The Judge will say, “**Reset timer and start when ready**”. The Lead Stacker will reset the clock and place both hands on the touch pads of the StackMat®.
 - The Lead Stacker will begin stacking when ready. Once the stack has been completed, the Lead Stacker will return to the starting line and **tag** the next Stacker in line who continues the race.
 - After each Stacker tags their teammate, they **return to the Back Court**.
 - The final Stacker will stop the StackMat® and return to the Back Court.
6. **Scratches** - not penalty points. Stop run immediately and record “Scratch”. (See “Scratch Key”)

(ATTENTION: Although the start line does apply in this event, disregard the centerline on both the table and the floor. A Stacker’s cup(s) and foot/feet may be on or across the centerline without an infraction.)

7. Record times to the **1/100th** of a second. (Example: 25.34)
8. **Record “Best Time”** on Timed 3-6-3 Relay Prelim Time Sheet (purple). Include your signature, the division you are judging in and table #. (Keep this for a Division Manager or Runner to pick up.)
9. Complete the “**My Best Times**” Sheets (yellow) provided by each team member if they have them.

Judge’s Etiquette

- Do not eat or drink during a race.
- Leave nothing on the table (clipboard in

Be consistent, be sensitive. Encourage and take time to teach when appropriate.



Individual Event Procedures/Tips for Judges

1. Stackers come from “**on-deck**” table to your competition table. Once a stacker starts stacking at the on-deck table, they are **committed** to “compete” at your competition table and cannot choose to leave and compete later.
2. Stacker will give you their **preprinted Individual Prelim Time Sheet (blue)**. Confirm Stacker’s information on the Time Sheet.
3. There are **2 warm ups allowed** prior to each competition stack however a stacker may choose to do only one or none at all. Warm ups for each competition stack must be done before the first actual timed try and may not be done in-between subsequent tries of that same stack. **Individual Prelims** *must be done in the following order: 3-3-3, 3-6-3, then Cycle.*
4. Judge says “**Reset Timer and Start When Ready**”. The Stacker(s) places their hands on the touch pads of the StackMat® Timer and may begin their attempt any time after the green light on the StackMat® comes on. (*Note: If a “hiccup” occurs the Judge will allow the Stacker(s) to go again. A “hiccup” is an accidental starting and stopping of the timer.*)
5. Look for infractions which constitute a “**Scratch**”:
 - ▶ **(S1) Improper starting and stopping hand positions** on the StackMat® Timer. (Must be **hands** - no wrists or arms; no cup contact on start; stopping with one hand on Timer before the other is OK; hands may touch cups on stop but no holding, or appearing to hold cups.)
 - ▶ **(S2) Cups must be stacked on the surface of the StackMat.**® “Off” equals one or more cups not touching the top of the mat or timer.
 - ▶ **(S3) Stacking sequence**: Work from left to right or right to left. (Down stacking must follow same sequence as up stacking.)
 - ▶ **(S4) Fumbles** not corrected properly (Tipper, Slider, Toppler, Slanter-two types)
 - ▶ **(S5) Hands on two stacks of cups**:
 - A. **Up stacking phase—NO**, hands cannot be on two stacks at same time.
 - B. **Up stacking** one set while down stacking another—**NO**, hands cannot be on two stacks at same time.
 - C. **Down stacking phase—YES**, but:
 - i. **Must** use **both** hands to **begin** down stacking the **first two** stacks in the 3-3-3 and 3-6-3.*
 - ii. After doing above, stacker **may** down stack **second** stack while finishing **first** and may down stack **third** stack while finishing **second**.

D. Cycle

i) Transition from 3-6-3 to 6-6

Stacker's hands may be on each stack of 3 at the same time, however the up stack of the first six cannot be attempted until the down stack of the last three has been completed. The last stack of 3 must be brought over to the first stack of 3.

(Note: A Stacker may re-position the first stack of 3 by sliding the cups along the surface of the StackMat. The entire lip of the bottom cup must be in contact with the surface of the StackMat during this re-position. After the last stack of 3 has been down stacked, a Stacker may then begin up stacking the first 6 stack.)

ii. Down stacking the 6-6

Must use **both** hands to begin down stacking the **first 6 stack** and then other 6 can be down stacked at same time.*

iii. Single cups in the Cycle may be handled at the same time.

**Allowances will be made for stackers with disabilities that prevent them from using both hands.*

► (S6) False Stop

A. The StackMat® **Timer is stopped before** the sequence is complete (not to be confused with a “hiccup”).

(Note: All cups must be down stacked and up right before the Timer is stopped. If a stack(s) of cups are still in motion once the Timer has been stopped, they must come to a rest on their own, in a down stacked and upright position on the stacking surface; otherwise an infraction will occur.)

B. **Improper stopping hand position** on the touch pad(s) of the StackMat® Timer—must be hands, no wrists or arms. Also, when stopping the Timer, a **Stacker's hand(s) may** be in contact with a cup(s) as long as the Stacker **does not hold, or appear to hold any cup(s)**.

- Record times to **1/100** of a second. (Examples: 6.52 or 15.43)
- Record “Best Time”** on the Individual Prelim Time Sheet (blue). Include your signature, the division you are judging in and table #. Keep this for a Division Manager or Runner to pick up.
- Complete the “My Best Times” sheet (yellow) provided by the Stacker(s).

Judge's Etiquette

- Do not eat or drink while judging.
- Leave nothing on the table (clipboard in lap, water bottle set next to table leg).

Be consistent, be sensitive. Encourage and take time to teach when appropriate.

Sample Opening Remarks Script

(Please use the sample script below for your Tournament opening speech/rule overview)

Good Morning! Welcome to the WSSA _____ Sport Stacking Tournament here in _____, _____. Let's give a huge round of applause to ____- _____ this year's sponsor(s).

My name is _____ and I'm the Tournament Director representing the WSSA for this event.

Let's take a moment to thank our outstanding judges, division managers and volunteers who helped organize this event today (Give them all a round of applause).

Would all the judges please stand. Spectators and competitors please listen to and respect these men and women as they judge the events today. They are the key to today's successful tournament. During the competition please DO NOT confront or speak with the judges. Like any athletic competition, decisions and judgments will be made-most will be correct, some may be questionable-all will be sincere. If you have a question about a judge's call please see a division manager.

Division managers please raise your hands. These men and women are the individuals who you go to for any questions or concerns.

The states/schools represented today are:

Some House Rules for everyone today

1. The completion floor (within roped off area) is for those who are competing and their coaches ONLY! Spectators please DO NOT enter the competition floor.
2. During the preliminary rounds Stackers may go to any open table.
3. The prelim forms are as follows: 2 Individual time sheets – Blue / 1 Team Relay time sheet – Green
4. Stackers once you approach the on-deck table, you are committed to proceed to the competition table when instructed by the division manager.
5. Stackers you may not reset your timers until your judge say's "reset timer and start when ready". If you reset your timer and the judge has not recorded your time, you have no time and that attempt will be scratched.
6. Please no food or drink in the gym.
7. Thank you for not going through the ropes/flags/stanchions. Please go to designated entrances on the competition floor only.

Special Thanks:

Give it up for: (if you have a MC) Stand with me and remove your hats as we honor our great country
_____ sing our National Anthem!