



How To Run Trails

A. The Sign-Up Sheet (PLEASE PRINT)

1. Print the name of the participant.
2. Write in their Cleveland Darter Club number (A MUST).
3. Collect \$4 (four dollars) for singles and mark an "X" in the Singles column, or collect \$2 (two dollars) for doubles and mark an "X" in the doubles column.

B. The Bracket Sheet:

1. If there are eight (8) or less players use one half (1/2) of the sixteen (16) bracket sheet.
2. If there are 9-16 players use one full sixteen (16) bracket sheet.
3. If there are more than 16 players use the 32 bracket sheet.

C. Placement of BYE's:

1. The number of BYE'S is determined by the size of the bracket sheet. Refer to the payout sheet.
2. BYE's should be evenly distributed from the top to the bottom of the bracket sheet.

D. How to Place Participants in the Bracket Sheet:

1. Each participant has a number on the sign-up sheet.
2. Mix your numbers.
3. As the numbers are drawn write them down in the open slots of the bracket sheet from top to bottom, then in the corresponding names.
4. Then call your matches.

E. Awarding Points:

1. Award a player four (4) points for entering singles and two (2) points for each bracket advancement.
2. Award a player two (2) points for entering doubles and one (1) point for each bracket advancement.
3. Record Trails Points as soon as the player is eliminated from singles or doubles.

F. Payouts:

1. Use the payout distribution as defined by The Cleveland Darter Club.
2. Add-in money will be distributed equally or in accordance with the donor.

G. The Back of The Sign-Up Sheet:

1. Fill out the sign-up sheet completely and correctly.

H. Receipt Forms:

1. Fill out the appropriate amount and collect that amount from the establishment.

I. Front of Sign-Up Sheet:

1. Calculate and write in the remaining values onto the sign-up sheet.

J. Submit Sign-Up Sheet:

1. Mail the sign-up sheet and Trails check to The Cleveland Darter Club.