

# Regional Director Guide and Checklist

## Flyers Invitation to Fly

RDs are encouraged to send out entry forms to potential fliers in their regions. RDs have to give flyers a cut-off date for entries that will allow them to get entry money and lists to the Treasurer and General Coordinator by the World Cup entry cut-off date, which is a post marked date of April 1st.

## Sending Entries to the World Cup

RD must use the Regional Entry Form when sending in entry money. **Each region gets 1 finalist for every 7 individual entries**, and \$30 US per entry (\$300.00 minimum) must be paid to the World Cup. Regions outside North America will submit money to their Continental Coordinator, and they will transfer money to the World Cup bank account. Any money charged over the minimum stays in the region, for prelim and finals expenses incurred. Each RD needs to send a complete list of flyers names, addresses to the General Coordinator, and send the same list, with entry form and entry fees to the Treasurer by the post marked date of April 1st. Also include your Regional fly dates and the name and address of your judge. The Treasurer will send hat pins and score pads directly to your judge, unless the RD notifies the Treasurer that they want them sent to the RD. Score pads only have 25 judging slips, so be sure to order and pay for the amount needed for your region.

## Notifying the General Coordinator of Regional Finalist

At the conclusion of your regional fly RD's and CC's must notify the GC as to who the finalists are (including address and phone number) so that he can purchase airline tickets and make travel arrangements for the Finals Judge. It is imperative that the GC has this information immediately after the Regional Fly, in order to get the best prices on airfares, and to make all arrangements. The GC will then notify RD's the schedule of the fly-off judge in their region.

## Electing New Regional Directors

By the conclusion of the regional fly, RDs should have their region's flyers vote for the person to be the RD for the following year. A simple way to conduct this vote and have the new RD in place at the conclusion of the finals is to give your regional judge a simple ballot (with self addressed envelope) to give each flyer when they fly. You will have to solicit volunteers for the position before your fly, but it will spare you the task of calling, mailing, and conducting a vote after the regional fly is over.

## Judge's Regional Fly Report

Your Regional Fly Report, which must include: each flyer's name (including all that did not fly, "DNF"), actual breaks (example: 5-7-6-5-12-8-9), quality multiplier, depth multiplier, and total score, must be sent to the GC, preferably by e-mail, as soon as your regional fly is over. **The GC must have this report before your finalist fly in the finals!** The GC will send the fly report to the website director. We will accept fly reports by e-mail, or by regular mail, but would be best if RDs send the report by e-mail.

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