



# **The Fundamentals Of Poker Tournament League Management & Administration**

**presented by The Nuts Poker League [TNPL]**

## **OVERVIEW**

The objective of this short course is to offer Attendees a number of proven methods & associated tools to enable them to feel comfortable in managing both a poker league tournament & the wider administrative requirements required for a successful poker league tournament to be run on a long term basis.

The course will not teach anyone how to play Texas Hold'em No Limit Poker, although many aspects of poker play, & some of its strategies, do occur; especially in the practical aspects of the course.

The structure of the course accommodates up to a maximum of 20 Attendees & should last no longer than 4 hours & allowing for up to three short 10 minutes' comfort breaks.

Relevant handout documents can be issued, upon request, via email both before &/or after the training course. A copy of each example document will also be handed out to each Attendee, at its appropriate time, during the course. The course allows for ad hoc short practical examples as & where they are deemed appropriate by the Trainer &/or requested by any Attendee(s).

Upon completion of the course there will be a short multiple choice based test of ten short questions for each Attendee & which, provided a score of at least 60% is gained, will result in the presentation of a Certificate of Course Completion. Whilst the test papers are being marked each Attendee will be requested to complete a brief course evaluation sheet .

## **TOPICS COVERED**

Please note that at the end of this document (from page 4 onward) is a fuller (although somewhat abridged) listing that allows a more detailed insight of some of the details within the topics touched upon below.

After the relevant introductions, the course starts by looking at how a poker league works covering:

- ◆ The League Year & its Seasons;
- ◆ Weekly Tournament[s];
- ◆ League Points;
- ◆ Regional Final Tournament[s];
- ◆ National Finals;
- ◆ TNPL Membership & Gambling Commission Compliance.

*<continued on page 2>*



Naturally, a poker league tournament has a before, a during & an after, therefore, the following aspects are then covered:

- ◆ Pre-tournament Administration  
This considers the differences &/or interoperability of manual & computerised methods, regional structures & responsibilities, support of/for the Tournament Manager & their tasks, what & how to communicate, record & display plus ways to promote, evaluate & respond to players' feedback. It also covers the setting up of equipment plus the players' tournament registration process plus other relevant pre-tournament processes;
- ◆ *There is a 10 minutes' comfort break at this point;*
- ◆ During-tournament Administration & Management  
This briefly re-visits the differences &/or interoperability of manual & computerised methods before considering during-tournament control mechanisms such as "Blind Levels" and Timings, Pro-Active Table(s) Management plus an extensive array of matters for awareness & consideration during play itself and including the awarding of payouts & league points;
- ◆ Post Tournament Administration  
This covers Equipment pack-up, options for Paperwork & Results Submission plus the payment of the relevant TNPL fees.

There are several other matters that need both good levels of awareness & consideration. These include but are not limited necessarily to:

- ◆ Assuring (insuring & ensuring) the Venue's Investments (Time, Reputation & Costs) through Quality, Equipment Management, Return On Investment, Ownership plus Additional Equipment Acquisition & Growth;
- ◆ *There is a 10 minutes' comfort break at this point;*
- ◆ Gaming Commission Regulations (keeping things legal) which includes What Doesn't Cover Poker, Buy-in & Payout Limits plus Being Pro-Active AND Legal.

Finally, experience has proven beyond any reasonable doubt that it is imperative to facilitate an Open Questions & Answers (Q&A) Session that is supported by being able to work through practical examples if helpful. If not raised by the Attendees there are, to date, 18 regularly occurring questions that are listed for addressing during this Q&A Session.

*There is a final 10 minutes' comfort break at the end of the short course (its Q&A Session).*

The course is followed by a short multiple choice based test & a brief voluntary Assessment of the Training Received questionnaire. Presentations of Certificates of Completion can be made now or at the relevant Venue(s) depending upon the success levels of the test. It is also at this point that additional training can be identified &/or requested.

Standard costs for this training are given on Page 3 of this document. Payment in full is required in cash and on the day of the training; a signed receipt/invoice for the same will be provided.

Thank you for both your time & interest.

TNPL



Standard Training Costs for Short Course in Fundamentals Of Poker Tournament League Management & Administration						
	<i>Distance from PR8 1RX Southport (1-way radius from Southport as the crow flies)</i>					
<b>Course Attendees</b>	<=50 miles	51 to 100 miles	101 to 150 miles	151 to 200 miles	201 to 250 miles	>=251 miles
1	£70	£170	£195	£220	£245	£220
2	£70	£170	£195	£220	£245	£220
3	£105	£205	£230	£255	£280	£305
4	£140	£240	£265	£290	£315	£340
5	£175	£275	£300	£325	£350	£375
6	£210	£310	£335	£360	£385	£410
7	£245	£345	£370	£395	£420	£445
8	£280	£380	£405	£430	£455	£480
9	£315	£415	£440	£465	£490	£515
10	£350	£450	£475	£500	£525	£550
11	£350	£450	£475	£500	£525	£550
12	£350	£450	£475	£500	£525	£550
13	£350	£450	£475	£500	£525	£550
14	£350	£450	£475	£500	£525	£550
15	£350	£450	£475	£500	£525	£550
16	£350	£450	£475	£500	£525	£550
17	£350	£450	£475	£500	£525	£550
18	£350	£450	£475	£500	£525	£550
19	£350	£450	£475	£500	£525	£550
20	£350	£450	£475	£500	£525	£550

E&OE

All prices are strictly either cleared payment in advance or cash on the 1st day (or part thereof) of the training delivered; signed receipt/invoice provided.

Supplement for scheduled finish after 6pm but no later than 10pm is + £50 to other prices.

Additional supplement for Saturday/Sunday training is + £50 to other prices.

The above costs require the Customer(s) to arrange a suitable venue (probably one of their own venues) with PC Connectivity for television / projector. Such provision can be arranged through by TNPL, at cost, by separate negotiation.

Training time choices are any 4 hour continuous slot between earliest start time of 10am and latest finish time of 6pm.

None UK Mainland training, including but not limited to Northern Ireland plus Eire, Isle of Man, Isle of Skye, Channel Islands etc., would need a specific quotation unless the venue and sea/air/channel tunnel crossing costs were picked up in full by the Customer(s).

The training course is provided in English only, although a translator service may be able to be provided by TNPL, at cost, by separate negotiation.



## 1 How The Poker League Works

### 1.1 League Seasons

*Handout - 20 - Chart showing Seasons, Months and Regional & National Finals*

### 1.2 Weekly Tournaments

### 1.3 League Points

*Handout - 60 - Points Scoring Matrix*

### 1.4 Regional Final Tournament[s] [RFTs]

- 1.4.1 Some Regions hold a Regional Final Champions' Bonus Tournament [RFCBT] at the end of each season.

*Handout - 72 - Final League Table Example*

- 1.4.2 Some Regions hold a Regional Final Overall Bonus Tournament [RFOBt] at the end of each season.

*Handout - 74 - Regional Final Overall Table Example*

- 1.4.3 All Regions hold a Regional Final Main Tournament [RFMT] at the end of each season

### 1.5 National Finals [NFs]

- 1.5.1 National Finals [NFs] are played every six months (bi-annually or, in other words after both the April and October seasons) with Scotland having its own National Final in addition to the England & Wales National Final.

### 1.6 Membership

- 1.6.1 Free.

- 1.6.2 Each new player must be registered with the league and issued a membership card bearing their unique number at the venue they first play at; their membership number can be used at any other TNPL league venue throughout the UK.

- 1.6.3 Key details for each player must be recorded when first joining.

- 1.6.4 Gambling Commission Compliant



## 2 Pre Tournament Administration

### 2.1 Manual versus Mobile Application(s) versus Computer

### 2.2 Regional Structure

- 2.2.1 Regions vary
- 2.2.2 Regional Director [RD]
- 2.2.3 Venue
- 2.2.4 Tournament Management Options  
Whatever the fees, TNPL contribute toward Regional & National prize funds.
- 2.2.5 Support

### 2.3 Communicate, Record, Display & Feedback

- 2.3.1 League Tables
- 2.3.2 Special Dates *Handout - 76 - RF Dates & Locations Example*
- 2.3.3 World Wide Web [www]

### 2.4 Equipment set-up *Handout - 23 - Event Timetable Example*

- 2.4.1 Tables & Chairs
- 2.4.2 Poker Table-top(s)
- 2.4.3 Side Tables/Positioning
- 2.4.4 Playing Cards
- 2.4.5 Chip Stack Preparation
- 2.4.6 Buttons & Cut-Cards

### 2.5 Registration

- 2.5.1 Registration Notice *Handout - 53 - Buy-in Registration Notice*
- 2.5.2 New Member's Detail *Handout - 54 - New Player Membership Form*
- 2.5.3 New Member's Card
- 2.5.4 Players in Tournament *Handout - 55 - Tournament Registration & Results Form*
- 2.5.5 Early registration
- 2.5.6 Chip stack
- 2.5.7 Blinds *Handout - 28 - Standard blinds timing*
- 2.5.8 Rules *Handout - 22 - Tournament Rules*

**BREAK – 10 minutes**



### 3 During Tournament Administration & Management

#### 3.1 Method

- 3.1.1 Manual
- 3.1.2 Computer
- 3.1.3 Mobile App

#### 3.2 Timings & Blinds

- 3.2.1 Control Mechanism
- 3.2.2 Adjusting

#### 3.3 Pro-Active Table(s) Management

- 3.3.1 Table Representative
- 3.3.2 Rounding-up
- 3.3.3 1<sup>st</sup> Break
- 3.3.4 Other Breaks & Round-ups

#### 3.4 During Play

- 3.4.1 Table Consolidation
- 3.4.2 3 or more players joining the table
- 3.4.3 Chips and Cards
- 3.4.4 Table Talk
- 3.4.5 Chip Handling
- 3.4.6 Dealer Responsibility
- 3.4.7 League Standard rules apply
- 3.4.8 Etiquette & Behaviour
- 3.4.9 Hand Rankings *Handout - 24 - Order of Hands*
- 3.4.10 Kickers *Handout - 25 - Kickers Explained*
- 3.4.11 Players Arriving Late & Leaving During The Tournament
- 3.4.12 Final Table
- 3.4.13 Payout Monies



## **4 Post Tournament Administration**

### **4.1 Equipment pack-up**

- 4.1.1 Tables & Chairs
- 4.1.2 Poker Tables (tops)
- 4.1.3 Playing Cards
- 4.1.4 Chips
- 4.1.5 Climate
- 4.1.6 Access Control

### **4.2 Paperwork & Results Submission**

- 4.2.1 Web Direct on-line
- 4.2.2 Web Assist on-line
- 4.2.3 Phone
- 4.2.4 Verbal
- 4.2.5 Text
- 4.2.6 Email

### **4.3 Payment of Fees to TNPL**

- 4.3.1 STO versus D/D versus Collection
- 4.3.2 Receipting for Accounts

## **5 Equipment Management (assuring the venue's investment)**

### **5.1 Maximise/optimize ROI**

- 5.1.1 Quality
- 5.1.2 Storage
- 5.1.3 Playing Cards
- 5.1.4 Chips

### **5.2 Insurance**

### **5.3 Ownership**

### **5.4 Additional Equipment**

- 5.4.1 Maintain Quality

**BREAK – 10 minutes**

## 6 Gaming Commission Regulations (keeping things legal)

### Handouts

Jul 09 - Poker In Pubs- Advice on allowing poker in alcohol licensed premises.

Sep 08 - Gambling Act 2005 - Advice on gaming in clubs & alcohol licensed premises.

Dec 09 - Code Of Practice for equal chance gaming in clubs & premises with an alcohol licence.  
Gambling Laws Supplement.

### 6.1 What doesn't cover Poker

- 6.1.1 Bandit [<£500 permit & Commercial/Member Club]
- 6.1.2 Bingo
- 6.1.3 Dominoes
- 6.1.4 Darts
- 6.1.5 Draw
- 6.1.6 Lottery
- 6.1.7 Others

### 6.2 Limits

- 6.2.1 Standard Pub/Club
- 6.2.2 Commercial & Members Clubs
- 6.2.3 Specific Gaming Licence

### 6.3 Being Pro-Active

- 6.3.1 Calls to action (agreed action list)
- 6.3.2 Improving your wet & dry sales
- 6.3.3 "Soft Drink Huggers"
- 6.3.4 Passing Traffic
- 6.3.5 Word of Mouth
- 6.3.6 Quality
- 6.3.7 Staying Legal
- 6.3.8 Play
- 6.3.9 Communication Show – Posters + overlays, Tri Folds & A6 Flyers
- 6.3.10 Tournament Management Consistency
- 6.3.11 Landlord/lady plays (*players decision*)
- 6.3.12 Tournament Manager plays (*players decision*)
- 6.3.13 Claw backs
- 6.3.14 Till button & cost group analysis
- 6.3.15 Half priced 2<sup>nd</sup> or 3<sup>rd</sup> drink voucher
- 6.3.16 Poker VIP Scheme Show - VIP Card
- 6.3.17 Table service
- 6.3.18 Use of Brewery sponsored item(s)
- 6.3.19 Trophy for league winner
- 6.3.20 Certificates for league winner & runner-up
- 6.3.21 Poker lottery card £125 = 100 cards (20% rev guaranteed to charity)  
*Show - Poker Lottery Card*
- 6.3.22 Cost effective food pre-rationed/served & allow for dietary requirements



## 7 Open Questions & Answers (Practical Session)

### 7.1 Customers' Questions

### 7.2 IF NOT COVERED - Common Questions

- 7.2.1 Standard rules
- 7.2.2 Language
- 7.2.3 No Phones at Table
- 7.2.4 Pub environment tweaks
- 7.2.5 Importance of one pair of hands !!!!! Dealer or TMs.
- 7.2.6 Community Cards
- 7.2.7 Flop
- 7.2.8 Turn (4<sup>th</sup> street)
- 7.2.9 River (5<sup>th</sup> street)
- 7.2.10 Dealer Errors
- 7.2.11 Betting & Raising
- 7.2.12 Betting out of turn
- 7.2.13 Split pots – simple & complex
- 7.2.14 The board plays
- 7.2.15 Heads-up Blinds
- 7.2.16 Final table deals – cash deal must not effect points allocation. Chips must be played out to conclusion – no conceding places (would effectively mean leaving tournament and therefore disqualification)
- 7.2.17 Difficult customers and warnings and penalties
  - 7.2.17.1 1<sup>st</sup> Rule of self preservation
  - 7.2.17.2 Rule of Conduct – foul, abusive, threatening, disruptive
  - 7.2.17.3 Rule of Official Language
  - 7.2.17.4 Rule of No Mobile Phone use at Table
  - 7.2.17.5 Rule of Etiquette
- 7.2.18 on-line poker versus live poker – mainly acting out of turn & Not asking what their options are
- 7.2.19 .....



## BREAK – 10 minutes

### 8 Certificate of Completion in “Fundamentals Of Poker Tournament League Management & Administration”

#### 8.1 Written Multiple Choice Questions [WMCQs]

- 8.1.1 1 based on Section 1 (How The Poker League Works)
- 8.1.2 2 based on Section 2 (Pre Tournament Administration)
- 8.1.3 2 based on Section 3 (During Tournament Administration & Management)
- 8.1.4 2 based on Section 4 (Post Tournament Administration)
- 8.1.5 1 based on Section 5 (Equipment Management)
- 8.1.6 2 based on Section 6 (Gambling Commission Regulations)

#### 8.2 Assessment of Training

- 8.2.1 Handout – Training Assessment Form
- 8.2.2 Marking of WMCQs during Assessment of Training (Pass = 60%)

#### 8.3 Presentations

*Handout – Certificates or defer*

#### 8.4 Farewell

*Handout – Business Cards*