

# How to be Tournament Director (TD) at the Big Experiment

Your job is to be responsible for all of the tournaments as they happen. The Tournament Director wears the turquoise colored lab coat so people can easily find you.

- TR is in charge – you are 2nd in command.
- You're in charge of tournaments on your shift
- Know the schedule – who, what, and where
- Manage your Rabbits well, help them as needed
- Help the Top Rabbit in any way when needed
- Record tournament event results
- Keep track of Floating Tourneys
- Try to keep the Lab tidy and presentable
- Deal with Emergencies
- Be sure to have fun – it's contagious!

**You're the 2nd in Command in the Lab.** This means that you should know all of what's going on and what to do when stuff goes wrong. Help the Top Rabbit (TR) do their job and your job will go smoothly. The Lab is the first place that some people have ever experienced Looney Labs games – your job is to help the TR make people's experience the best it can be.

**You're in charge of tournaments.** This means you need to know what tourney is happening when, who is running it and where it will take place. You may need to help wrangle the tables and chairs for the events, help gather folks together who are competing in the event, and take care of all the paperwork. There is an Event Envelope for each event – make sure the Rabbit running the event has the envelope and fills it out!

**Manage your Rabbits well.** Remember that all our Rabbits are volunteers and we love them. Most of them have run these sorts of tournaments before and know what they're doing, but others are new to the job and less sure what to do – help them however they need help (even if it's just getting out of their way). Make sure they've got the space, the people and the games and let them go at it.

**Keep the Log Book.** Specifically, when you get the event envelopes back, record the information on the event tracking sheet in the Top Rabbit Log Book. Make sure all the medallion winners' names are recorded LEGIBLY! (first and last names please!) Verify the counts of tickets and tokens written \*ON\* the envelope, with those \*IN\* the envelope, and put it in the Top Rabbit box. Tickets and tokens are like cash money – keep them secure!

**Keep track of the Floating Tourneys** – and keep that information secret! There are 2 Floating Tourneys that are happening at any time throughout the weekend. There will be various slips of paper coming in throughout the weekend that need to be tabulated. More instruction on how to keep track of these will be given on site.

**Deal with Emergencies.** A separate page has our emergency procedures listed. Please read it!

**Keep the Lab looking nice.** When possible, please help the Rabbits remember to clean up after themselves. And remember to keep the Top Rabbit area tidy too – it's one of the first things folks see when they walk in the Lab. Remember - nobody should be in the Top Rabbit area except the TR & TD.

**Most of all, have fun!** While running the tourneys can be a lot of responsibility, it is also a fun place to hang out – and if you're having fun, it will be more fun for everyone else. If you find yourself not having fun, getting too tired or just need a break, ask for help or look for someone who can take over for you. If you're not having fun, please let us know so we can help fix it!

THANK YOU FOR HELPING TO KEEP THE LAB RUNNING SMOOTHLY!!  
We could not run the Big Experiment without you!