



Tournament Director How To Guide

N.B - It is advisory to set up your game 20 minutes before the advertised start time.

Step 1 - The Setup

Get your equipment ready and set up for the night's action. Depending on the tables at the venue then you may need to bring 2 or more tables together. Per folded table there are 8 seats so you will need enough chairs to seat 8 players. You may on occasion be able to squeeze in 9 players per table.

Step 2 - The Setup Continued...

Per table you should also set up the chip stacks as follows:



**1x 5K chip
(Light Blue)**



**5x 1K chips
(Brown)**



**1 x 500 chips
(Purple)**



**8 x 100 chips
(Black)**



**4 x 50 chips
(Orange)**

Total: 12k starting stack

For a 7K starting stack just remove the 1 x 5K chip. All chips have values written on them.

You will also need (per table):



**1 x Dealer
Button**



1 x Cut Card

1 x Full deck of cards (52 cards: 13 clubs, 13 hearts, 13 spades & 13 diamonds).

Check to make sure no cards are marked or damaged. If so then replace either the entire deck or the damaged card(s) from the "spare" deck. Dispose of the damaged card(s).

You never know exactly how many players you will get but overtime you will get roughly the same numbers, or more, and will have a better idea on how many tables to set up. A general rule of thumb is to set up at least 2 tables.

Step 3 – Registration and Shuffle up & Deal

Once you have your tables set up then it is time to prepare for players to sign in. Use the MTT Poker Sign In/Out sheet provided. Fill in the top section of the sheet as shown below:

SIGN IN SHEET		
NO NAME / ILLEGIBLE NAME = NO POINTS		
Venue	Date	TD

This is important so we know who the TD was that night and which night the game was held on and where!

Start signing in players on the front page. This is the side where you enter their MTT ID and can tick the box of PF, SB and QB as shown below:

	Name	MTT ID / Postcode	Table No.	QB	SB	PF
1						
2						
3						

You will also notice the “Table No.” section. This is to make it easier to allocate player to a table. Simply, in a vertical direction (top to bottom) number each player accordingly. So if you have 16 players you are 2 full tables of 8. If you have 21 players then you have 3 tables of 7. Tables should always be as balanced as possible. When moving a player to balance a table always take the next big blind from the table and place them in the next available seat to the big blind on their new table.

Make sure you, as the TD, are the only person filling in the sheet and handling the monies. As TD you have the choice of how to run your game. You can only take a maximum of £5 buyins per player which is optional and you **must** always take the £1 registration per player which is mandatory. If you have 20 players you must have collected £20 worth of registrations (for example). The buyins can be split into 3 sections:

PF: Prize fund, the main prize fund for players to play for. This is usually the biggest pot of the 3.

QB: Quads bonus, if someone hits quads or better then they win the money that is in the QB prize pot.

SB: The TD chooses a Secret Bounty, whoever puts them out get the money in that cash pot.

This could be divided up into £3, £1 and £1. You **do not need** to run all of them but you **must** at least run one prize pool that is optional for players to enter. You can of course just run the PF for a straight £5 buyin to keep things simple. It is always best to run what your players enjoy, so speak with them and gauge their interests.

If a player does not remember/know the MTTP ID then they can provide their postcode which enables us to find them when putting in results.

If a player is new then they must fill out a “New Player Registration Form” and **MUST** fill in all the red asterisks sections (*). You need to send an image of the form to the WhatsApp group and someone can register the player and generate an MTTP ID number for them.



The registration form is titled "www.MTTPOKER.com REGISTRATION FORM" and features several input fields with red asterisks indicating required information:

- Name* _____ Nickname _____
- Address* _____
- Postcode* _____ Region _____
- Mobile* _____
- Email* _____

When a player loses all their chips they are eliminated from the tournament – there are **no rebuys** for the main game. They must let you know and you must sign them out on the reverse side of the sheet from the bottom up. If you have 17 players then you sign the first person out in 17th place, 2nd person out in 16th place and so on. We cannot allow rebuys for legal reasons so this is very important we do not do this.

SIGN OUT SHEET

NO NAME / ILLEGIBLE NAME = NO POINTS



	Name	ID / Postcode	Points	Bonus Points	Total Points
1			800	PLAYERS X 10	
2			600	PLAYERS X 10	

To keep things on track you should close off registration 5 minutes before your game begins, seat all the players currently registered in the tournament. Once the game begins you may open late registration for up to **TWO** blind levels. Players can enter right up to the beginning of Level 3 blinds or before 2 players are knocked out of the tournament, whichever comes first. Any players registering late will be docked chips in accordance to the starting chip stack. If you start with 12k then they lose 2K on the first level and 4k on the second level. If they begin with 7K then they lose 1K on the first level and 2K on the second level.

A full list of rules can be found at www.mttpoker.com

Step 4 – The Break

The blinds are set at **20minutes** until the first break which is usually after the 6th blind level. Some circumstance call for an earlier break (if the venue supplies food at the break and it comes out early for example). This is your call, as TD, to pause the blinds and restart them after the break. During the break you should take this time to chip up any big stacks to make for a cleaner stack and also remove the smaller chips that are no longer needed at this stage (50s/orange chips).

The break should last no more than 10 minutes. When there is 2 minutes remaining on the break you should ask your remaining players to take their seats. Once the 10 minute's is up you may begin play again. You can cut the break short should your players all be willing to resume play early.

Step 4 – Payouts

You should try announcing your payouts when the registration has closed. Depending on how many players you have will depend on what you pay out. You are, by law, allowed to pay out a **MAX** of £100. If your prize pool is over £100 then there is an overlay and this will get added to the following week's prize pool for the same game it came from. So if the PF has a total prize pool of £120 then £20 is added to the prize pool the following week. You may have a rollover a lot if you decide to play the QB. If no one wins the QB on the night then the total pot rolls over to the following week and keeps on doing so until it is won!

If you have a rollover then the following week you must still only pay out £100. You must always payout the max prize fund available. So if there is £100 rollover from the QB and 10 people buy into the prize fund then you must pay out £50 from the prize fund meaning you can only pay £50 out from the QB and then meaning there is another £50 rollover!

If the SB is played and no one knocks out the SB then the SB wins the cash pot! Again this can still only fall into the max £100 payout.

The order of payout must be: Prize Fund, Secret Bounty and then Quads Bonus.

Step 5 – The Clear Up

When the game ends you should put the chips back in their chip trays in starting stacks (See step 2). All documents and table equipment should be placed in the box neat and tidily. The box, along with the tables, should be stored away safely and appropriately. By becoming the TD for this venue you accept full responsibility for the equipment used.

Step 6 – £1 Registrations

When you become the TD you will be added to the WhatsApp groups. From here you post the picture of your results and let us know how many players you had that night. This enables us to invoice the venue correctly and also makes sure no results go missing. With the £1 registrations you have collected you can either:

1 – Keep all the £1's in your possession and give to a member of the Management Team next time you see them. If you choose this option you will be solely responsible for making sure the correct amounts reach the management team. Any loss of £1s will be asked to be recovered from you personally.

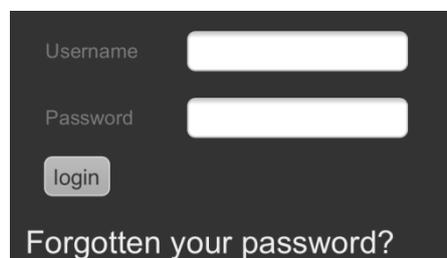
2- Bank transfer the correct amount on the night to the MTTTP bank account. This is the safest and more reliable way of transferring money. Bank details can be given if this is your preferred option.

Step 7 – Results Input

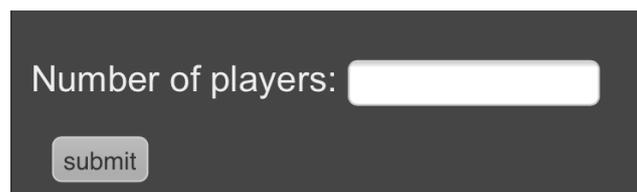
On the website at the home page, down the bottom, there is a Tournament Directors link.



Once you click that you will be asked to enter your credentials that will be given to you personally.

A screenshot of a login form on a dark grey background. It features two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a light grey button with the text 'login'. At the bottom of the form, there is a link that says 'Forgotten your password?'.

From here you will be asked the amount of players that attended and also able to input the results.

A screenshot of a form on a dark grey background. It contains the text 'Number of players:' followed by a white input field. Below the input field is a light grey button with the text 'submit'.

Once you have all the results and payouts put into the correct columns then you click submit. Make sure the ID you have input match what is on your sheet and the names also match up from the sheet. Once you are happy then click submit to send for review.

Rank	MTTP ID	Prize Fund	Quads Bonus	Secret Bounty	Player name
1	86	20.0			Sean "Mini Kemo" Spalding

From here a member of the management team will review the entries and make sure they match what you have sent to the WhatsApp group and then they will verify them. If a player has only given their postcode then you can type their name in the "Search for a player" box and match their name to their postcode, click their name and their ID will appear

Forename or surname:	Sean Spalding
Mtpp id:	86

If you ever have any questions then there are experienced TD's on the WhatsApp pages and on the Forum to ask questions. There is a hidden thread on the forum that only TD's can access to discuss rules and check banned players.

As TD, your decision is final on any rulings. Even if it is the wrong one you can check by asking on the chat or checking the rules. A hard copy of the rules will be in the TD box at all times for you to check in real time.

Thank You!

MTTPoker Management
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All rules and regulations are at www.mttpoker.com.