

# Floor Manager Guidance

## A Guide for the Management of Iaido and Jodo Taikai

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### Iaido

#### Layout

The Iaido Shiaijo diagram shown in the appendix shows the basic layout of the court. Note that the red side is on the right from the perspective of the judges. Also to note is that the outside dotted line is not usually marked out and given the space restrictions, it may be difficult to provide more than two meters spaces between adjacent courts.

The courts should be marked with a wide tape if available although when not available then the start line is often only marked. The two rearmost waiting lines are also often omitted due to space restrictions. If the latter is the case then it will be necessary for the two seated floor managers to keep close control on where the ready opponents are standing to go on.

#### Floor Manager Roles

The tasks of the Floor Managers are as follows:

1. To maintain the smooth flow of a competition and minimise wasted time.
2. To keep track of scores and to complete the scoresheet.
3. To advise competitors when and with what colour they are due to go on.
4. To manage off-court reiho between competitors and individual reiho.
5. To manage timekeeping and inform the Chief Referee when one or more players has gone over time.
6. To coordinate and communicate with the Referee Director when it is appropriate to do so.
7. To announce a By (a win when one of the players is not present) by announcing "Fusen Gachi".

While the following sections divide the tasks into clear roles, it is of paramount importance that all the floor managers (normally 3) work together and support each other. If there is constantly one person doing a job and one other person supporting them in some way then there is a significant reduction in the risk of something going wrong. That said, it is of course important to correctly carry out the manager's own main role in hand. The three roles outlined below are **Timekeeper, Scorekeeper and Director**.

#### Timekeeper

On some occasions especially at local taikai or for low grades, timekeeping is not enforced. However at European events it is most likely that some kind of time restriction

will apply. No time restrictions are actually specified in the ZNKR manual and quite often they are decided on the day. Quite often the following will apply:

- Three forms with all reiho off court = 4 mins
- Three forms with all reiho on court = 4 mins
- Five forms with all reiho on court = 6 mins

Obviously three forms with all reiho on court within 4 minutes is quite a tall order. Normally however, only the first match of the day requires the reiho to be performed on court thus allowing the competitors a little more time to carry out their performance (and sometimes the closing reiho on court, again often decided on the day).

The timekeeper's responsibility is to time the match from the moment that the Chief Referee starts the match by shouting "Hajime". From this point on the timekeeper should keep a close track on the time. When it approaches the full time, the keeper should take hold of the signal flag. At the moment of full time, if one or more of the competitors has not yet either:

- completed their final form and standing in taito with both hands dropped or
- completed their final reiho and standing in keito shisei

then the timekeeper should stand up and clearly wave the flag to the Chief Referee. At the end of the performance, the Chief Referee should call "Gogi" and confer with the two sub referees as to how to judge the match. This is a very important task as if one of the competitors goes over time then this is a disqualification regardless as to how their performance went.

In reality, most competitors keep well within time and in this case it is very useful to support the Scorekeeper in keeping a close tab on the flag results as it is easy for the Scorekeeper to become distracted and miss a result. Furthermore, the Scorekeeper is often slightly harassed by competitors wanting to find out when they are on and it is useful again for the timekeeper to advise competitors while keeping an eye out for the flags.

## **Scorekeeper**

While all the floor managers are busy jobs, this one by far requires the most continuous concentration as the result of a match is only displayed for about 1-2 seconds. Thus these three important rules should apply:

1. Towards the end of the match, the Scorekeeper's undivided attention should be on the result of the flags – everything else will wait.
2. At least one of the other floor managers (preferably the Timekeeper) also keeps an eye out for the flags at the end of each match.
3. No one should be obscuring the view from the floor managers table to the judges (this is one of the Director's tasks to keep people from walking in front of the table)

The scoresheet is shown in the appendix. This will normally be supplied before the match to the floor managers with all the names filled in. However experience has shown that with no-shows, it is quite often the responsibility of the floor managers to rearrange the allocation.

Under perfect circumstances, the total number of players in a dan division will be divisible by three in which case the first sheet applies (8 groups of 3 – on the assumption there will not be more than 24 players!). Within each pool, each player plays the others once each. At the end of the pool session, the player with the most number of matches won to their name goes forward into the knockout along with the second strongest player. Should two or three of the players have equal number of matches won, then the decision is made by the highest number of flags.

Confused? Here's an easier step-by-step explanation....

A	John Smith			
	George Hooper			
	Jill Dosset			

	S	F	R

In Pool A, the first match is identified by who has the whited out squares in the matrix next to their names. In this case Player 1 (John Smith) plays Player 2 (George Hooper). When they have finished their match, the number of flags each has one goes in the first column of boxes next to their names. Thus...

A	John Smith	1		
	George Hooper	2		
	Jill Dosset			

	S	F	R

Assuming that we continue with Pool A, the next match is between Player 1 and 3 (as the middle square in the 2<sup>nd</sup> row is greyed out).

A	John Smith	1	1	
	George Hooper	2		
	Jill Dosset		3	

	S	F	R

Finally Player 2 plays Player 3...

A	John Smith	1	1	
	George Hooper	2		2
	Jill Dosset		3	1

	S	F	R

The number of wins for each player is totalled up and put in the S or Scores box in the summary, the total number of flags into the F box and the resultant order (from 1<sup>st</sup> to 3<sup>rd</sup>, 1<sup>st</sup> being the highest) goes in the R box...

A	John Smith	1	0	
	George Hooper	2		2
	Jill Dosset		3	1

S	F	R
0	1	3
2	4	1
1	4	2

Notice that while George and Jill had equal total number of flags, George actually won more matches therefore making him 1<sup>st</sup>, Jill 2<sup>nd</sup> and John 3<sup>rd</sup>.

That was easy but sometimes this happens...

G	Paul Ardour	3	1	
	Max Headroom	0		2
	Ben Plover		2	1

S	F	R
1	4	1
1	2	3
1	3	2

In this instance, all three players have equal number of wins. In this case the judgement as to who goes through is based on the number of flags won. In the above example, Players 1 and 3 would get 1<sup>st</sup> and 2<sup>nd</sup> place respectively.

In the horrible occasion that this happens...

B	Turner Rownd	2	1	
	Mandy Laifbotes	1		2
	Mark Maiwertz		2	1

S	F	R
1	3	
1	3	
1	3	

Then the whole pool must be played again until a decisive score is won.

In terms of allocating colours to players, **the player above always goes as RED while the player below always goes WHITE.**

Why is that so important? Because the Referee Director will also be keeping track of scores so it is important that all processes are followed consistently.

This all sounds like a lot for the Scorekeeper to do which is why the other two managers may need to provide assistance in keeping a watch out for flags. Once the person gets into the flow of it though, scorekeeping isn't too hard.

A very important point to note from the Scorekeeper's view is the potential change to the Chief Referee's decision and the counting of flags. Flag counting as has been mentioned before is of paramount importance – the Scorekeeper can work out who won by remembering the flag count but the reverse is not necessarily true. This isn't normally a problem if the Chief Referee and one or more of the Sub-Referees agree on the decision as all the flags will remain lifted in the same position for a good few seconds. However, if the Chief Referee's decision goes against both the Sub-Referees then the Chief Ref will change his flag to match the other two. It is important to record the initial flag count only. When the Chief Ref changes his flag in this instance, it is only to indicate who has won.

The Scorekeeper must record two flags to one in this instance and not three-one. This is a bit of a challenge as the initial flag count may only remain for a second or two. Remain alert at the end of a match and as soon as you see the flags, say them to yourself and the Timekeeper and write them down – forget who won, just right down the flags. Remember red is the player above and white the player below. A graphic explanation on split decisions is shown in the appendices.

## **Director**

With people coming off court, people going on court, people bowing to each other and dozens of people milling round wondering when they are on next, the Director's has his work cut out for him.

The general task of the Director is to ensure a smooth flow of new players onto the shiaiyo thus ensuring time wastage is minimised and judges aren't left waiting. At the same time as the players going on, direction is often needed for the players coming off to bow to each other while keeping out the way of the Scorekeepers view. Furthermore, sometimes a player coming off will be going straight back on again but won't know this unless informed by someone – the Director is the best person for this.

Designing a system of flow depending on the layout of the building in which the competition takes place is useful. The layout diagram shows the flow of new competitors coming in from the right where they can do their reiho out the way. Similarly, players coming off can do their reiho on the left and exit left. At all times it is best if players change locations behind the Scorekeepers table rather than in front of it.

Once ongoing players have carried out their reiho, get them ready standing on the outline of the area (not on the marked shiaiyo line though – at least 3 meters from the edge is to the standard although 1.5 meters should be enough). In order that players coming on and off pass each other on their lefts (so their saya don't clash) the Director may need to provide some guidance for lower grades so they know to pass on the left as they go on. The section in the appendix Efficient Floor Control shows a good method of directing the players so that they neither obscure the Scorekeepers view nor clutter the area. Reverse the left and right of this depending on the location of the shiaiyo within the competition area.

A lot of the Director's time will be lost in trying to locate wandering competitors who go in search of sustenance (or maybe even a potential mate) during the competition. In order that this doesn't happen, it is worthwhile using the following principles:

- Once the entire group is assembled, keep them all at the shiaiyo
- If space is restrictive, allow them to move away but designate an area for them to stay in (not the cafeteria)
- Try to get someone else to assist you in gathering people together
- Have at least three pairs of players in the process:
  - One pair standing on the edge of the shiaiyo ready to go on next
  - One pair bowing to each other and ready to do torei
  - One pair standing nearby waiting to bow to each other

As has been stated before, some matches require a player who is already on to go straight back on again in the next match. In this instance, the player may not know this and it is important that they are assisted as they come off to efficiently complete the etiquette to their old opponent and get ready for the next match. Do not harass them as they will feel under pressure anyway (the judges will undoubtedly be staring at them impatiently) unless they are being slack of course.

The final task for the Director is politely indicating to the judges when a player has a By (their opponent has failed to appear). Before the solo player walks on, step to the rear of the shiaijo and announce "Fusen gachi" to the Chief Referee. They may nod in acknowledgement. Don't worry if it appears they haven't heard or seen you as when the solo player walks on, it will be very obvious what has happened.

## Order of Matches

In terms of orders of matches, different methods are used at different times. The two most popular systems are:

1. For each pool to complete all its own matches and it is time to move onto the next pool.
2. For the first column of matches from each pool to be played first (i.e. Player 1 v Player 2 for the first pool, then the same for the second pool, third pool etc. and then to work through the second column (Player 1 v Player 3)).

The method again is often decided on the day. Method 1 is useful if all the reiho is done before the pool begins and no reiho is carried out between matches. In this case the following events take place:

- All three players bow to each other
- All three carry out ritsurei and terei together
- The matches are all played out without any reiho taking place
- At the end of the pool, all three players carry out reiho and bow to each other

In Method 2, if reiho is to be carried out between matches either on or off court, then this is the most time efficient method as no one will be waiting for a player to come off, do their closing reiho, rei to their old opponent, rei to their new opponent, do their opening reiho and then go on (this, as you can imagine, takes or wastes a lot of time).

You may notice that the pool labelling down the far-left hand column is not in alphabetical order. The reason for this is so that if less than 8 pools are playing, for example only 3, then one would use pool sections A, B and C. When it comes to the knockout then the players who go through will be equally spaced in the Knockout Matrix (it works if you try it!)

Once all the pools have been played then it is time to go onto the Knockout stage. The Scorekeeper allocates names to the Knockout Matrix (the sideways tree-looking thing on the left). The winner of Pool A goes in the space marked A1, the runner up from Pool A goes into the space marked A2 etc. The matches are played in vertical sequence down the page before going onto the next round. Again flags should be counted and recorded

on the matrix. A thick or different colour pen may be useful for marking players who go through to the next round.

Very often the knockout stage is halted after the semi-finals to play all the finals at the end of the competition. Once this has been played, the Scorekeeper may fill in the Final Results box in the top-right hand corner of the page. The Fighting Spirit prize is decided by the judges in confidence.

On the occasion that there is just the wrong number of players to neatly fit into pools of 3, then the additional matrices will be useful. The scheme below will tell you how to allocate pools.

No. of players	Pools	No. of players	Pools	No. of players	Pools
1	None	11	1x3 and 2x4	21	7x3
2	1 match*	12	4x3	22	6x3 and 1x4
3	1 x 3*	13	3x3 and 1x4	23	5x3 and 2x4
4	1x4	14	2x3 and 2x4	24	8x3
5	1x5	15	5x3	25	7x3 and 1x4
6	2x3	16	4x3 and 1x4	26	6x3 and 2x4
7	1x3 and 1x4	17	3x3 and 2x4	27	9x3
8	2x4	18	6x3	28	8x3 and 1x4
9	3x3	19	5x3 and 1x4	29	7x3 and 2x4
10	2x3 and 1x4	20	4x3 and 2x4	30	10x3

\*No knockout to follow. This pool will decide the winner.

So you can see that you never need more than 2 pools of four players or 1 pool of five. The number of matches is slightly higher than for pools of three (six for pools of four and ten for pools of five) but it is important that each player has the same number of matches to play and that each pool has a fair chance of deciding who goes through.

### **Variations for Jodo**

The principles for Jodo floor management are not so different to iaido, easier in fact. The following points apply:

- There is no timekeeping – the designated Timekeeper can help the Scorekeeper.
- There is no off-court reiho – all etiquette is carried out on-court. Off-court handshakes, hugs, kisses of course may still take place.
- Players are often marked with some kind of coloured marker or ribbon. The Director is responsible for doing this.
- The layout of the court and the position of the players is to be found in the attachment jodo\_competition\_rules.pdf by Vito Tattoli.

## Preparation

It is always good for the three or four floor managers to get together before the match to decide roles and whether they are going to rotate during the competition. It is worthwhile going through the following checkpoints together in order that everyone is comfortable:

- Check the layout of the court (red should be on the right from the judge's perspective, left from the Scorekeeper's table).
- Designate a route for the players to come in and out of play.
- Ensure you know about any time restrictions.
- Write down the designated forms (the shitei waza) on the scoresheet – someone will forget!
- Decide who will go and speak to the Shimpancho (Chief Referee) if needs arise. Sometimes it is necessary to advise them of any changes to the scoresheet from the prearranged schedule. It is best if the Scorekeeper remains in place keeping score while the Director or Timekeeper do the legwork.
- Identify who are the competition organisers if you need to ask or advise anything.

## And finally...

- Be polite and friendly! The day is there to be enjoyed and is stressful enough without being shouted at. The floor managers are there to make everyone feel relaxed and to keep things running smoothly. People will be eternally grateful to you if you are helpful and pleasant to them just at the point that they are ready to fall on their sword.
- Of course be assertive as well. If someone is consistently exhibiting inappropriate behaviour ask them to cease it or leave the area.
- Don't be afraid to ask someone for help. The competition organiser(s) should be known to you – don't hesitate to inform them if there are any problems or if you need help.

Enjoy the day – it could be worse, you could be at work.

## Appendices

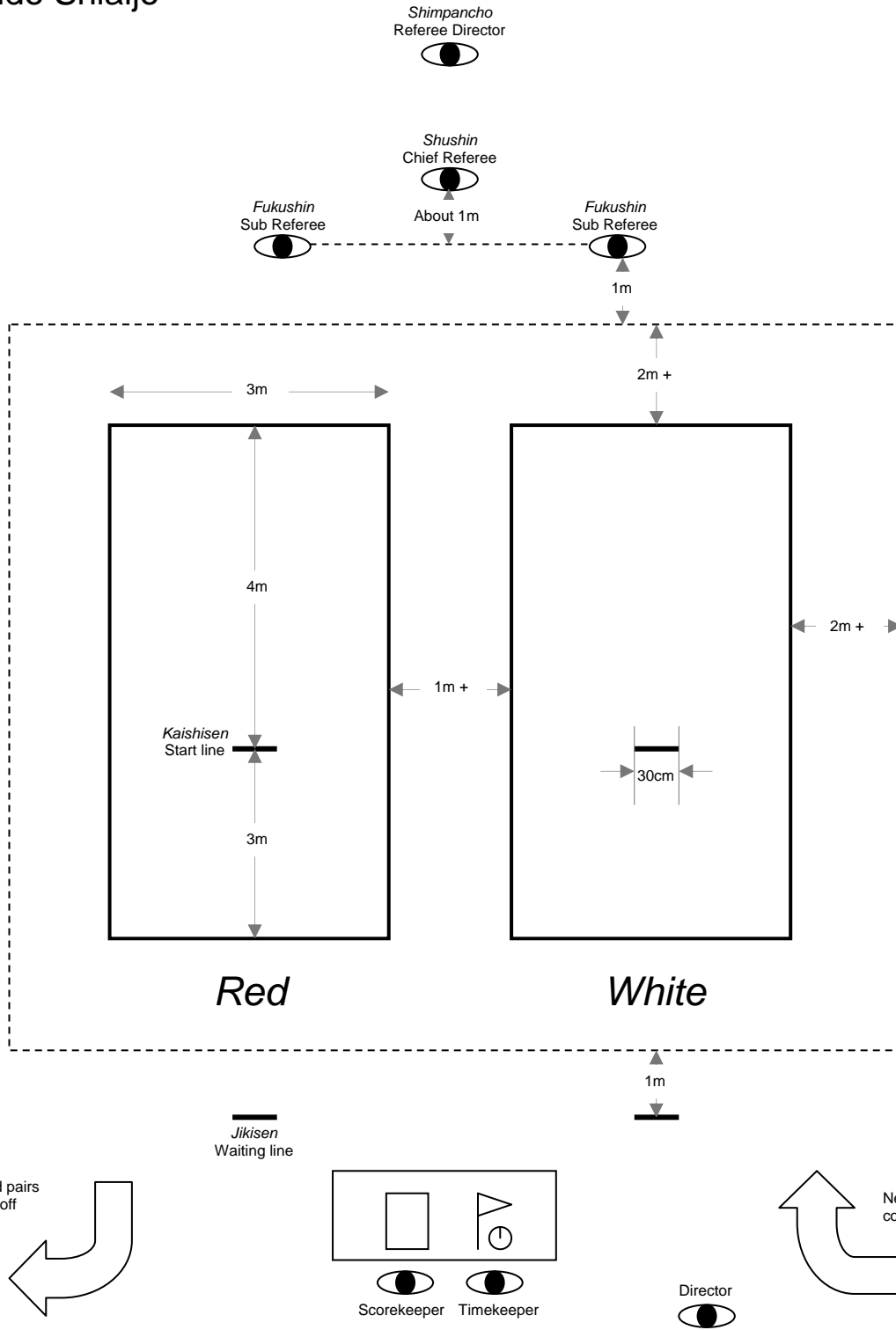
- Iaido Shiaijo
- Scoresheets
- Efficient Floor Control
- Split Decisions

## Attachments

- jodo\_competition\_rules.pdf
- Taikai Planner Brief.xls
- Shiaijo Layout.ppt



# Iaido Shiaijo



# Scoresheets

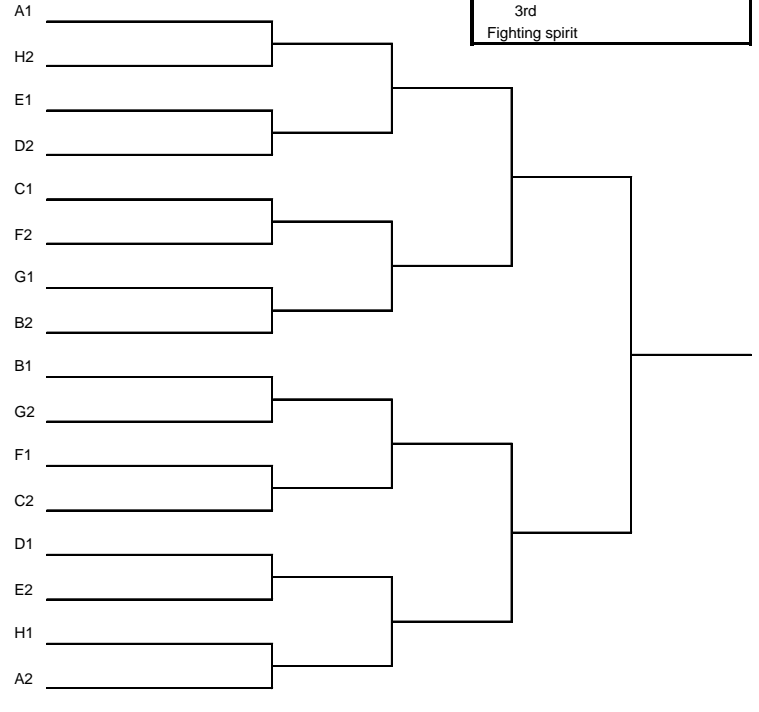
## Pools of 3

Group:

Kata:

A								
E								
C								
G								
B								
F								
D								
H								

S	F	R
S	F	R
S	F	R
S	F	R
S	F	R
S	F	R



## Two pools of 4 or one match of 5

Group:

Kata:

	1	2	3	4	5	6

	1	2	3	4	5	6

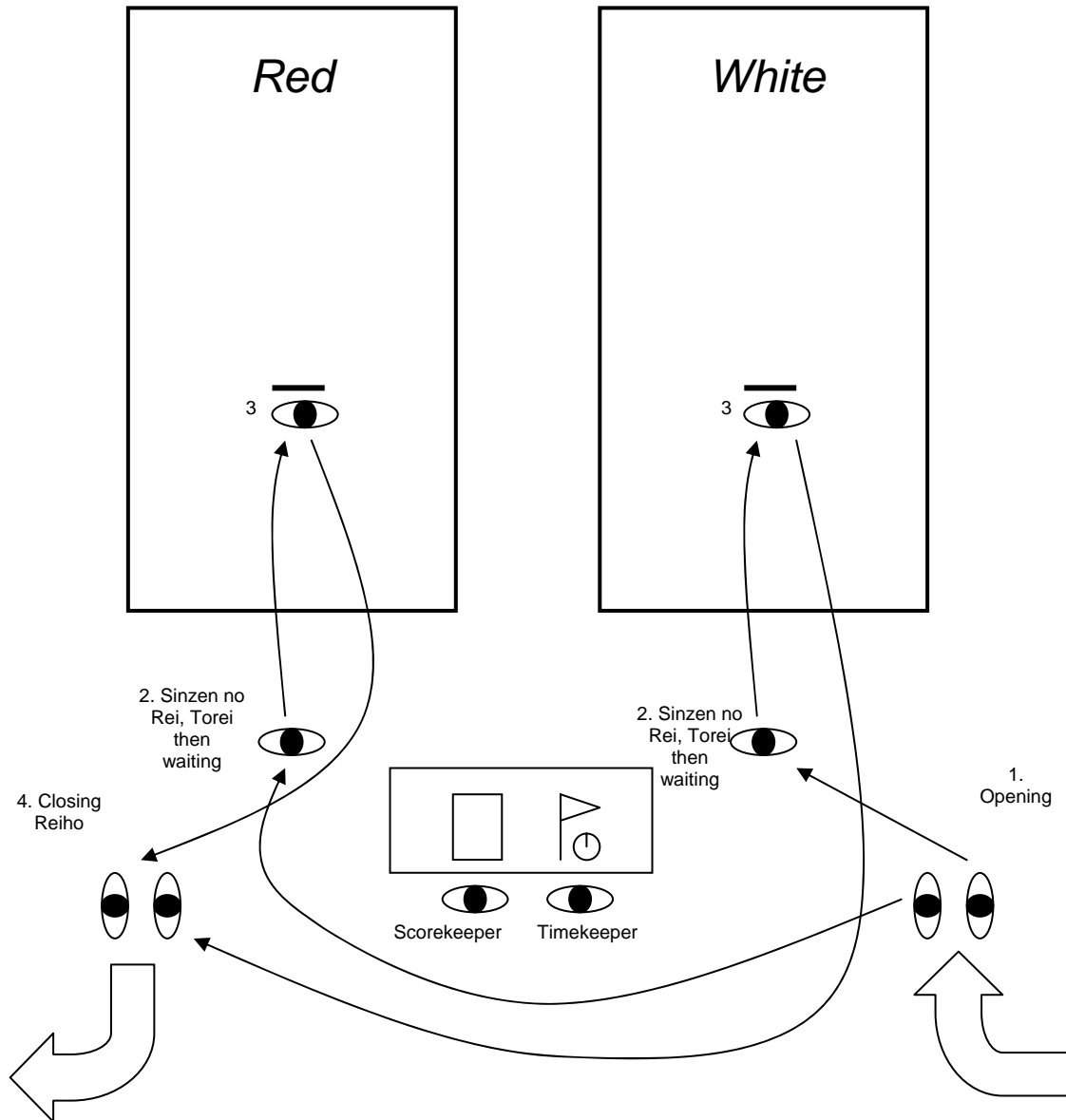
	1	2	3	4	5	6	7	8	9	10

S	F	R
S	F	R
S	F	R

Final Results

1st  
2nd  
3rd  
3rd  
Fighting spirit

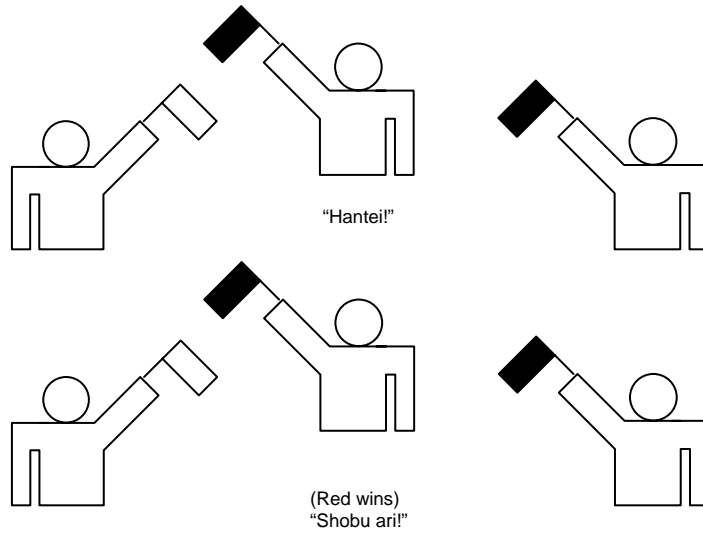
# Efficient Floor Control



## Split Decisions

### Case 1:

In this instance, the final decision will go the way of the Chief Referee as red has won two flags to one. The Chief Referee demonstrates red's win by keeping his red flag up and announcing "Shobu ari!". In this case no flags change and it is easy for the Scorekeeper to note that allocation of flags (two to red, one to white).



### Case 2:

In case 2, the Chief Referee has voted against the two Sub Referees. After calling Hantei and checking the score, the Chief Referee will then change his flag to indicate that white has won. In this instance, the Scorekeeper must still record two flags to white and one to red. This score will only be visible for 1-2 seconds though so concentration is paramount.

