Reformatting League Meets when Vacancies Occur

The instructions below will outline formulas that host teams must use when forced to reformat meets when a vacancy occurs. When this happens, the host usually doesn't know that a team is not showing up until 9:00 a.m. the day of the meet (or 10:10 a.m. if the vacancy is in Bracket 2), when they discover a team failed to arrive for their first game. At that point, it's often too late to call Terri Green (office: 715-386-4317, cell: 651-247-7664) for advice on how to reformat. Host teams must have this Attachment #4 with them on the day of the meet so they can follow this procedure. It is a good idea for visiting teams to also carry this Attachment with them in case a particular host fails to implement this procedure correctly.

Hosts should be able to reformat the meet in ten to fifteen minutes if they read through the steps carefully and follow the directions precisely.

General Rules when Reformatting Meets with a Vacancy

1. When possible, delay the start of the meet by 15 to 30 minutes in case the absent team is merely late, in which case the host should use the original pairings.

2. The host team should be prepared to move from the second time slot to the first time slot if there is a no-show in the earlier bracket.

3. In reformatted meets, several teams will be required to play one set of back-to-back games. Hosts are encouraged to offer teams a slight (approximately ten minutes) amount of extra rest time between back-to-back games.

4. At some meets there are two teams from the same community (in our examples, Denver Blue and Denver Red). When this happens, these teams are scheduled in opposite brackets to avoid having the two teams play each other. In the procedures below, we will address keeping these teams separated. However, hosts may use their own judgement in renumbering the teams to avoid teams from the same community playing each other.

5. Final meet rankings will be determined by win-loss records, with the League tie-breakers for seven team meets to be used as detailed in Rule B-10.

A) TWO COURTS with only SEVEN TEAMS Attending

When only seven (or five) teams attend a meet, one team must play four games to make it possible for all other teams to play three games. In the examples below, we have indicated that this is the host team. In some cases, another team attending the meet may have a larger roster and may approach the host to volunteer to play the 4th game, rather than the host team. If both agree, this is an acceptable adjustment.

Outlined below are the following:

- A fictitious set of eight teams, paired as they would appear on the schedule page.

- Three optional ways to reformat, depending on where the vacancy occurs and in which Bracket the host team was originally scheduled.

Original Pairings	
Bracket 1 with 9 a.m. start time	Bracket 2 with 10:10 a.m. start time
Annapolis	Denver Red
Billings	Erie
Cincinnati	Fargo
Denver Blue	Grand Forks

Scenario #1

- Facts: Team in the 10:10 start time bracket fails to show (assume that team is Fargo). The home team (assume that is Billings) becomes Team #2. Team # 2 is the team that will need to play four games in the meet rather than three games. Since there are two teams from the same community, Denver Blue and Denver Red, make these two teams #4 and #5.

- Solution: Number in order, skipping the missing team:
  1. Annapolis
  2. Billings
  3. Cincinnati
  4. Denver Blue
  5. Denver Red
  6. Erie
  7. Grand Forks

Scenario #2

- Facts: A team in the 9:00 start time bracket fails to show (assume that team is Billings). Host team is in the 10:10 start time bracket (assume Grand Forks is the host). Since there are two teams from the same community, Denver Blue and Denver Red, make these two teams #4 and #5.

- Solution: Number in order, but put home team in the #2 spot:
  1. Annapolis
  2. Grand Forks (host team)
  3. Cincinnati
  4. Denver Blue
  5. Denver Red
  6. Erie
  7. Fargo

Scenario #3

- Facts: Team in 9:00 start time bracket fails to show (assume that team is Cincinnati). Host team is also in the 9:00 start time bracket (assume that's Billings).

- Solution: Number in order but make the #4 team whatever team in 10:10 start time bracket shows up at the meet first, fully ready to play. Don't start the meet until 10:00 a.m. or until teams #1 through #4 are all ready to go, whichever is later. Assume, for purposes of this example, that of the teams in the later start time, Erie arrives and is ready to play first:

  1. Annapolis
  2. Billings
  3. Denver Blue
  4. Erie
  5. Denver Red
  6. Fargo
  7. Grand Forks

Revised Pairings

Based on the re-numbered lists provided in the three scenarios above, the seven-team meet should be revised as follows:

Please note that in this example, game times have been delayed by 1 hour to reflect a delay in waiting for the missing team and reformatting time. Teams are assigned to courts so that any back-to-back game is played on the same court.

	Court 1	**Court 2**
10:00 a.m.	Team 1 v. Team 2	Team 3 v. Team 4
11:10 a.m.	Team 1 v. Team 7	Team 5 v. Team 6
12:20 p.m.	Team 2 v. Team 3	Team 4 v. Team 6
1:30 p.m.	Team 1 v. Team 3	Team 5 v. Team 7
2:40 p.m.	Team 2 v. Team 4	Team 6 v. Team 7
3:50 p.m.	Team 2 v. Team 5	

For purposes of making certain that two teams from the same community do not play each other, please note the following:

- Team 1 plays teams 2, 7 and 3. Team 1 does not play teams 4, 5 or 6.
- Team 2 plays teams 1, 3, 4 and 5. Team 2 does not play teams 6 or 7.
- Team 3 plays teams 4, 2 and 1. Team 3 does not play teams 5, 6 or 7
- Team 4 plays teams 3, 6 and 2. Team 4 does not play teams 1, 5 or 7.
- Team 5 plays teams 6, 7 and 2. Team 5 does not play teams 1, 3 or 4.
- Team 6 plays teams 5, 4 and 7. Team 6 does not play teams 1, 2 or 3.
- Team 7 plays teams 1, 5 and 6. Team 7 does not play teams 2, 3 or 4.

B) TWO COURTS with only SIX OR FIVE TEAMS Attending

If only five or six teams show up for a meet, the host will use both available courts in some time slots and only one court in others. This will result in the fewest incidents of participants needing to play back-to-back games. Host teams should not tinker with this approach and be tempted to have a game on both courts in each time slot. If you do this, some teams will be forced to play back-to-back games twice, resulting in unequal treatment between the participants and over-tired players. While you might conclude your meet a little earlier if you did so, you'll have a lot of unhappy coaches, players, and parents.

If there are SIX Teams in Attendance:

In this scenario, no team will need to play more than three games.

- **Assigning Numbers:**
    - If the host team is in the bracket starting at 9:00 a.m., the host team becomes #1 and Team #2 is the team the host was scheduled to play in the original schedule, or, if that team is one of the no shows, whichever team out of the earlier start time bracket is first

on the premises, ready to play. The remainder of the teams are numbered based on who is next on the premises, ready to play.

- If the host team is in the 10:10 start time bracket, teams in the bracket with the 9:00 a.m. start time should be assigned #1 and #2 based on who was first on the premises, ready to play. The remaining teams should then be assigned, in order, based on their arrival time and readiness to play.

- For purposes of making certain that two teams from the same community do not play each other, please note the following:

  - Team 1 plays teams 2, 4 and 5; but does not play teams 3 or 6.
  - Team 2 plays teams 1, 6 and 3; but does not play teams 4 or 5.
  - Team 3 plays teams 4, 2 and 5; but does not play teams 1 or 6
  - Team 4 plays teams 3, 1 and 6; but does not play teams 2 or 5.
  - Team 5 plays teams 6, 1 and 3; but does not play teams 2 or 4.
  - Team 6 plays teams 5, 2 and 4; but does not play teams 1 or 3.

- **Pairings:**

	Court 1	**Court 2**
9:00 a.m.	Team 1 v. Team 2	No game
10:10 a.m.	Team 3 v. Team 4	Team 5 v. Team 6
11:20 a.m.	Team 1 v. Team 4	Team 2 v. Team 6
12:30 p.m.	Team 1 v. Team 5	Team 2 v. Team 3
1:40 p.m.	Team 4 v. Team 6	Team 3 v. Team 5

If there are FIVE Teams in Attendance:

- **Assigning Numbers:**

  - Team #2 is the host team (this team will need to play four games rather than three).

  - Team #1 is the team the host was scheduled to play in the original schedule or, if that team is one of the no shows, whichever other team out is first on the premises and ready to play.

  - To make certain that two teams from the same community do not play each other, please note the following:

    - Team 1 plays teams 2, 5 and 3; but does not play team 4.
    - Team 2 plays teams 1, 4, 5 and 3.
    - Team 3 plays teams 4, 1 and 2; but does not play team 5.
    - Team 4 plays teams 3, 2 and 5; but does not play team 1.
    - Team 5 plays teams 1, 2 and 4; but does not play team 3.

- The remaining three numbers are assigned in order of arrival and readiness to play.

- **Pairings:**

	Court 1	Court 2
9:00 a.m.	Team 1 v. Team 2	No game
10:10 a.m.	Team 1 v. Team 5	Team 3 v. Team 4
11:20 a.m.	Team 2 v. Team 4	No game
12:30 p.m.	Team 1 v. Team 3	Team 2 v. Team 5
1:40 p.m.	Team 4 v. Team 5	No game
2:50 p.m.	Team 2 v. Team 3	No game

C) FOUR COURTS with Two Grades Hosting – One Meet has only SEVEN TEAMS and One Meet has all EIGHT TEAMS Attending

Where the host is using four courts and hosting two grade levels (or genders), with all teams from the same grade playing in the same time slot (as provided in Rule B-8). For example, all 6th grade games start at 9:00 a.m. and all 5th grade games start at 10:10 a.m.

When the Vacancy Occurs in the Meet with the 9:00 a.m. Start Time:

- Using the scenarios from Section A ("Two Courts with Seven Teams Attending,"), assign numbers to the seven teams that are in attendance for the meet with the vacancy.

- The teams in the grade that does not have a vacancy are also numbered in order, #1 through #8. These teams will all have the same opponents but may play at different times than on the original schedule.

- There will be only three games in the first time slot at 9:00 a.m. with all four courts in use throughout the remainder of the meet.

The reformatted schedule is as follows:

	Meet with only **SEVEN** Teams	Meet with **EIGHT** Teams
9:00 a.m.	Team 1 v. Team 2 Team 3 v. Team 4 Team 5 v. Team 6	No Games
10:10 a.m.	No Games	Team 1 v. Team 2 Team 3 v. Team 4 Team 5 v. Team 6 Team 7 v. Team 8
11:20 a.m.	Team 1 v. Team 7 Team 2 v. Team 4 Team 3 v. Team 6	Team 1 v. Team 3
12:30 p.m.	Team 5 v. Team 7	Team 2 v. Team 4 Team 5 v. Team 7 Team 6 v. Team 8
1:40 p.m.	Team 1 v. Team 4 Team 2 v. Team 3	Team 1 v. Team 4 Team 2 v. Team 3
2:50 p.m.	Team 2 v. Team 5 Team 6 v. Team 7	Team 5 v. Team 8 Team 6 v. Team 7

In the chart below, this same schedule is laid out using a four court grid:

	Court 1	**Court 2**	**Court 3**	**Court 4**
9:00 a.m.	Seven Team Meet: Team 1 v. Team 2	Seven Team Meet: Team 3 v. Team 4	Seven Team Meet: Team 5 v. Team 6	No Game
10:10 a.m.	Eight Team Meet: Team 1 v. Team 2	Eight Team Meet: Team 3 v. Team 4	Eight Team Meet: Team 5 v. Team 6	Eight Team Meet: Team 7 v. Team 8
11:20 a.m.	Eight Team Meet: Team 1 v. Team 3	Seven Team Meet: Team 2 v. Team 3	Seven Team Meet: Team 4 v. Team 6	Seven Team Meet: Team 1 v. Team 7
12:30 p.m.	Eight Team Meet: Team 2 v. Team 4	Eight Team Meet: Team 5 v. Team 7	Eight Team Meet: Team 6 v. Team 8	Seven Team Meet: Team 1 v. Team 3
1:40 p.m.	Eight Team Meet: Team 1 v. Team 4	Eight Team Meet: Team 2 v. Team 3	Seven Team Meet: Team 5 v. Team 7	Seven Team Meet: Team 2 v. Team 4
2:50 p.m.	Eight Team Meet: Team 5 v. Team 8	Eight Team Meet: Team 6 v. Team 7	Seven Team Meet: Team 6 v. Team 7	Seven Team Meet: Team 2 v. Team 5

Where the Vacancy Occurs in the Meet with the 10:10 Start Time:

- Using the scenarios from Section A ("Two Courts with Seven Teams Attending,"), assign numbers to the seven teams that are in attendance for the meet with the vacancy.
- The teams in the grade that does not have a vacancy are also numbered in order, #1 through #8. These teams will all have the same opponents but may play at different times than on the original schedule page.
- All four courts will be in use throughout the day, except that there will be only three games in the last time slot at 2:50 p.m.

The reformatted schedule is as follows:

	Meet with **EIGHT** Teams	Meet with only **SEVEN** Teams
9:00 a.m.	Team 1 v. Team 2 Team 3 v. Team 4 Team 5 v. Team 6 Team 7 v. Team 8	No Games
10:10 a.m.	Team 1 v. Team 3	Team 1 v. Team 2 Team 3 v. Team 4 Team 5 v. Team 6
11:20 a.m.	Team 2 v. Team 4 Team 5 v. Team 7 Team 6 v. Team 8	Team 2 v. Team 7
12:30 p.m.	Team 1 v. Team 4 Team 2 v. Team 3	Team 1 v. Team 3 Team 4 v. Team 6
1:40 p.m.	Team 5 v. Team 8 Team 6 v. Team 7	Team 2 v. Team 4 Team 5 v. Team 7
2:50 p.m.	No Games	Team 1 v. Team 5 Team 2 v. Team 3 Team 6 v. Team 7

In the chart below, this same schedule is laid out using a four court grid:

	Court 1	Court 2	Court 3	Court 4
9:00 a.m.	Eight Team Meet: Team 1 v. Team 2	Eight Team Meet: Team 3 v. Team 4	Eight Team Meet: Team 5 v. Team 6	Eight Team Meet: Team 7 v. Team 8
10:10 a.m.	Eight Team Meet: Team 1 v. Team 3	Seven Team Meet: Team 3 v. Team 4	Seven Team Meet: Team 5 v. Team 6	Seven Team Meet: Team 1 v. Team 2
	Court 1	**Court 2**	**Court 3**	**Court 4**
11:20 a.m.	Eight Team Meet: Team 2 v. Team 4	Eight Team Meet: Team 5 v. Team 7	Eight Team Meet: Team 6 v. Team 8	Seven Team Meet: Team 1 v. Team 7
12:30 p.m.	Eight Team Meet: Team 1 v. Team 4	Eight Team Meet: Team 2 v. Team 3	Seven Team Meet: Team 2 v. Team 3	Seven Team Meet: Team 4 v. Team 6
1:40 p.m.	Eight Team Meet: Team 5 v. Team 8	Eight Team Meet: Team 6 v. Team 7	Seven Team Meet: Team 5 v. Team 7	Seven Team Meet: Team 2 v. Team 4
2:50 p.m.	Seven Team Meet: Team 1 v. Team 3	Seven Team Meet: Team 2 v. Team 5	Seven Team Meet: Team 6 v. Team 7	No Game

D) THREE COURTS with Two Grades Hosting – One Meet has only FIVE TEAMS and One Meet has all SIX TEAMS Attending

When the host is using three surfaces and hosting two grade levels (or genders), with all teams from the same grade playing in the same time slot. For example, all 6th grade games start at 9:00 a.m. and all 5th grade games start at 10:10 a.m.

When using reformatting procedures, several teams will be required to play one set of back-to-back games. Hosts are encouraged to offer teams a slight (approximately ten minutes) amount of extra rest time between back-to-back games.

Where the Vacancy Occurs in the Meet with the 9:00 a.m. Start Time:

Teams in the meet with only five teams, will be assigned letters A, B, C, D and E. The teams in the full six-team meet are numbered from top to bottom with numbers one through six as listed on the schedule page (these teams will have the same opponents but may play at slightly different times).

In the group with the vacancy, the home team (or the team with the largest roster) will need to play four games in this schedule so that all other teams can play three games. Team A will be the team that plays four games.

- For purposes of making certain that two teams from the same community do not play each other, please note the following:
    - Team A plays all four of the other teams (B, C, D and E).
    - Team B plays teams A, D and E – but does not play Team C.
    - Team C plays teams A, D and E – but does not play Team B.
    - Team D plays teams A, B and C – but does not play Team E.
    - Team E plays teams A, B and C – but does not play Team D.

The reformatted schedule under this scenario is as follows:

	Court 1	**Court 2**	**Court 3**
9:00 a.m.	Five Team Meet: Team **A** v. Team **D**	Five Team Meet: Team **B** v. Team **E**	No Game
10:10 a.m.	Five Team Meet: Team **A** v. Team **C**	Six Team Meet: Team 1 v. Team 4	Six Team Meet: Team 2 v. Team 5
11:20 a.m.	Five Team Meet: Team **B** v. Team **D**	Five Team Meet: Team **C** v. Team **E**	Six Team Meet: Team 3 v. Team 6
12:30 p.m.	Five Team Meet: Team **A** v. Team **E**	Six Team Meet: Team 2 v. Team 6	Six Team Meet: Team 3 v. Team 4
1:40 p.m.	Five Team Meet: Team **C** v. Team **D**	Six Team Meet: Team 1 v. Team 5	Six Team Meet: Team 2 v. Team 4
2:50 p.m.	Five Team Meet: Team **A** v. Team **B**	Six Team Meet: Team 1 v. Team 6	Six Team Meet: Team 3 v. Team 5

Where the Vacancy Occurs in the Meet with the 10:10 a.m. Start Time:

Teams in the meet with the vacancy, where there are now only five teams, will be assigned letters A, B, C, D and E. The teams in the full six-team meet are numbered from top to bottom with numbers one through six as listed on the schedule page (these teams will have the same opponents but may play at slightly different times).

In the group with the vacancy, the home team (or the team with the largest roster) will need to play four games in this schedule so that all other teams can play three games. Team A will be the team that plays four games.

- For purposes of making certain that two teams from the same community do not play each other, please note the following:
  - Team A plays all four of the other teams (B, C, D and E).
  - Team B plays teams A, D and E – but does not play Team C.
  - Team C plays teams A, D and E – but does not play Team B.
  - Team D plays teams A, B and C – but does not play Team E.
  - Team E plays teams A, B and C – but does not play Team D.

The reformatted schedule under this scenario is as follows:

	Court 1	**Court 2**	**Court 3**
9:00 a.m.	Six Team Meet: Team 1 v. Team 4	Six Team Meet: Team 2 v. Team 5	Six Team Meet: Team 3 v. Team 6
10:10 a.m.	Five Team Meet: Team **A** v. Team **D**	Five Team Meet: Team **B** v. Team **E**	Six Team Meet: Team 3 v. Team 4
11:20 a.m.	Five Team Meet: Team **A** v. Team **C**	Six Team Meet: Team 1 v. Team 5	Six Team Meet: Team 2 v. Team 6
12:30 p.m.	Five Team Meet: Team **C** v. Team **E**	Five Team Meet: Team **B** v. Team **D**	Six Team Meet: Team 3 v. Team 5
1:40 p.m.	Five Team Meet: Team **A** v. Team **E**	Six Team Meet: Team 1 v. Team 6	Six Team Meet: Team 2 v. Team 4
2:50 p.m.	Five Team Meet: Team **A** v. Team **B**	Five Team Meet: Team **C** v. Team **D**	No Game

E) "Mini-Meet" using ONE COURT if only THREE TEAMS Attend

If a team fails to show up at a four-team mini-meet where only one court is being used, the remaining three teams will play only two games on a round-robin basis. The teams that are playing in the meet would be renumbered #1, #2 and #3 and the schedule would be set up as follows:

9:00 a.m.	Team 1 v. Team 2
10:10 a.m.	Team 1 v. Team 3
11:20 a.m.	Team 2 v. Team 3