



NEW ZEALAND ASSOCIATION OF SCRABBLE® PLAYERS

INFORMATION FOR HOSTING MASTERS TOURNAMENT

HELD OVER EASTER WEEKEND

#	Task	Who	By when	Result
1	Decide the days of play – either Good Friday afternoon, evening, Saturday and Sunday OR Easter Saturday, Sunday and Monday. Accessibility to venue may decide this.			
2	Draw up budget.			
3	Organise venue and caterers (NZASP pays costs).			
4	Organise catering –lunches, morning and afternoon teas.			
5	Obtain scorer, decide on payment rate and pay them			
6	Provide NZASP Secretary with details of venue, dates, addresses for payment, nearby accommodation for entry form.			
7	Organise the scoring and adjudication computers, appropriate software (see below) and arrange for the draw to be done, once advised of entrants by NZASP (Secretary or Treasurer).			
8	Send draw to Ratings Manager so expectancies can be done.			
9	Provide the spot charts with win expectancies marked.			
10	Provide scoresheets, results slips and spots for spot chart.			
11	Ensure enough clocks and boards available.			

12	Make provision to hang banner and obtain it.			
13	Have up to date copy of rules on hand.			
14	MC the event – remember to welcome first time players.			
15	Buy 6 prizes totalling \$250.00 – NZASP reimburses costs.			
16	Organise a raffle or lucky number draw if host club wishes to.			
17	Send results to Ratings Manager (for ratings); Website Co-ordinator (for website); Forwards Editor (for Forwards).			

SCORING:

There are several scoring programmes available for use, such as Excel, Steven Brown’s Mac programme, AuPair and Murray Landon’s scoring programme.

- If using Murray Landon’s programme or Au Pair, host club will be responsible for the draw.
- If using Glenda Foster’s spreadsheets, then Glenda will do the draw.