



# SCRABBLE NEW ZEALAND

## INFORMATION FOR HOSTING THE MASTERS TOURNAMENT

TRADITIONALLY HELD ANNUALLY OVER EASTER WEEKEND

#	TASK	WHO	WHEN	RESULTS
1	Decide the days of play - either Good Friday, Saturday and Sunday <b>OR</b> Easter Saturday, Sunday and Monday. Accessibility to venue may decide this. Please liaise with SNZ of any concerns about venue and #2 below.			
2	Draw up budget and advise SNZ Secretary and/or Treasurer of expected costs, all of which SNZ will cover.			
3	Organise venue and get written confirmation from venue management at time of booking.			
4	Check viability for live-streaming and perform a WiFi speed test. Take photos of the locations of ethernet and power accesses in relation to the playing area. Send results to the SNZ Secretary.			
5	Organise catering for morning and afternoon teas. Lunches are typically BYO for entrants.			
6	Select adjudicator.			
7	Obtain scorer and request that they contact SNZ Secretary to liaise about co-operation with live-streaming team.			
8	Send details of venue, dates, addresses for payment, nearby accommodation to SNZ secretary - for entry form.			
9	Organise the scoring computer/laptop (using ELIXS software), and the adjudication computers, and arrange for the draw to be done - once advised of entrants by SNZ (Secretary or Treasurer).			
10	Send draw to Ratings Officer so expectancies can be done.			
11	Provide the spot charts with win expectancies marked.			
12	Provide score sheets, result slips and spots for spot chart,			
13	Ensure there are enough clocks and boards available.			
14	Make provision to hang banner and obtain it.			
15	Have an up-to-date copy of Rules of Play on hand.			
16	Organise a raffle or a lucky number draw if Host club wishes.			
17	Send results to Ratings Officer, Webmaster, <i>Forwards</i> Editor, and post on Slack.			