SCRABBLE NEW ZEALAND

TOURNAMENT MANUAL

TIME LINE	ACTION
6 months prior to new year	• Club committee decides on date for tournament and checks that it does not clash with any other tournaments. • Advise *Forwords* Editor and Webmaster via email of the date chosen and the venue. • Designated club member to check availability of hall for the date chosen giving consideration to parking requirements, accessibility for disabled persons and catering persons, number and size of tables available, space between tables so players can get to adjudication computers, space for gathering away from the playing area between games. • Tournament organiser must ensure they receive written proof of venue booking which must be forwarded to SNZ Secretary • Read the tournament organiser's checklist.
3 months prior to tournament	• Club Committee to make decision what catering will be required. • Request assistance with preparing draw and scoring software if required. See appendix for details on availability of tournament software. • All tournament entry fees must include the World Championship Levy to SNZ of $2.00 per person per day. • Club Committee to decide on prizes to be given and if possible, entry fees to be charged to tournament participants. • Appoint person from club to look after raffle if the club is running one and to organise raffle tickets and the prizes.
2 months prior to tournament	• Club Secretary to prepare tournament notice for distribution to all clubs and independents. • Committee to obtain consent of persons to participate as officials in tournament for the following: 1. Tournament Organiser and Adjudicator 2. Scorer • Distribute Tournament Notice and entry forms, including to Webmaster and posting on Slack. Entry Forms must ask participants if they are bringing a board and clock.

TIME LINE	ACTION
2 months prior to tournament *(Continued)*	• If perpetual trophies are available for the event, designated club member to contact current holders to request return of clean trophies as soon as possible. • Designated Committee member to purchase trophies and/or prizes and label them in preparation for the tournament. • Club Committee to decide on the spot prizes
2 weeks prior to tournament	• Suggested deadline for Tournament entries is 1-2 weeks before tournament. However, late entries can be accepted up until 3 days before the tournament to even up the numbers. Note: Overseas players must first be approved of by SNZ Exec.
1 week prior to tournament	• Club Secretary to organise: 1. Name Tags for all tournament officials 2. Score Sheets 3. Results Slips 4. Wall Charts for Grades 5. Spot prize charts 6. Clocks 7. Table Numbers 8. Send list of entrants to SNZ Treasurer to check membership status. 9. Post list of entries on Slack before the tournament to ensure that all intended players, and no unintended players, are on the entry list. • If desired, Club Secretary should advise press of the event and seek coverage.
3 days prior to tournament	• Committee member designated to look after computers to ensure enough plugs and leads are available at the venue. • Entries should be closed off and Club Secretary to count entrants. • Ensure that the draw is prepared and scoring software is set up. Ensure that players' names are correctly spelt as on the current ratings list and that the correct club is entered. • Club Secretary to advise Ratings Officer of confirmed entries and the draw so that win expectancies can be calculated. Use the ELIXS expectancies report. • New or overseas players may be entered in any grade appropriate for their level of play in the club or overseas tournaments. Consult the player's club for advice on where to place new players and overseas ratings lists for overseas players. Note: Overseas players must first be approved by SNZ Exec.

TIME LINE	ACTION
1 day prior to tournament	• Club Secretary to ensure clocks and boards will be available at tournament. • Club Secretary to ensure all reference publications have arrived for the tournament. • Win expectancies calculated and published by Ratings Officer. • Print the draw. • If possible, Committee Members and helpers to: • Set up tables and chairs. • Distribute table numbers, score sheets, challenge slips, results slips and tile check sheets. • Set up computers and printers • Erect wall charts, latest ratings and rules, win expectancies. • If any disabled persons are playing, ensure that a designated area has been allocated for them for the duration of the tournament.
Day of Tournament	• Catering Officer to supervise catering and set up of refreshment area, and co-ordinate lunches and meals during play. • Club President or Tournament Organiser to do introductions, housekeeping announcements and any other announcements that are relevant. • Club President liaises with press, if necessary • Tournament Organiser to ensure playing area is kept tidy. • Tournament Organiser appointed for day to deal with any disputes arising from play. • If any players do not arrive, then create a bye in the relevant grade(s). Consult the tournament rules for how to handle scoring for byes and forfeits. • Publish game results online after each round is completed.
End of day of tournament	• Raffle Officer to draw raffles and any other fundraisers whilst final results sheets are being entered into the computer. • Tournament Organiser to announce the awards and present trophies or prizes. • Scorer prints enough copies of results for players to take away with them. • Retain completed results slips until Ratings Manager advises that results are complete and correct.

TIME LINE	ACTION
As soon as possible after the end of the tournament	• Tournament organiser to post results handout ASAP to Slack, and send tournament results in ELIXS format to Ratings Officer, Webmaster, and the Editor of *Forwords*. • If any changes to the draw were made on the day, advise the Ratings Officer what changes were made when sending results. • SNZ Levy - make a direct deposit to the SNZ account and notify the Treasurer that this has been done.
2 weeks after tournament	• Club Secretary to write tournament report for *Forwords*. • Club Treasurer to prepare tournament expense and income report for Club Committee.

APPENDIX	TOURNAMENT SOFTWARE

There are several ways to get help for setting up draws and scoring software. The following table shows the available software in common use in New Zealand, the key features and how to access it.

Software	Key features	How to access
Steven Brown's draw and scoring program for Macintosh computers	• Integrated program for doing draw and scoring. • Player list needs to be entered and then computer works out draw and generates screens for entering scores based on the draw. • Calculates balanced starts if required. • Scores for each game are entered only once. • Prints draw and results. • Doesn't currently handle Swiss draw formats. • Program is freely available to SNZ clubs.	Contact Steven well in advance of the tournament. Ensure Macintosh computer and compatible printer is available.
Preferred: **ELIXS** Murray Landon's draw and scoring program for PCs.	• Integrated program for doing draw and scoring. • Player list needs to be entered and then computer works out draw and generates screens for entering scores based on the draw. • Calculates balanced starts if required. • Scores for each game are entered only once. • Prints draw and results. • Does currently handle Swiss draw formats. • A license fee applies for each use of the program ($50 per use as at March 2013).	Contact Murray. You will need to install the required files on your PC and follow instructions for setting up the draw and scoring.

Software	Key features	How to access
Au Pair	• Integrated program for doing draw and scoring. • Player list needs to be entered and then computer works out draw and generates screens for entering scores based on the draw. • Calculates balanced starts if required. • Scores for each game are entered only once. • Prints draw and results. • Does currently handle Swiss draw formats. • Program is freely available to SNZ clubs.	Download from the Australian Scrabble site and follow instructions for setting up. It is fiddly to set up on computers running Windows 7 or better but this is achievable.