

Some Notes on Running a Tournament

- Scoring a tournament when you have more than 12(13) tables is not the same as scoring a club session.
- If you are playing in a tournament then you should not be a scorer. (NB Like the Christmas tournament last year then I may have to break that rule if all possible scorers are playing).
- Scoring a tournament requires preparation and proactive liaising with the director on how the tournament is to be setup.
- A scorer must have the ability to accurately use the computer system and fix problems that may arise

Essential steps that must be taken for Tournaments.

- Once details have been sorted for a tournament, a poster needs making to advertise the tournament. This is distributed to clubs. The NZ Tournament site needs updating as well as the club website.
- Close to the tournament communicate with the director on how he wants the tournament setup. This will include the movements and sections needed. Lately this has meant 2 sections either running a Mitchell and a Howell or maybe 2 Mitchells. Note, scorer can handle other more complicated movements but unless the director is familiar with these you should avoid them. In scorer these will need to be setup under “new custom movements”
- You will need to setup 3 or 4 seeded groups. The more diverse the field the more important this is done. Entries should be imported into Scorer and a report run to produce these playing groups. Sometimes using a Spread Sheet is useful. Especially if you have players with Seating Rights. This should be done to avoid a group randomly containing one top player with a lot of weaker players. You don’t want someone getting a flyer of 70% and being uncatchable in the next session. These groups can be printed for display and/or better scrolled on the TV screen.
- The more diverse the field the more reason to use stratified prize groups. Players should have the same Expectation of being a winner and using stratified groups does help. Giving prizes to the top “X” overall and sessions prizes does not do that.
Players would be more likely stay for prizegiving and you could also give a small hidden prize in each group but must be there to get it. Might increase the bar takings!. These groups are very easily setup from scorer to display at the beginning of the tournament. Also the winners list at the end of the tournament is a simple report to print.
- The scorer must setup BOS. The important part here is creating the event and import the “dup” files. You must always after the analysis is done check that Board 1 in BOS matches the hands in the actual board. Doing this, checks that correct file is being used.
- This setting up can be done the day before and take some pressure off on the day. You could do both sessions if need be.
- The setting up of the movement in scorer is best left to the actual day in case there are late changes. The ability to set up multiple sections is essential and the scorer must be able to do this. Also score across sections.
- Set the timer but check parameters with the director and show them how to run it if need be.
- Starting the remote server should not be an issue but the Scorer must be able to alter the game settings as required by the director. Also know how to alter these during play and update any player names.
- You may have to show the director how corrections are made in the tablets and on the “BSC” screen including any rulings.
- Tablets need to be setup 15-20 minutes before play starts.
- The end of the session is straight forward. But after uploading Names and Scores take the laptop into the office so you are not disturbed and can concentrate on what need to be done.
- Calculate the results. The printout of results must contain the players individual results that must go out as soon as possible for checking.

- The Director will let you know if any corrections are to be made. There are 2 ways to do this in scorer but probably stick to the one you know. Also know how to enter rulings in scorer.
- Once any corrections have been made you must recalculate the results, XML to the web and run the ladder, print and XML it. Results should be displayed.
- Note at the end of a session tablets must be switched off and does not hurt to put them on the charger, until you need them.
- The director should give instructions for seating for the next session.
- The instructions for the next session is the same as above.
- Note if at any time corrections are made in Scorer then you must recalculate results, XML it and run the ladder and XML it.

Anyone who scores a tournament should do a dummy run at some stage before the tournament and make certain they can handle the details above. This is important as you probably only do this once or twice a year.