



ACT JUNIOR CHESS LEAGUE



How to run an ACTJCL tournament

- a survivor's guide!

Thank you for volunteering to assist with the running of an ACTJCL event. We hope this guide will make it a (relatively) painless experience!

Helping with our events is no different to performing canteen duty, umpiring the footy, or putting up the netball posts. Many parents find themselves coaching or assisting with unfamiliar sports as a consequence of the exciting range of choices available to their children. The important skills required to run, or assist with running, an ACTJCL event are -

- organisational ability
- good communication skills
- enthusiasm
- & just a little knowledge of the rules of the game!



CONTENTS

The role of the Tournament Coordinator		3
The role of the Arbiter		4
Pre event preparation		5
Setting up on the day		6
• Security	6	
• General Duties	7	
Running the day		9
• Taking Entries	9	
• Reconciling Entries	9	
• Addressing the Players Group	9	
• Use of the Building	10	
• Playing in the Tournament	10	
• Get them Playing	11	
• Byes	12	
• Canteen	13	
• Ribbons	13	
Ordering Lunch		14
Playoffs & Awarding the Prizes		15
• Resolving Ties for First Overall & Perpetuals	15	
• Other Trophies	15	
• Rating Group Prizes	16	
• Biggest Upset	18	
• Other Encouragement Awards	18	
Getting the Trophies Right		19
Using Swiss Perfect		24
• Creating a tournament, entering players & allocating byes	24	
• Pairing Each Round	25	
• Entering the Results	26	
• "Unpairing" Rounds	26	
• Late entries	27	
• Amending the pairings/colours	27	
• Changing the Results	28	
• Withdrawing Players	29	
• Change the number of rounds	29	
• Bits & Pieces	29	
Packing up		31
Post event		32
Tournament Reconciliation Form		33

The Role of the Tournament Coordinator

The Tournament Coordinator has overall responsibility for all ACT Junior Chess League Inc (ACTJCL) competitions (other than interschool competitions).

Responsible To

The Tournament Coordinator is appointed by the ACTJCL committee and is required to organise & run (or delegate to others) events within the framework agreed by the ACTJCL committee.

Responsibilities and Duties

The Tournament Coordinator should:

- Set the annual calendar for ACTJCL events taking into account dates for national & representative activities as well as major regional events
- Prepare & distribute advertising flyers using the ACTJCL template
- Organise venues, equipment and prizes
- Prepare & advertise rosters for a team of helpers for each event
- Provide reports to the Executive members at the conclusion of each event, particularly working with the Treasurer (reporting & reconciling revenues) and Publicity Officer (for media & general coverage of events).

Knowledge and Skills Required

Ideally the Tournament Coordinator is someone who:

- Is well organised
- Works well in a team environment
- Can communicate effectively
- Is familiar with the use of Swiss Perfect
- Has a good general knowledge of the rules of chess
- Enjoys working with children

It is also preferred that the Tournament Coordinator possess a current First Aid Certificate and has undergone routine character checks for working with children.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Tournament Coordinator of ACTJCL is one hour per week for administrative duties and 1-2 days per week if involved in running an event.

The Tournament Coordinator is appointed for a twelve month term.

The Role of the Arbiter

Incorporating outcomes of committee discussions August 2010

Primary roles

Prepare and present a briefing to players at the commencement of the tournament, drawing attention to any rules that are specific to the format being played and/or special characteristics of the tournament.

Maintain oversight of play throughout the tournament, and encourage players to stop their clock and seek assistance if they are unsure about how a rule applies to a position on the board.

Respond to requests for assistance with interpretation of the rules, inoperative clocks, or other chess-related matters.

Resolve any issues between players that may arise, including instances when the outcome of a game is in dispute. The FIDE rules of chess will apply, in conjunction with the relevant sections of the ACTJCL Tournament Guide (the tournament guide).

Advise the tournament manager on appropriate procedures for playoffs, consistent with the tournament guide, in the event of two or more players finishing on the same score.

In the event of unacceptable conduct in connection with play, decide on and apply appropriate penalties, which may include removing a player from further participation in the tournament.

Secondary roles

Be available to analyse games, to the extent possible without compromising the arbiter's effectiveness in their primary roles.

Assist the tournament manager with the operation of Swissperfect, or other tools used to manage the tournament.

Offer a short coaching session at an appropriate time, on a relevant topic/s.

Summarise play in the tournament, from the arbiter's perspective, in conjunction with the presentation of awards.

Other tasks in consultation with the tournament manager, provided this would not compromise effectiveness of the arbiter in his/her primary roles.

The Tournament Coordinator has overall responsibility for all ACT Junior Chess League Inc (ACTJCL) competitions (other than interschool competitions).

Pre Event Preparation

The Tournament Coordinator will -

- Put together a team of people to run the event
- Confirm venue availability
- Order trophies
- Update the event flyer and supply a copy to the webmaster, publicity officer & interschool coordinator for distribution

The Team should -

- Allocate the roles & responsibilities each is able to take on to ensure a smoothly run event!

The pre-event responsibilities for the team are -

- **Receive entries and handle enquiries about the event.** A team member will have their name, email & phone contact details appear on the event flyer and maintain a record of entries received.
- **Set up the tournament using Swiss Perfect** (see the section on using Swiss Perfect later in the guide)
- **Collect the keys on Thursday or Friday prior to the event.** The collection of keys should be arranged with the Tournament Coordinator. You will receive a set of keys that open all the doors in and around the Hall and kitchen as well as the ACTJCL filing cabinet and cash boxes.
- **Obtain the security code & password from the Tournament Coordinator.**



Setting up on the Day

Arrive at least one hour before play is scheduled to commence.

Security

After unlocking the foyer entry door it is necessary to disable the alarms for the section of the building we use. You should have obtained the security code and password from the Tournament Coordinator.

The security box is on the wall to the left of the main Hall doors. It is opened with the same key as the foyer door.

- Enter the four digit code you were given
- Press the "OFF" button
- Press the "4" button
- Press the "ENTER" button

You will need to **call the security company** (the number is inside the security box). You need to tell them -

- Your name
- That you are with ACTJCL and have opened the hall area at Campbell High
- The security password
- When you anticipate you will leave (allow at least 1 hr from the scheduled finish)

If you do not call the security company they will often attend to check on our presence, even with no alarm being set off. If they do attend, the school is charged for their call out and we may be liable for those charges.

If you experience any problems during the day, or trigger the alarms by accident, you should contact the security company.

For Winter events, when it may be dark when players and organisers are leaving, a warning alarm is tripped by anyone walking through the area between the Hall & Library. This is noisy but will stop by itself and does not result in a visit from the security company.



General Duties

Make a note of any existing problems on arrival. If the venue is in an untidy state, unlocked, water leaks, damage etc. You will, occasionally, find the Hall has been left "set up" for another activity and this just requires a little more effort from us in setting up for chess.

Unlock the foyer door (pull the bolts down from the top and up from the bottom of the central doors and this will allow them to be opened from outside).

Unlock the toilets. These may need to be wedged open as they may lock once closed again.

Close access to the rest of the school. The glass doors from the foyer to the rest of the school are sometimes left open and should be closed.

Unlock the kitchen. Check that the fridge is turned on. Make a note of any visible school stock and other property so that it is not mixed with ACTJCL property. The school will sometimes have other food & drink left in the fridge.

Put drinks in the fridge. You should find a mix of drinks in the ACTJCL storeroom (to the right of the stage). Transfer a selection to the fridge, approximately 1 drink for every child you expect to attend plus some extras.

There is also a clear plastic crate in the storeroom that has kitchen supplies (plates, cutlery, cutting boards) and tea & coffee supplies (mugs, sugar, long life milk etc) that should also be taken to the kitchen.

Set up your registration table. Do this *before* you set up the tables for play. Early arrivals are happy to help set up chessboards but your job will be easier if you are already able to accept their money and details. In the **top drawer** of the filing cabinet you should find -

- Membership forms (copy attached)
- Tournament Reconciliation forms (copy attached)
- Recent Ratings List

In the **bottom drawer** you should find -

- A cash tin including a \$50 float
- Laptop & Printer
- Batteries
- Printer Cartridges

On top of the filing cabinet (or in the upright cabinet) are the other basic stationary items including pens, pencils, markers, tape, staples, paper clips, scissors etc.

In the **upright cabinet** (at the rear of the storeroom) you should find -

- Scoresheets
- Scorebooks (for sale)
- Table numbers

- Receipt Books
- Paper
- Power cords and power boards
- First Aid kit

Set up the tables and chairs for play. There is no perfect format for the set up of the Hall. The registration table is usually set up centrally, or adjacent to the store room because there is access to power at that point. The other tables can be set up in any formation. We advise -

- 2 games per table (4 players) where moves are being recorded and the use of individual (not joined) chairs whenever possible. Some single chairs are often found in the Hall itself or may be stored at the back of the stage.
- 3 games per table otherwise. 4 games per table should only occur when demanded by the number of entries. Unfortunately this often requires the use of the joined chairs and a child at one end of the table is often unable to sit down properly or reach the pieces on their board.

Place numbers, clocks, boards & sets on the tables. You do not need to set up every board yourself - this is very time consuming. The players will themselves set up most of the boards as they arrive and whilst you are busy taking & processing entries.



Running the Day

Print your pre-registered player list from Swiss Perfect and have it at the registration desk.

Taking Entries

Record all entries as they arrive (even pre-registered players) on the **Tournament Reconciliation form**. It is very important to record a contact number for parents (in case of an emergency) and date of birth details are *required* for all new players and *helpful* for any tournament with "age" prizes.

Memberships should be receipted. Any non-tournament payments should be recorded in the "other" section and the details of what the payment is for recorded under "details." The ACTJCL laptop should carry a copy of our membership database (to check if people actually are members). If you are not using the ACTJCL laptop you should contact the ACTJCL Membership Secretary for the latest copy of the membership list.

Reconciling Entries

As you come close to having all entries collected, **cross-check** your tournament reconciliation sheet with your player list from Swiss Perfect.

Add in your new entries.

Wait until you are almost ready to start the tournament before you delete any players who have failed to arrive (it saves adding them back in if they are just a little late!)

Call all players into the Hall and call out your player list from Swiss Perfect to check you have everyone entered into the tournament and have deleted anyone who has not arrived. It will help the tournament to start on time if one person takes responsibility for making any adjustments to the player list, and produces the first round draw, whilst another person addresses the player group.

Addressing the Player Group

This is a very important part of the day and there are two important areas to cover. As you discuss the main points with the players you are likely to be bombarded with questions from inexperienced players as well as "what if" scenarios from some who should know better.

Answer the simple, appropriate questions but don't be drawn into the more unlikely "what if" scenarios. Most (if not all) will never actually occur. Most are relying on sets of circumstances or extraordinary coincidences of timing that just don't happen.

Stick to a basic script that covers -

Use of the Building

- Advise players of the location of the toilets
- Advise players that no food or drink may be consumed in the Hall other than bottled water
- Explain “out-of-bounds” areas. Players may not play on the oval (unless under supervision), in the car park or on the stairs, in the central quadrangle of the school or enter the school itself through the glass doors in the foyer. All “free play” should occur on the grass area between the Hall and the Library or on the concrete area at the base of the stairs.
- No games that involve sticks or rocks are permitted and on no account should players damage or interfere with the trees and gardens around the school.
- All games are “hands-off.” No tackling, hitting, punching, kicking or bullying will be tolerated and anyone who breaks these rules **will be withdrawn** from the tournament and their **parents will be called to collect them**.
- In short, the rules players must adhere to in their own school environment apply equally at our chess tournaments.

Playing in the tournament

- **Turn off all mobile phones.** If a player’s phone goes off during a game, their game will be forfeited. This is not discretionary.
- All play should be conducted with respect for the opponent. A player should not distract or annoy her opponent in any way.
- Spectators (parents, friends & other players) must never interfere in a game, offer advice or even speak to the participants.
- **Stress** that, in the event of any kind of problem, players must pause the clock and put their hand up to get help from the arbiter.
- Problems cannot be addressed “after the event” or once play has moved on in the game. Players who are complained about repeatedly, or make repeated claims themselves, tend to lose credibility with the arbiter.
- All normal rules of chess apply. En passant is a normal rule of chess, castling is a normal rule of chess, capturing kings is against the rules of chess. (A copy of the FIDE rules is attached.)
- A piece that is touched must be moved unless moving this piece would place the King in check. This is called the “touch-move rule”.
- If an opponent’s piece is touched then it must be captured if possible. If this is not possible then play continues as if that piece had not been touched.
- Once a player releases a piece, their move is finished and they may not make a different move.
- A person may adjust a piece on the chessboard on her move by saying “j’adoube” which is French for “I adjust”.
- A clock must be pressed with the same hand that moved the piece.

In tournaments with many new, or younger, players it is important to demonstrate how to use the clock and how to judge that time has expired. It is worth remembering however, that the most effective way for the children to learn how to use a clock will be the practical experience they gain in the tournament itself. For this reason it is more effective to spend time (as an arbiter) in the vicinity of those inexperienced players and their games and provide practical advice and examples if you can see they are struggling.

- Clocks cannot be paused when players go to the toilet. Clocks may only be paused if players are seeking the involvement of an arbiter in their game.
- Games are won by checkmate or by time. A draw will occur if there is a stalemate, if both players have run out of time and no checkmate is on the board, if only the Kings remain on the board, if both players have insufficient material to achieve a mate, if there is a perpetual check or if a position has been repeated on the board three times. It is also appropriate - *in our beginner events or on lower boards* - to adjudicate a game as a draw if you observe the game and believe both players to be unable to achieve a mate.
- If moves are being recorded, both players must record ALL moves and can't "give up." When time falls below 5mins remaining for a player, that player may cease recording moves but the other player must continue.

Get them Playing

Call out the first round draw, explaining the first named player is white and second named is black. Players should go directly to their seat and wait quietly. No games are to commence until all players are seated and the arbiter tells them to begin play.

Games begin with a handshake and by the black player starting the clock. White always moves first.

At the conclusion of their game they should shake hands, re-set the board and clock and both players should go to the score table to report a score.

Any problems with players playing incorrect opponents, incorrect colours or reporting an incorrect score can be fixed easily in Swiss Perfect (see later). Some such problems, later in the tournament or on higher boards, can have serious repercussions for the final standings so problems should be fixed up as soon as they are noted, and may require re-pairing a round if it is not too far towards completion.

Make sure you **actively supervise the playing hall each round** - keep "friends" well back from the boards, run interference on the lower boards where inexperienced and very young competitors can run into difficulty and send noisy & disruptive children outside to play.

Avoid very long breaks between rounds. Enter results and pair a new round as soon as practical. The children are easier to adequately supervise and care for in the playing hall than they are outside.

Continue to pair rounds even when you are waiting for lunch to arrive. This is appropriate when you are playing under a rapid (15min) or blitz time control. Even if pizza arrives shortly after a round has started, it should allow an easier, staggered delivery of food to players rather than having a crush of children all trying to be fed at once. It is important to ensure that both *quantity and variety* remains available for any very late finishing games.

Make “common-sense” decisions as an arbiter. Most issues will not be about the *rules of chess*, they will be about negotiating acceptable outcomes for two children who have a fundamental disagreement about what was touched or where a piece may have been on the board. There is no way to guarantee you will make a correct decision every time but most children will accept your decision if you have given them a fair hearing.

Over the course of the day you may discover you have one or two children attracting more of your attention than the others and this may well come to influence the decisions you make on their boards. **Avoid involving yourself in decisions that affect your own child if at all possible.** Quite often your bias will be to the detriment of your own child!

Byes

If the pairing program allocates a “bye” to a player it will be worth 1 point. The computer will apply this automatically. This should be amended **only** when the pairing program applies a bye to a player already scheduled to take a bye later in the event. See the section on using Swiss Perfect to see how to amend the pairing. It isn't fair or sensible to have a player allocated a bye if they are scheduled to miss games later in the event.

Byes taken by choice by the player are worth 0.5 points each and should be entered into the computer prior to the start of play wherever possible.

Players are expected to advise the organisers before the start of play if they wish to take a bye at any stage in the tournament. Occasionally byes may be requested later in the event due to illness or another unexpected event.

No player should receive more than 1 point in value for byes in a tournament. If a player wants to take 3 or more byes due to other commitments, the third and subsequent byes are worth 0 points.

Byes cannot be taken for the final round of a tournament. If a player cannot play the last round, or the last 2, 3 or more rounds, they should be withdrawn from the tournament from the conclusion of the final round in which they actually participated.

Byes (other than those created by an odd number of participants) cannot be taken in round-robin events. Players will forfeit any rounds in which they don't participate.

Canteen

ACTJCL sells a mix of Cadbury fundraising items. Current stock can be found in the storeroom at Campbell. The items should be displayed on the stage, or scoretable, within sight of the organisers. As we rely on an “honesty” system we can anticipate small, occasional losses but these are reduced with supervision.

It is generally more effective to have a mix of items in 2 or 3 boxes rather than pull out individual boxes for every item on sale.

We don't stock the Fruit & Nut or Picnic bars due to allergies amongst our player group.

The Tournament or Canteen Coordinator will confirm the current price of all items and this should be written on the box itself.

Ribbons

You will find the ACTJCL ribbons in a box on top of the cabinet in the storeroom. Every child receives a ribbon. Each ribbon has three boxes printed on it. Write on the ribbons -

The Year (eg 2011)
The Event (eg ACT Girls Allegro)
The Name (eg Minnie Mouse)

Double check the spelling of those tricky names!



Ordering Lunch

ACTJCL has an arrangement with Dominos Pizza, Dickson allowing us to purchase pizzas for events at a discounted price. The Tournament Coordinator will be able to confirm the current rate to expect.

Count your total lunch orders from the Tournament Reconciliation sheet.

Order 1 pizza for every 2 lunches purchased and then add 2 "spare" pizzas. This will be enough for most events (ie ½ pizza/child) but if you have a high proportion of older entrants or "helpers" you may want to order 4-6 "spares."



We order -

- 1/3 Ham & Pineapple
- 1/3 Plain Cheese
- 1/3 a mix of Meatlovers & Double Bacon Cheeseburger (similar & popular choices)
- & 2 vegetarian pizzas (our spares)

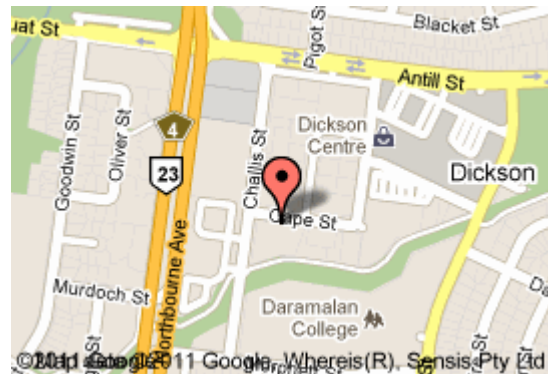
All on "classic" crust (more tummy-filling than thin crust)

Occasionally we may order one or more pizzas of another variety to cater to special dietary requirements. Note that we cannot order "specialty" pizzas like chicken or seafood at the discounted price. Most special or religious requirements are met through the vegetarian & cheese pizzas, or children supplying their own lunch.

Call Dominos in Dickson at about 11am, arranging to collect the pizzas around 12 or 12.15 pm. You will need to supply your name, your contact phone number, the pizza order and tell them you are with the ACT Junior Chess League and receive the pizzas at the discounted price.

Dominos Dickson
73/2 Cape Street DICKSON,
ACT 2602

6257 6133



Make sure you collect a receipt and staple this to the Tournament Reconciliation.

For lunch children may take 1 piece of pizza at a time and may generally return for as much as they like. They receive one drink with their lunch and may purchase extra drinks for \$1.

Pizza boxes can be disposed of in the hoppers in the far carpark (bottom of the hill).

Playoffs & Awarding the Prizes

Players in ACTJCL events may only receive one trophy - the highest (or most prestigious) for which they are eligible.

Overall place awards (Champion, runner-up & 3rd-5th place) as well as perpetuals are considered the most prestigious and should be awarded FIRST, after which the remaining encouragement, age and other awards should be made to other players. A list of the awards applicable to the events is attached to this document.

ACTJCL awards most prizes "down the list." That is, trophies are allocated to the players according to their strict finishing order as ranked by the Swiss Perfect tiebreaks applicable to the event. For most events these will be M-Buch, Buch & Prog (in that order) and these are the default tiebreaks on Swiss Perfect. However playoffs may be conducted when players are tied for **first overall** or for **any award of a perpetual trophy**.

Resolving Ties for First Overall or Perpetuals

If players are tied for first overall, or a perpetual trophy, only the first and second ranked of those players may proceed to a playoff, even if three or more players are eligible on score alone. Most players tied for first overall will have played against one another in the event already. **If players have already met in the event the result of any game played will resolve the playoff.** Most players will view this as a fair outcome and it has the additional benefit of determining the winner under the same playing conditions as those of the actual event.

If the two players have not played, or if their match was drawn, a playoff should be arranged whenever practical (taking time constraints into account). For a long time control event a 15min per player time control is the minimum that should be employed. For an event run with a short time control that same time control, or a blitz (5min) time control, is acceptable depending on the time available to the organisers.

Colours are allocated by random draw. Only one game will be played. If that result is drawn then the prize for first overall, or the awarding of the perpetual trophy, will go to the player ranked first on tiebreak by Swiss Perfect.

Other Trophies

All other awards should be allocated "down the list" however some consideration is given - *where eligibility within a scoregroup exists for several awards* - to distributing trophies in such a way as to maximise the number of higher ranked participants who receive one. For example -

2011 Disneyland Chicks Chess Championship

Place	Name	Age	Rtg	Score	Tiebreaks	Award
1	Ariel	U12	1168	9.5	51.5 64.5 52.0	1st
2	Sleeping Beauty	U16	786	9	50.5 64.5 51.0	2nd
3	Minnie Mouse	U18	1133	8	51.5 65.0 43.0	3rd
4	Belle	U14	1317	7.5	52.0 66.0 45.0	1st U14
5	Nala	U14	684	6.5	48.0 61.5 37.0	2nd U14
6-12	Daisy Duck	U10	602	6	51.5 64.5 41.0	1st U12
	Pocahontas	U12	582	6	48.0 61.5 35.0	2nd U12

	Mulan	U14	349	6	48.0	60.0	38.0	3rd U14
	Dory	U14	575	6	46.0	58.5	34.0	
	Cinderella	U12	148	6	41.0	53.0	28.0	3rd U12
	Snow White	U10	275	6	41.0	49.5	30.0	1st U10
	Bambi	U10	316	6	39.5	50.0	30.0	2nd U10
13-15	Lilo	U12	338	5.5	46.0	57.5	33.0	
	Mrs Potts	U10	304	5.5	42.0	54.0	32.5	3rd U10
	Maid Marian	U10		5.5	39.5	49.5	30.5	

The anomaly in the example above was to award "Daisy Duck" and "Pocahontas" the First & Second Under 12 prizes, allowing "Mulan" to collect 3rd Under 14. Had this adjustment not been made, the awards could have gone instead -

2011 Disneyland Chicks Chess Championship

Place	Name	Age	Rtg	Score	Tiebreaks	Award
1	Ariel	U12	1168	9.5	51.5 64.5 52.0	1st
2	Sleeping Beauty	U16	786	9	50.5 64.5 51.0	2nd
3	Minnie Mouse	U18	1133	8	51.5 65.0 43.0	3rd
4	Belle	U14	1317	7.5	52.0 66.0 45.0	1st U14
5	Nala	U14	684	6.5	48.0 61.5 37.0	2nd U14
6-12	Daisy Duck	U10	602	6	51.5 64.5 41.0	3rd U14
	Pocahontas	U12	582	6	48.0 61.5 35.0	1st U12
	Mulan	U14	349	6	48.0 60.0 38.0	
	Dory	U14	575	6	46.0 58.5 34.0	
	Cinderella	U12	148	6	41.0 53.0 28.0	2nd U12
	Snow White	U10	275	6	41.0 49.5 30.0	3rd U12
	Bambi	U10	316	6	39.5 50.0 30.0	1st U10
13-15	Lilo	U12	338	5.5	46.0 57.5 33.0	
	Mrs Potts	U10	304	5.5	42.0 54.0 32.5	2nd U10
	Maid Marian	U10		5.5	39.5 49.5 30.5	3rd U10

with Mulan & Dory both ineligible for U12 or U10 prizes and trophies then being distributed to players ranked lower within the scoregroup, or on lower scores altogether.

It can seem a bit complicated but it's relatively simple if you remember that you are trying to *maximise the number of higher ranked players who receive an award*. Of course, in doing so you need to remember that highly ranked "youngsters" (like Daisy Duck above) value the winning of older age group prizes. In this particular example we have still awarded Daisy a prize above her age and she has received a "first place" award ahead of a "third place" award. Some common sense needs to be employed to come up with a final prize distribution to best reflect the overall performances.

Rating Group Prizes

Many ACTJCL long time control events include rating group prizes. We no longer specify these as "1st Under 500" or "1st Under 800" prizes as it is difficult to predict how many entrants might be eligible in a specific rating group and in past events we had "guesstimated" incorrectly when having trophies engraved leaving one rating group with one or two eligible players, and another with ten or more eligible players.

After taking all entries for an event, print a list of players. If you have 2x Rating Group prizes, divide the number of rated players into 3 roughly equal groups. If you have 3x Rating Group prizes, divide the rated players into 4 roughly equal groups. *Do not include unrated players for this purpose.*

The top third (or quarter, depending on if you have 2 or 3 rating group prizes) are **ineligible** for the Rating Group prizes. In all probability your overall placegetters will come from the group.

The second third of players (or quarter) are **Rating Group A**. You may want to adjust the “cut-off” for each rating group slightly so it appears at a sensible point in the list. For example, your dividing line may place a player rated 752 in Rating Group A and a player rated 749 in Rating Group B and the next highest Rating Group B member may be rated 621. In this example, it is more sensible for the player rated 749 to be part of rating Group A and the cutoff to appear below them.

Rating Group B is your lower third of rated players (or 3rd quarter of 4 etc). After making these decisions, which should be finalised before the end of Round 1, the Rating Groups should be advertised to the players.

Only players within a rating group may win that rating group prize so a lower rated, or unrated player, cannot win a prize reserved for a higher rating group.

Here is an example incorporating 27 rated players and 2 x rating group prizes -

List of Players

1. Wei, Michael 1787
2. Oliver, Gareth 1752
3. Lattimore, Tor 1557
4. Ikeda, Junta 1460
5. Hoang, Khoi 1395
6. Guo-Yuthok, Sherab 1338
7. Sreetharan, Kishore 999
8. Johnson, Harry 987
9. Beltrami, Matthew 960

Rating Group A

10. Ung, Thomas 933
11. Eldridge-Smith, Veronique 925
12. Eldridge-Smith, Leif 903
13. Ikeda, Miona 835
14. Sakthivel, Gayitha (Gaya) 807
15. Smith, Kayleigh 739
16. Heath, Sophie 683
17. Oliver, Tamzin L 681
18. Logan, Katie 659

Rating Group B

19. Allerton, Luke 623
20. Lloyd, Aidan 608
21. Chow, Justin 581
22. Brown, Andrew 571
23. Chuah, Anthony 446
24. Nguyen, Van 421
25. Mckell, David 373
26. Baines, Casey 311
27. McConnell, Luke 206

Unrated

28. Arnold, Aimee
29. Cupit, Heather

Rating Group A (in the example) is roughly an “Under 950” prize and Rating Group B is roughly an “Under 650” prize.

Biggest Upset Award

An award specific to our long time control events.

Each round, make a note of the “biggest upset” to take place. Upsets can only be recorded when both players already have a rating so unrated players are ineligible for this prize.

For a win, the “size” of the upset is the total rating point difference between the two players. For a draw, halve the total rating point difference to determine the size of the upset.

Regarded as something of an “encouragement award” the “Biggest Upset” should be awarded to a player *after* place trophies and rating group trophies have been allocated as some of your “upsets” may have been caused by players able to win other awards.

Other Encouragement Awards

Please remember that all encouragement awards are intended to encourage and promote participation. They are not intended - *however deserving* - to further reward players who are frequent award recipients in events.

MAKE SURE YOU LOOK PAST THE NAMES YOU ALREADY KNOW!

Generic Encouragement Awards are contained in a box at the top of the tall cabinet in the storeroom. These are distributed at your discretion. You may choose to award them to children who have played very well and just missed a prize. They are often given to encourage new players or players who have demonstrated great enthusiasm over several events without being able to win an award.

Most events will include 1-2 “generic” awards depending on the numbers and results. Try not to award them (unless you feel very strongly about the deservedness) to children who compete on a regular basis and have won trophies in other events. Equally, they are not awards for children who are upset because they didn’t win any (or many) games. They are most useful as described - *to encourage promising and/or enthusiastic youngsters to return and play again in events.*

Top Debut is an award for the highest ranked player participating in one of our weekend events for the first time. Tips for identifying these players are that they are almost always unrated, and will almost never have an existing rating ID on the ACF list. If all else fails - *ask the players during the event to put up their hand if it is their very first weekend event.*

Rising Star is an award for an improving player who has achieved a significantly better result than at past events. If no obvious candidates come to mind, look at the “local ratings” page in Swiss Perfect where a + or - number, or new performance rating (for an unrated player), will show players who have scored above (or below) expectations. *This is not a perfect tool for selecting your winner but may assist you in identifying or excluding candidates.*

Young Champion is an award for a player from Year 2 or below who has achieved an excellent result. It does not have to be the highest result in this age group as, again, it is an encouragement award and *one which we hope to distribute widely rather than repeatedly to the same recipient.*

Getting the Trophies Right

ACTJCL has always offered trophies & other prizes, and not cash prizes for events.

Not all events are equal and trophies & prizes need to be selected with the relative significance of the event, the age of participants, the number required, and the event budget all in mind.

The colour bands in each table are indicative of trophies that should be regarded as of similar size or significance in making trophy selections.

ACTJCL events fall into three basic tiers, indicating the significance of the event in determining the number and style of prizes being awarded.

Tier One events include the ACT Junior Championship, the ACT U14 Championship, the ACT Women & Girls Championship & the Autumn Junior Weekender.

All Tier One events (with the exception of the U14 Championship) have perpetual trophies and most pre-date the ACTJCL itself. Prior to the event it is important to trace & collect perpetuals and attempt to have them up-to-date and ready for the next recipient.

Each recipient of a perpetual trophy must receive a trophy to keep - in recognition of having won the perpetual award. These trophies should always be the more significant presented by ACTJCL as these are the elite events. Larger trophies or cups are appropriate. This can be expensive but costs can be contained by purchasing metal or plastic cups of good quality. ACTJCL does not purchase very expensive silver, glass or crystal trophies.

Other place trophies should be in keeping with the status of the event, and rating group, upset, age & encouragement awards will be slightly larger than those presented in lower tier events.

Tier Two events include the ACTJCL Lightning Championship, ACTJCL Rapid Play Championship, ACT U8, U10 & U12 Championships and the Girls' Allegro Championship.

Only the Lightning Championship currently has a perpetual. These events are nonetheless, significant events on the ACTJCL calendar. The Lightning & Rapid Play events are open to all ACTJCL age groups. The U8, U10 & U12 events are age-based championships, and the Girls' Allegro is the largest all-girl event for the year.

Placegetters should receive significant trophies but lesser in size & cost to those awarded in the Tier One events.

Tier Three events include the Fischer-Random & Transfer Festivals, the Primary Allegro and School Holiday programs.

These are more social, high participation events. The relatively high number of awards at these events makes it cost effective to use smaller trophies or medals.



ACT Junior Championship

Special notes:

This is the only event for which players may be awarded more than one perpetual trophy. The ACT Junior Champion will *also* be either the ACT Girls' Champion OR the ACT Boys' Champion. Although players may take home both perpetual trophies, they will only take home the ACT Champion trophy to keep.

For example, if the overall Champion is a girl, she will receive the ACT Junior Champion perpetual trophy and the ACT Girls' Champion perpetual trophy plus the ACT Champion trophy to keep. The highest ranked boy is then awarded the ACT Boys' Champion perpetual trophy and trophy to keep. In ordering the trophies, an order for the *most likely* gender winner should be made with awareness that this will need to be changed if things finish the other way.

If the overall Champion is an U12 player, they are awarded the overall trophy, and the equivalent U12 trophy is then awarded to the next highest performing U12 player.

Perpetual Trophies	Place Trophies	Other Awards
ACT Junior Champion	ACT Junior Champion	Rating Group A
ACT Boys Champion	ACT Boys Champion	Rating Group B (&C etc)
ACT Girls Champion	ACT Girls Champion	Biggest Upset
ACT U12 Boys Champion	ACT U12 Boys Champion	1st Unrated
ACT U12 Girls Champion	ACT U12 Girls Champion	2nd Unrated
	2nd overall	3rd Unrated
	3rd overall	



ACT Women & Girls Championship

Special notes:

This is a combined ACTCA & ACTJCL event, open to adult & junior participants.

With sufficient early entries, unrated awards can instead reflect age participation (eg 1st U8, U10, U12, U14 unrated)

Perpetual Trophies	Place Trophies	Other Awards
ACT Women & Girls Champion	ACT Women & Girls Champion	Rating Group A
	Second Place	Rating Group B
	Third Place	Biggest Upset
		1st Unrated
		2nd Unrated
		3rd Unrated



Autumn Junior Weekender

Special notes:

This was originally an ACTCA event, predating the ACTJCL.

If the overall Champion is a child attending Primary School, they are awarded the overall trophy, and the Primary Champion is then awarded to the next highest performing player still attending Primary School. The perpetual trophies are a trophy (overall) and a large shield (primary).

Perpetual Trophies	Place Trophies	Other Awards
Autumn Junior Weekender Champion	Autumn Junior Weekender Champion	Rating Group A
Autumn Junior Weekender Primary Champion	Autumn Junior Weekender Primary Champion	Rating Group B
	Second Place	Biggest Upset
	Third Place	1st Unrated
		2nd Unrated
		3rd Unrated



ACT U14 Championship

Special notes:

This event does not have a perpetual trophy.

Perpetual Trophies	Place Trophies	Other Awards
	Under 14 Champion	Rating Group A
	Second Place	Rating Group B
	Third Place	Biggest Upset
		1st Unrated
		2nd Unrated
		3rd Unrated



ACT Junior Lightning Championship & Lightning Reserves

Perpetual Trophies	Place Trophies	Other Awards
ACT Junior Lightning Champion	ACT Junior Lightning Champion	1st Place Reserves
	Second Place	2nd Place Reserves
	1st U8, U10, U12, U14 & U16	3rd Place Reserves
		4th Place Reserves
		5th Place Reserves



ACT Junior Rapid Play Championship & Rapid Play Reserves

Perpetual Trophies	Place Trophies	Other Awards
	ACT Junior Rapid Play Champion	1st Place Reserves
	Second Place	2nd Place Reserves
	1st U8, U10, U12, U14 & U16 Boy & Girl	3rd Place Reserves
		4th Place Reserves
		5th Place Reserves



ACT U10 & U12 Championships

Special notes:

Make sure you are familiar with the criteria for awarding the additional, encouragement prizes in these events. These events are played with a rapid time control and don't have perpetual trophies.

Place Trophies	Other Awards
Under 10 or 12 Champion	Top Debut
Second Place	Young Champion
Third Place	Rising Star
Fourth place	
Fifth Place	



ACT U8 Championship

Place Trophies	Other Awards
Under 8 Champion	Top Debut
Second Place	Rising Star
Third Place	1st Under 6
Fourth place	
Fifth Place	



Girls Allegro Championship

Special notes:

There are many prizes in this event with the aim of encouraging and increasing participation by girls.

Place Trophies	Other Awards
Girls' Allegro Champion	2nd place U8, U10, U12, U14
Second Place	3rd Place U8, U10, U12, U14
Third Place	
1st Place U8, U10, U12, U14	



Primary Allegro Championship

Special notes:

This event includes book prizes or vouchers for the top 3 schools based on the highest level of participation. Book orders or certificates need to be completed prior to the event for presentation on the day. The Tournament Coordinator will confirm the appropriate value for the books or certificates.

Awards
1st Placed Boy & Girl for each year group - Kindy to Grade 6



Fischer Random Championship

Place Trophies	Other Awards
First Place	Rating Group A
Second Place	Rating Group B
Third Place	1st Unrated
Fourth Place	
Fifth Place	



Transfer Championship

Special notes:

This is a traditionally social day for the ACTJCL. Along with the trophies, a series of fun awards have been presented in past years. These have awarded to some of the "fun" partnerships - *for example* - the oldest & youngest teams, best sibling team, best parent & child team. The Tournament Coordinator will confirm how many of these awards are appropriate and establish a budget for them. It is important that the awards are available for presentation on the day if they have been incorporated into pre-event advertising. When the budget will not permit, the additional awards are not advertised. *Remember - each team will need two trophies/awards!*

Place Trophies	Other Awards
ACT Transfer Champions	1st Unrated Team
Second Place	2nd Unrated Team
1st Team Under 1000, 2000 & 3000	3rd Unrated Team

Using Swiss Perfect

You can download a version of the Swiss Perfect pairing program from the website <http://www.swissperfect.com/> A free fully functional trial of the program is available.

If you will be running events for ACTJCL or for a school chess club, you can contact the Tournament Coordinator for a "key" and you will be able to download the program for FREE for use on your own home computer or laptop.

Before the Event

Practice running a "mock" tournament with the pairing program. It is not a difficult program to use and has an excellent, "plain-english" help function.

Some additional "tips" - including a guide to "importing" players - can be found on Ian Rout's page @ <http://www.ianandjan.com/ian/ratings/>

Practice all the functions listed in this document as they are the most likely to arise on the day. Those are -

- Creating a tournament, entering players & allocating byes 24
- Pairing Each Round 25
- Entering the Results 26
- "Unpairing" Rounds 26
- Late entries 27
- Amending the pairings/colours 27
- Changing the Results 28
- Withdrawing Players 29
- Change the number of rounds 29
- Bits & Pieces 29

Swiss Perfect also has many "short cuts" in the program. You may find that you discover some yourself and learn more each time you work with a different group of organisers. Importantly, all functions can be quickly and easily accessed even using the menu system so you do not need to feel "lost" at any stage.

The program also saves itself while in use. It is very difficult to "lose" a tournament. We do recommend that you routinely "close" the tournament after every couple of rounds - *just to be sure!*

Creating a Tournament

1. Choose *File/New*
2. The New File dialog box appears. Enter a new tournament name. Click OK.
3. The Tournament Info dialog box appears. The fields are -
 - Name enter the name of the event

- **Organiser** enter ACT NORMAL (if normal rated) or ACT RAPID and the date of the last day of play. (This is for the ACT Ratings Officer.)
- **Arbiter** enter your name or leave blank
- **System** choose swiss pairing (default) or round robin
- **Rounds** enter the number of rounds you expect to play
- **Multi Games** leave as 1 (it will make 1 the maximum number of points available. In interschool chess, with 4 players per team multi games is set at 4.)
- **Table Numbers** leave as 1 unless you want to start your table numbers at another number

After you have filled out the fields click OK.

4. The Player Data dialog box appears. Enter your first player. The important fields are -

- **Surname**
- **First Name**
- **Loc Rating & ID** Use the ACF Rapid or ACF Normal rating (depending on the event and if the player has one). These can be found at the ACTJCL website and on the ACF website. The ID code can be found on the ACTJCL membership list (for members) or on the ACF master list. The ID is only required when the event is submitted for rating and can be entered after the event.
- **Birthdate** Especially for new players. It is not really required for players with an existing ID but may be helpful if you are awarding age group prizes.
- **Sex** Important for new players
- **Byes** Click Add and enter each round for which a player has requested a bye. You have to enter the byes one at a time. All requested byes should, if possible, be recorded before the start of Round 1.

Click Add New and you will move on to add another player. You can also "Import New" which is a quicker way to add players (with all their details from the rating list) but your computer will need to be loaded with the ACF Swiss Perfect Master File. You can download the Master File from The ACF Ratings page is <http://www.auschess.org.au/ratings/acfrate.htm> and a guide to importing players can be found on Ian Rout's page @ <http://www.ianandjan.com/ian/ratings/>.

After you have filled out the fields click OK.

At this point you should print a list of players sorted alphabetically.

Choose *List/Sort* > select Surname and click Up until Surname appears at the top of the list. Click OK. Click on the printer icon.

Choose *List/Sort* > select Surname and click Down until Surname appears at the bottom of the list. Click OK.

You can now use your alphabetical list to easily check the registrations on the day and determine players to be added/deleted before you pair your first round.

Pairing Each Round

Once you are sure you have a correct list of starting players you should pair the first round -

Select either *Pairing/Automatic* or *Pairing/Manual* option. The first command makes the pairing for you while the second displays a pairing for you to fill out. We use the automatic pairing 99.99% of the time.

Swiss Perfect will pair "automatically" if you click on the "crossed swords" icon. It defaults to a display showing the player's surname & initial. It is recommended you change this to a display of the player's first name & surname.

Click *Options/Display* and then *Results* (along the top, not under "columns"). Under Columns select "*Surname, initial (start no)*" and under Options select "*First name/surname.*" Click OK.

Your pairing page should now be easier to call out to the group as it will display full names rather than initials.

Click on the printer icon.

When you have entered all results, click on the "crossed swords" to pair the next round.

Entering the Results

Players should record their score on the printed copy of the pairings. These paper copies should be kept for at least a week after the event in case a result is found to have been entered incorrectly.

Use the 1 0 and = keys to enter the results into the computer.

Click *View/Results/Pairing/Normal*. You will probably be in this screen already. The icon that appears below "list" will also take you directly to the results page.

Imagine you are entering the result for the player who is "white" only - so the result appearing on the left hand side of the page.

Some people choose to enter all the results at the end of the round and some will enter the results as they are received. Click on the pairing you wish to record a result for and it should be highlighted.

Enter 1 if white has won
Enter 0 if white has lost
Enter = if the game is drawn

1 point byes will be recorded automatically. For a half point bye you must enter = yourself. It will automatically move down to the next pairing on the list.

You can also enter results by double-clicking on a highlighted pairing. This will give you more options for entering results, including games won or lost on forfeit.

Forfeits are recorded differently. The winning player receives a point but the game is not rated. Use + and - to indicate forfeits.

Unpairing Rounds

It's all wrong for some reason?

Click *Pairing/Unpair*.

Are you sure you want to delete this round? Yes.

You will be taken back to the previous round. This is usually done because you have realised results were entered incorrectly and the next round has not yet been played. You do not “unpair” if the round has been played.

Late Entries

If a player arrives late you can deal with this in a variety of ways depending on your circumstances.

If you have an odd number of players and a player is sitting out with a “bye” then you can ask those children to sit down quickly and start a game.

Similarly, two late arrivals can be asked to sit down and start a game immediately. This is only practical if they have arrived shortly after the start of the actual round. If they are very late, including them at that stage will only delay your next round.

Get them started and then fix up the pairing on the computer.

You will need to be on the “List of Players” screen.
View/List of Players
Player/Add New

Add player details as you did originally for all players.

The program will automatically enter a round number in the “late entry” section. It is the number of the first round in which they will participate. If this is not correct (which will be the case if you have organised a game for them) you need to delete or amend that number.

If you have added games not included in the original pairings you need to follow the instructions below for amending pairings. If they are not playing a game, and are just a “late entry” your actions are complete.

Sometimes a “late entry” can be a misunderstanding or a “forgotten” bye. Follow the instructions above, remove the “late entry” round details and allocate the player a 0.5 point bye by again, following the instructions for amended pairings.

Amending the Pairings

ACTJCL has a policy of not manually adjusting the Swiss Perfect pairings.

However, in events you will often have circumstances that require a manual adjustment to a pairing. This may include -

- Late arrivals or “overlooked” byes as described above
- Players completing a game against the wrong opponent
- Players playing with the wrong colours
- Players are in the draw who are not playing that round or have withdrawn

There may be other circumstances but the process is the same. Any player you wish to work with must already be on the list of players.

View/Results/Pairing/Normal will take you to the results page.

To change an *existing* pairing (even a "pairing" where a player has a bye)

- Click on the pairing to highlight it (one click, not a double-click)
- Click Edit/Pairing
- Select the players for white and black (or swap colours) until the pairing looks correct
- Click OK (or Next if you wish to amend the next pairing)

To add a *new* pairing where one didn't exist before you will need to start in the results page.

- Click Edit/Append Pair
- A new "blank" pairing will appear at the bottom of the list. Follow the instructions above to insert players into that pairing.

Appending a pair is also the way to insert a 0.5 point bye for a player if you missed it originally.

If you are amending a pairing because you have left in a player who is either not in the event at all, or has withdrawn, all amendments should be made to the pairings BEFORE you remove their name from the list of players or BEFORE you withdraw them from the event.

Changing the Results

You may establish a result was recorded incorrectly or that a typo caused a result to be entered incorrectly. This is not uncommon. It is important that you check the accuracy of your entries on a regular basis.

Most errors have a small impact but some can be significant especially on the higher boards or towards the end of the event.

If the next round has not commenced -

- Click Pairing/Unpair/Yes
- Highlight the incorrect result by clicking on it and enter the correct result. It will automatically override the existing result.

If it happened several rounds earlier -

- Start on the Results Page
- Click View/Change Round
- Select the round you want to amend and change the result as described.

If a significant error has occurred you may stop & unpair a round in progress - this is a judgement call. Some errors are not picked up until the tournament has finished and may have an obvious impact on standings and prizewinners.

These errors happen. We have presented additional prizes to children in extreme cases.

Again, *regular checking* of the accuracy of your entries will minimise the chance of such errors.

Withdrawing Players

Click View/List of Players

Double Click on the player to be withdrawn.

Against "Withdrawal" enter the number of the first round in which they *will not* participate.

Remember - if they have been paired in a round from which they have withdrawn, the pairing should be amended or unpaired **before** you withdraw them from the tournament.

Change the number of rounds

Tournaments are usually 7 or 9 rounds. You may play more or fewer rounds depending upon the rate of play throughout the day and the length of any breaks.

If you are changing the number of rounds from that entered at the start of the day -

Click Options/Tournament

Change the number of rounds to reflect those to be played.

As you pair the final round the program will ask you if you want to employ special last round pairing rules. Select Yes.

Bits & Pieces

You will use 3 main screens during the event -

- List of Players
- Results
- Standings

To change a screen you can use the various shortcuts as you become familiar with them or click **View** and move around using the menus.

From the **List of Players** screen you can easily access & amend player details. Double-click on a name to add/remove byes, withdraw a player, change rating or other personal details (including misspelled names).

You can make **allocating prizes** a little bit quicker & easier by using the "Federation" & "Club" sections of the player details screen for the necessary details. For example, at our Primary Allegro we award a prize to the "Best Year 1 Girl & Boy" and "Best Year 4 Girl & Boy" etc. If you enter 1B or 4G in the "Federation" box then that will be part of the display on the list of players but (more importantly) it will also appear on the final standings making it easy to identify those children as you run down the list.

You can even enter "A" or "B" to identify rating group members. *It will help you at the end of the day!*

From the **Results** screen you obtain your pairing, enter results and do any adding or amending of results and pairings.

From the **Standings** screen you have the round-by-round rankings. You may choose to print and display this regularly or not. If you double-click on a name in the **Standings** screen you will see their individual results "card" recording opponents, colours & results. This can be the quickest way to identify disputed scores and where errors may or may not have occurred.



Packing Up

Hall

- Pack away all ACTJCL equipment & tables.
- Stack chairs as they were at the start of the day.
- Lost property in the linen hamper in the storeroom. Check bags & water bottles and empty out food & drink first.
- Leave a \$50 float in the cash tin and lock the cash tin and valuables in the 2-drawer cabinet.
- Check all external doors are secured (sometimes children will open the white doors on either side of the stage).
- Sweep/mop as required. No obvious litter should be left on the floor or around the room.
- Pull curtains. Turn off lights and lock doors for storeroom and hall. You need to check the hall door is secure as it can be "locked" without the bolt being in place. If it is not bolted then the door can just be pulled open. Check all rear doors for the Hall as children will sometimes have used the central door, not just the main door.

Kitchen

- Turn off the fridge. Leave fridge & freezer door in an open position. Leave the fridge On if Campbell High have their own property in the fridge or freezer, or if it was left on when you arrived in the morning.
- Wipe down sink & benchtops.
- Return all ACTJCL property to the storeroom.
- Turn off lights.
- Close & lock doors. Return padlock to shutter.

Toilets

- Check they are left clean & tidy (taps turned off etc). If waste paper is overflowing put it in the rubbish bin and take it to the hopper.
- Turn off lights & lock doors (boys' toilet will lock as soon as the door is closed).

Foyer

- Sweep (or mop) as required.
- Empty rubbish bin into the hopper (leave the bin liner if you can).
- Turn off lights.
- Check all external doors are locked & bolted. If the bolts are not in position the door can be "locked" but will be able to be pulled open. *Don't forget the external door near the boys' toilet.*
- Set the alarm by opening the security box.
 - Enter the four digit code you were given (the same one as the start of the day)
 - Press the "ON" button
 - Press the "4" button
 - Press the "ENTER" button

Exit through the central door (courtyard side). Check all doors are secure by "pulling" them.

Outside

- Tidy up any rubbish which is likely to have come from us.
- Cans of drink are often left around outside as well as lunch & snack wrappings. Rubbish can go up to the hopper or placed in the bin usually located near the bottom of the stairs to the car park.

DO NOT LEAVE UNTIL ALL CHILDREN ARE COLLECTED!!!!

Post Event

Tournament Coordinator

Please let the Tournament Coordinator know if you had any problems or concerns with the event. It is very important that you provide full details of any incidents including behaviour that required parents being called, cheating, damage to property, and all accidents/injuries.

Report shortages of stationery - including pens, pencils, scoresheets, printer cartridges, batteries etc.

If fewer than 2x full bundles of ribbons remain in the storeroom, and/or fewer than 5 "generic" encouragement awards, please advise the Tournament Coordinator so new ribbons & awards can be ordered.

Treasurer

Requires the completed Tournament Reconciliation and all receipts.

Money can be handed to the Treasurer with the Tournament Reconciliation form or banked by an organiser. If you bank it yourself please attach the transaction record or receipt to the Tournament Reconciliation.

The ACTJCL account is with the Commonwealth Bank 062913 10222568.

Canteen Coordinator

Let the Canteen Coordinator know if stocks of food and drink items are low in the storeroom. Think about the amount you required on the day - let them know if stocks are close to or less than that amount.

Ratings Officer

Email the full swiss perfect files (3 files per tournament ini, sco, trn) to the Ratings Officer.

Publicity Officer

Send through all results (standings & crosstable) and details of all prizewinners and helpers on the day. Include any anecdotes that might enhance the "story" of the event.

SECTION TWO: DETAILS OF EFT OR OTHER PREPAID ENTRIES

Name	Contact	DOB	Entry	M'ship	Lunch	Other	Where/When Paid
TOTALS							

SECTION THREE: RECONCILIATION

Name		Entry	M'Ship	Lunch	Other	Details of cheques in totals	
Section One Totals	Page 1						
	Page 2						
	Page 3						
Section 2 Totals							
TOTALS SECTIONS 1&2							
Canteen Takings							
TOTAL REVENUES (totals above & canteen) (A)							
Deductions for Cash Banking Purposes:	Total prepaid monies (Section Two)				-		
	Total Cheques in Balance (see right)				-		
	Receipted expenses (eg lunch)				-		
	<i>Receipts should be attached</i>				-		
	<i>Receipts should be attached</i>				-		
TOTAL DEDUCTIONS FOR CASH BANKING (B)							
TOTAL CASH TO BANK (A) less (B)							

SECTION FOUR: OTHER TOURNAMENT DETAILS

Cost of trophies (if known) \$ _____ Invoice No: _____

Cost of other prizes (eg books) \$ _____ Invoice attached Y/N

Number of ribbons: _____ Number of Encouragement Awards: _____

TOURNAMENT ORGANISER: _____ **CONTACT:** _____