



ACT JUNIOR CHESS LEAGUE



A (hopefully) Helpful Guide to Running an Interschool Zone on Behalf of the ACTJCL

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 interschool event are -

- punctuality(start on time and you'll finish on time!)
- organisational ability
- good communication skills
- enthusiasm
- & very little knowledge about the rules of the game (ACTJCL will supply that expertise for you!)



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Job Description (Non-executive) - Interschool Coordinator

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

ACTJCL is a non profit organisation aiming to promote chess at all levels for all junior players in the ACT and surrounding areas.

Responsible To

The Interschool 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 Interschool Coordinator should:

- Liaise with School Sport ACT to set dates for interschool competitions
- Act as the main point of contact for participating schools, encouraging & facilitating their involvement
- Organise venues, equipment and prizes
- Arrange & manage 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 Interschool 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

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the Interschool Coordinator for ACTJCL is two-four days per week during competition periods.

The Interschool Coordinator is appointed for a twelve month term.

Pre Event Preparation

The Interschool Coordinator will -

- Put together a team of people to run the event
- Confirm venue availability
- Order trophies
- Receive entries and handle enquiries about the event.
- Create the Swiss Perfect files for the event

The Team should -

- Allocate the roles & responsibilities each is able to take on to ensure a smoothly run event!
- Ensure they are aware of the expectations for the day, including if set up or pack up of equipment & tables is required.



Timetable

Time	Task	Help?
8am	Arrive - if set up is required	Page 6-7
8.30am	Arrive - if set up is not required	Page 6-7
9am	Call all players in to sit on the floor, welcome & explain: <ul style="list-style-type: none">• Use of the building• Canteen arrangements	Page 8
9.10am	Check receipt of all "small" team scoresheets and: <ul style="list-style-type: none">• Teams needing players• Teams with excess players• Explain how to complete sheets	Page 8-9
9.20am	Explain: <ul style="list-style-type: none">• Normal rules of chess apply• Touch-move• Touch-take• Use of clocks• Hand up for arbiter if in any doubt• <i>Both captains</i> to <i>promptly</i> report scores at the end of each round	Page 9
9.30am	Pair & seat Rounds 1-5 <i>Remember - only captains go to the table when The round is first called</i>	Page 10
<p>Lunch is at the conclusion of Round 5 (irrespective of the time). Players should return for Round 6 no later than 1.30pm.</p> <p>At lunch all scores must be double-checked for accuracy and players with perfect scores identified.</p>		
1.30pm	Pair & seat Rounds 6-7	
2.30pm	Pack up (if required) & prizegiving	Page 12-14

Setting up on the Day

Arrive at least one hour before play is scheduled to commence if set up is required (ie by 8am) and no later than 8.30am if set up is not required. Players will begin arriving from approximately 8.30am.

Security

As these are weekday events, the alarms should have been disabled by the school. Although the school can open the hall doors you will require the ACTJCL keys for access to the filing cabinets.

General Duties

Make a note of any existing problems on arrival. Notify the school if there are any problems.

Unlock the toilets. For weekday events these may already be open.

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 entries and answer questions. In the top drawer of the filing cabinet you will find -

- Team scoresheets - large & small (page 31 & 32)
- Tournament Reconciliation forms (page 29-30)
- Finals Qualification Letters

In the bottom drawer you will find -

- Cash tins including a float
- 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 will find -

- Plastic Box for sorting team scoresheets
- Table numbers
- Receipt Books
- Paper
- Power cords and power boards
- First Aid kit
- Ribbons

Trophies for the event (including perfect score trophies) will usually be stored in a box on the top of the upright cabinet.

- **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 adjacent to the store room because there is access to power at that point. You will need one table and eight chairs for every 2 teams registered. If your event has not reached 40 teams you may like to set up an extra table in case you can make up additional teams from reserves.
- **Place numbers, clocks, boards & sets on the tables.** For interschool events 4 boards, sets & clocks are required at each table. 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. Note that in interschool competitions the boards on each table must alternate (ie if Board 1 is white, Board 2 is black, Board 3 is white & Board 4 is black).

Only one table number is required for each table and that should be placed adjacent to the board of the Board 1 players.

Running the Day

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

Reconciling Entries

As adults arrive, check if they are the teacher or parent responsible for that school. The responsible teacher or parent will have been asked to bring completed team sheets with them.

Spare team scoresheets are stored in the filing cabinet for those teams who have not brought their score sheets.

Explain that captains retain the large version of the sheet and the tournament cannot get underway until all teams bring their small score sheet to the table.

As you receive the small scoresheets, tick them off on the team list from swiss perfect. Note any changes to team names, and any to be added or deleted. Note any teams with reserves, and any teams requiring players, and match those up as soon as possible.

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.

It is important to answer the simple, appropriate questions but *more important to get play underway on time*. Avoid being drawn into the more unlikely scenarios or complex questions. Reinforce that players should put their hand up to check with an arbiter if they have any concerns during their games. Stick to a basic script as follows -

Use of the Building & Canteen Arrangements

- 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. This is particularly important for players who are used to being at Campbell for weekend events. **Players may not play in the foyer or anywhere outside of the Hall unless under the supervision of their teacher.**
- The behaviour expected of players is the same expected of them in their own school environment. Bullying and bad sportsmanship is not tolerated.
- Lunch orders must have been lodged in advance. Teachers need to collect payment for all of their students and make a single payment at the canteen by 10am. Orders will be brought to the Hall around 12.30pm.
- *Do not encourage “recess” trips to the canteen.* If teachers/students are insistent, stress that rounds are not delayed to allow for players still at the canteen.

Completing Scoresheets

- If any team scoresheets are outstanding ask those schools to bring them to the desk immediately. ***Play cannot get underway without all team scoresheets.***
- Check if there are still reserves, or teams requiring players, in the group (see Use of Reserves or Spare Players).
- Team captains look after the scoresheets. The team captain should be a *responsible* player but does not have to be the best, or Board 1 player on a team.
- Players must play in the same order all day. If you are named on Board 1 you must always play on Board 1. ***Teams must be listed in order of playing strength.***

- Players need to report their individual score directly to their team captain. *When all games are complete both captains bring the completed scoresheet to the score table.*
- Captains must check that the scoresheets balance. No more than 4 points can be scored in a round. For example - your team scores 2 so the other team must have scored 2. If your team scores 3, the other team may only have scored 1. If the total is more than 4 there is an error in the recording of a result.

Playing in the tournament

- **Turn off all mobile phones.** If a player's phone goes off during a game, their game will be forfeited.
- 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 members of a team) 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 interschool 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.
- 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 *-on lower boards -* for the arbiter to adjudicate a game as a draw if you observe the game and believe both players to be unable to achieve a mate.

Get them Playing

Call out the first round draw, explaining the first named team has their Board 1 player as white. Board 1 is the board closest to the table number. ***Only the team captains go to the table when teams are first called.***

Once all team captains have found their table, the remaining team members should go directly to their seats 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 their captains to report a score.

When all games are complete both captains bring the completed scoresheet to the score table.

Any problems with teams playing incorrect opponents, incorrect colours or reporting an incorrect score can be fixed easily in Swiss Perfect (see later). However 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 move away any noisy & disruptive children.

Avoid very long breaks between rounds. *When almost all individual games are finished (< 10 games still in progress) call all players back to sit on the floor unless their own game is still underway.* This provides an opportunity to answer questions and provide basic tuition, and allows your arbiter to manage those games still to be completed.

Enter results and pair a new round as soon as practical.

Use of Reserves or Spare Players

At the beginning of the day it is important to establish those schools with extra players and those schools who are short of players through unexpected absences. It is best to start your introductions and wait until approximately 9.10am before following up reserves as many players will still be arriving. Most will have arrived by 9.15am.

Try not to ask spare players if they would *"like to play for another school."* Some children feel a little bit shy or uncomfortable and will take the opportunity to refuse. Our aim is for *all children* to play in *all rounds* if possible so it is better to encourage them, in the presence of their teacher, to see this as a chance to play more matches. They can also remain a reserve for their own school and swap with members of their own school teams so that some matches are played with their own school.

A reserve can play for just one team or across multiple teams.

If you have 3-4 (or more) reserves who cannot be accommodated in existing teams - *and you have 40 teams or less in the competition already* - you can make up one or more teams wholly of reserves. Have the children select a fun team name and add that team name to the draw in Swiss Perfect:

You will need to be on the "List of Players" screen.

View/List of Players
Player/Add New

Add team details as you did originally for all teams.

"Reserves" teams cannot qualify for the Final.

Teams of reserves, or regular school teams, can compete with only 3 players but will routinely lose the match on the "empty" board. With lower skilled (usually "Reserves") teams, Board 1 may be left vacant and the participants play on Boards 2, 3 & 4. With "real" teams, players should occupy Boards 1, 2 & 3. If teams have only 2 players it is impractical for them to compete as a team and the team should be withdrawn from the player list and the players become Reserves themselves.

Completing scoresheets with Reserves

This creates a lot of confusion and the easiest way to explain what should be done is to look at a couple of examples.

In the match below we can see that the Holy Family Shadows have six players on their team. The first four players named are their "team members" and players five and six are both "reserves."

Team members - those players named 1-4 - must always play on their allocated board when they participate in a match.

Reserves - those players named 5-6 - may play in any seat left vacant by a "team member."

In Round 1, Rose did not play. A reserve, Sarah-Jane, played on Board 2 against Elizabeth. The points appear against the actual participants and there is nothing recorded against Rose & Tegan, who did not participate in Round 1.

Team Name Holy Family Shadows		11							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team	Red Hill Robots								Total Per Player	
Round	1	2	3	4	5	6	7			
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B			
Please Circle.	W	W	W	W	W	W	W			
N	1 Donna Noble	0.5								
A	2 Rose Tyler									
M	3 Martha Jones	0								
E	4 Jack Harkness	1								
S	5 Sarah Jane Smith	0								
	6 Tegan Jovanka									
Total For Round		1.5								
Cumulative Total		1.5								

Team Name Red Hill Robots		1							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team	Holy Family Shadows								Total Per Player	
Round	1	2	3	4	5	6	7			
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B			
Please Circle.	W	W	W	W	W	W	W			
N	1 Charles Bingley	0.5								
A	2 Elizabeth Bennet	1								
M	3 Charlotte Lucas	1								
E	4 William Collins	0								
S	5									
	6									
Total For Round		2.5								
Cumulative Total		2.5								

Let's look at Round 2. This time Rose has returned to her Board 2 position and team member Martha (B3) is not playing. Instead a reserve, Tegan, has played on Board 3 against Roger Taylor.

Team Name Holy Family Shadows		11							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team	Red Hill Robots	Emmaus Licorice							Total Per Player	
Round	1	2	3	4	5	6	7			
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B			
Please Circle.	W	W	W	W	W	W	W			
N	1 Donna Noble	0.5	0							
A	2 Rose Tyler		0							
M	3 Martha Jones	0								
E	4 Jack Harkness	1	1							
S	5 Sarah Jane Smith	0								
	6 Tegan Jovanka		0.5							
Total For Round		1.5	1.5							
Cumulative Total		1.5	3							

Team Name Emmaus Licorice		1							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team	St Thomas Ferrets	Holy Family Shadows							Total Per Player	
Round	1	2	3	4	5	6	7			
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B			
Please Circle.	W	W	W	W	W	W	W			
N	1 Simon Le Bon	0.5	1							
A	2 John Taylor	0	1							
M	3 Roger Taylor	1	0.5							
E	4 Nick Rhodes	0	0							
S	5									
	6									
Total For Round		1.5	2.5							
Cumulative Total		1.5	4							

Allocation of Prizes

All participants receive a ribbon.

ACTJCL awards most prizes "down the list." That is, trophies are allocated to the teams 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. First place is allocated to the highest ranked team, second to

the second ranked team and third to the third ranked team with only exception being:

Resolving Ties for First Overall

If teams are tied for first overall, the result of any match played between the first and second ranked of those teams will be checked. **If teams have already met in the event the winner of the head-to-head match will be awarded first place.**

If the two teams have not played, or if their match was drawn, first place is awarded to the team ranked first on tiebreak by Swiss Perfect.

We do not, even when time permits, conduct playoffs on the day to determine a result. It is important that a single set of rules is used in determining our winners so that no perception develops that rules and interpretations are subject to the whim of an organiser and varied to suit particular schools or individuals.

Perfect Scores

Perfect Score trophies are only awarded to players achieving a score of 7/7. If a player has not played in every round, they cannot be awarded a perfect score even if they win all rounds in which they do participate. No perfect score prizes are awarded in the secondary girls events. Players to achieve a perfect score will certainly win an individual award in the event.

Secondary Girls

All schools with 4 or more participants will have their top 4 individual scores totalled to determine their team score for the purpose of awarding team prizes. If that result is tied, the M-Buch tiebreak for each of the top 4 individual scores is totalled to gain a tiebreak score. If that too is tied, first place is awarded to the team with the highest ranked individual player in the competition as ranked by Swiss Perfect.

Playoffs are not conducted for any individual secondary girls' awards. Awards are made down the list.

Who qualifies for the Finals?

The Interschool Coordinator will advise you of the numbers of teams that should **automatically qualify** from your Zone event. At the conclusion of the event only that number of invitations should be issued.

If other teams were close to qualifying, and you believe they should be considered for inclusion, please advise the Interschool Coordinator. At the end of all zone competitions, some additional invitations may be issued to

balance numbers or to reflect the difference in size and strength between zones.

In most cases:

For the **Secondary Open** and **Girls' Primary** events (2 zones each) approximately 15 teams from each Zone will progress to the Final. Only three teams from any one school can qualify for the Secondary Open or Girls' Primary final.

For the **Primary Open** event (6 zones) between 4 and 8 teams will progress from each Zone to the Final. A minimum of 4 places are automatically awarded with the balance of places at the discretion of the ACTJCL coordinator. The discretionary places recognise the fluctuations in numbers from zone to zone and significant differences in the overall playing strength. Only two teams from any one school can qualify for the Open Primary final.

The **Girls' Secondary** event is conducted as a one-day final, without zones, and unlimited entries are encouraged from all schools. Our hope is to eventually develop a competition where demand for places will require a Zone & Final format in line with the other events.

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 float in cash tin and lock all cash tins 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.

Kitchen (if used)

Turn off urn & fridge. Leave fridge & freezer door in an open position.

Wipe down sink & benchtops.

Return all ACTJCL property to the storeroom.

Turn off lights.

Close & lock door. 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.

Foyer

Sweep (or mop) as required.

Outside

Tidy up any rubbish which is likely to have come from us.

Post Event

Interschool Coordinator

Complete the Interschool Reconciliation Form and forward to the Interschool Coordinator, with the Swiss Perfect files, as soon as practical.

Please let the Interschool Coordinator know if you had any problems or concerns with the event. Report shortages of stationery - including pens, pencils, scoresheets, printer cartridges, batteries etc.

Treasurer

Requires details of any deposits.

Money can be handed to the Interschool Coordinator or banked by an organiser. If you bank it yourself please attach the transaction record or receipt to the Interschool 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.

Publicity Officer

Email the swiss perfect files plus a list of all prizewinners to the Publicity Officer. Include any anecdotes or points of interest from the event. Include the names of all parents/helpers who should be thanked for their assistance.

Send the Publicity Officer all new email addresses collected on the day for inclusion on the mailing list.

Secretary

Any membership forms collected should be forwarded to the Secretary for inclusion of the membership file.

Using Swiss Perfect

You can download a version of the Swiss Perfect pairing program from the website <http://www.swissperfect.com/> A free 30 day 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 Interschool or Tournament Coordinator for a "key" and you will be able to download the program for FREE ongoing 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.

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 teams 17
- Pairing Each Round 19
- Entering the Results 19
- "Unpairing" Rounds 20
- Late entries 20
- Amending the pairings/colours 21
- Changing the Results 22
- Withdrawing Teams 22
- Bits & Pieces 23

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

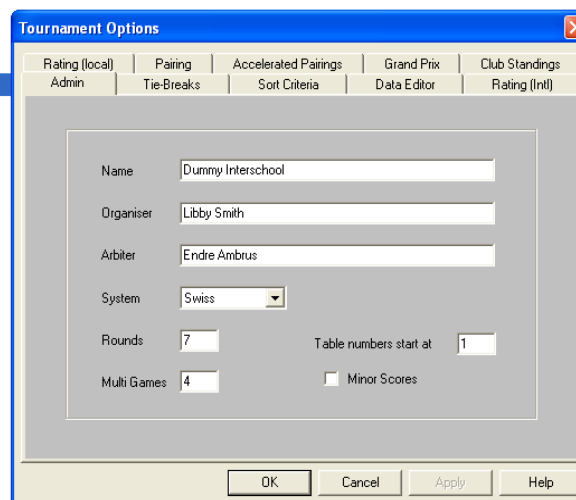
Noting Steps 1-4 should have already been completed for you by the Interschool Coordinator

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 your name or leave blank
Arbiter	enter the arbiter’s name or leave blank
System	choose swiss pairing (default)
Rounds	enter the number of rounds you expect to play. Interschool events are all 7 rounds.
Multi Games	change to 4 (it will make 4 the maximum number of points available given each team can score up to 4 points per round. In normal competitions it remains as 1 - the highest score an individual can achieve per round).
Table Numbers	leave as 1 unless you want to start your table numbers at another number

Your screen should look something like this -

Having filled out the fields click OK.



4. The Player Data dialog box appears. Enter your first team. For interschool events the important fields are -

Surname Here you will enter the name of the school team

First Name Leave blank

Loc Rating The Interschool Coordinator will have flagged any teams that should be "seeded" in the event. These teams will usually have several players playing regularly in events and known to be highly competitive. If several such teams are in a single zone it is a good idea to give them a "rating" in the Loc Rtg box to avoid having the teams meet in an earlier round of the event than in necessary.

Your screen should look something like this -

Click Add New and you will move on to add another team.

After you have filled out the fields, click OK.

At this point you should print a list of teams sorted alphabetically. If you haven't done this in advance of the event, it should be one of your first tasks when you arrive at the event.

Choose List/Sort > select Surname and click Up until Surname appears at the top of the list. Click OK. Click on the printer icon. You now have your alphabetical list. The paper copy of the alphabetical list should be on the score table for the start of the event.

No	Name	Feder	Rtg	Loc
1	Amaroo Aardvarks,			
2	Arawang Rainbow,			
3	Bungendore Bigwigs,		125	
4	Curtin Robins,			
5	Duffy Angels,			
6	Emmaus Licorice,			
7	Garran Hotshots,		100	
8	Grammar Gobblers,			
9	Hawker Hurricanes,			
10	Holy Family Shadows,			
11	Kaleen Pirates,			
12	Marist Kings,			
13	Mighty Reserves,			
14	Radford Green,			
15	Red Hill Robots,		150	
16	St Joseph's Checkmates,			
17	St Jude's Pink Panthers,			
18	St Thomas 1,			
19	St Thomas 2,			
20	Turner Wolves,			

No	Name	Feder	Rtg	Loc
1.	Red Hill Robots,		150	
2.	Bungendore Bigwigs,		125	
3.	Garran Hotshots,		100	
4.	Amaroo Aardvarks,			
5.	Arawang Rainbow,			
6.	Curtin Robins,			
7.	Duffy Angels,			
8.	Emmaus Licorice,			
9.	Grammar Gobblers,			
10.	Hawker Hurricanes,			
11.	Holy Family Shadows,			
12.	Kaleen Pirates,			
13.	Marist Kings,			
14.	Mighty Reserves,			
15.	Radford Green,			
16.	St Joseph's Checkmates,			
17.	St Jude's Pink Panthers,			
18.	St Thomas 1,			
19.	St Thomas 2,			
20.	Turner Wolves,			

Choose List/Sort > select Surname and click Down until Surname appears at the bottom of the list. Click OK. This returns you list to the "correct" order (ie teams in "rating" order *followed by* alphabetical order).

You can now use your alphabetical list to easily check off schools as they arrive on the day and bring their scoresheets to the table.

You can also quickly identify teams to be added/deleted, and also those to change their name on the day. For example, St Thomas 1 & 2 may actually be St Thomas Foxes and St Thomas Ferrets. Simply double click on the team name (make sure you are on the "List of Players" screen), change the team name and click OK.

Pairing Each Round

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

Select Pairing/Automatic *OR*

Swiss Perfect will pair "automatically" if you click on the "crossed swords" icon.

On the first occasion you will see the "select Pairing Options" screen - click OK. Again, on the first occasion, you will see the "Colour for Top Seed" screen - click OK.

Click on the printer icon.

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

Entering the Results

Teams will record their results on the large scoresheet. This is copied to the small scoresheet retained at the score table. The team result is also recorded on the printed copy of the pairings for that round. 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 Z X and C 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.

Some people choose to enter all the results at the end of the round and some will enter the results as they are received. **To enter, or alter, a score** click on the pairing you are recording a result for and it will be highlighted. Then -

Z = 1 or more points for the first named team

X = allocates a half point

C = 1 or more points for the second named team

For example -

Red Hill Robots defeat Holy Family Shadows 2.5-1.5

Click Zx2, Xx1 and Cx1 to display this score

The system will automatically move down to the next pairing on the list.

Made a mistake? Don't panic. Highlight the pairing again and re-enter the correct score. This can even be done if later rounds have been paired and played.

4 point byes will be recorded automatically by the system (when you have an odd number of teams and a team is unpaired).

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

If you have an odd number of teams and a team is sitting out with a "bye" then you can ask those children to sit down quickly and start a game. Similarly, two late arriving teams 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 team 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.

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 as described above
Teams completing a game against the wrong opponent
Teams playing with the wrong colours
Teams 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 team has a bye)

Click on the pairing to highlight it (one click, not a double-click)
Click Edit/Pairing
Select the teams 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 teams into that pairing.

If you are amending a pairing because you have left in a team 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 teams 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. In schools competitions we try to check *at least* every second round, we *always* check the total score for every team during the lunch break, and we *always* check totals before going into the last round (see the Guide for our Score Table Volunteers).

Most errors have a small impact but some can be significant especially on the higher boards or towards the end of the event. This is amplified in interschool events because up to 4 points can be achieved in a round.

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 Teams

Click View/List of Players

Double Click on the team 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.

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 team details. Double-click on a name to add/remove byes, withdraw a team, change rating or other personal details (including misspelled names).

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.

A Guide for our Score Table Volunteers

At the Start of the Day

You should have the following items on the score table:

- Alphabetical list of teams printed from swiss perfect (page 18)
- Spare large scoresheets (page 31)
- Spare small scoresheets (page 32)
- Sharpened pencils (and sharpener)
- Plastic box for small scoresheets
- Laptop & printer
- Paper for printer

As adults arrive, check if they are the teacher or parent responsible for that school. The responsible teacher or parent will have been asked to bring completed team sheets with them.

Explain that captains retain the large version of the sheet and the tournament cannot get underway until all teams bring their small score sheet to the table.

As you receive the small scoresheets, tick them off on the team list from swiss perfect. Note any changes to team names, and any to be added or deleted. Note any teams with reserves, and any teams requiring players, and advise your Zone Coordinator.

To add a team, delete a team, or change a team name in Swiss Perfect you will need to be in the "List of Players" view. If you are not in that screen select:

View/List of Players

To change the name of a team double-click on the existing name on the list and change as required.

To add a new team (for example, a team of reserves) select:

Player/Add New - entering the team name in the "surname" field

To delete a team double click on the team name select "delete" and say "yes" and "yes"

ADVISE YOUR ZONE COORDINATOR AS SOON AS YOU HAVE ALL TEAMS IN THE SYSTEM AND ALL TEAM SMALL SCORESHEETS

Round 1

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

Select Pairing/Automatic *OR*

Swiss Perfect will pair "automatically" if you click on the "crossed swords" icon.

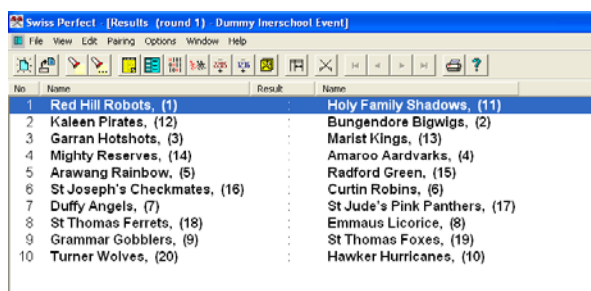
On the first occasion you will see the "select Pairing Options" screen - click OK. Again, on the first occasion, you will see the "Colour for Top Seed" screen - click OK.

Click on the printer icon.

Pass the printed list to the Zone Coordinator.

As pictured, and on the printed

version, you will see that each team has a number in brackets next to the team name - Red Hill Robots (1) and Holy Family Shadows (11) etc. **Record that number in the top right of the small scoresheet for the team.** It is the team "start number" and will appear beside their name each round. Sometimes it is quicker and easier to identify teams with the number when you are sorting through scoresheets.



The screenshot shows a window titled "Swiss Perfect [Results (round 1) Dummy Inerschool Event]". It contains a table with two columns: "No" and "Name". The table lists 20 teams, each with a number in parentheses next to its name. The teams are listed in two columns, with a vertical line separating them. The first team is Red Hill Robots, (1) and the last is Hawker Hurricanes, (10).

No	Name	Result	Name
1	Red Hill Robots, (1)		Holy Family Shadows, (11)
2	Kaleen Pirates, (12)		Bungendore Bigwigs, (2)
3	Garran Hotshots, (3)		Marist Kings, (13)
4	Mighty Reserves, (14)		Amaroo Aardvarks, (4)
5	Arawang Rainbow, (5)		Radford Green, (15)
6	St Joseph's Checkmates, (16)		Curtin Robins, (6)
7	Duffy Angels, (7)		St Jude's Pink Panthers, (17)
8	St Thomas Ferrets, (18)		Emmaus Licorice, (8)
9	Grammar Gobblers, (9)		St Thomas Foxes, (19)
10	Turner Wolves, (20)		Hawker Hurricanes, (10)

Sort the small scoresheets into the plastic box. The small scoresheets for the two teams on Table 1 (for example Red Hill Robots & Holy Family Shadows) should be put behind the Divider 1 in the box. Sheets for Kaleen Pirates & Bungendore Bigwigs would be placed behind the Divider 2 and so on. This makes it easy to keep the scoretable tidy as well as easy to locate the scoresheets when the teams come to the table.

Taking Results

Both captains must come to the table at the conclusion of a match.

Ask their table number and take the scoresheets for that table from the box - *check that you have the right teams!*

Check that the scoresheets tally to 4 points. Both teams may score 2 points each but both teams cannot have scored 3 points each. A match can be 2.5-1.5 but not 3-2 or 4-4.

Check that the individual scores tally. If Board 1 has scored 1 point, then their direct opponent must have scored 0 points.

Sometimes these are clerical errors and the children can quickly resolve the problem. Other times, players are unsure or disputing results (eg both

players claim to have won the same game). Disputed results should be referred to the arbiter or Zone Coordinator.

SEE SAMPLE SCORESHEETS ON PAGE 28

Once you have correct results:

- Copy the results from the large scoresheet to the small scoresheet
- Record the total for round and update the cumulative total
- Return the large scoresheet to the team captains
- Record the team result on the printed pairing from swiss perfect
- Enter the result into the computer (see page 19)

When all results are entered check the results on the printed sheet against the results you have entered on screen. If you are satisfied that the correct results have been entered click on the "crossed swords" icon to produce the pairing for the next round.

No	Name	Result	Name
1	Red Hill Robots, (1)	2.5 : 1.5	Holy Family Shadows, (11)
2	Kaleen Pirates, (12)	3.0 : 1.0	Bungendore Bigwigs, (2)
3	Garran Hotshots, (3)	3.0 : 1.0	Marist Kings, (13)
4	Mighty Reserves, (14)	1.0 : 3.0	Amaroo Aardvarks, (4)
5	Arawang Rainbow, (5)	4.0 : 0.0	Radford Green, (15)
6	St Joseph's Checkmates, (16)	.5 : 3.5	Curtin Robins, (6)
7	Duffy Angels, (7)	1.0 : 3.0	St Jude's Pink Panthers, (17)
8	St Thomas Ferrets, (18)	2.5 : 1.5	Emmaus Licorice, (8)
9	Grammar Gobblers, (9)	2.5 : 1.5	St Thomas Foxes, (19)
10	Turner Wolves, (20)	1.5 : 2.5	Hawker Hurricanes, (10)

No	Name	Result	Name
1	Curtin Robins, (6)	:	Arawang Rainbow, (5)
2	St Jude's Pink Panthers, (17)	:	Garran Hotshots, (3)
3	Amaroo Aardvarks, (4)	:	Kaleen Pirates, (12)
4	Hawker Hurricanes, (10)	:	Red Hill Robots, (1)
5	St Thomas Ferrets, (18)	:	Grammar Gobblers, (9)
6	Turner Wolves, (20)	:	St Thomas Foxes, (19)
7	Holy Family Shadows, (11)	:	Emmaus Licorice, (8)
8	Bungendore Bigwigs, (2)	:	Mighty Reserves, (14)
9	Marist Kings, (13)	:	Duffy Angels, (7)
10	Radford Green, (15)	:	St Joseph's Checkmates, (16)

Print the next pairing.

Sort the scoresheets into the box as done for Round 1.

Checks and Balances

It is important to check regularly that the correct total score is recorded for each team. Teams are paired according to their total score so an incorrectly recorded result can lead to a team playing easier or harder opponents than they should.

If you find an incorrect result see pages 21-22.

Total scores *should be checked each round* but this can be difficult if you have insufficient helpers. Please try to check total scores at the end of each second round, *always check total scores at lunchtime* and *always check total scores before the final round and before prizegiving*.

To check the total score for each team, start by sorting your small scoresheets into a pile according to the total cumulative score. All teams

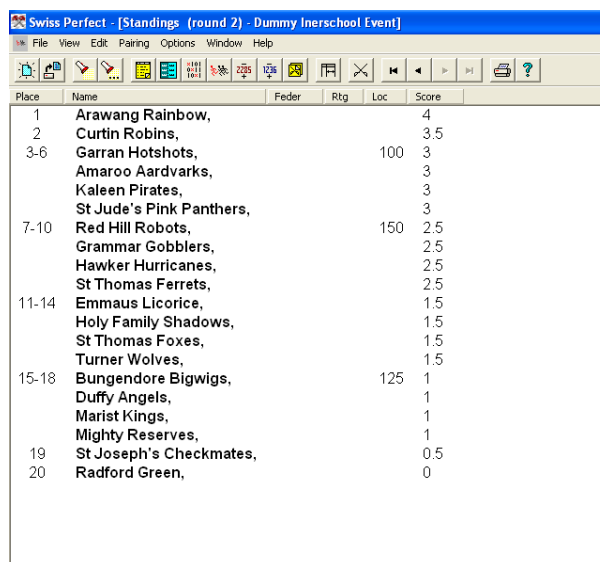
on 10 points, then all teams on 9.5, all on 8 etc. Go to the "Standings" screen:

Select View/Standings

Check that the cumulative score on the scoresheet is the same score as recorded in the standings.

Remember - you can double-click on any team in the standings screen to see a round-by-round display of team results. It's an easy way to spot where an error has occurred.

If you find an incorrect result see pages 21-22.



The screenshot shows the 'Swiss Perfect' software interface with a menu bar (File, View, Edit, Pairing, Options, Window, Help) and a toolbar. Below is a table of standings for a 'Dummy Inerschool Event'.

Place	Name	Feder	Rtg	Loc	Score
1	Arawang Rainbow,				4
2	Curtin Robins,				3.5
3-6	Garran Hotshots,			100	3
	Amaroo Aardvarks,				3
	Kaleen Pirates,				3
	St Jude's Pink Panthers,				3
7-10	Red Hill Robots,			150	2.5
	Grammar Gobblers,				2.5
	Hawker Hurricanes,				2.5
	St Thomas Ferrets,				2.5
11-14	Emmaus Licorice,				1.5
	Holy Family Shadows,				1.5
	St Thomas Foxes,				1.5
	Turner Wolves,				1.5
15-18	Bungendore Bigwigs,			125	1
	Duffy Angels,				1
	Marist Kings,				1
	Mighty Reserves,				1
19	St Joseph's Checkmates,				0.5
20	Radford Green,				0

Other Jobs

Perfect Scores

At lunch time (the conclusion of Round 5) check all team scoresheets for players with an individual score of 5/5. Run a highlighter pen through the name of those players.

Check at the conclusion of Round 6 and Round 7 to see if those players remain on perfect scores.

Ribbons

If time is available the Ribbons can be written up with "2010 North Canberra Zone" or "2010 Primary Girls Final."

If time and helpers are not available the children can receive blank ribbons and write the event details or name themselves.

Be careful not to write on more ribbons than there are participants in the Zone!

INCORRECT SCORESHEETS

In this example, the *team* scores are *probably* correct but the results are incorrectly recorded against the *individual* players. You would need to check with Lauren & Sam and with Carly & Molly to determine the correct result.

Team Name Kaleen Pirates		12							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team									Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Lauren Jackson	1							
	2	Natalie Hurst	1							
	3	Abby Bishop	1							
	4	Carly Wilson	0							
	5									
	6									
Total For Round		3								
Cumulative Total		3								

Team Name Bungendore Bigwigs		2							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team									Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Sam Tyler	1							
	2	Gene Hunt	0							
	3	Alex Drake	0							
	4	Molly Drake	0							
	5									
	6									
Total For Round		1								
Cumulative Total		1								

In this example, the team scores are obviously incorrect as a total of 5 points are being claimed - the result of Board 3 is in dispute and players should be referred to an arbiter to determine the result.

Team Name Garran Hotshots		3							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team									Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Ben Elton	1							
	2	Tim Winton	1							
	3	Elizabeth Kostova	1							
	4	Stieg Larsson	0							
	5									
	6									
Total For Round		3								
Cumulative Total		3								

Team Name Marist Kings		13							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team									Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Christopher Ryan	0							
	2	Rik Mayall	0							
	3	Adrian Edmondson	1							
	4	Nigel Planer	1							
	5									
	6									
Total For Round		2								
Cumulative Total		2								

CORRECT SCORESHEETS

This example shows two rounds completed and the use of Reserves. For more information about how to record results for Reserves see pages 10-12

Team Name Holy Family Shadows		11							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team		Red Hill Robots	Emmaus Licorice						Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Donna Noble	0.5	0						
	2	Rose Tyler		0						
	3	Martha Jones	0							
	4	Jack Harkness	1	1						
	5	Sarah Jane Smith	0							
	6	Tegan Jovanka		0.5						
Total For Round		1.5	1.5							
Cumulative Total		1.5	3							

Team Name Emmaus Licorice		1							Key	1 = Win 1/2 = Draw 0 = Loss
Name of Opposing Team		St Thomas Ferrets	Holy Family Shadows						Total Per Player	
Round		1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?		B	B	B	B	B	B	B		
Please Circle.		W	W	W	W	W	W	W		
N A M E S	1	Simon Le Bon	0.5	1						
	2	John Taylor	0	1						
	3	Roger Taylor	1	0.5						
	4	Nick Rhodes	0	0						
	5									
	6									
Total For Round		1.5	2.5							
Cumulative Total		1.5	4							

SECTION THREE: FINALS QUALIFICATION – MAXIMUM _____ TEAMS

	Team Name		
1			<i>Team Members:</i>
2			<i>Team Members:</i>
3			<i>Team Members:</i>
4		10	
5		11	
6		12	
7		13	
8		14	
9		15	

Please list all helpers on the day (for acknowledgement):

- **Copy the Swiss Perfect files to a usb (ini sco & trn)**
- **Send the interschool coordinator the swiss perfect files and the details from this form on the evening of the event or as soon as practical thereafter**
- **Attach any receipts if money has been deducted for expenses (for example if you purchased pencils or printer cartridges)**
- **Place the completed form, small scoresheets and any cash/cheques collected (and not banked) into an envelope, seal, and pass directly to the Interschool Coordinator or ACTJCL Treasurer.**

Thank you for your assistance!

Team Name							KEY 1 = WIN 1/2 = DRAW 0 = LOSS	
<i>Name of Opposing Team</i>								Total Per Player
<i>Round</i>							1	2
Is Player on Board 1 Black (B) or White (W)? Please circle							B W	B W
N A M E S	1							
	2							
	3							
	4							
	5							
	6							
Total for Round								
Cumulative Total								

Team Name							KEY 1 = WIN 1/2 = DRAW 0 = LOSS	
<i>Name of Opposing Team</i>								Total Per Player
<i>Round</i>							1	2
Is Player on Board 1 Black (B) or White (W)? Please circle							B W	B W
N A M E S	1							
	2							
	3							
	4							
	5							
	6							
Total for Round								
Cumulative Total								

							<u>Key</u> 1 = Win 1/2 = Draw 0 = Loss		
Name of Opposing Team									Total Per Player
Round	1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B		
Please Circle.	W	W	W	W	W	W	W		
N A M E S	1								
	2								
	3								
	4								
	5								
	6								
Total For Round									
Cumulative Total									

							<u>Key</u> 1 = Win 1/2 = Draw 0 = Loss		
Name of Opposing Team									Total Per Player
Round	1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B		
Please Circle.	W	W	W	W	W	W	W		
N A M E S	1								
	2								
	3								
	4								
	5								
	6								
Total For Round									
Cumulative Total									

							<u>Key</u> 1 = Win 1/2 = Draw 0 = Loss		
Name of Opposing Team									Total Per Player
Round	1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B		
Please Circle.	W	W	W	W	W	W	W		
N A M E S	1								
	2								
	3								
	4								
	5								
	6								
Total For Round									
Cumulative Total									

							<u>Key</u> 1 = Win 1/2 = Draw 0 = Loss		
Name of Opposing Team									Total Per Player
Round	1	2	3	4	5	6	7		
Is Player on Board 1 Black (B) or White (W)?	B	B	B	B	B	B	B		
Please Circle.	W	W	W	W	W	W	W		
N A M E S	1								
	2								
	3								
	4								
	5								
	6								
Total For Round									
Cumulative Total									