Guidelines for Tournament Directors and Organizers.

Rules.

All tournaments should be conducted using the version of the WESPA rules that are current on the date of the event.

Dictionary

The dictionary that is current according to WESPA on the day of the tournament should be used.

Challenge

Organizers should ensure that a sufficient number of devices for word judgment should be available within a short distance from each table. Challenge should be five points per word.

When a game is being played without a timer, the player who has played his move must write down his score before drawing tiles and to make a reasonable effort to ensure that the opponent has sufficient opportunity to make a challenge. Failure to do so will be considered as flash drawing.

Equipment.

Boards and tiles.

Tournament directors should encourage players to 'make the grid' at the start of each round. For important tournaments such as a selection tournament for national representation tournament directors need to instruct all players to ascertain that the correct number of tiles are present and unmarked.

When turntable boards are available their use should be preferred over non rotatable boards. 'Braillable' wooden tiles should not be used.

Timers.

Organizers must make all possible attempts to ensure that each game uses a timer. WESPA rules specifically call for it. Where timers are not available; tablets or smartphones in airplane mode should be used. When either player has his own timer the opponent cannot refuse to use it.

When a sufficient number of timers are not available, the tournament director must instruct that they are allocated in order of ratings for the first round and in order of standings for the second round onwards.

When timers are not being used, announcing the score shall serve as confirmation of the move. The player is required to write down that score before drawing tiles.

It's suggested that games without timers have a 'soft stop' at 45 minutes where players are informed that they should ensure that equal number of turns have been made by both players. Those who have not played an equal number of turns should only play only one more turn to make them equal.

All selection tournaments should be played with a timer.

Pairing

Tournament organizers have the right to choose what pairing system to be used. However for rated tournaments the federation strongly discourages lagged pairings of all formats. Whenever possible it's encouraged that Round Robin pairing should be used. If round robin pairing is not feasible the use of swiss pairing for all rounds is strongly encouraged. When round robin pairings are not used the first round should be paired based on the players' ratings

The number of repeats should be less than one third of the number of rounds in the tournament. For example in an eighteen round tournament the same two opponents should meet a maximum of five times.

The pairing system that will be used has to be announced well before the tournament starts, preferably it should be mentioned on the organizer's website and promotional material.

The number of rounds should be sufficient for the tournament to produce a clear winner.

Gibzonization.

When the leader of a tournament is well ahead of the rest of the field he should be gibsonized at the earliest possible instance. Gibsonization is the process by which a player with an unassailable lead is declared as a winner before th8e tournament concludes.

If the number of rounds remaining is less than the gap between first and second place he/she should be gibsonized immediately. When the gap is equal to the number of rounds left the player should be gibsonized if the difference in margin divided by the number of rounds is greater than 250

The tournament directors may choose a different number than 250 however such a decision should be announced at the start of the tournament.

When one player has been gibsonized the rest of the field should be scrutinized to determine if the second or third placed player could be gibsonized as well.

Once a player is gibsonized, if the tournament includes a bye, the winner should be assigned the bye for the remaining rounds. If the tournament does not include a bye the winner should then be paired with the highest placed player who does not stand a chance of winning any of the prizes. However the tournament director may decide to award a bye to the winner as well as to the lowest ranked player at that time.

Publishing results

Tournament organizers must ensure that the result of each round is published before the start of the next round. Before the start of the last round sufficient opportunity must be provided for players to correct errors in data entry.

After a tournament has been concluded, the organizers must ensure that all players are able to check their individual results on the organizers website or shared with the administrators of the federation website for publication there. This information should be published within a reasonable period of time.

For all rated tournaments the full results should be shared with the federation and the federation will publish the same on it's website.

Pairing software

Tournaments should be paired using established pairing software or software that have been thoroughly tested before the start of the tournament. Pairing using spreadsheets or pen and paper should not be done.

Team Tournaments

Until recently a software that can be used for team tournaments was not available. However at the Richmond Scrabble Showdown, the first team tournament since the federation was formed, a new [software](#) was used successfully and it's recommended that the same be used for all team tournaments.

In team tournaments where awards for the best individual performance is presented, the organizers must make sure to keep track of all player information for all rounds to avoid disputes and to ensure that there are no undue delays.

It is observed that many team tournaments are school tournaments and as such held in class rooms. In such a situation there should be at least one assistant director per class room. Where a sufficient number of assistant directors are not available may request the SLFL to provide a brief training for teachers and or school prefects on how they may temporarily fill this role.

Premises

Tournament organizers need to ensure that a well ventilated or air conditioned location with sufficient space be chosen as the venue. When children are taking part, unless the venue is within a school sufficient space should be available for parents to wait outside the hall. However it's not necessary to provide space in the hall itself.

Tournament Director.

Qualification

All rated tournaments should be conducted by an accredited tournament director. For international tournaments the director should have a level 3 accreditation while for the national Scrabble championships and selection tournaments should possess a level 2 accreditation. For all other tournaments a level 1 accreditation is sufficient.

When the number of participants exceeds 50, there should be at least one assistant director. The assistant directors may have an accreditation lower than the director and in the case of a level 1 tournament the assistant need not be accredited.

For the purpose of this document, an international tournament is one that is targeted at players resident outside of Sri Lanka.

Remuneration

In order to improve professional standards, it is recommended that tournament directors be remunerated for their efforts. For international tournaments a fee of Rs 7500 per day is suggested while a fee of Rs 5000 per day is suggested for assistant directors. At the national scrabble championships a free of Rs 5000 and 3000 is suggested for the TD and assistants

For further details please refer to the document titled '*Tournament Directors*' authored by the tournaments committee

Wespa Rated Tournaments.

Organizations that wish to conduct WESPA rated tournaments are required to make their applications for WESPA ratings through the federation.

Ratings.

For a tournament to be nationally rated, the request must be made in writing (typically by brief email) at least 14 days prior to the tournament date. The tournament committee will forward the application to the main committee with their recommendation and it is expected the approval will be granted or denied within seven days.

The final decision is made by the main committee; these decisions can be arrived at after a discussion over email or other electronic media and ratified at the next committee meeting.

There will be a fee of Rs 100 per player for ratings calculations.

Only affiliated clubs and associations will be allowed to conduct rated tournaments.

The names of the Tournament Directors, the number of rounds and the expected number of participants must be clearly stated. Also refer to section 11 of the SFSL constitution

National Tournaments

The Sri Lanka Scrabble Federation will strive to hold the following tournaments each year from the second year onwards. During the first year of operations as many of them will be held as possible.
1. National Scrabble Championships
2. Womens' Nationals
3. Junior Nationals
4. National Interclubs tournaments.

5.	School Scrabble Championships
6.	Senior Nationals

The SFSL may delegate the organization of these tournaments to affiliated clubs and associations that have demonstrated skills in conducting such events. In such a situation 20% of the entry fees will be paid by the organizers to the SFSL and the organizers must strictly adhere to these guidelines.

Benchmark.

The benchmark for a good tournament is one that is conducted smoothly with results being readily accessible to all participants and their followers at the end of each round and one that takes no more than 1 hour on average per round without a lagged draw. This average time does not take into consideration meal breaks.

This ideal has been achieved several times in the past most notably at the 2017 Sri Lanka International Open which had more than a hundred participants.

Enforcement.

This document is a guideline only. For rated tournaments it's strongly encouraged that these guidelines be followed but it's not mandatory (except for the section regarding application for ratings). However the tournament directors performance will be assessed based on how closely these guidelines are followed.

For unrated tournaments conducted by affiliate clubs, the federation would recommend that these guidelines be followed as closely as possible. Once the School scrabble association is formed, interschool scrabble tournaments too will be expected to follow these guidelines as they would be under the purview of the School Scrabble Association a partner organization of the Scrabble Federation.

All tournaments that are organized directly by the Scrabble Federation will adhere to these guidelines.

The Tournaments Committee
Scrabble Federation of Sri Lanka
04th April 2023
Rd

Revisions:

April 10, enhanced section on unrated tournaments and a section added on inter school tournaments. Clarification of confirmation of move when games played without timer added.

April 12. Reference to the constitution added

June 22. Revised section on team tournaments to mention the new software. Updated the section on timeless play.