



**The Association of
British Scrabble® Players**
www.absp.org.uk

TOURNAMENT ORGANISERS' GUIDELINES

Issue 4.4

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INTRODUCTION

These guidelines are aimed primarily at the first-time organiser, although it is assumed that you already have some experience of playing in tournaments.

We cannot anticipate every set of circumstances that may arise, but the following information aims to cover most of the factors you may need to consider.

You should remember that amongst ABSP members there is a wealth of experience of organising tournaments, and advice based on that experience is yours for the asking. You should consider joining the Tournament Organiser's (TO) Forum which has amongst its members many experienced TO's who will be happy to share the benefit of their knowledge and experience. To join send an email to the contact listed under TO Form in Appendix D

All ABSP-rated events must be run by, or under the auspices of, a Scrabble club. Having decided to run an event, you must first find a suitable venue and fix a date. This document provides guidance on these aspects, plus many other topics that need considering before, during and after the event. It should be read in conjunction with the current ABSP Members' Handbook, which contains information on rating criteria and game rules etc.

In order to avoid unnecessary updates in the body of this document people are referred to by job title. A list of current holders, together with contact details, can be found at Appendix D

DATE

It is preferable to allow a good lead time, 11 months is not untoward, when applying for approval as the tournament calendar is very crowded. The ABSP Tournament Co-ordinator maintains a calendar of planned events and will be able to advise you of a suitable date helping to avoid clashes with other events. This does not mean that you have to pick a completely free date, as it is possible to run events at the same time in different parts of the country.

As soon as you have decided on a date you should inform the ABSP Tournament Co-ordinator who will provisionally book the date pending receipt of an application for ratings approval.

VENUE

In selecting a venue you should first consider space and layout, availability of parking and public transport, disabled access and catering facilities.

Most halls have their own tables and chairs and a simple way of judging the capacity of a room is to count the tables and chairs already there. Don't forget to allow sufficient space between tables to enable players to sit comfortably and runners to move about. You will find that some venues have strict rules about gaps between tables to ensure that Health and Safety guidelines are not breached.

Typically, you will get two games on a 5ft table. Remember to allow space for timers and score-sheets. Tables should be wide enough to allow the board to be turned without players having to lift racks off the table. As a guide round boards are a maximum of 22" wide. All this may require more room than is available at some club venues.

You will need space and the appropriate furniture for the organisers, adjudicators etc. If you plan to use computers to run the event and/or for self adjudication allow adequate space and check the position of power points. Also, depending on the time of the year, you may need to consider heating, ventilation and lighting at the venue.

Assess the suitability of the venue with regard to disabled access and facilities – see Appendix A for a detailed checklist. New events may be refused ratings approval if provision for disabled players is inadequate.

Ensure that there will be somewhere away from the playing area for players to go between games. It may be worth asking what other activities may be taking place in adjacent areas; for instance, a disco or five-a-side football tournament could prove disruptive!

Make sure you know what is included in the hire costs, such as which rooms and facilities are available, what times you have booked, availability of PA system etc and get this confirmed in writing.

Remember to allow time for setting-up and clearing away afterwards. Some venues may allow you to set up the night before; others may do it for you. Check who is to be responsible for opening up the premises and locking up afterwards, and note their contact details. Ensure that there will be someone who can be contacted during the event itself in case of problems with heating,

air conditioning, power etc.

BUDGET

Budgeting is very important in order to set the entry fee and to avoid making a loss. Most events are not run to make a profit, but a small surplus is sometimes added to club funds. Some events are run to raise money for charity.

You must keep accurate records of all money received and spent. You can either set up a separate bank account for the event or use your club's account.

If an entrant's cheque bounces, you are advised to return it and not accept the entry until payment is received. You may also have to return cheques to entrants who have not been accepted due to late entry etc. It is not advisable to accept entries without prior payment. Remember that accepting payment on the day runs a greater risk of a no-show entailing last minute rejigging of divisional allocations.

The entry fee will be determined by the cost per player, which is calculated by dividing the total cost of the event by the expected number of players. Below is an example showing all the items that may need to be included. More details relating to some of these items are contained in the following sections.

BUDGET CALCULATION

		£
1.	Hire of premises/PA System (if used)	
2.	Tournament Director	
3.	Adjudicator(s)/ Computer operator(s)	
4.	Runners	
5.	Reserve(s)	
6.	Refreshments/Lunch for officials	
7.	Printing, postage etc.	
8.	Prize fund (including trophies where used)	
9.	Insurance	
10.	Charity donation	
11.	Organiser's fee	
		Total _____

Cost per person =	$\frac{\text{TOTAL}}{\text{Number of players}}$	=

12.	ABSP Ratings Levy	+	13.
	Refreshments/Lunch (per head)	+	

TOTAL COST PER PLAYER £

BUDGET NOTES

Prize Fund

The normal limit for the prize fund for an event funded from player's entry fees is £10,000. You may decide not to award cash prizes, but if you intend to present trophies these should still be included in the budget.

Insurance

It is prudent to hold Public Liability insurance as your club (i.e. its committee and members) can be sued if a mishap occurs during your tournament. Public liability insurance for clubs and tournaments is available for GB registered clubs. Further details are available at Appendix D. It is important to check the "small print" conditions for hire of premises. Make sure these are acceptable to you and that you can fully observe them on the day of the event. Any terms which make you assume liability for damage to property - **even if you are not negligent** - should be avoided if possible, as your Public Liability insurance cover will not operate in this case.

Non-ABSP Members

It is mandatory to offer significant discounts to ABSP members when entering tournaments. Details of minimum amounts can be found at Appendix D. It may be possible to reduce the standard entry fee based on an assumption about the number of non-ABSP players likely to take part.

Ratings Levy

Current ratings levies are given at Appendix D

Ratings Approval

To have your event rated you must complete an application form, which can be photocopied from this guide (Appendix B) or the ABSP Members' Handbook, requested from the co-ordinator or downloaded from <http://www.absp.org.uk/publications/TO%20Guide%20Full.doc>. You must send this form together with a draft of your entry form, to the Co-ordinator. A specimen entry form is included at Appendix C. This includes all the information which you will need entrants to supply.

Assuming that all the requirements are met you will get a confirmation of rating approval. The Co-ordinator will inform the ABSP Magazine Editor, the Ratings

Officer and the Mattel representative. You should have already checked the date with the ABSP Tournament Co-ordinator before seeking approval. After making any adjustments required by the Co-ordinator you should send him/her a copy of your Entry Form / Flyer and he/she will arrange for it to be made available on the ABSP web site, www.absp.org.uk/calendar, for downloading.

If the event is invitation-only, an entry form may not be necessary. However, you should still supply entrants with details of costs, timetable, prize fund etc, and the Co-ordinator will need to review this information in order to give approval.

Publicity

Once ratings approval has been granted, your event will be listed in On Board and in the calendar section of the ABSP website. It will also appear in Scrabble Club News.. The On Board entry will include full contact information and, for one day events, details to enable people to use the generic entry form. For longer events there is the facility (details on ABSP website) to distribute entry forms through On Board. To take advantage of this it is up to you to provide the editor with an A5 copy of the approved entry form for printing.

Please allow at least two weeks between applying for ratings approval and the required On Board deadline so that there is enough time for the Co-ordinator to give approval and for any amendments to be made.

On Board is published as early as possible in the following months February, April, June, August, October, December and the deadlines for contributions or entry forms is generally midway through the previous month and is explicitly shown on each issue.

In addition to these channels many organisers also circulate details to local clubs and make available copies of their Entry Form/Flyers at other tournaments.

If you feel there is anything particularly newsworthy about your event, please contact the ABSP Publicity Officer. Consider also, contacting local media who may be interested in covering the event in some way.

STAFF

It is very important to have enough help on the day, so make sure you have plenty of club members available to help. Depending on their assigned role some helpers may also be able to play but you will need some who are willing to help without playing. You will not be able to do everything yourself, so you need to get full support from your club.

Tournament Director

The application for ratings approval requires the provision of the name of the chosen Director of the event who must be at the venue in person and cannot be a player in the tournament. The only circumstances in which the Tournament Director (TD) can play is where the pre-assigned TD has had to cancel at very short notice. In this emergency situation, if a substitute cannot be found, a player can direct if the only alternative is to cancel the event. For some non-standard events involving relatively few total games compared to a normal event it may be sufficient to have a TD available on stand-by on the phone. Current examples of such events are BEST, regional equivalents such as LEST, CHEST and WEST and Scottish League matches. The ABSP has published a Directors' Guide which is available on request, and which can be downloaded from the ABSP website, www.absp.org.uk.

It is customary to make a small payment to the Tournament Director, particularly if they have to travel to the event. To avoid any embarrassment or misunderstanding, discuss this with the TD in advance and include it in your budget calculations.

Adjudication

If you are going to use a computer program for adjudication, then the computer operator can perform this task, although it is a good idea to have two people involved as this reduces the chance of making an error. If the number of players is in excess of 70 it is desirable to have at least two computer stations for adjudication and game control. The director may also act as an adjudicator. The latest official word adjudication software together with operating instructions can be downloaded from the ABSP website.

If you are checking manually using the printed form of the latest official word list you will need extra adjudicators.

You might also consider self-adjudication. However please ensure that there is enough space in the room to allow free passage for players from their places to the adjudication station (usually a laptop) and that access to the laptop(s) will not interfere with any players. Even if using self-adjudication you will still need to supply conventional runners to handle those who chose not to or are not able to self-adjudicate.

Computer operator

This can be the adjudicator, but it is best not to have the director doing this job full-time as they may be needed elsewhere. A small payment may be in order

if you have brought someone in especially to do the job.

Runners

It is essential that you have enough runners. If using only runners, one runner per twenty players is recommended, so three will probably be enough for an event with 64 players. Again, a small payment or gift should be considered. Possible sources of runners may be children of club members, non-playing spouses, local students, guides, brownies etc.

Reserves

Even the best planned events can be marred by players not turning up. If you have an uneven number of players in a division it will mean that one player will have to sit out in each round. For a one day event this is highly undesirable and hence it is essential to have at least one reserve player. This is not so important with weekend events with small divisions. Indeed some events are run with an uneven number of players in each division with the player sitting out acting as runner/adjudicator. Note that non-arrivals may require you to assign players to different divisions at the last minute. The reserve at a one day event may be used as a runner if not needed to play. An alternative method is to identify a player who is prepared to drop out on the day if necessary to even the numbers up.

Refreshment Operatives

The provision of hot/cold drinks and biscuits during play is important. Doing your own catering, if the venue permits, is the preferred and most economic option. Non-playing club members, spouses, friends etc make ideal refreshment operatives. It may be necessary to offer a small payment for services rendered and to arrange a shift system.

Organiser

Organisers are entitled to build in a nominal fee for themselves as part of the overall budget. The ABSP recommends £50 for a single day event, or £100 for a weekend event is a reasonable sum.

EQUIPMENT

Computer

Various programs are available for tournament management (see Appendix D). Instructions on how to download and use tsh written by John Chew can be found at <http://tsh.poslfit.com>. This software has been widely used in the US for a number of years. The hardware required is a standard PC, laptops are to be preferred as they are easily portable. You could consider asking one of

your team to assist at another tournament to gain experience of using the programs. You will also need a printer to produce fixtures schedules and latest standings for display. It is important to check that your chosen printer works with your PC. Appendix D contains a list of individuals who are willing to help in the installation and running of tsh.

Timers

Most regular tournament players have their own timer and so organisers do not generally have to worry about having sufficient timers at an event. Entry forms can enable entrants to indicate whether they intend to bring a timer or not (a small reduction in fee is often offered for those who commit to this) so an organiser will have an idea whether there is likely to be a surplus or deficiency of timers ahead of the event.

Results Sheets

The ABSP can supply challenge slips/result sheets. These can be obtained via the ABSP Publications Officer for a small charge. (See Appendix D). They are available in two types, showing either scores or spread. These sheets can often be delivered via a Committee member, or other distributor attending the event otherwise there will be a hefty postage charge involved. It is customary to use a different colour result sheet for each division. This is subject to availability from the ABSP. If organisers wish to arrange printing of their own result sheets then the ABSP can supply a master copy, or a copy can be downloaded from the ABSP website, Publications section.

CONTINGENCIES

With all your planning the event should now run smoothly. However it is wise to have some contingency plans in case of last minute complications. For example what happens if your appointed TD has to cancel at short notice or your computer breaks down on the day of the event ? The TD situation can be covered by approaching an experienced player who is planning to take part and lining them up to direct and play in the unlikely event of a problem. Alternatively you could approach one of the people on the ABSP website Directors list to be on standby. It may be worth considering having a back-up computer and printer if this can be arranged.

NUMBERS of PLAYERS

Most one-day events are 7 games, a few 8/9. In Swiss Pairing events the number of players in each division is generally between 20 and 40, in larger

divisions an extra ratings prize is usually given. The advantage of smaller divisions is that the ratings spread is less which is preferred by most players.

For smaller division sizes an alternative format is the round (or oval) robin. In these every player plays every other player in the division (or nearly every other for an oval robin). Obviously the greater the number of games at your event the bigger the round (or oval robin) divisions can be. It is also possible to have a combination of round robin and Swiss pairings. The tsh software can handle a wide range of options and the set up can be done before the day of the event

Guidelines on allocating players to divisions are available from the Co-ordinator. Take care when allocating unrated players. Do not automatically place them in the lowest division, but try to assess their approximate rating from people who know them.

Once you have decided on the maximum number of players your venue will comfortably hold, stick to it. Once the event is full maintain a waiting list as there are likely to be some cancellations.

TIMETABLE

Resist the temptation to cram in too many games. You will need to allow enough time for players to arrive and depart, and for refreshment breaks. You should also build in enough time between games to process results and produce the next set of fixtures. Please remember that a precedent has now been set that players are entitled to at least 10 minutes between the end of one game and the start of the next.

For conventional Swiss paired tournaments where fixtures for the next round cannot be created until all the results of the previous round are known the ABSP recommend a gap of an hour and ten minutes between the start times of games. This can be reduced to 1 hour in round robin tournaments where fixtures are known in advance. A feature of tsh is that it can create fixtures based on standings 2 rounds ago. If this approach is employed the gap between games can also be reduced to 1 hour.

Always display the timetable prominently at the event, preferably in more than one location, as a reminder to players.

CATERING

It is usual to provide tea/coffee or cold drinks on arrival, at the lunch break and either mid-afternoon or at the end while waiting for the results. If your entry form states that drinks are provided, then this is what people will expect. You can of course provide a slap-up meal and drinks and biscuits all day if you wish, and if the budget allows.

Depending on the facilities at the venue, you can consider providing lunch or letting players bring their own food. If you decide to provide lunch, you will need to determine whether you have enough facilities and helpers or whether you will need to hire outside help. You should also check whether any additional requirements are required to comply with food preparation hygiene regulations if food is not fully prepared on the premises. Remember to ask entrants for special dietary requirements on the entry form.

ON THE DAY

A few points to remember:

Ensure that the premises will be open on time. At smaller venues, when you hire the premises, find out who is responsible for opening the venue and locking up afterwards, and get a contact telephone number.

Ensure you have access to a phone at the venue if you have published its number on entry forms etc, or provide a mobile phone number for emergency contact on the day.

Consider the layout of the room, taking account of access for runners, draughty doors, proximity to heaters, lighting and potential glare from the sun when selecting the orientation of the playing area.

Remember to have the latest official word list available even if you are using adjudication software. It is common practice that rechecks are done from a different source to the one used for the initial check.

Remember to have a copy of the current ABSP Handbook, which includes the playing rules. It is also recommended that a copy of the ABSP Directors Guide is available for guidelines on actions to be taken by the director, should an incident occur.

At the end of the event remind people to take all their belongings with them when they leave. Many organisers have been left with enough abandoned items for a car-boot sale afterwards!

Many people like to have a copy of the relevant divisional results at the end of the event. It can save a lot of printing at the end of the tournament if the results can be e-mailed to those participants who can receive such information.

AFTER THE EVENT

There are still some things to do after the event. It is very important that the results are sent to the Ratings Officer immediately afterwards. The full name and address and club of each player is required, along with their round-by-round pairing and result (win, draw or loss). Computer programs written for running Scrabble events usually have the facility to create such a file, which can be emailed or printed and posted to the Ratings Officer.. If you do not use the program, make sure that you supply the information in a clear and logical manner. Do not just send in all the score-sheets. A good example format is shown below:

Player No.	Name	Round 1	Round 2	Round 3	Round 4	Round 5	Wins

Here, each round shows the player number of the opponent and the spread. Thus, M Ball played B Talbot in round 1 and won by 45 points.

The Ratings Officer needs this information promptly after the event in order to produce up-to-date ratings lists for events due the following weekend. Ideally these details should be e-mailed rather than posted. You must also remember to send the ratings levy, payable to the officer, not to the ABSP.

A report should be written for *On Board* and sent to the Editor (email address editor@absp.org.uk.) The amount of detail tends to vary, but you should list the divisional winners as a minimum, preferably 1st/2nd/3rd place in each division.

If possible, a brief report should be written for the UK-Scrabble mailing list.

With your ratings approval you will have received a Tournament Report Form (or a link to it). Please complete it and return it to the Chairman of the TO Forum. Failure to return the form could jeopardise future applications for ratings approval.

.....
We hope that you have found these guidelines useful and, if you do decide to organise an event, we wish you every success.

Every care is taken in the compilation of this information, but no responsibility is accepted by the ABSP for errors or omissions or their consequences.

In all cases, the responsibility for the tournament lies with the organiser.

APPENDIX A

ACCESS FOR DISABLED PEOPLE– A GUIDE FOR ORGANISERS

The aim of this checklist is to help organisers to assess venues, and to encourage them to give preference to premises with good facilities for disabled players, so that nobody is excluded from participating fully because of disability. This is not only good practice, but is backed up by the Disability Discrimination Act which came into full effect in October 2004.

Remember that “disabled” does not mean only wheelchair users. Many players may have some degree of impaired mobility and will appreciate a venue that is easy to move around in. It also includes players with sensory impairments or learning difficulties, for example, and hidden disabilities, such as epilepsy.

It is recommended that organisers personally visit and inspect all facilities, rather than rely on second hand information from someone else.

The entry form should invite anybody who is disabled to say so, and to explain what special needs they have or what adjustments they require.

Arrival

Check whether vehicles can drive right up to (or close to) the main entrance. Are there any special arrangements – eg car park barriers etc. Check disabled parking spaces – how many, how near, any restrictions? Are they wide enough for a wheelchair to get out of the car, preferably with hatching marked out on three sides. Is pre-booking necessary, and how is this organised?

Entrance

Ideally the main entrance should be either level or ramped. A ramp should be no steeper than 1:12. A long ramp requires a shallower gradient. If there are steps, take a note of how many and how steep in order to inform any disabled players, but these are likely to present an insuperable barrier to a person using a wheelchair. It is generally not acceptable for disabled access to be only via the “back yard” or service entrance, for instance, although this would be better than excluding people in wheelchairs.

Main Areas

There should be level access throughout, from the entrance, to the playing area, refreshments area, cloakrooms etc, preferably with no steps or raised thresholds. Obviously lifts from one level to another are fine, but do check that the doors open wide enough to accommodate a wheelchair and that the lift control buttons are within reach of a wheelchair user. If any disabled players are unable to circulate around the playing area they will need to be allocated a

table for the day with easy access to toilets, refreshments, etc. It would be helpful to ensure a second set of results and fixtures is made available close by which is capable of being read by a seated person. If players have a hearing impairment, alternative arrangements for making announcements, scoring, etc will need to be considered

Toilets

Check if there are designated toilets for disabled people, preferably unisex. These should have grab rails (not the old sort which extend to the floor and prevent wheelchair access). A horizontal grab rail on the wall by the WC pan is important, with a wash basin capable of being reached by a person seated in a wheelchair or on the WC. The height of the WC should be 480mm. If it is lower a seat raiser which can be fixed securely should be available. Minimum dimensions of the cubicle with an outward-opening door should be 2200mm X 1500mm. It is clearly not acceptable if the door cannot be shut and the facilities have to be used in full view of others. Is there a disposal unit, waste bin, soap and towels/hand dryer? If the door has a heavy spring ask for it to be eased off.

Refreshments

Ask to see where meals and other refreshments will be served and check that these areas can be easily reached from the main playing area. In cafeteria-type facilities, fixed seating may cause difficulties for disabled players and prevent a wheelchair user from sitting at the table with other people.

Residential Accommodation

Check if ground floor bedrooms are available and ensure that they can be pre-allocated on request. These should be as close as possible to the playing area, with level or ramped entrance if located in a separate building, and with level access indoors. Some venues may have specially adapted bedrooms and bathrooms available. If the venue does not have fully accessible facilities this needs to be made clear at the outset.

Visual Impairment

In addition to factors affecting access to and mobility in the playing area, special provision will have to be made for visually impaired players. After discussion with the RNIB, Disability Rights Commission and visually impaired players abroad, a set of additional rules has been agreed which will enable visually impaired players to take part in tournaments. The additional rules can be found on the ABSP website under Publications.

Emergencies

It is important to check in advance on emergency procedures and escape routes. Disabled players may not be able to use fire escape stairs, for instance. Find out about any alternative routes and inform the appropriate people beforehand. It may be necessary to designate a helper in case of emergency evacuation from the premises.

Have phone numbers to hand, for the nearest A&E or a local GP, in case any players (disabled or otherwise) should need emergency medical attention.

APPENDIX B

RATINGS APPROVAL FORM

To: Mike Whiteoak - ABSP Tournament Co-ordinator
99B Mossford Lane, Barkingside, Ilford, Essex IG6 2LR
Tel 020-8551-2001 email Mikewhiteoak@aol.com

APPLICATION FOR ABSP-RATED TOURNAMENT

Please complete this application form if you wish your Scrabble tournament to qualify for ABSP ratings and send it to the ABSP Tournament Co-ordinator at the address above.

A draft entry form for the tournament must also be submitted.

On receipt of this form and a draft entry form, providing all the criteria for rating purposes will be met, the ABSP will reply with a Confirmation of Qualification.

Tournament Organiser: _____

Scrabble Club: _____

Tournament Title : _____

Tournament Director _____

Proposed Tournament Date: _____

Tournament Contact:
and address; _____

Telephone _____

Email _____

Email for receipt of ratingslists in Word format if different from above. Enter "none" If you would prefer to receive them by post)

To ABSP Tournament Co-ordinator:

I wish the above tournament to qualify for ABSP ratings and confirm that the tournament will fulfil the necessary criteria.

I enclose a draft Entry Form.

From: _____ Date: _____

Notes:

Tournament organisers are advised to check availability of dates with the ABSP Tournament Co-ordinator first.

J W Spear require all tournaments to be organised directly by, or under the auspices of a Scrabble Club.

APPENDIX C (Specimen Entry Form)

Tournament Name:- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Organised under the auspices of the XXXXXXXXXXXXXXXX Scrabble Club

Date: XXXXXXXXXXXXXXXXXXXX

Venue: XX

A map and directions are available and if requested will be sent with the entry confirmation. Emergency contact number (on the day) XXXXXXXXXXXXXXXX

Timetable: Registration at **hh:mm** for a first game starting promptly at **hh:mm**
Prize giving expected to finish by **hh:mm**

Cost ABSP and organising club members £**XX.XX**

Non-members add **xxxx**

Discount of **xxxx** if willing to bring and lend a timer

The above costs include the ABSP Ratings Levy

Refreshments XX
XX

Format There will be **N** games of ABSP Rated matchplay scrabble, based on a win and spread format.

Timers: Clocks will be used, set to 25 minutes per player per game

Divisions There will be **N** divisions, dependant upon the level of entries.

Prizes XX

Payment Cheques should be made payable to XXXXXXXXXXXXXXX and sent to XX,
tel **xxxx-xxx-xxxx**, to whom any queries should be addressed.

Please enclose an SAE or email address with the entry form

Note that the organisers reserve the right to refuse entrants, to change the size of the playing groups as necessary and to place unrated players at their discretion

ABSP Membership: Membership for 20**XX** is £**XX** (cheques payable to ABSP). If you would like to join, or to receive further information, please write to the membership secretary, XX

----- ✂ -----

Name: _____
Address _____
Phone _____ Club _____

I enclose a cheque for _____ Clock YES/NO _____ ABSP member YES/NO _____

Email address _____

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APPENDIX D

USEFUL CONTACTS AND OTHER INFORMATION

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INSURANCE

Public liability insurance for clubs and tournaments costs £24.00 per calendar year
Cheques payable to: Bluefin should be sent to:
Jeanette Paul, 35 Scott Drive, Yaxley, Peterborough, Cambs PE7 3AD
Tel: 07507 108426 for further details.

RATINGS LEVY

Ratings levy (to be sent to the Ratings Officer immediately after the event)

60p per player

NON-MEMBER SUPPLEMENT (MINIMA)

1 day event £2
Multi-day event £4

RESULTS SHEETS (available from Publications Officer)

1p per sheet

SOFTWARE

Software to help run tournaments

Program Name	Author	Source
tsh	John Chew	http://tsh.poslfit.com
contests	Robert Pells	Robert Pells

HELP WITH tsh

Stewart Holden has written an excellent beginner's guide to tsh which can be found at <http://www.math.utoronto.ca/jjchew/software/tsh/doc/tshguide.pdf> or in the files section of absp-to on yahoo groups

As well as as Stewart, Anand Buddhdev and John Chew himself are willing to offer help with tsh.

