

# Sprouts Tournament Host Guide

## Phase 1 — Define the event

1. Set goal and audience  
Decide if the event is for beginners, mixed levels, or advanced players. Choose target size based on tables and staff you can support.
2. Pick date, venue, and cap  
Reserve a bright, quiet room with wide tables. Set a realistic player cap based on seats and clocks.
3. Choose format and time control  
For  $\leq 10$  players use round robin; for 12–40 use Swiss; for larger fields use groups into knockout. Standard 25–35 minutes per player, rapid 10–15, blitz 3–5. Add a 5–10 second increment if possible.
4. Publish rules and tiebreaks  
One page of rules, one page of procedures. Post tiebreak order before registrations open.

## Phase 2 — Build the team

5. Assign roles  
Organizer manages schedule. Registrar handles check-ins and payments. Floor judge rules on disputes. Runner posts pairings and results.
6. Train your staff  
Walk through illegal move protocol, draw offers, appeal path, and time penalties. Do a five-minute mock ruling together.

## Phase 3 — Open registration

7. Create a simple form  
Collect name, contact, experience level, and consent for photos. Include refund policy and start-time promise.
8. Confirm entries and waitlist  
Acknowledge each entry within 24 hours. Close the form at cap and keep a clear waitlist.
9. Post a pre-event brief  
Share start time, format, time control, rules link, travel tips, and what to bring. Send reminders two days and one day before.

## Phase 4 — Prepare materials

10. Print core documents  
Rules, procedures, tiebreaks, appeal path, round schedule, result slips with table numbers, signs for silence and judge on duty.
11. Prepare boards and clocks  
Paper or thin mats with clean surfaces. One charged clock per table. Pack spare batteries.
12. Create pairing and standings sheets  
Prepare templates for Swiss or round robin. Set up a laptop or clipboard for fast updates.
13. Stock the supply kit  
Pens, markers, tape, name tags, sanitizer, spare paper, first-aid basics, water for staff.

## Phase 5 — Room setup

14. Lay out tables and traffic flow  
Quiet play zone in the center, lounge or chat area to the side, pairing board near the entrance, results posting wall next to it.
15. Signage and visibility  
Post rules and procedures at eye level. Place judge on duty sign. Set a visible countdown timer.
16. Photo station for final positions  
Mark a small table for position photos with good lighting and a board ID card.

## Phase 6 — Check-in and seeding

17. Open doors 45 minutes early  
Greet players, confirm names, collect fees if needed. Hand out name tags.
18. Verify levels for seeding bands  
Use simple bands such as A, B, C. Randomize pairings within bands if no ratings exist.
19. Publish round one on time  
Announce tables and remind everyone of the rules and appeal path in under two minutes.

## Phase 7 — Running each round

20. Start clocks together  
Declare round start and walk the room. Keep your judge visible and approachable.
21. Enforce drawn is drawn  
Pen leaving paper commits the stroke. For illegal lines pause both clocks, rule quickly, and apply the posted penalty.
22. Handle draw offers properly  
Offers only on the offering player's time. Record accepted draws immediately.

23. Record results fast  
Collect slips at the table. Update standings on the wall and, if available, online.
24. Keep breaks predictable  
Announce a fixed break length. Start the next round exactly on schedule.

## Phase 8 — Mid-event health

25. Monitor noise and crowding  
Ask spectators to keep distance from boards. Move analysis to the lounge area.
26. Support new players  
Assign a volunteer to quietly answer common questions between rounds.
27. Track rulings and appeals  
Log each ruling with table, rule reference, and outcome. Transparency builds trust.

## Phase 9 — Ties, playoffs, and awards

28. Apply posted tiebreaks  
Use the exact order published before round one. Do not improvise.
29. Run short playoff if needed  
If prizes depend on a tie and time allows, run a single rapid playoff game with the same rules.
30. Announce final standings  
Read top places, sportsmanship mention, and thank volunteers and venue.

## Phase 10 — Publishing and archiving

31. Post results the same day  
Standings, pairings, and any playoffs. Share a photo album of final positions labeled by board.
32. Archive documents  
Keep rules used, rulings log, appeals summary if any, and the final crosstable for future reference.

## Phase 11 — Feedback and next steps

33. Send a two-minute survey  
Ask about venue comfort, schedule, rules clarity, and format fit. Keep it anonymous.
34. Plan the next date  
Pick the next event within a week. Offer early sign-up to attendees and volunteers.