

DIRECTING TEAM GAMES FOR DUMMIES

For directors and club managers with little or no experience in running team games.

Players enjoy team games and this document details every step of the process.

These easy-to-follow directions on how to set up and run a team game have been developed to encourage directors to run more Grand National Teams qualifying games, but the instructions can be adapted to any Swiss Team game. Templates for all paper requirements and step-by-step instructions on using ACBLscore are included. (This information can be also be found on the District 20 web site www.ACBLD20.org. Contact Rich Carle, D20 NA Events Coordinator rhcarle@msn.com or 360-425-0981 with any questions.)

EQUIPMENT AND SUPPLIES

You need:

1. One **set of 36 boards** for 0-10 teams, two sets for 11+ teams.
2. Two sets of **table markers** (or use the templates included*).
3. Four **Result Tickets** on each table (template included).
4. **Team Private Scorecards** for players (template included).
5. **Team Entry Forms** (template included).
6. ****Display board** for assignments and results.
7. **Match and Table Assignment Chart** for the display board (template included).
8. **Results List** for the display board (template included).
9. **Computer with ACBLscore**. (Or a game can be run manually.)
10. Printout of **Team Games for Dummies**.
11. **Player Instruction Cards** for the tables (templates included).

* Print out the templates and take them to a copy shop. The board markers and result tickets can be printed on light card stock. Trim off excess with a paper cutter.

** The display board can be a whiteboard on which the Match and Table Assignments and the Results List are written each round.

LOGISTICS OF TEAM GAMES

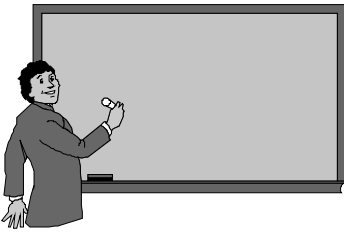
For a one-session Swiss Team game you it is suggested that you have 4 rounds of 6 boards.

1. If you have an even number of teams all matches are head-to-head. Example: 10 teams - in the first round Team 1 plays Team 2, Team 3 plays Team 4 etc. Thereafter the computer pairs the teams.

2. If you have an odd number of teams then there must be as many head-to-head matches as possible, plus a round robin with 3 teams. Example: With 9 teams, in the first round there will be 3 head-to-head matches between 6 teams and 1 round robin with 3 teams. In the second round those 6 teams will rematched against each other, depending on their results, while the round robin continues. After two rounds, all matches for rounds 1 and 2 are complete.

Now for the 3rd and 4th rounds there will be another 3 head-to-head matches between 6 teams, and another round robin between the remaining 3 teams (usually the lowest ranked teams). In the fourth round the 6 teams will be rematched against each other, and the 3 teams in the round robin will continue.

PHYSICAL SETUP



1. WHITE OR BLACKBOARD: Have a board on which you can write table assignments and running scores, or to tape paper versions to.

2. RESULT TICKETS: You will need four Result Tickets on each table. Team scorecards are desirable but not essential.

3. TABLE SETUP: Estimate your table count. Example: 13 tables. Set up 5 tables (or a couple more more just in case) with table markers A1 through A5 and in a parallel row 5 more, B1 through B5. Leave some space between these tables which will be for the head-to-head matches. You also need three higher numbered tables for a Round Robin if there are an odd number of tables. They can be marked A8, A9 and A10 (arbitrary - any high numbers will do). These should be in a group but separated appropriately from each other. An instruction sheet can be placed on each table if desired.

4. BOARDS: Tables A1 and B1 are going to share Boards 1-6 so place boards 1-3 on table A1, 4-6 on Table B1, 7-9 on Table A2, 10-12 on Table B2 etc down to 25-27 on Table A5 and 28-30 on Table B5. (With more tables use another box of boards.)

On the three Round Robin tables, from a different set of boards if necessary, place sets of 6 boards eg Boards 1-6 on table A8, Boards 7-12 on A9, Boards 13-18 on A10.

5. ENTRIES: When teams arrive give each an entry form with space for the names and with a number from 1 onwards and a starting table number. Team 1 goes to Table A1, Team 2 to Table B1, Team 3 to Table A2, Team 4 to Table B2, etc. The number is their team number throughout the competition. The table number is their home table for the first match only.

If there are an odd number of teams, the last three teams to arrive will play at the three Round Robin Tables.

GAME TIME



1. Welcome!

2. (*Example announcement. Fill in your own figures.*) We have x tables. All the boards on the tables need to be shuffled. Tables A8, A9 and A10, you are playing in a round robin.

I'll be with you in a minute to help you get started. Tables A1 through 5 and B1 through 5, you are playing head-to-head matches. East/West at those tables, please crossover by making your way to the same numbered table. If you're at A3, East/West, go to table B3 and play East/West there. Remember, someone in each pair must keep score.

3. Instructions to round robin tables (best done individually). You will play two matches without shuffling the boards in between or comparing with your teammates. To get started, East/West, you go to the next higher lettered table, eg from A8 go to A9. Shuffle and play all seven boards. When you're done, East/West should take the boards back to your teammates. Now go and play your second round at the third table. North/South: When you've played one round and get new boards, remember, no shuffling and no comparing. Have a good time!

Note: You may have teams unfamiliar with the IMP scoring system. You could give a brief tutorial with examples to the room before the game or help them individually.

ACBLScore

SETUP (specifically for a GNT qualifying game but can be adapted for any team game)

1. Collect the entry forms.
2. Start ACBLScore. Press Enter until you get a blinking cursor under Club Mode.
3. At the Command line, type ADD.
4. *Select type of game:* 2. Team (Swiss, KO, Round Robin).
5. *Letter for event:* A. *Color:* White.
6. *Select scoring method:* Choose 1. Win/Loss, or 2. Victory Points (recommended).
7. *Select pairing and posting option:* 1. Pairing by computer.
8. *Ask to backup?* Y.
9. *Boards per match?* 6. *# Of matches?* 4. *Maximum # of wins:* 4.
10. *Number of tables?* Type in your table count.
11. *Starting table number?* 1
12. *Select pairing option:* 0. No initial pairings.
13. *Select victory point scale:* 20 VP ACBL
14. *Select event rating:* 5. North American Teams of Pairs.
15. *Select event rating:* 3. Grand national Teams - club level.
16. *Select club:* Select your club. *Weekly session:* Select or enter number.
17. *Select type of game:* Open.
18. *Select number of strata:* 3 strata.
19. *Total number of played sessions:* 1
20. *Strata:* Select None, 2000, NLM*.
21. *Is this a flighted event?* N.
22. *Select UPPER masterpoint limit for stratum A:* None.
23. *Select UPPER masterpoint limit for stratum B:* 2000.
24. *Select UPPER masterpoint limit for stratum C:* 500.*
25. Select 1. 50% qualify to next level.
26. *Tournament data:* Enter an Event Name: (eg GNT qualifying game).
27. Press ESC to return to the Club Mode screen.



* Players must also be under 500 mps to qualify for Flight C (as at Sept. 1, 2007.)

ENTERING NAMES

1. Press F3 to enter names.
2. Press F6 to start. Then enter the names from the entry forms. The first name is the captain. After four names press F9 to skip to the end. Press Enter to accept the strat.

ENTERING TABLE ASSIGNMENTS

1. Press F2.
2. Choose 2. Pairings screen (Round 1).
3. Press F8 to enter table assignments from the entry forms. After one team's table number is entered, the competing team is automatically assigned too, as the same number. (Warning: This is not a friendly feature in ACBLscore. It has a default of S which can only be replaced by one letter. So if A is the letter you use to replace S then tables A1 and B1 are both listed as A1. The three round robin tables will all be listed as A8 or whatever is the first number you enter.)

ENTERING SCORES

Before you do this for Round 1, make sure the Round Robin is entering its second round correctly.

1. Press F2.
2. Choose 1. Match results screen (round 1)
3. Press F6 to start.
4. Enter the IMP results from the Result Tickets. (The opposing team result will automatically be entered.)
5. The next screen will show a big version of the results entered which can be used to keep a running score on the Results List. Press ENTER to exit it..
6. Enter all results except for round robin.

PAIRINGS FOR NEXT ROUND

1. Press F5 to switch to the Pairings Screen. The new pairings will have been done automatically.
2. Press F8 and enter new table assignments (1 for the first listed team, 2 for the next etc.)
3. Write these new matchups and table assignments on the Matchup and Table Assignments Chart. Repeat these steps for the remaining rounds.

FINAL ROUND

Enter final totals on the Results List and number the top teams in each strat. Press F8 for a list of qualifiers.

REPORTING RESULTS

1. At the Command Line, type DBADD.
 2. You will see a message about table fees due to the ACBL. These will be included in the regular monthly report, as will the results and masterpoint awards.
 3. Next you will see a message about a report that needs to be completed and forwarded to the District NA Coordinator together with the fees due to the district.
 4. Add group codes to players in database who qualify to the next level in GNT? Y.
 5. Issue player confirmation slips to non-members? Y or N.
 6. Print GNT report? Y.
 7. Send this together with \$7 per table to the person named in the District 20 Conditions of Contest. In 2008 this is the Secretary Treasurer Marie Ashton, 6512 SW Midmar Place, Portland OR 97223.
- Note: For the district finals the directors will have the information about who qualified from the ACBL. It is not necessary for players to have proof that they qualified.



(Direct all questions about a GNT qualifying event to the 2008 D20 NA Events Coordinator, Rich Carle, email: rhcarle@msn.com, phone: 360-425-0981.)

Losing team
captain initials.

Winning team
number. _____

Losing team
number. _____

Match won by _____ IMPS

Losing team
captain initials.

Winning team
number. _____

Losing team
number. _____

Match won by _____ IMPS

Losing team
captain initials.

Winning team
number. _____

Losing team
number. _____

Match won by _____ IMPS

Losing team
captain initials.

Winning team
number. _____

Losing team
number. _____

Match won by _____ IMPS

TEMPLATES

- | | |
|---------------------------------------|--|
| 1A: Result Tickets | 6A & 7A: Table Markers |
| 2A: Entry Forms | 8A: Player Instructions Head-to-head Matches |
| 3A: Team Private Scorecard | 9A: Player Instructions Round Robins |
| 4A: Match and Table Assignments Chart | 10A: Scoring (print back to back with 8A & 9A) |
| 5A: Results List | |

TEAM ENTRY FORM

NAME _____

NAME _____

NAME _____

NAME _____

TEAM NUMBER

STARTING TABLE

TEAM ENTRY FORM

NAME _____

NAME _____

NAME _____

NAME _____

TEAM NUMBER

STARTING TABLE

TEAM ENTRY FORM

NAME _____

NAME _____

NAME _____

NAME _____

TEAM NUMBER

STARTING TABLE

TEAM ENTRY FORM

NAME _____

NAME _____

NAME _____

NAME _____

TEAM NUMBER

STARTING TABLE

INTERNATIONAL
MATCHPOINT
SCALE (IMPs)

TEAM PRIVATE SCORECARD

TEAM NUMBER

Diff. In pts. IMPS

- 20-40 1
- 50-80 2
- 90-120 3
- 130-160 4
- 170-210 5
- 220-260 6
- 270-310 7
- 320-360 8
- 370-420 9
- 430-490 10
- 500-590 11
- 600-740 12
- 750-890 13
- 900-1090 14
- 1100-1290 15
- 1300-1490 16
- 1500-1740 17
- 1750-1990 18
- 2000-2240 19
- 2250-2490 20
- 2500-2990 21
- 3000-3490 22
- 3500-3990 23
- 4000 and up 24

**20 VP SCALE
(6-8 Boards)**

- IMPs** **VPs**
- 0 10-10
- 1-2 11-9
- 3-4 12-8
- 5-7 13-7
- 8-10 14-6
- 11-13 15-5
- 14-16 16-4
- 17-19 17-3
- 20-23 18-2
- 24-27 19-1
- 28+ 20-1

| Board # | Contract | Score | | IMPs | |
|---------|----------|-------|---|------|---|
| | | + | - | + | - |
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Match # _____ versus _____
Result: We _____ They _____

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Match # _____ versus _____
Result: We _____ They _____

| Board # | Contract | Score | | IMPs | |
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Match # _____ versus _____
Result: We _____ They _____

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Match # _____ versus _____
Result: We _____ They _____

ROUND _____

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|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| TEAM | | | | | | | | | | | | | | | | | | | |
| TABLE | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| TEAM | | | | | | | | | | | | | | | | | | | |
| TABLE | | | | | | | | | | | | | | | | | | | |

Your team's home table for this round is listed under your team number. Your opponent is the team listed vertically above or below yours. Find your home table, then East/West crossover to the opponent's table. Round robin tables are _____. The director will give instructions to teams assigned to those three tables.

| | TEAM | TOTAL AFTER RD 1 | TOTAL AFTER RD 2 | TOTAL AFTER RD 3 | TOTAL AFTER RD 4 | FINAL PLACING |
|-----|-------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |

SOUTH

TABLE NO.

SECTION

A

EAST

WEST

TABLE NO.

NORTH

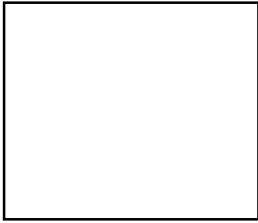
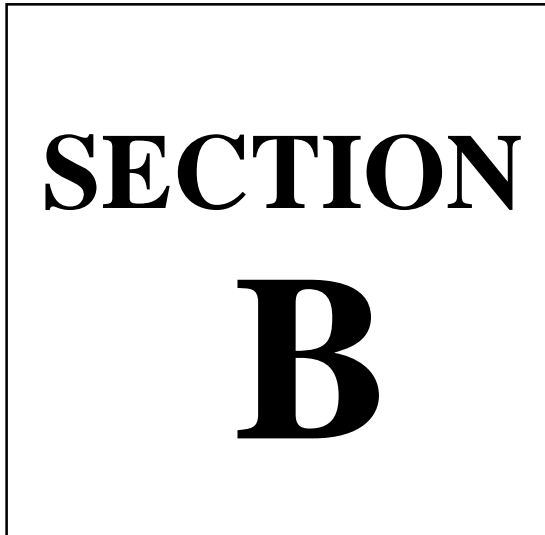


TABLE NO.

SOUTH

B



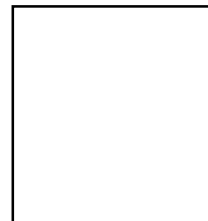
SECTION

B

EAST

WEST

TABLE NO.



B

NORTH

SWISS TEAMS HEAD TO HEAD MATCHES



1. Note your team number.
 2. The notice board will assign your team a table for each match. This is your home table where your North/South pair will remain for this match.
 3. East/West: Crossover by finding the matching table in a different section and sit East/West there. (For example, from Table A3 go to Table B3, from H7 go to G7 etc.)
 4. There should be roughly half the boards on each of the two tables. East/West can take some if necessary.
 5. Shuffle, deal and play your half of the boards. Then switch boards with your teammates (it's usual to call for a caddy to do this) and play until all boards are completed.
 6. East/West: Return to your teammates, and compare scores.*
 7. The winning team captain takes the filled in ticket to the losing team for signing.
 8. The ticket is turned in to the director.
 9. A new assignment will be posted on the notice board.
- * See over for how to compare scores.

IF IN DOUBT ASK THE DIRECTOR



SWISS TEAMS

ROUND ROBIN INSTRUCTIONS



Three tables are playing this round robin. Please note where they are. You will be playing two rounds without making the boards or comparing in between.

Note your team number. The notice board will assign your team a table. In a round robin this is your home table and your North/South pair will remain here for both the next two matches.

FIRST MATCH

1. Your team starts at your home table. North/South stay here and East/West go to the next higher lettered table. (For example, from A8 go to A9, A9 to A10 and A10 to A8.)
2. Check that your opponents' teammates are not playing your teammates this round!
3. Shuffle and play all the boards on your table.
4. At least one person from each pair must keep a private scorecard.

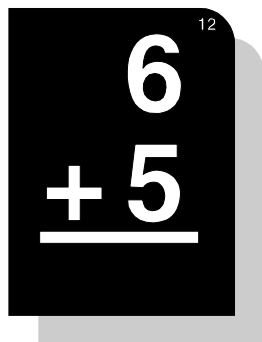
SECOND MATCH

4. When all the boards have been played, North/South stay seated.
5. East/West: Take the boards to the table where your teammates are. Tell them NOT to shuffle them. They will play them when new opponents arrive.
6. East/West: Now find the third table and play the new boards there (NO SHUFFLING).
7. When both rounds have been played East/West return to their home table and compare scores for both matches. (*See over for this.*)
8. The winning captain takes the Result Ticket(s) to the losing team for signing before turning them in to the director.



IF IN DOUBT ASK THE DIRECTOR

HOW TO COMPARE SCORES



1. At least one of each pair must keep a private score.
2. At the end of the round check your scores with the opponents' to see that they agree.
3. When East/West return to their home table one person of the North/South pair should read each score as a plus or minus eg +460. One of the

East/West pair now reads their score on the same board, eg -430. The team works out the net score, eg +30. This is converted to IMPs from the International Matchpoint Scale on the private scorecard and entered in the IMPs column under + or -, eg 30 is in the 20-40 range so +30 converts to +1 IMPs.

Some examples:

- (i) N/S: -660. E/W: +600. The net score is -60. In the International Matchpoint Scale (IMPs) 60 lies in the 50-80 range and represents a loss of 2 IMPs. The number 2 is entered under IMPs in the minus column.
- (ii) N/S: +110. E/W: +100. Net score = +210. IMPs = +5.
- (iii) N/S: -50. E/W: +50. Net score = zero (a "push"). Put a dash in the IMPs column.
- (iv) N/S: -600. E/W: -100. Net score = -700. IMPs = -12.

4. When all are done add the plus column and the minus column. Subtract the smaller total from the larger total and get a + or - IMP result. The winning team captain fills in a Result Ticket and takes it to the losing captain to be signed. The ticket is then given to the director.