

Go Tournament Director checklist

Defining the tournament

- Tournament director – you need one and it will probably be you 😊
- Tournament referee – you need one and for important events it should be the AGA National Coach (An Younggil 8P).
- Sponsor – if you have a sponsor ensure you know what they will give you and what you will give them.
- Venue - Check out the room(s) and determine the maximum number of games that can be held in the space provided (this is a major input to the registration process). Also, ensure there are toilets and a map with local coffee shops and other facilities.
- How will you hold the event – Internet, face-to-face or combination (God help you if it's a combination).
- Audience – a general tournament for all or a specific even such as a children's tournament.
- Duration – number of days; expected start and end date and start time and end time. (This is a major input to the Number of rounds and Timetable).
- Number of rounds – ensure rounds can be scheduled and completed in the duration. (This is a major input to the Timetable).
- Time limits – depends on the duration and number of rounds. (This is a major input to the Timetable).
- Timetable – expected start times for each division/round ensure there is time to complete the games in each round (assume both players use 100% of allocated time and add 10% for byo-yomi). Make sure there is time for lunch and tea breaks and for the prize giving and clean up at the end. (If the Timetable does not work – revise the Time limits and/or Duration and/or the Number of rounds).
- Divisions – how many and what type e.g. even or handicap. The top division is normally even games.
- Tournament type – most AGA events use a Swiss draw which segregates divisions; McMahon is available but Korean and Chinese players do not like this method.
- Entry fee – determine what you are going to charge. Note: if you want to attract young people there should be a lower rate for children and university students.
- Prizes – how many prizes per division/position. Normally 1 through 3 in each division. If there are cash prizes ensure you have a budget that will cover it.
- Define the tournament rules – see AGA Tournament Rules document published on the AGA website.
- Print 'posters' with the rules, timetable, divisions and prizes – these save the TD and other organisers a lot of time and avoid confusion.
- Covid plans – ensure the event location has a Covid plan, QR code etc. Ensure there are notices and all participants are informed of the rules. You may need 'Covid' marshals to ensure Covid regulations are followed. NOTE: there are large fines for the organisers and participants of an event that does not have and/or does not comply with Covid health regulations.

Promoting the tournament

- If you want the event to be an AGA tournament you must notify the AGA at least one month ahead of the tournament.

- Post messages in the Facebook groups for Australian Go clubs; ask the AGA Publicity Officer to email all AGA members.
- Email club organisers and ask them to promote the event. (Yes, the members should have seen the email and Facebook notices but some messages will go to junk and some people won't look/remember things from Facebook – the more ways of reminding people the better).

Registration process

- If the venue limits the number of players, you must have a clear audit and control process for player registration. Do not bounce people when you reach the limit, put them on a waiting list, some people may withdraw.
- Ensure people can register via email.
- If possible, have a website where people can register and pay the entry fee.
- No matter how people register, you must reply to their registration especially if the number of players is limited by the venue.
- Registration on the day is only possible if there is room for additional players. Even if there is room it can cause the TD a lot of problems with the draw, divisions, prize allocation and getting the tournament started on time. If you allow registrations on the day, you must have specific cut off time (at least 20 minutes prior to the schedule start). Also, it is good practice to charge at least 50% more for people who register on the day. Late registrations are a pain – avoid it if you can.

Tasks for the day

- Make sure you have access to the venue at least an hour before the start of the event.
- Setting up equipment: you need people to set up tables, chairs, boards, clocks etc need to be set up. If this can be done the night prior that is a bonus.
- Player reception – provide a list of all people who have registered to your trusted assistant. Everybody who arrives, whether they have pre-registered or not must have their name ticked on the list. People who are not AGA members must join the AGA – the minimum requirement is their name, email address and rank; if possible get a postal address and phone number. Ask non-AGA members to register on the AGA website.
- Put up posters with details of the tournament rules, planned timetable for the rounds, division rules (handicap/even) & prizes. People who ask for this information at the TD desk must be sent to the posters or the TD will not be able to their job.

Physical requirements

- Computer (and if possible, a backup device) Both with the latest version Agatha installed.
- Power supply (if it's a laptop you will need this)
- Fan base & cable (if your laptop needs it)
- Keyboard & mouse (better than a touchpad)
- Latest version of Agatha (
- If Web publishing – get user and tournament URL from Neville
- 2 x Power board and extension lead
- Data projector
 - HDMI cable
 - VGA cable
 - Power cable
- Printer – inc Power, USB cable and paper

- Projector screen. If you don't have one, make sure there is a large white wall and test the data projector well before the event – if the data projector image cannot be read you need to get a screen.
- Printing
 - Rules on laminated sheets
 - Certificates and medals (if required)
 - Ranking certificates (if required)
- Stationery box
 - Approx. 100 sheets of A4 paper
 - Pencils/Pens for players to complete the result slips
 - Sharpie pens for writing on certificates
 - Stapler
 - Envelopes (for prize money, if applicable)
 - Scissors
 - Blutac
 - Duct Tape and/or sticky tape
- Table numbers (Enough for each division and make sure you use the right prefix in the Agatha settings).
- Cables pack (inc. 4 port USB Charger – people always want to recharge their mobile phones).
- Guillotine (or scissors) to cut up the draw slips.

Running the rounds

Set up the TD desk

- Locate the desk in a secure location and make sure people cannot walk behind the desk or sit at the desk. Some people have been known to access the computer while the TD is away to 'find out...' Do not allow this. If you leave the desk unattended lock the computer.
- Connect the computer to power and the Internet (if required).
- Set up the printer, data projector and screen.
- Plug in a USB drive as a backup device for Agatha files.
- Start Agatha – either set up or access the tournament
- Set up the extended display feature with a welcome message that includes the planned start time for the tournament.
- If you are using the Internet publication feature of Agatha, set that up too and verify it is working (using your mobile phone).

Round 1

Add people to the event as they join – the reception desk should supply this information in regular batches.

At cut off time, tournament reception must bring their list to the TD so it can be checked and compared with the names in Agatha – they must be the same. If people are still arriving the TD needs to decide what to do, delay the first round or close registration for late comers.

Once the list is complete and checked.

1. Welcome everybody and thank the sponsors and others who have made the event possible.
2. Make sure players understand the rules and the timetable.
3. Explain the draw will show the table numbers and all they need to do is go to their table and their opponent will come.
4. Remind people they must complete the draw results slip and return it to the TD desk or both players will be deemed to have lost.

5. Click 'Next round' in Agatha for each division.
6. Display the draw for each division on the data projector and, if used on the Internet.
7. Note: It is good practice to show one division for a couple of minutes to get those people playing before publishing the second division and so on. After 3 or 4 minutes allow Agatha to scroll through the draw for each division.
8. Print the draw results slips; cut them into individual pieces of paper and take them to each table with a pencil.
9. Sort out any problems people may have
10. Record the results as they are returned to the TD desk. Do not put results into Agatha without a completed slip signed by the winner.
11. Keep the results slips in table order – do not destroy or lose them until a few days after the event, they are very useful if there is a dispute.
12. Towards the end of the playing period, check the games underway match the missing results on Agatha. Some people do not complete the draw results slip and need reminding.
13. When all match results are in ask the people to check the display screen to ensure the results are correct.
14. Give it a couple of minutes, then click 'Positions' in Agatha.
15. Change the display from Draw to Results.
16. Back up the Agatha files to the external USB.

Round 2 and beyond

Well done, 1 round down. From this point you are back to point 5 in the list above. In theory, you need to follow the bouncing ball and all will be good.

End of tournament

After you have entered all the results for the final round, click 'Positions' and print the results. It is up to you if you want to publish the results after the final round on the screen or not.

Complete any certificates; prepare the prizes and hold the prize giving ceremony. Thank the sponsors, helpers and all the players in the event.

Ask everybody to help tidy the room after the prize giving.

Present the prizes, take photos etc.

Pack up the room; put boards and stones away, check the floor for stray stones (a great job for children). Put away tables, chairs etc.

Email the results to the AGA from Agatha.

Disconnect and pack up the TD equipment.

Ensure the venue is tidy and secure when you leave. Keys to be returned etc.