

## **FOR TOURNAMENT ORGANIZERS**

### **Before the Event**

If you would like to stage an PANASA rated tournament, first check the Criteria for PANASA Rated Tournaments to determine if it is likely to be eligible. If you believe it to be exempted from application, forward details direct to the webmaster for inclusion on the calendar.

Applications for rating a specific event which is not exempt are to be forwarded to your region representative.

Once approval is obtained, check that your tournament appears on the PANASA Calendar. If it does not appear within one week, contact the webmaster. PANASA can provide promotional assistance where tournaments are submitted with enough lead time to the event taking place. Dedicated webpages or flyers greatly assist with this. In addition, it is advisable, though not a requirement, to make a list of registered players available when known.

### **After the Event**

Results of the event in the form of a tournament file (\*.tou) should be emailed the WESPA Ratings Officer as soon as possible after completion of the tournament.

For players who have competed in a PANASA rated tournament before, their names in the file must match those on the current ratings file to avoid them being treated as new players. If you are using the TSH software developed by John Chew, you should deploy the name checking routine when exporting TSH files to the required \*.tou file.

The PANASA Ratings Officer must be provided with the nationalities of players new to the Ratings system at the time the \*.tou file is sent.

Changes of nationalities or spellings of existing players should also be provided.

A levy must be forwarded to PANASA immediately after the tournament. However, the first 12months (2022- December 31<sup>st</sup>, 2023) would be rated freely. The ratings fee would be communicated afterwards to the representative of each country.

### **APPLY FOR RATINGS**

Applications for rating a specific event must be forwarded to your region representative (or chair) on the Tournament and Rating Committee (TRC) using this format;

1. Name of Tournament:
2. Date and location:
3. Region
4. Deadline of entries/registration:
5. Number of games:
6. Format and eligibility criteria:
7. Tournament Rules:
8. Estimated Star Prize and prize pool total:
9. Name of organizer:
10. Membership of which PANASA-affiliated organization:
11. Tournament Website (if available):
12. Contact email:

Send the above details to the TRC Chair [td@panafricanscrabble.com](mailto:td@panafricanscrabble.com) and copy [ratingsofficer@panafricanscrabble.com](mailto:ratingsofficer@panafricanscrabble.com) Please also attach a tournament flyer (in PDF format) and/or a working website link.

Please ensure your application is sent in with sufficient time for promotion purpose to the wider Tournament Scrabble Community. Your application should have as much of the information as possible included in your submission - the more information provided, the more likely players visiting this site will click for information.

Once the application has had PANASA rating confirmed, the information is provided to the PANASA webmaster for inclusion on the PANASA website, as part of the Tournament Calendar.

For all general tournament rating enquiries, you can contact the tournament & ratings committee chair (Christpine) or webmaster.

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