RogueSaber.com

Official Tournament Organizer Packet

Version 2.0 (Last updated: 6/20/2018)

Organizer:
Main Assistant:
Event Date:
Start Time:
Location:
Event Page URL:

Would you like to host a tournament for your organization and/or for all duelists near you on the Duel Finder Map? This packet provides step-by-step procedures on how to make your event a success. **Please print out a physical copy** of this packet so that you may have it handy as you create, promote, and run your tournament with access to the FREE online tools available to the lightsaber community on RogueSaber.com!

1. Create the Event Online

Before sharing your tournament on social media or inviting participants, why not start off by creating an official online page with details about your event? Only you will be able to see it until you publish it as "live," so feel free to tweak and edit its details until you are satisfied. Once the tournament's page is live, all duelists who registered within the same city network you select will automatically be notified about your tournament! Please follow these steps to create a new tournament within the Duel Finder System:

🔲 Scan me

1. Log in to (or create) your personal account at RogueSaber.com. (This will be the **only account** granted access to edit and run the tournament on the digital side.)
2. Visit the Community Events section of the Duel Finder Page: https://www.roguesaber.com/duelfinder.php#communityevents (QR Code Above)
3. If you do not find your tournament already listed there (perhaps created by a different member of your group) then use the appropriate button in that section to create a new public event or tournament.
4. Continue on through the various pages of the **Tournament Creation Form** by answering each and every question accurately so that the proper information is presented to the public.
5. At the end of the form, you will have the option to edit the details of the event as you wish and also to preview what your event's page will display once it goes live. (On the event page, there will also be a lower section containing the **Organizer Tools** that only you, as the event's creator, will be able to see. This is where you will find the forms and buttons needed to run or edit the event.)
6. On the final page, once you are ready for the event to go live and for automatic invitations to be sent out, click on the "I accept the Organizer Agreement" button.

2. (Optional) Invite more Duelists Individually

Once your event's page has been created, you may look up individual duelists on the Duel Finder Map and use a button on their **Duelist Cards** to send them one-click personal invitations! This is a good option if you want to extend the reach of your tournament beyond the general area of just one major city. (Note: Using this tool will only invite duelists to your most-recently-created tournament that has not yet begun.)

3. Share on Social Media

Posting a link to your event's page on various social media sites, in emails to friends, and in online saber groups may increase the amount of participants exponentially! You may find this link in the social media tools section at the bottom of your event's page. (It is recommended that you promote your tournament at least three weeks before its date.)

4. Open Digital Pre-Registration

As visitors find your event's page, they will have the option there to pre-register as competitors! This will automatically log their name (or duelist code-name) and experience level into your Tournament's digital bracket system. Their name (or code-name) will also be displayed publically on the page's growing list of participants, saving you time. After your tournament has begun, pre-registration will no longer be available.

At this stage it is **strongly recommended** that you do not perform any additional edits to the details of the tournament unless absolutely necessary. Revising those details up until the day of the event may cause logistical problems or confusion for all involved.

5. Just Before the Event…

On the day of the tournament, it is recommended that you arrive at the designated meeting place at least an hour early and bring the following items with you:

- ❑ **IMPORTANT**: A physical copy of the printed **official rules** you will be using for the tournament, along with *this packet* and any other legal waivers or forms you will require your participants to read and/or sign.
- ❑ **Water** (if nearby water fountains are not available). This can be in the form of a few spare water bottles, a filled pitcher or jug, or plastic/paper cups that can be filled by some other means nearby. (If these cups are disposable, please bring a bag for garbage or recycling.) *Access to some water can help participants who failed to bring their own avoid dehydration or heatstroke.*
- ❑ At least one **whistle**, blow horn, or other noisemaker to get the attention of participants in the event that a match must be interrupted (preferably, one per referee).
- ❑ Lawn **chairs**, (or indoor chairs and tables) for yourself, assistant(s), and/or referees and judges, if you prefer.
- ❑ A well-stocked **first-aid kit** and the contact information for the closest emergency medical services.
- ❑ **Sunscreen**, sunglasses, and/or other protection from the weather for yourself and your assistant(s).
- ❑ Your **cell-phone charger** and/or your own bracket sheets (if applicable).
- ❑ A pair of **scissors** (to cut out *Reward Notes*)
- ❑ Working **pens**, pencils, and a clipboard.

Spend some time to scout-out the meeting place to ensure that you can direct people to optimal audience-viewing locations, restrooms, parking places, and so forth. Most importantly, be sure that you have an adequate number of designated areas for competitors ahead of time that meet the requirements specified by the set of rules you will be using.

6. Facilitate Participant Check-In

The best tournament hosts are friendly and helpful, welcoming all guests and competitors as they arrive. Before the event officially begins, all participants are required to "check-in" with your assistant(s), even if they have pre-registered online. This check-in has a few important purposes. Ideally, your assistant(s) will have participants sign the **Participant Check-In Form** (included in this packet) after they have each passed certain requirements. Be sure to have any potential competitors:

1. Read your official rules, legal waivers, and any other similar documents and agree to them.
2. Present their saber for inspection to ensure it meets the standards specified in the rules.
3. Put on their full armor and/or submit it to testing to ensure they fully comply with the rules.
4. Meet and recognize your appointed judges and/or referees.

If someone does not pass their saber or armor check, or if they do not agree to add their information to the check-in form, they must not be allowed to participate. **For your protection and for legal reasons, you must add your name to both check-in forms on the appropriate space provided and insist that participants write their own information, by hand, on the form.** Once all participants have checked-in, check to see if any of their written information matches that of pre-registered duelists. For those who did not pre-register, you or your assistant can easily enter-in their information by using the **Organizer Tools** section of the event page.

It is recommended that you **wait at least 15 minutes** after the official start time to allow for the arrival of late competitors. After that time, you may use the online Organizer Tools to refine the digital list of participants so that it matches the information of your physical check-in form(s). Feel free to delete duplicate entries or remove entries for those who have failed to arrive as needed.

7. Organize Brackets and Begin!

You have the choice to use either the online bracket organization and tournament progression method generated by the Duel Finder System on RogueSaber.com (which is highly recommended), or you may organize your own brackets on a whiteboard, sheet of paper, or however you see fit.

Once you have made your choice, and the time has come to begin the first match or bout, please click on the appropriate flashing button on your event's page for the tournament to officially begin! (After the event has begun, no more participants may be digitally added.)

Making an announcement: A degree of your own showmanship can add to the excitement of the competition. It is recommended that the event's host officially welcomes and thanks all who arrived. Brief announcements, reminders, and words of encouragement, accented with a recitation of the RSA's motto, "The Rogue Way" (or a similar symbolic call to honor and self-improvement) can all go a long way to set a positive competitive spirit. Encourage all to stay until the end in order to support all involved and to take part in the **Chaos Brawl** and/or other games after the official tournament has ended. It is also helpful at this point to announce an estimated duration of the tournament:

Rough Estimate in Minutes = ((*Average match length:* **5 min**) × (*Total matches in all tiers:* **total participants**) × (**1** *if single elimination or* **2** *if double elimination*)) ÷ (*Number of matches that will be going on at one time*)

If you are using the online system, the scheduled matches in the current tier will be displayed on the event page for all to see. This will grant competitors some time to prepare ahead of time in anticipation for their fights. When you are ready, begin the first match! While the competitors fight, feel free to use the **Notes** section below to tally points or take notes as needed.

Once a match's clear winner has been found (after they have reached a certain number of points, have won the best of three bouts, or have otherwise met the requirements set by your rules to be declared a winner) use the buttons provided within your **Organizer Tools** to report the outcome in order to progress on to the next match. Continue this until you reach the end of the tier. At that point, you may be required to award a "bye" in order to keep the number of participants even for a specific tier. After a brief break and once all participants are ready to continue, use your online **Organizer Tools** again to automatically arrange and begin the next tier! You will be prompted to repeat this process until three (or four) clear winners have been found.

– Notes –

8. Announcing and Rewarding the Winners

Once the top three (or four) duelists have been found (either on paper or online), click on the flashing "Finish Tournament and Announce Winners" button found in the Organizer Tools section of the event page. This will generate **Outside Codes** for you to write on the corresponding **Reward Notes** (found in this packet) in order to allow their recipients to use them to unlock digital rewards for their online accounts.

Clearly write the newly generated outside codes (so far, only visible to you online) on the matching reward notes (1st place, 2nd place tie, etc.) found in this packet. Cut out only those notes that apply to the winners of your tournament and dispose of the rest.

After the reward notes have been prepared, assemble the tournament winners and present them to the audience for applause. It is then that you (or your assistant) can congratulate each champion with a handshake and hand them their corresponding reward notes. After the event, the winners may then log-in to their accounts, or create new ones, and use the codes on their notes to claim the rewards and move up the worldwide leaderboard!

9. Chaos Brawl, Games, and Cleanup

You may sanction a friendly free-for-all **Chaos Brawl** to follow the formal tournament. For some participants, this is the highlight of the entire event. In a Chaos Brawl, all participants rush the sparring area, dueling with multiple opponents in a "sudden-death" manner until there is a final winner. In such an occasion, a single point scored against a duelist would require them to immediately leave the sparring area to cheer on the remaining duelists. The winner of a Chaos Brawl is not recorded or rewarded in any way, and it is encouraged to hold at least three rounds.

If allowable by your rules, and if agreed upon and prepared for by you and your assistant(s), other similar games may take place in order to allow all participants to leave on a high note. Announce the conclusion of the event, as you like, such as by expressing gratitude for the safe participation of all competitors, wishing everyone safe travel home, and so forth. You should be the last to leave the meeting area and ensure it is returned to as good a state as it was before your event, if not better. If there are any Knights of the Rogue Order present, they should help with any necessary cleanup.

✂

1ˢᵗ PLACE REWARDS

⚐ 50.00 Duel Credits
300 Account Points
(Move up the Leaderboard!)

Inside Code: 1632248
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

1ˢᵗ PLACE-TIE REWARDS

⚐ 50.00 Duel Credits
300 Account Points
(Move up the Leaderboard!)

Inside Code: 1473858
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

2nd PLACE REWARDS

✒ 40.00 Duel Credits
250 Account Points
(Move up the Leaderboard!)

Inside Code: 2761626
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

2nd PLACE-TIE REWARDS

✒ 40.00 Duel Credits
250 Account Points
(Move up the Leaderboard!)

Inside Code: 2113270
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

3rd PLACE REWARDS

✒ 30.00 Duel Credits
200 Account Points
(Move up the Leaderboard!)

Inside Code: 3056003
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

3rd PLACE-TIE REWARDS

✒ 30.00 Duel Credits
200 Account Points
(Move up the Leaderboard!)

Inside Code: 3261496
Outside Code:

Code provided by this event's organizer

To claim your digital rewards, log-in to (or create) your account on RogueSaber.com and use this note's Inside Code and your Outside Code here:

http://www.RogueSaber.com#duelcreditcash

Participant Check-In Form

Rule Compliance, Liability Release, and Hold Harmless Agreement: <u>By adding your information to this form</u> you (the participant) agree and accept that you have read and understood the official sport rules that will be used for this event (taking place on the date specified below), that you will follow those rules completely and to the best of your ability, and that you will comply with the instructions and direction given by this event's organizer and his/her appointed leaders, referees, judges, and so forth. You accept the conditions presented by the host for your continued participation in this event. As a degree of personal injury and damage to property may be expected due to the nature of the sport, and from the conditions present at this event's location, arising from your own or another's negligence, you likewise agree that you, knowingly, voluntarily, and according to your own free will, with full understanding of all risks involved, at your own risk, for all intents and purposes, enter into this waiver of liability for yourself, your heirs, executors, administrators, assigns, and personal representatives, and hereby waive any and all rights, claims, or causes for action of any kind arising out of your participation in this event. You hereby release and forever discharge this event's organizer (as defined below), his/her organization (if applicable), RogueSaber.com, and any and all of the aforementioned persons and organizations' appointed staff, volunteers, managers, members, agents, attorneys, heirs, representatives, predecessors, successors and assigns, for any physical, psychological, or emotional damage or loss including but not limited to pain, illness, paralysis, disfigurement, temporary or permanent disability, loss of limb, death, damages, or economical loss that may be sustained as a direct result of travel to or from this event and its activities or participation at this event and its activities. You agree and accept that you personally assume all known and unknown risks involved with your participation in (and travel to and from) this event and agree to hold yourself personally legally responsible, whatever the outcome, for all time, and that your participation in this event, and its activities, is contingent on your acceptance of this agreement.

The Full Name of this Event's Organizer: _____   Event Date: _____

Did you Pre-Register Online? (yes/no)	**I Agree and Accept.** Please Print Your First Name and Surname Initial (Example: "Joe D.")	Please circle your Relevant Dueling Experience Level (1 = none, 5 = high)	Do you have an account on RogueSaber.com? Please write your **Code-Name** here clearly to claim Digital Awards!	**Organizer Only:** Has this participant been added to the online event or bracket page?
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
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		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
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		1 2 3 4 5	❏No ❏Yes:	
		1 2 3 4 5	❏No ❏Yes:	
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