



**EN** 

# Recommendations for Referees



Co-funded by the Erasmus+ Programme of the European Union

www.novuss-sport.org

# Introduction

This document has been prepared within the framework of the project "**Novuss** — **Sport for Everyone**", co-financed under the European Union's programme "**Erasmus** +".

The project was established with the purpose of collaboration for the establishment of an international network and closer cooperation among the stakeholders and organisations with the aim of developing novuss as a kind of sport within the European Union and across the globe.

Project coordinator:

Novuss Sport ohne Barrieren e.V., Germany
 <u>www.novuss-sport.de</u>

Project partners:

- Latvian Federation of Novuss, Latvia
   <u>www.novuss-Inf.lv</u>
- Peningi Koroonamänguklubi, Estonia <u>www.peningi.planet.ee</u>
- Stowarzyszenie Novuss Polska, Poland www.novuss.pl

More details of the project are available on the website:

www.novuss-sport.org

Project printing partner:



*wabe e.V.* is a non-commercial organisation based in Erlangen (Germany), established in 1987. The main objective of the organisation is integration of people with mental disorders into the labour market.

Website: https://www.wabe-erlangen.com

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# **1 BASIC RULES OF THE GAME**

Not a part of this document.

See the current rules of the game: effective from 1 January 2017.

# **2 COMPOSITION OF THE PANEL OF REFEREES**

The panel of Referees of the competition shall be appointed and approved by the local novuss section, novuss federation or local organiser of the event.

The panel of Referees shall consist of the Commissioner, Chief Referee, Senior Referees and Secretary.

Depending on the scale of competition, the composition of the Panel of Referees may vary according to the scale of competition.

A Senior Referee shall be appointed for refereeing each separate zonal game.

# 2.1 Chief Referee

The Chief Referee shall be responsible for the course of the competition according to the rules and approved regulations.

His/her duties shall be:

- To approve the game calendar, perform the draw for the competition;
- To manage the work of referees and make the final decision in relation to any protests filed, as well as on any other matters which may arise during the competition;
- To approve the report of the competition;
- To approve the final results of the competition and submit those to the founding organisation along with the report.

The Chief Referee shall be authorised to:

- Release from refereeing any referees failing to perform their duties or violating the rules, procedures or discipline during the competition;
- To exclude from the competition participants violating the rules of the competition, conducting themselves in a rude manner or committing other violations;
- To cancel or postpone the competition when the event is not possible because of non-preparation of the competition venue (space, inventory, lighting etc.);
- To cancel the competition in cases of necessity to introduce changes in the game programme or calendar;
- To cancel an erroneous decision of the Senior Referee.

Orders of the Chief Referee shall be binding on all the members of the Panel of Referees, participants of the competition and their representatives.

# 2.2 Senior Referees

Senior Referees shall:

- manage individual, pair or team competitions among regional zones or groups;
- verify compositions of the participating teams;
- prior to commencement of competition verify conformity of the inventory to the requirements — height, geometrical parameters of the table, conformity of inventory to the standards, conformity of the participant's uniforms, puck and cue (including during the competition);
- register violations of rules committed by the participants and impose penalty sanctions accordingly registering them in the report;
- determine during the game whether the disc is "light" or "dark", where necessary
   using a light (torch). Moving the game disc is prohibited!
- resolve complicated and disputable situations at the table of the game;
- following completion of zonal or group competitions, submit to the Chief Referee reports and tables of the competition.

## 2.3 Referees

During the competition, **functions of referees** shall be performed by the **participants themselves**, where necessary, inviting the Senior Referee. During the set, the function of referee shall be performed by the player who does not have the right to strike at that moment. The participant entered into the report as the first shall fill in the report after each set, announces the result and indicates the player who has the right to the first strike in the current set. After the game, the report, signed by both participants, must be handed over to the Senior Referee of the competition immediately.

## 2.4 Commissioner

The Commissioner shall be appointed by the founding organisation. Commissioner's duties:

• to evaluate the quality of the venue (space, lighting, inventory etc.);

- to provide recommendations to the organisers of the competition for elimination of any deficiencies detected;
- to evaluate the course of the competition;
- to file a competition report to the founding organisation.

# **3 TYPES AND NATURE OF THE COMPETITIONS**

Novuss competitions are subdivided as follows:

- individual (singles) men and women. The result of the competition is recorded for each player individually.
- pairs men, women and mixed. The result of the competition is recorded for each pair.
- teams men, women and mixed. The results of individual games are recorded as the total amount of points gained by the team. Regulations may govern the record in a different way (for example, the total amount of points gained by the team may consist of the results of individual and pair games.

The types and procedures of competitions shall be provided for in the regulations.

# **4 FORMAT OF THE TOURNAMENT**

Theformat of the tournament (tournament mode) shall describe the structure of the tournament. A novuss competition shall consist of several rounds. Each round shall consist of several sets to determine the winner of the round. The number of rounds and number of sets shall be determined by the regulations of each competition.

Desirable characteristics of the format of the tournament:

- The final rating must reflect the actual skills of the player with the utmost precision;
- The format of the tournament must motivate each player to reach their maximum performance in each game;

There is not such a concept as an "ideal" format of a tournament. Each format of a tournament has its pros and cons.

The following formats of tournaments are the most common:

- League or everybody against everybody
  - + The final result reflects the relative level of players very precisely;

+ Planning: when planning the tournament, match-ups between competitors and the time of their games are already known;

- Not suitable for tournaments with a large number of participants;
- Risk of tactical considerations;
- The winner is usually not decided as a result of direct competition between the two best players.

#### • Swiss system

+ Exciting games throughout the entire tournament, since the players with nearly the same level of skills play each other;

+ Suitable for a large number of participating players who are obliged to be present throughout the tournament;

- The opportunity to get a better starting position in the case of a tactical loss at the beginning of the tournament;

- In the case of an average result, the rating does not reflect the player's skills very precisely.

#### • Knock-out system (K.-o.) or double elimination system

+ Suitable for a large number of participants;

+ Exciting games, convenient for spectators, but each match-up leads to one player being eliminated;

- An early game between two leading players inevitably leads to a bad final positioning of the defeated player.

- Many players are knocked out of the competition very early and have no opportunity to gain tournament experience.

#### Ranked system

The principle is very similar to the knock-out system, with the difference that all the participants fight for their positions till the very end of the tournament.

# 4.1 Single league or everybody against everybody

A tournament according to the **round-robin system** (also called "everybody against everybody", in English: **"Round Robin**") — this is a form of tournament in which each participant in the tournament plays an equal number of times with all the participants. The number of rounds according to the round-robin system:

- equal to the number of participants in the event of an of odd number of participants
   (13 participants = 13 rounds);
- number of participants 1 in the event of an even number of participants (14 participants = 13 rounds);

Optimum and recommended number of participants for a single-day tournament - max. 14 in the same category.

For a tournament with 15-20 participants, it is recommended to use a sub-group system combined with a round-robin system, furthermore, the results of the sub-group are carried over to the next level group. Depending on the desirable number of games, sub-groups may consist of 4-8 participants, i.e., 3-7 rounds per group.

#### Example involving 18 participants:

- participants are divided into 3 sub-groups (6 players in each) and play 5 rounds according to the round-robin system;
- according to the results, participants are divided into groups to fight for their positions and play 5 rounds according to the round-robin system:
  - Players finishing 1st and 2nd in each group continue fighting for 1st-6th place;

- Players finishing 3rd and 4th in each group continue fighting for 7th-12th place;
- Players finishing 5th and 6th in each group continue fighting for 13th-18th place.

Points are accumulated for each win and draw. Upon completion of the tournament, a ranking table shall be drawn up based on the score achieved. Should players have an equal number of points, additional criteria apply (individual games or calculated ratios) determined in the competition's regulations.

Pairs are drawn according to the Berger tables where the first player starts the first set:

• 3 or	4 play	/ers:			• 5 or	<sup>.</sup> 6 play	ers:			
Table:	1	2			Table:	1	2	3		
1 round	2-3	1-4			1 round	3-4	1-6	2-5		
2 round	4-3	1-2			2 round	5-3	6-4	1-2		
3 round	3-1	2-4			3 round	2-6	3-1	4-5		
					4 round	1-4	6-5	2-3		
					5 round	5-1	4-2	3-6		
• 7 or	8 play	/ers			• 9 or	<sup>.</sup> 10 pla	yers			
Table:	1	2	3	4	Table:	1	2	3	4	5
1 round	4-5	2-7	3-6	1-8	1 round	1-10	2-9	3-8	4-7	5-6
2 round	7-3	6-4	8-5	1-2	2 round	7-5	9-3	8-4	10-6	1-2
3 round	3-1	2-8	4-7	5-6	3 round	4-9	3-1	2-10	5-8	6-7
4 round	8-6	7-5	1-4	2-3	4 round	8-6	10-7	9-5	2-3	1-4
5 round	4-2	3-8	5-1	6-7	5 round	3-10	5-1	6-9	4-2	7-8
6 round	8-7	1-6	2-5	3-4	6 round	9-7	2-5	1-6	10-8	3-4
7 round	7-1	5-3	6-2	4-8	7 round	6-2	4-10	5-3	7-1	8-9
I					8 round	4-5	1-8	2-7	3-6	10-9
					9 round	8-2	6-4	7-3	9-1	5-10

• 11 or 12 players

Table:	1	2	3	4	5	6
1 round	6-7	2-11	3-10	4-9	5-8	1-12
2 round	11-3	8-6	9-5	10-4	12-7	1-2
3 round	5-10	3-1	4-11	2-12	6-9	7-8
4 round	10-6	9-7	12-8	11-5	1-4	2-3
5 round	4-2	3-12	5-1	6-11	7-10	8-9
6 round	12-9	10-8	11-7	1-6	2-5	3-4
7 round	5-3	4-12	6-2	7-1	8-11	9-10
8 round	1-8	11-9	12-10	2-7	3-6	4-5
9 round	8-2	6-4	7-3	5-12	9-1	10-11
10 round	4-7	1-10	2-9	3-8	12-11	5-6

#### **Recommendations for Referees**

11 round 11-1 7-5 8-4 9-3 10-2 6-12

• 13 or 14 players

Table:	1	2	3	4	5	6	7	
1 round	7-8	2-13	3-12	4-11	5-10	6-9	1-14	
2 round	13-3	9-7	10-6	11-5	12-4	14-8	1-2	
3 round	6-11	3-1	4-13	5-12	2-14	7-10	8-9	
4 round	12-6	10-8	11-7	14-9	13-5	1-4	2-3	
5 round	5-1	4-2	3-14	6-13	7-12	8-11	9-10	
6 round	11-9	14-10	12-8	13-7	1-6	2-5	3-4	
7 round	4-14	5-3	6-2	7-1	8-13	9-12	10-11	
8 round	12-10	14-11	13-9	1-8	2-7	3-6	4-5	
9 round	7-3	6-4	5-14	8-2	9-1	10-13	11-12	
10 round	2-9	13-11	1-10	14-12	3-8	4-7	5-6	
11 round	10-2	7-5	8-4	9-3	6-14	11-1	12-13	
12 round	5-8	1-12	2-11	3-10	4-9	14-13	6-7	
13 round	13-1	8-6	9-5	10-4	11-3	12-2	7-14	
• 15 c	or 16 pla	ivers						
Table:	1	2	3	4	5	6	7	8
1 round	1-16	2-15	3-14	5-12	7-10	6-11	4-13	8-9
2 round	12-6	10-8	11-7	16-9	13-5	1-2	15-3	14-4
3 round	4-15	3-1	2-16	6-13	5-14	7-12	8-11	9-10
4 round	13-7	14-6	15-5	16-10	11-9	1-4	12-8	2-3
5 round	8-13	4-2	5-1	6-15	3-16	7-14	9-12	10-11
6 round	1-6	12-10	13-9	14-8	15-7	16-11	2-5	3-4
7 round	10-13	5-3	6-2	7-1	8-15	9-14	4-16	11-12
8 round	15-9	13-11	14-10	4-5	1-8	2-7	3-6	16-12
9 round	11-14	6-4	7-3	8-2	12-13	10-15	9-1	5-16
10 round	3-8	14-12	15-11	4-7	2-9	16-13	1-10	5-6
11 round	10-2	11-1	8-4	9-3	6-16	12-15	7-5	13-14
12 round	16-14	5-8	1-12	15-13	3-0	4-9	2-11	6-7
13 round	9-5	7-16	10-4	11-3	12-2	8-6	14-15	13-1
14 round	3-12	16-15	6-9	1-14	4-11	5-10	2-13	7-8
15 round	11-5	9-7	8-16	14-2	12-4	13-3	10-6	15-1

Tables in Excel format or software such as Swiss Master may be used for the organisation and refereeing of the competition.

### 4.2 Swiss system

A Swiss system can be best characterised as a special form (brief version) of a roundrobin tournament. The draw for the first round is made, afterwards, the interim result after each round is determined. During the following rounds, the leader always plays against the player in 2nd place; the 3rd placed player — against the player in 4th place etc. However, the possibility of two games between the same two players is ruled out. Thus, if the same players are in the leading positions after 2 tours, the first one will play against the third player (if those two have not played against each other yet), and the second one against the fourth one.

Points are accumulated for each win and draw. Upon completion of the tournament, a ranking table shall be drawn up based on the score achieved. In the case of an equal number of points, additional criteria apply (individual games or calculated ratios). The optimum and recommended number of participants for a single-day tournament: ≥21 in the same category.

# The recommended number of rounds in the tournament depends on the number of participants. In order to provide an impartial outcome, playing against one third of the opponents is recommended. 9

#### For example:

- for 16-19 participants 6 rounds;
- for 20-23 participants 7 rounds;
- for 24-27 participants 8 rounds;
- for 28-31 participants 9 rounds;
- $\geq$  32 participants  $\geq$  11 rounds.

Organisation of tournaments according to the Swiss system requires software which allows pairs to be matched up for tournaments.

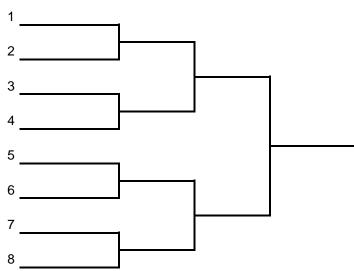
One such software we can recommend is **Swiss Master** which facilitates the work of the referees.

For more details, please see: <u>https://www.schaakbond.nl/swiss-download</u>

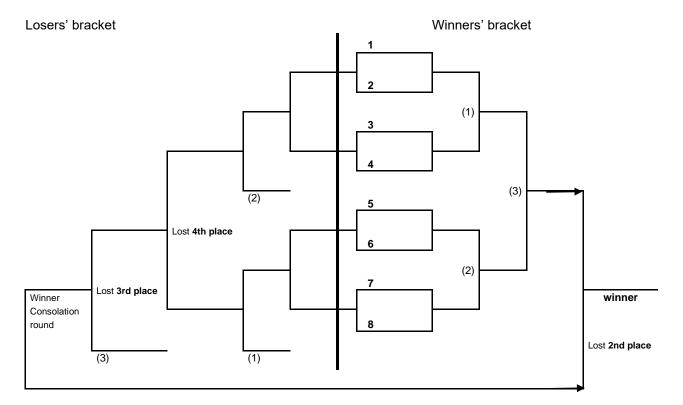
### 4.3 A knock-out system or double elimination system (K.-o.)

In the event of a large number of participants and limited time available for the tournaments, an Olympic system is used, also called the knock-out or play-off system. Mixed systems are frequently applied when qualification groups are organised at the beginning played on a round-robin basis, but the winner of the tournament is determined according to the knock-out system.

Knock-out system



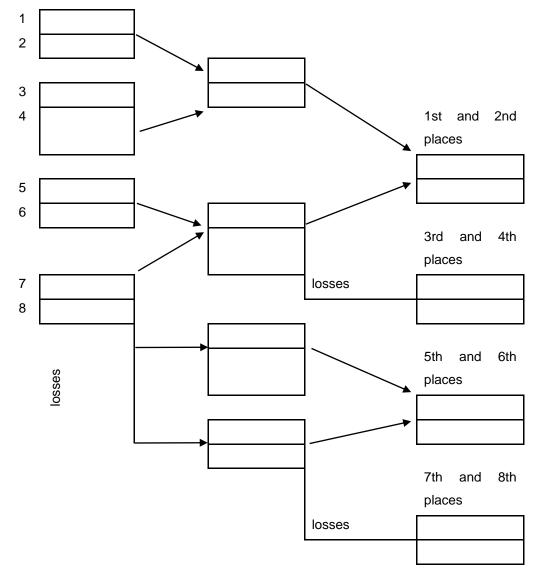
• **Double elimination system** - a system in which a participant is eliminated from the tournament after two losses.



# 4.4 Ranked system

Just like the knock-out system, the ranked system is also used in the case of a large number of participants and limited time.

The positive aspect is the fact that all the participants fight for the division of positions until the end of the tournament and thus gain tournament experience.



# **5 SOFTWARE FOR REFEREES**

# 5.1 Tables in Excel format for the round-robin system

Tournament tables are available in Excel format simplifying the organisation of the tournament and refereeing for you. Tables are available for tournaments with the participation of 3 to 16 players. Structure of tables and use thereof is described below. Watch also this short **video**: <u>https://youtu.be/xndpFPILDm8</u>

1) the following data must be entered at the beginning of the tournament (Table

"Results"):.

- Title of the tournament;
- Points for a win, draw and loss;
- Tournament location;
- Rating or individual ratio of the player (if unavailable, enter 1,000, which is the lowest IC);
- Rating factor used as a multiplier for the calculation of ratings and assessing the difficulty of the tournament (Example: super-league tournaments: 1.3, first league tournaments: 1.0 and second- and third-league tournaments: 0.7);
- Name, surname, country or region, title (for example, master, grandmaster);
- Name, surname of the referee

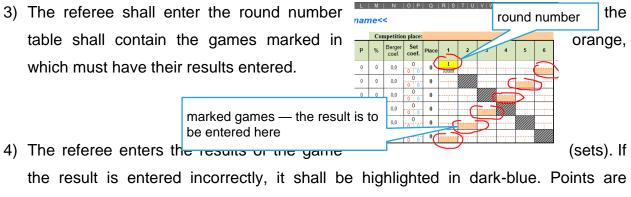
A	В	C	D	E	F	G	н	1	J	K	L	М	N	0 P	Q	RS	TU	VW	XY	ZAA	AB AC	AD A	E	AF 🛛 /	IA H		AK			1 1	AO			
	¢						>>T	้อมเ	man	nent	nan	ie<	<													Place	Place	Place	Pmax	BCmax	Po	$P_{\rm WIN}$	PDRAW	N PL
																										1	2	3	0	0,0	0	2	1	
<u> </u>			I	ating	coeff	icient:	1,00					Con	apetitio	n place:									Prelir	n. Plac	•		_		_					
No.	Name, Sumame	Country	Title	lKfin	IK+	lKst	R	IKst- IKop	Кор	Rounds	Р	%	Berger coef.	Set coef.	Place	1	2	3	4	5	6	Ra	ink R P I	ank R 3 K S	ets	1	2	3	4	5	6			
1				0	0		0	0	0	0	0	0	0,0	0	0	1 Round							D	0	0		0	0	0	0	0			
2 3				0	0		0	0	0	0	0	0	0,0	0	0								0	0	0	0		0	0	0	0			
3				0	0		0	0	0	0	0	0	0,0	000	0								0	0	0	0	0		0	0	0			
4				0	0		0	0	0	0	0	0	0,0	000	0										0	0	0	0		0	0			
5				0	0		0	0	0	0	0	0	0,0	0 0	0				1				0	0	0	0	0	0	0		0			
6				0	0		0	0	0	0	0	0	0,0	0 0	0							<u>'</u>	0	0	0	0	0	0	0	0				
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	Competition arbiter:																																	
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 The table "Protocols..." contains reports for printing:

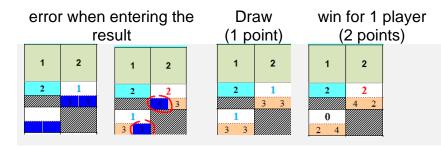
printin	g:		Tournan	nent name
-	-	round and table number	Round No. 1	Table No. 1
		player number	Player 1	Player 16
		Players	× 1	1 🔿
				2 x 1
	results of six sets, the p shall start the set	player marked with "x"	× 1	3 🔿
			1	4 X 🛆
Coloct ro	norto cocordina to	the regulations of the	× O	5 1
		the regulations of the	0	б X -1
tourname	nt. Reports are drav	vn up for games in sets 6,	Total: 3	- 3
7, and 4.			18.03.2021	

The player starting the set shall be responsible for filling in the report and for handing over a correctly filled report to the referee. Whereas, the opponent shall be obliged to verify the result entered.

Both players shall be equally responsible for correct completion of the report and confirm correctness of the result entered by signing the report.



calculated automatically. This example contains 2 points for a win, 1 point for a draw and 0 points for a loss in the round.



5) After the results have been entered, division of places in the table is calculated according to the points, Berger coefficient, and set coefficient, thus facilitating analysis of results for referees. Calculation of places serve as an aid for the referees. Division of the places overall shall be determined by the referee according to the regulations of the tournament.

													7	Tourna	me	ent	ime		Ţ	
			_	Ratin	g coef	icient:	1,00					Co	mpetitio	n place:					Υ	<u>Y</u>
No.	Name, Surname	Country	Title	IK/f	IK+	IK/st	R	F-L	Кор	Sp	Р	%	Berger coef.	Set coef.	Place	1	division of the places by points		Rank I P	Rank B K
1	Player 1			1090	90	1000	0	0	1000	15	24	80	158,5	1,5		1	division of the places by points,		3	3
2	Player 2			1100	100	1000	0	0	1000	15	25	83,333	163,0	1,571		1	set coefficient, and Berger		2	2
3	Player 3			1000	-20	1000	0	0	1000	15	13	43,333	85,5	0,915		0 2	coefficient	$\boldsymbol{\wedge}$	8	8
4	Player 4			1000	-20	1000	0	0	1000	15	13	43,333	77,5	0,915		0 2			8	10
5	Player 5			1010	10	1000	0	0	1000	15	16	53,333	106,0	1,095		1			6	5
6	Player 6			1120	120	1000	0	0	1000	15	27	90	180,0	57 17		4	Doint 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		1	1
7	Player 7			1040	40	1000	0	0	1000	15	19	63,333	116,0	1,333		0 2			4	4
8	Player 8			1010	10	1000	0	0	1000	15	16	53,333	103,5	1,023		0			6	7
9	Player 9			1030	30	1000	0	0	1000	15	18	60	105,5	1,343 47 35		0 2	Berger coefficient		5	6
10	Player 10			1000	-50	1000	0	0	1000	15	10	33,333	65,5	0,76		3			12	11
11	Player 11			1000	-50	1000	0	0	1000	15	10	33,333	62,0	0,727	-	3			12	13
12	Player 12			1000	-90	1000	0	0	1000	15	6	20	33,0	0,537		0 2	Set coefficient		16	16
13	Player 13			1000	-50	1000	0	0	1000	15	10	33,333	57,0	0,68		0 2	0         2         2           2         4         2		12	14

## 5.1.1Formulas used in the table

- **P** = total of points gained within the tournament;
- Berger coef. (Berger coefficient) = the total number of points gained by opponents that the player beat, and half of the total of points gained by opponents whom they player tied with;
- Set coef. (set coefficient) = relation of a player's won-lost sets;
- Rounds = games or rounds played;
- % = P ÷ (Games × P set.) player's efficiency in the tournament in percentage terms, where P set. is the maximum number of points which you can obtain during the round;
- **IC**<sub>op</sub> = average IC of the opponents;
- IC<sub>st</sub> = IC of the participant at the beginning of the tournament;
- R (rating points) = 1st place = 30 points; 2nd place = 29 points ... etc., multiplied by the rating coefficient.
- IC+ (IC coefficient obtained during the round)

 $= P - \left( Pmax. \frac{IKst. - IKop.}{10} + 50 \right) \% \times 10$ 

If  $(IC_{st} - IC_{op}) > 150$ , IC of the participant does not increase, but, in order to avoid decreasing it, it is necessary to gain at least 65% of the possible number of points (see "%" in the table).

• IC<sub>fin</sub> (IC of the participant upon completion of the tournament) =  $\frac{IKst + IK}{IK}$ 

# 5.2 Swiss Master and auxiliary software

Organisation of tournaments according to the **Swiss system** requires software which allows pairs to be matched up for tournaments.

One such software we can recommend is **Swiss Master** which facilitates the work of the referees.

More details are available here: https://www.schaakbond.nl/swiss-download

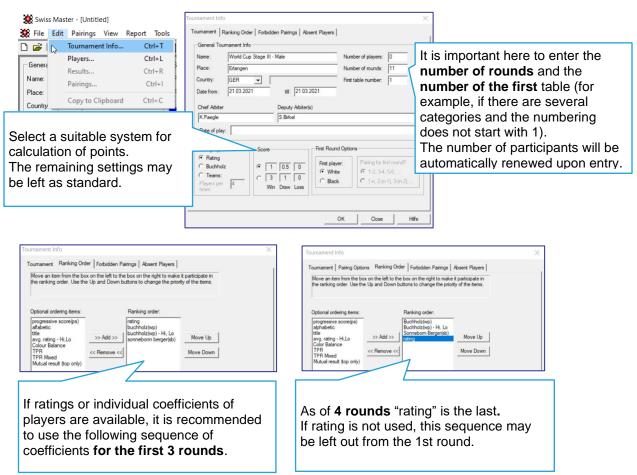
The same software **may also be used for round-robin games**. When entering tournament data, it is necessary to enter the number of rounds according to the round-robin system.

The software is comparatively simple to use and may be used without any additional software.

This description is based on version Swiss Master 5.5.

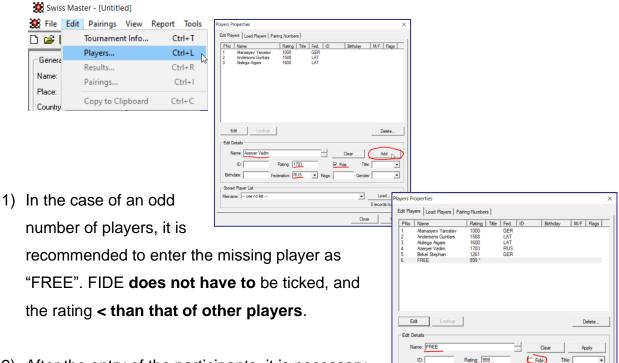
# **5.2.1 Enter information about the tournament**

The majority of information does not require any explanation, and the essential nuances are listed below.



# 5.2.2 Entry of the list of participants (handwritten)

Enter name, surname, rating (if available), country, sex and FIDE must be ticked.
 Confirm by pressing on "Add" (new players) or "Apply" (introduction of changes).



2) After the entry of the participants, it is necessary

to double-check the rating entered and sort the participants by rating.

Players Properties × Edt Players Load Players Paring Numbers	Players list and ranking
PHo         Name         Rating         Tell         Fed         ID         Bithday           1         1         Acryoe Vadm         1703         RUS           2         2         Aclega Agen         1000         LAT           3         Andersons Gurdans         1588         LAT           4         Bithd Signham         1251         GER           5         X Honsayer Yaronlav         1000         GER         Move up           6         6         F.REE         999 *         Move Down	Rank         PNo         Name         Score         Fed.         Rating         Buchholz         Buch         SB           1         1         Azeryer Vadim         0.0         RUS         1703         0.0         0.0         0.0           2         2         Atslega Ajgars         0.0         LAT         1600         0.0         0.0         0.0           3         3         Andersons Guntars         0.0         LAT         1588         0.0         0.0         0.0           4         4         Birkel Stephan         0.0         GER         1261         0.0         0.0         0.0           5         5         Afanasyev Yatoslav         0.0         GER         1000         0.0         0.0         0.0           6         6         FREE         0.0         939 *         0.0         0.0         0.0
Order © By Rating, Title, Alfabet © Manual Go 2 C	

# 5.2.3An import of the list of participants is done in CSV format

In order to import the list of participants in CSV format, you must comply with the format determined in the following file *XML list - standard template.xlsx*. Follow the instructions given in this section.

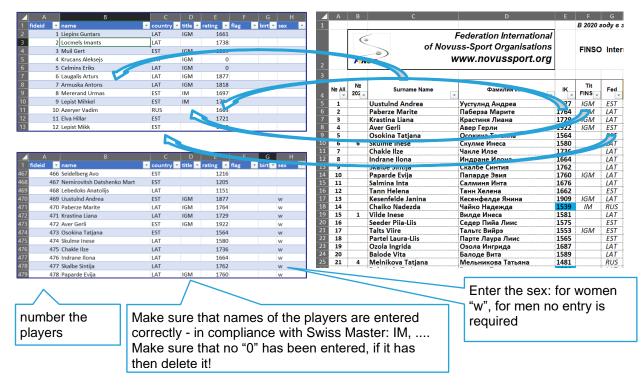
Also watch a short video:

- Swiss Master 5.5 <u>https://youtu.be/ijhqE08gLMI</u>
- Swiss Master 5.7 <u>https://youtu.be/EwY6RmeqqTo</u>

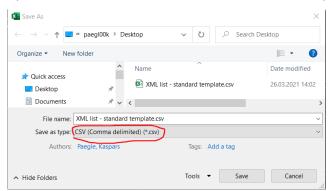
This format was tested on the following versions of Swiss Master:

#### 5.5, 5.6 and 5.7.

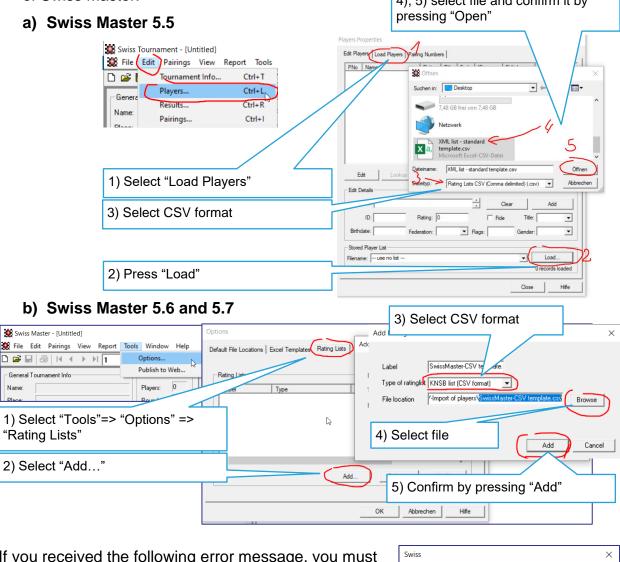
 Copy all the players to a single list of players in a previously prepared file XML list standard template.xlsx.



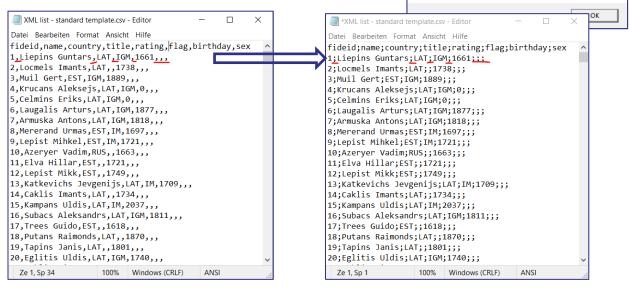
#### 2) Save the document in CSV format: CSV (Comma delimited)(\*.csv)



3) Attach the CSV-file to the software Swiss Master. This step depends on the version of Swiss Master.
 4), 5) select file and confirm it by



If you received the following error message, you must open the CSV document in text editor and replace "," with ";" then repeat the above procedure.



Can't parse ratinglist of the given type. List not added

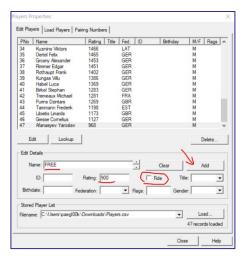
2

4) Select the attached CSV file:

Swiss Master - [Untitled] File Edit Pairings View Report Tools Genera Name: Place: Country Copy to Clipboard Ctrl+C	Edit Players         Paring Numbers           Nr         Name         Rating: Title         Fed.         ID         Birthday         M/F         Rags           2         Abelita.uit         1312         EST         409         M           3         Abolita.uit         1212         EST         409         M           3         Abolita.uit         1212         EST         409         M           3         Abolita.uit         12812         LAT         348         M           4         Manayev Yarolav         968         GER         456         M           4         Ananov Georgi         12817         LAT         348         M           4         Adamov Georgi         12817         LAT         537         M           7         Aakin Valerij         1421.         RUS 307         M           8         Adekonos Reisa         1279         LAT         351         M           12         Andenose Reisa         1279         LAT         371         M           12         Andenose Rikus         1562         LAT         372         M         V            Title         LAT
Players Properties × Edit Players Load Players Pairing Numbers   Nr Name Rating Title Fed. ID Birthday M/F Plags   1 Paegle Kaspars 1494 GER 181 M 2 Pavions Adds 1781 LAT 271 M 3 Pacherko Danyto 1256 UKR 317 M 4 Paurs Rhards 1200 USA 337 M 5 Partidov Anatoly 1270 RIUS 347 M 6 Parman Atur 1189 FIN 437 M 7 Paberze Marte 1763 IGM LAT 470 F 9 Partel Laura-Lise 1565 EST 486 3 3 to 100000000000000000000000000000000000	<ul> <li>Core Here</li> <li>Select participants and add them to the st of participants:</li> <li>3) Select participants = "Str" + the left mouse button</li> </ul>
Add Player       Filters       Name:       ID:       Rating:       Eithdate:       Federation:       ID:       Ratinglist:       Stored Player List       Ratinglist:       SwissMaster CSV template csv (KNSB list (CSV format))	<ul> <li>4) Confirm by pressing Add Player</li> <li>1), 2) Use the filter function to limit the list of participants</li> </ul>

 In the case of an odd number of players, it is recommended to enter the missing player as "FREE". FIDE does not have to be ticked, and the rating is < of other players, and confirm by pressing Add.

	Nr	Name		Title Fed.	ID Birthday	/	<b>^</b>
35	35	Oertel Felix	1465	GER			
36	36	Grosny Alexander	1453	GER			
37	37	Rimmer Edgar	1451	GER			
38	38	Rothaupt Frank	1402	GER			
39	39		1386	GER			Move up
10	40	Habel Luca	1369	GER			
1	41	Birkel Stephan	1283	GER			Move Down
12	42	Tremeaux Michael	1281	FRA			Move Down
13	43		1269	GBR			
4	44	Tammann Frederik	1198	EST			
15	45		1173	GBR			
46	46		1127	GER			
47	47		968	GER			
48	48	FREE	900 *			`	v
C F			Reassign	$D_{2}$			



2) Make sure that the participants are sorted correctly (according to rating).Otherwise, sorting is required.

# 5.2.4 Import of the list of participants is done in XML format

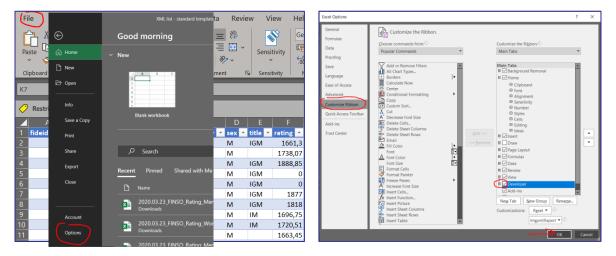
The current version of Swiss Master (**Swiss Master 5.7**) contains an import function in XML format. Also watch a short **video**: <u>https://youtu.be/79tZcoz\_nAs</u>

 Copy all the players to a single list of players in a previously prepared file XML list standard template.xlsx.

A			C D				A	B	C C	D	E	F	G
1 fideid	💌 name	💌 coun	trv 💌 sex	✓ title	rating 💌	1						B 2020 a	зоду е з
2	1 Liepins Guntars	LAT	М	IGM	1661,3			6	F	ederation International			
3	2 Locmels Imants	LAT	м		1738.07				of Novu	ss-Sport Organisations		FINSO	) Inter
4	3 Muil Gert	EST	M	IGM	1888.85			F/A	W	ww.novussport.org			
5	4 Krucans Alekseis	LAT	M	IGM	0	2		· · ·	30				
6	5 Celmins Eriks	LAT	M	IGM	0	3							
7	6 Laugalis Arturs	LAT	M	IGM	1877		Nº AIL	N≌	Surname Name	Фамилия Имя	к	Tit	Fed
8	7 Armuska Antons	LAT	M	IGM	1877	4	~	202 -	·			FINS -	~
						5	1			Уустулнд Андреа	1877	IGM	EST
9	8 Mererand Urmas	EST	M	IM	1696,75	6	2			Паберза Марите	1764	IGM	LAT
10	9 Lepist Mihkel	EST EST	M	IM	1720,51	7	3	ļ	Kra Jiana	Крастиня Лиана	1729	IGM	LAT
11	10 Azerver Vadim		М		1663,45	8	4		Gerli	Авер Герли	1922	IGM	EST
12	11 Elva Hillar	EST			1721	9	5		Osokina Tatjana	Осокина Татьяна	1564		EST
	12 Lepist Mikk		M		1749	11	6	6	Skulme Inese Chakle Ilze	Скулме Инеса Чакле Илзе	1580 1736		LAT LAT
		EST				12	8			Чакле илзе Индране Илона	1664		AT
	13 Katkevichs Jevgenijs	LAT	M	IM	1709	13	9			Скалбе Синтия	1762		LAT
15	14 Caklis Imants	LAT	M		1733,67	14				Папарде Эвич	1760	IGM	LAT
16	15 Kampans Uldis	LAT	M	IM	20371	15			Salmina inta	Салминя Инта	1676	10111	LAT
17	16 Subacs Aleksandrs	LAT	М	IGM	1811	16	12	·	Tann Helena	Танн Хелена	1662		EST
	17 Trees Guido	EST	M	1011	161	17	13		Kesenfelde Janina	Кесенфелде Янина	<b>7</b> 9	IGM	LAT
						18	14		Chaiko Nadezda	Чайко Надежда 🛛 🧹	39د	IM	RUS
	18 Putans Raimonds	LAT	М		1870	1	15	1	Vilde Inese	Вилде Инеса	1581		LAT
20	19 Tapins Janis	LAT	M		1801	20			Seeder Pila-Liis	Седер Пийа Л	1575		EST
21	20 Eglitis Uldis	LAT	м	IGM _	1739,98	21	17		laits vinc	талыс вийрэ	1553	IGM	EST
22	21 Caklis Aivars	LAT	м		1726	22	18		Partel Laura-Liis	Парте Лаура Лиис	1565		EST
	22 Jaunbruns Arnis		M		1/20	23 24	19	ļ	Ozola Ingrida	Озола Ингрида	1687		LAT
		LAT		-	17-21	and the other distances of the local distance	20	4	Balode Vita	Балоде Вита Мельникова Татьо	1481		LAT RUS
	23 Zugs Edvins	LAT	M		1781	1		4	Melnikova Tatjana	Мельникова Татса	1481		RUS
	24 Atslega Aigars	LAT	M		1563,8								
26	25 Reinbergs Arvids	LAT	M		1980	_							
							1.		we that wave a	of the players or			ام ،
						l l	viak	e s	ure mai names	of the players ar	e e	mere	a a
numbe	or the	Enter their s	sex "N	1" for		6	orr	oct	v - in complianc	e with Swiss Ma	eta	r• INA	
nambe													
players	s	men, "F" for	wome	en		Ν	Mak	e s	ure that no "0" h	nas been entered	l if	it ha	s
P	-	,									•, ••	n nu	0
						L 4		- 1-	1-1- 14				

#### 7) Activate the "Developer" menu

File => Options => Customize Ribbon => tick "Developer"



#### 8) Export the list in XML format:

File Home Insert Page Layout Formulas Data Review View Developer Help	
Image: Construction of the second Macro       Image: Construction of the second m	
Code Add-ins Controls XML	Select:
H9 <b>•</b> : X √ fx	1) "Doveloper"
	1) "Developer"
Restricted \ Restricted Default I	2) "Export"
A B C D E F G H I J K	
1 fideid ▼ name ▼ country ▼ sex ▼ title ▼ rating ▼	
2 1 Liepins Guntars	
3 2 Locmels Imants	<ol> <li>Select the place where you want</li> </ol>
4     3 Muil Gert     ← →      → This PC > Desktop     ✓ Ů     ✓ Search Desktop	to save the file, for example,
5 4 Krucans Alekse 6 5 Celmins Eriks Organiza a New folder	
6     5 Celmins Eriks       7     6 Laugalis Arturs	"Desktop"
8 7 Armuska Anton	Deermop
9 8 Merend Urm / Quick access	
10 9 Lepist Mihkel Desktop 🖈 No items match your search.	4) Enter the title of the document
11 10 Azeryer Vadim Documents X <	
12 11 Elva Hillar	
13 12 Lepist Mikk File name:	
14 13 Katkevichs Jevg Save stype: XML Files (*xml)	
15 14 Caklis Imants Authors: Paegle, Kaspars (DI FA Tags: Add a tag	5) Confirm export by pressing
16 15 Kampans Uldis	Export.
17 16 Subacs Aleksan	Export.
18 17 Trees Guido A Hide Folders Tools   Cancel	
19 18 Putans Raimon	
20 19 Tapins Janis LAT M 1801	
21 20 Eglitis Uldis LAT M IGM 1739,98	

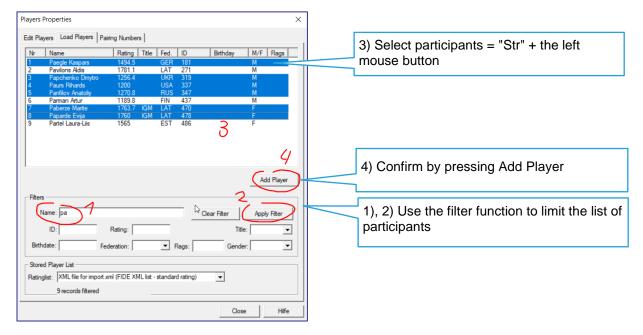
9) Open an XML-document in txt editor, delete the yellow part and save the changes.

Bearbeien <pre><pre>cplayers1ist xml</pre> € Klassifizieren und schützen <pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>	mat Ansicht Hilfe o" encodinge"UTF-8" standalone="yes"?> ms:xsi="http://www.w3.ong/2001/XMLSchema-instance"> // ideid>1 / ideid // Datei Barbeiten Format Ansicht Hilfe // playerSlist> // cjlayerSlist> // cjlayerSlist
General Tournament Info Publish to Web Name:	Fid Options     Fid Default File Locations   Excel Templates Rating Lists     Aating Lists     Rating Lists     Label Type Filename
2) Select "FIDE XML list – standard rating".	Add Ratinglist ×
3) Select the file	Type of ratinglist FIDE XML list - standard ra  rite tocation VUsers\paegl00k\Desktop\XML file for import.xml Browse
4) Confirm by pressing Add.	$4 \longrightarrow Add \qquad Cancel \qquad +$
10) Attack the XML file to the	

 Attach the XML-file to the software Swiss Master.

11) Select the	participants and import the	Players Properties	×
data:	Swiss Master - [Untitled]  File Edit Pairings View Report Tools  Tournament Info Ctrl+T  Genera Name: Place: Place: Copy to Clipboard Ctrl+C	Edit Player         Load Player         Faing Numbers           Nr         Name         Rating         Title         Fed.         ID         Bithday         Mr           1         Ass Andrus         1312         EST         409         Mr         Mr           2         Abeltis Armanda         1352         USA         200         M           3         Abols Lauris         1281.5         LAT         348         M           4         Aranayev Yarolav         968         GER         456         M           5         Akentjeva Xeksandris         1533.3         EST         243         M           6         Aksam Jaris         1553.3         EST         243         M           7         Alekandrovs Agars         1553.4         IGM <lat< td="">         61         M           9         Almov Georgi         1281.9         RUS         307         M           10         Andersons Ergina         1625         LAT         543         F           11         Andersons Ergina         1625         LAT         371         M           12         Andersons Mixus         1944         LAT         137         M</lat<>	F Rags A
Select the a	ttached XML file	Filters	Add Player

12) Select participants and add them to the list of participants:



3) In the case of an odd number of players, it is recommended to enter the missing player as "FREE". FIDE does not have to be ticked, and the rating is < of other players, and confirm by pressing Add.

36	36	Grosny Alexander	1465 1453	G				
37	37	Rimmer Edgar	1451	G				
38	38	Rothaupt Frank	1402	G				
39	39	Kungas Villu	1386	G				Move up
	40	Habel Luca	1369	G				
	41	Birkel Stephan	1283	G				Move Down
	42	Tremeaux Michael	1281	FF				MOVE DOWN
13	43	Purins Dzintars	1269	G				
4	44	Tammann Frederik	1198	E				
	45	Libietis Linards	1173	G				
		Giesse Comelius	1127	G				
17	47	Afanasyev Yaroslav	968	G	ER			
18	48	FREE	900 *				~	

4) Make sure that the participants are sorted correctly (according to rating).Otherwise, sorting is required.

	Name	Rating	Title	Fed.	ID	Birthday	/ N	VF	Flags	Г
34	Kuzmins Viktors	1466		LAT			N	1		1
35	Oertel Felix	1465		GER			N	1		
36	Grosny Alexander	1453		GER			N	i i		
37	Rimmer Edgar	1451		GER			N	1		
38	Rothaupt Frank	1402		GER			N	1		
39	Kungas Villu	1386		GER			N			
40	Habel Luca	1369		GER			N	t		
41	Birkel Stephan	1283		GER			N			
42	Tremeaux Michael	1281		FRA			N			
43	Purins Dzintars	1269		GBR			N			1
44	Tammann Frederik	1198		EST			N			
45	Libietis Linards	1173		GBR			N			
46	Giesse Cornelius	1127		GER			N			J
47	Manasyev Yaroslav	968		GER			N	1		
Edit D	ame: FREE			_	: 	Clear	1	A		
N	ID:	Rating: 90	0		5	Fide	Title:		-	
N Birthe		Rating: 90	00	• F	lags:		Title:		-	•
Birthe		-	00	▼ F	-		_		-	

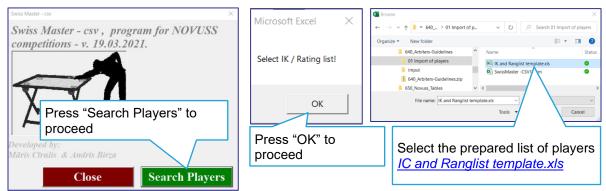
# 5.2.5 Import of the list of participantsis done in CSV format (Excel with macros)

This selection describes the software (Excel with macros) for simplification of drawing up the list of participants. This description is based on the version **Swiss Master 5.5**. Also watch a short **video**: <u>https://youtu.be/2dACXFL4N6k</u>

 Copy all the players into a single list of players (file <u>IK and Ranglist template.xls</u>) from IC / rating.

	A	Б	<u> </u>	D	E
1	No.	Name, Surname	Title	Country	IK
2	1	Aas Andrus		EST	1312
3	2	Abelitis Armands		USA	1563
4	3	Abols Lauris		LAT	1292
5	4	Afanasyev Yaroslav			
6	5	Akentjevs Aleksandrs 🥣			
7	6	Aksiim Janis		EST	1553
8	7	Alakin Valerij		RUS	1421
9	8	Aleksandrovs Aigars	IGM	LAT	1959
10	9	Alimov Georgij		RUS	1282
11	10	Andersons Eriks		LAT	1280
12	11	Andersons Guntars		LAT	1627
13	12	Andersons Mikus		LAT	1944
14	13	Antons Elmars		LAT	1562
15	14	Arajs Aivars		LAT	1766
16	15	Aralov Maksim		RUS	
17	16	Arge Erich		EST	1241
18	17	Armuska Antons	IGM	LAT	1818
19	18	Atslega Aigars		LAT	1564
20	19	Auzinsh Toms		USA	1520
21	20	Auzinsh Vilnis		USA	1635
22	21	Azeryer Vadim		RUS	1663
23	22	Bajars Sandris		USA	1414

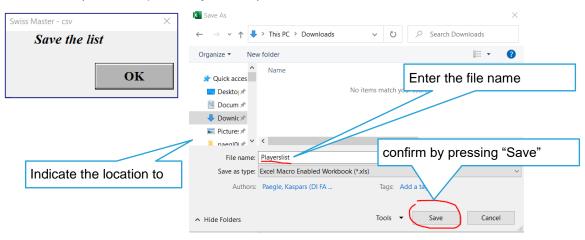
#### 6) Open the software file <u>SwissMaster-CSV.xlsm</u>



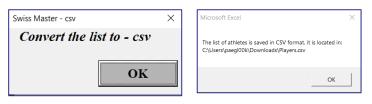
7) Select players from the list

Swiss Master - cw Selecting of players	Enter at least the first two letters of the last name
-= Search = tre Selected 2 players	Information for the user here "HELP"
Trees Guido Tregubs Aleksandrs Treijs Karlis Tremeaux Michael	You can remove a participant from the list by double-clicking
	Select a player by double-clicking
	When you are finished, press "Add to List"
Add to List	

 Save the list by pressing OK, indicating the location and entering the title of the document (for example "<u>*Playerslist*</u>").



#### 9) Confirm creation of a CSV file



#### 10) Two files were created as a result:

- Players.csv
- Playerslist.xls

#### playerslist.xls - May be used for the

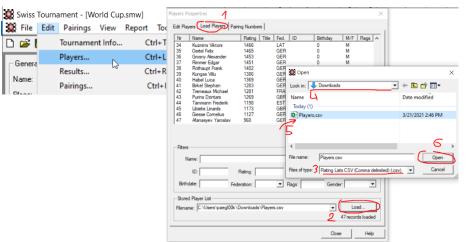
#### round-robin system

	<b>D</b> lavore liet	for	Dound Pol	hin
	Players list			
N	o. Name, Surname	Title	Country or region	IK
	Tapins Janis		LAT	1801
3 3	2 Lepist Mikk		EST	1749
)	B Eglitis Uldis	IGM	LAT	1740
0	Locmels Imants		LAT	1738
1	5 Caklis Imants		LAT	1734
2 (	6 Elva Hillar		EST	1721
3	7 Lepist Mihkel	IM	EST	1721
4 (	Katkevichs Jevgenijs	IM	LAT	1709
5 9	Jaunbruns Arnis		LAT	1704
6 1	Mererand Urmas	IM	EST	1697
7 1	1 Chumichev Oleg		RUS	1684
8 1	2 Tormanis Kaspars		GBR	1679
9 1	3 Lepist Marek		EST	1670
0 1	4 Kuzmins Arturs		LAT	1666
1 1	5 Azeryer Vadim		RUS	1663
2 1	6 Liepins Guntars	IGM	LAT	1661
3 1	7 Cintins Edgars		GBR	1657
4 1	8 Liepins Viktors		LAT	1645
5 1	9 Andersons Guntars		LAT	1627
6 2	Trees Guido		EST	1618

#### 11) Import of the CSV file into Swiss Master:

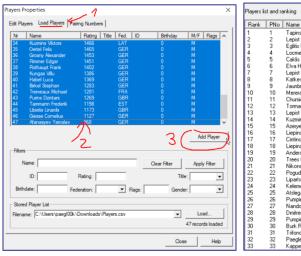
# <u>*Players.csv*</u> — which may be used for import into Swiss Master

	A B C	D								
	,"Tapins Janis",,LAT, 1801,, 0									
	,"Lepist Mikk",,EST, 1749,, 0									
3	,"Eglitis Uldis",IGM,LAT, 1740,, 0									
1	,"Locmels Imants",,LAT, 1738,, 0									
5	,"Caklis Imants",,LAT, 1734,, 0									
5	,"Elva Hillar",,EST, 1721,, 0									
	,"Lepist Mihkel",IM,EST, 1721,, 0									
3	,"Katkevichs Jevgenijs",IM,LAT, 17	09,, 0								
)	,"Jaunbruns Arnis",,LAT, 1704,, 0									
0	,"Mererand Urmas",IM,EST, 1697,	, 0								
	,"Chumichev Oleg",,RUS, 1684,, 0									
2	,"Tormanis Kaspars",,GBR, 1679,, (	)								
3	,"Lepist Marek",,EST, 1670,, 0									
4	,"Kuzmins Arturs",,LAT, 1666,, 0									
5	,"Azeryer Vadim",,RUS, 1663,, 0									
6	,"Liepins Guntars",IGM,LAT, 1661,	0								
	,"Cintins Edgars",,GBR, 1657,, 0									
8	,"Liepins Viktors",,LAT, 1645,, 0									
9	,"Andersons Guntars",,LAT, 1627,,	0								
0	,"Trees Guido",,EST, 1618,, 0									
	,"Nikonovs Dmitrijs",,LAT, 1605,, 0									
2	"Pogudin Dmitriv" RLIS 1599 0									



12) Tick the players (Ctrl-click or Shift-click) and confirm by pressing

#### Add Player:



	Rank	PNo	Name	Score	Title	Fed.	Rating Id	Birthday	Gender	Flags	Rating	Buchholz	Buch	SB
ags \land	1	1	Tapins Janis	0.0		LAT			м		1801	0.0	0.0	0.0
	2	2	Lepist Mikk	0.0		EST			м		1749	0.0	0.0	0.0
	3	3	Ealitis Uldis	0.0		LAT			м		1740	0.0	0.0	0.0
	4	4	Locmels Imants	0.0		LAT			м		1738	0.0	0.0	0.0
	5	5	Caklis Imants	0.0		LAT			м		1734	0.0	0.0	0.0
	6	6	Elva Hillar	0.0		EST			м		1721	0.0	0.0	0.0
	7	7	Lepist Mihkel	0.0	IM	EST			м		1721	0.0	0.0	0.0
	8	8	Katkevichs Jevgeniis	0.0	IM	LAT			м		1709	0.0	0.0	0.0
	9	9	Jaunbruns Arnis	0.0		LAT			м		1704	0.0	0.0	0.0
	10	10	Mererand Urmas	0.0	IM	EST			м		1697	0.0	0.0	0.0
	11	11	Chumichev Oleg	0.0		BUS			M		1684	0.0	0.0	0.0
	12	12	Tormanis Kaspars	0.0		GBR			м		1679	0.0	0.0	0.0
	13	13	Lepist Marek	0.0					м		1670	0.0	0.0	0.1
	14	14	Kuzmins Arturs	0.0		LAT	.*		M		1666	0.0	0.0	0.1
~	15	15	Azerver Vadim	0.0		BUS		6	м		1663	0.0	0.0	0.0
	16	16	Liepins Guntars	0.0		LAT	~~~~`		M		1661	0.0	0.0	0.1
ayer	17	17	Cintins Edgars	0.0		GBR _	esult		M		1657	0.0	0.0	0.0
	18	18	Liepins Viktors	0.0		LAT			M		1645	0.0	0.0	0.0
	19	19	Andersons Guntars	0.0		LAT	•		м		1627	0.0	0.0	0.1
	20	20	Trees Guido	0.0		EST			M		1618	0.0	0.0	0.1
er	21	21	Nikonovs Dmitriis	0.0		LAT			м		1605	0.0	0.0	Ő.
	22	22	Pogudin Dmitriy	0.0		RUS			м		1599	0.0	0.0	0.0
-	23	23	Liparts Zigurds	0.0		LAT			M		1593	0.0	0.0	0.1
	24	24	Kelemen Daniel	0.0		HUN			M		1582	0.0	0.0	0.1
-	25	25	Atslega Aigars	0.0		LAT			M		1564	0.0	0.0	0.1
	26	26	Pumpins Gints	0.0		LAT			M		1558	0.0	0.0	0.0
	27	27	Nandori Zoltan	0.0		HUN			M		1549	0.0	0.0	0.1
	28	28	Dmitrenko Andrey	0.0		RUS			M		1537	0.0	0.0	0.0
· _	29	29	Pumpins Aivars	0.0		LAT			M		1520	0.0	0.0	0.0
aded	30	30	Burk Ralf	0.0		EST			M		1507	0.0	0.0	0.0
	31	31	Trifonovs Nikolais	0.0		LAT			M		1498	0.0	0.0	0.0
	32	32	Paegle Kaspars	0.0		GER			M		1495	0.0	0.0	0.0
Help	33	33	Kapper Tonu	0.0		EST			M		1471	0.0	0.0	0.0

		Name	Rating	Title Fed.		Sirthday		^		
35	35	Oertel Felix	1465	GER						
36	36	Grosny Alexander	1453	GER						
37	37	Rimmer Edgar	1451	GER						
38	38	Rothaupt Frank	1402	GER						
39	39	Kungas Villu	1386	GER					Move up	
40	40	Habel Luca	1369	GER						
41	41	Birkel Stephan	1283	GER					Move Down	
42	42	Tremeaux Michael	1281	FRA					move Down	
43	43	Purins Dzintars	1269	GBR						
44	44	Tammann Frederik	1198	EST						
45	45	Libietis Linards	1173	GBR						
46	46	Giesse Cornelius	1127	GER						
47				GER						
48	48	FREE	900 *					$\sim$		
<u>е</u> С г	47         47         Af7         Afanasyev Yaroslav         968         GER           48         48         FREE         900*         ▼           Order									

13) In the case of an odd number of players, it is recommended to enter the missing player as "FREE". FIDE does not have to be ticked, and the rating is **< of other players,** and confirm by pressing Add.

14)Make sure that the participants are sorted correctly (according to rating). Otherwise, sorting is required.

	Name	Rating	Title	Fed.	ID	Birthday	M/F	Flags	Ŀ
34	Kuzmins Viktors	1466		LAT			М		1
35	Oertel Felix	1465		GER			M		
36	Grosny Alexander	1453		GER			M		
37	Rimmer Edgar	1451		GER			M		
38	Rothaupt Frank	1402		GER			M		
39	Kungas VIIIu	1386		GER			M		
40	Habel Luca	1369		GER			M		
41	Birkel Stephan	1283		GER			M		
42	Tremeaux Michael	1281		FRA			M		
43	Purins Dzintars	1269		GBR			M		
44	Tammann Frederik	1198		EST			M		
45	Libietis Linards	1173		GBR			M		
46	Giesse Comelius	1127		GER			M		
47	Afanasyev Yaroslav	968		GER			M		
	lame: FREE	Rating: 9	00		:: (	Clear Fide	Title:	Add	•
Birth	date: Fe	deration:		•	lags:	Ge	nder:	2	•
	d Plaver List								
Store	d Player List								
	me: C:\Users\paegl00k'	Downloads	Player	S.CSV			- L	oad	

# 5.2.6 Creation of pairs and game reports

### (Swiss Master standard)

 After drawing up the list of participants, it is necessary to perform the first round draw and create a match up.

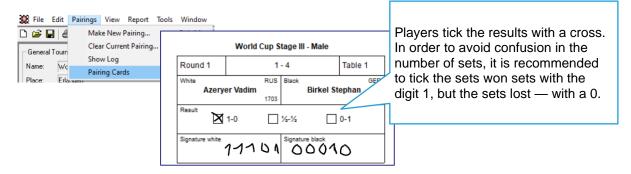
1) The free player must be reset together with the last player manually — enter the numbers of the players and press "Force Pairing".

😻 Swiss Master - [U	ntitled]		Make Pairing for round 1
General Tourn Name: Du Place: Ette	ngs View Report Tools Make New Pairing Clear Current Pairing Show Log Pairing Cards Export to PGN	Window Ctrl+ M	Force Paring     Default Results     Fotoldden Parings     Absert Playm     Paring       PNo     Name     Score     Rating     Tile     Fotol       1     Argupt Vidin     0.0     1700     Silect two players and press the batter to force a paring. Of ertif the paring intermediate the too playm in an elevent Stephan     Silect two players and press the batter to force a paring. Of ertif the paring intermediate the too playm in paring intermediate.       3     Ardexpa Agan     0.0     1261     GER       5     Managery Yoodew     0.0     9093
2) and pres	s "Do Pairing".		Registend Paings:           Table Net         Black         Sature         Permove           1         1         Swap Colors         Swap Colors
			Pairing Type: Individual on Rating Z Do Pairing Abbrechen Hilfe

2) Print the reports and hand them out to the players. To ensure that table numbers are repeated as rarely as possible for players, it is recommended to assign table numbers in a mixed order manually, starting from the second round.

The player who starts the first set is responsible for filling in the report and handing a correctly filled in report to the referee. Whereas, the opponent shall be obliged to verify the result entered.

Both players are equally responsible for correctly filling in the report.



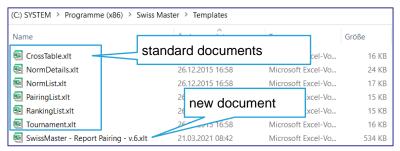
# 5.2.7 Creation of pairs and game reports (export of game reports with table draws)

Software created (Excel with macros) for drawing up reports for 4, 6 and 7 sets, as well as for the tables draw. The description is based on the **Swiss Master versions 5.5 and 5.7**. To ensure that table numbers are repeated as rarely as possible for players, the program performs table draws automatically, which makes the work of the referees easier.

Also watch a short video: https://youtu.be/Kjx1dlMWT1k

 Swiss Master templates (.xlt format) shall be saved in the following location: C:\Program Files (x86)\Swiss Master\Templates

We recommend saving the prepared document for tournaments in the same location. Copy the following document <u>SwissMaster - Report Pairing - v.6.xlt</u>



2) After drawing up the list of 1) The free player must be reset together with participants, it is required to draw the the last player manually - enter the numbers of first round and create a pair. the players and press "Force Pairing". Make Pairing for round 1 Force Pairing Bye Results For Swiss Master - [Untitled] PNo Name Pimmer Edgar Score Rating Title Fee 0.0 1451 GE 🕵 File Edit Pairings View Report Tools Window G Rothaupt Frank 0.0 0.0 0.0 0.0 0.0 1402 Kungas Villu Habel Luca Birkel Stepha Tremeaux M 1386 1369 1283 1281 1269 1198 GE GE GE FR Make New Pairing... Ctrl+M 🗅 🚅 🔒 👍 👘 Force Pairing Clear Current Pairing... General Tourn 43 44 45 Purins D GE ES Show Log Name: Du 1173 Pairing Cards Place: Erla Export to PGN.. GE 2) and press "Do Pairing". ed Pairings Table Nrs White Black Status Swap Colors 3) Export of game reports. 23.03.2021 -2 Do Pairing Abbrechen Date Hife Sile Edit Pairings View Report Tools Window Help Export to Excel  $\times$ Ranking 🗅 🚅 🖬 🎒 14 🔳 - b-Note: ordering within the Excel sheet depends on the current ordering of the view OK Ranking & Games -General Tournament Info 3) and confirm by pressing "OK" Cancel Title Results Name: World Cup Stage III - M Excel Template Tournament Results N Load.. Filename /l 👻 Place: Erlangen **Rating Results** GEB Germany Country: Player Cards 2) press "Load" 🗱 Open Swiss Master Excel Template × Start date: End Pairing Arbiter: K.Paegle Suchen in: Templates • 🗢 🗈 💣 📰 • Cross Table FIDE Rating Report (TRF) Name Änderungsdatum Typ Fixed Pairings and Results \* CrossTable.xlt 26.12.2015 16:58 Micro IT3 Report Schnellzugrif NormDetails.xlt 26.12.2015 16:58 Micro 1) Select "Excel Board List NormList.xlt 26.12.2015 16:58 Micro Report Pairing" PairingList.xlt 26.12.2015 16:58 Micro Desktop Excel Report Tournament 26.12.2015 16:58 Micro -SwissMaster - Report Pairing - v.6.xlt 21.03.2021 08:42 Micro **Excel Report Pairing** 26.12.2015 16:58 Micro 2 Excel Report Ranking Excel Re Dieser PC 2) Select a document which was saved at the Netzwerk following location C:\Program Files (x86)\Swiss Master\Templates Offnen SwissMaster - Report Pairing - v.6.xlt -Dateiname and confirm by pressing "Open" Swiss Master Excel Template (\* xlt) • Dateityp Abbrechen

- 4) The software draws up a list of pairs, and the referee is obliged to select the number of sets by pressing:
  - 4 sets; •
  - 6 sets;
  - 7 sets.
- 5) Depending on the selected number of sets, game reports are created, which may be printed by pressing on the printer symbol.

World Cup Stage III - Male

х

X TOTAL:

wiss Master No.

World Cup Stage III - Male

I Round 1

Tapins Janis

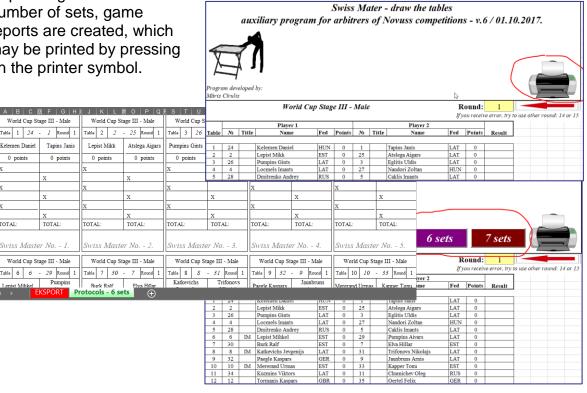
0 points

Table 1 24 -

Kelemen Daniel

0 points

TOTAL



Viktors

Trifonovs Nikolajs Jaunbruns Arnis Kapper Tonu

iev Oleg Chumichev Oertel Felix

6) As a result, the following reports are printed:

	World Cup Sta	age III - Male
table number numbers of player Players	Table 1 24	- <i>]</i> Round 1
Points gained at the	Kelemen Daniel	Tapins Janis
particular moment	0 points	0 points
	x	
results of six sets, the player marked with "x"		Х
shall start the set	Х	
		Х
r <mark>starting the set</mark> shall be responsible for	Х	

Г

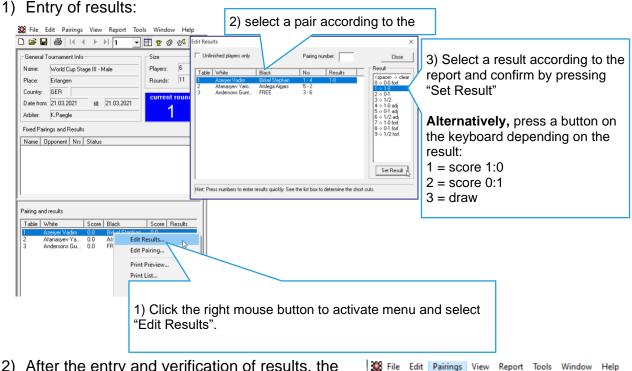
The player starting the set shall be responsible for filling in the report and for handing over a correctly filled report to the referee. Whereas, the opponent shall be obliged to verify the result entered.

Both players are equally responsible for correctly filling in the report.

TOTAL: TOTAL: Swiss Master No. - 1.

Х

## **5.2.8 Entry of results**



 After the entry and verification of results, the following round is conducted (none of the pairs is made manually).

🎉 File 🛛 Edit	Pairings	View	Report	Tools	Window	Help
🗅 🚅 🖬 🔮	Mak	e New	Pairing	N	Ctrl+M	10 🗗
General Tourn	Clea	r Curre	nt Pairing	6		
		w Log				
Name: Wo	Pairi	ing Car	ds			È l
Place: Erlá	ngen	_			riounus.	- I I -

# 5.2.9 Final report of the competition (Swiss Master standard)

Swiss Master software provides several versions of final reports. Select at your own discretion. For example, a standard export in Excel format:

Swiss Master - [World Cup Stage File Edit Pairings View R		lp		1 Wo	orld Cup	Stage II	l - Male							Rankiı	ng after	round:	11
🖻 🖬 🎒 H 🔺 🕨	Ranking			2													
ieneral Tournament Info	Ranking & Games Title Results	🗱 Open Swiss N	Aaster Excel Template	3 4 <u>Nr</u>	Pno ID	Title Name	Ra	ating	Fed Sc	o TPR	RC	w	W-WE	M/F	Birthday	Flag	SB
ame: World Cup Stage III - M	Tournament Results	Suchen in:	- Templates	5 6 1	3	Liepins Gunt	ars 186	57	LAT 8.5	1855	1501	8.5	0.09	M		-	54.25
ace: Erlangen	Rating Results		Name	7 2	2	Jaunbruns A			LAT 8	1882	1582	8		M			56.00
ountry: GER Germany	-			8 3	13	Caklis Imant	s 166	54	LAT 8	1794	1514	8	1.97	M			51,75
	Player Cards	Schnellzugriff	🗐 01.01.2019 Swiss Master 11 Rou	9 4	6	Lepist Mikk	172	23	EST 7.5	1800	1667	7,5	1,17	M		U19	48,75
art date: 2019-05-11 End	Pairing	Schneizughin	CrossTable.xlt	10 5	8	Locmelis Im	ants 170	)9	LAT 7,5	1756	1623	7,5	0,79	M			47,50
biter: Kaspars Paegle	Cross Table		NormDetails.xlt	11 6	16	Tormanis Ka	ispars 164	12	GBR 7,5	1770	1633	7,5	2,02	M			45,50
			NormList.xlt	12 7	5	Eglitis Uldis	174	19	LAT 7	1757	1655	7	0,14	M			43,50
ed Pairings and Results	FIDE Rating Report (TRF)	Desktop	PairingList.xlt	13 8	24	Lepist Marel	x 156	58	EST 7	1746	1644	7	2,57	M		U19	40,75
ame Opponent Nrs Status	IT3 Report			14 9	25	Nikonovs Dr	nitris 155	59	LAT 7	1783	1681	7	3,24	M			44,75
ame   Upponent   Nrs   Status	Board List			15 10	42	Cintins Edga	rs 100	)	GBR 7	602	1688	7	6,12	M		New	41,25
	Board List	Bibliotheken	SwissMaster - Report Pairing - v.	16 11	1	Tapins Janis	188	34	LAT 6,5	1630	1409	6,5	-2,88	M			33,25
	Excel Report Tournament		Tournament.xlt	17 12	7	Elva Hillar	171	11	EST 6,5	1673	1608	6,5	-0,49	M			37,75
			-	18 13	10	Azeryer Vad	im 170	33	RUS 6,5	1547	1264	6,5	-1,87	M		Handicap	31,75
	Excel Report Pairing	Dieser PC		19 14	12	Mererand Ur	mas 168	36	EST 6,5	1660	1487	6,5	-0,19	M			39,25
	Excel Report Ranking			20 15	14	Chumichev (	Dieg 164	15	RUS 6,5	1649	1480	6,5	0,26	M			35,75
	Excel Report Cross Table																
	Excerneport cross lable	Netzwerk															
		Hereman															
			<			3	•										
			Dateiname: RankingList xlt		-	Öffnen	1										
			Datemanie. Indikingust.Xit			Connerr	1										

# 5.2.10 Final report of the competition (Excel with macros)

Developed software (Excel with macros) for export of final results of the tournament. Select the export file according to the number of rounds:

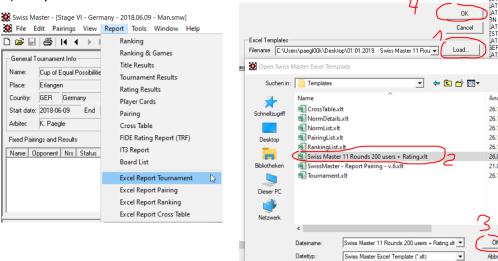
- 11 rounds: Swiss Master 11 Rounds 200 users + Rating.xlt
- 12 rounds: Swiss Master 12 Rounds 200 users + Rating.xlt
- 13 rounds: Swiss Master 13 Rounds 200 users + Rating.xlt
- 1) Swiss Master templates (.xlt format) shall be saved at the following location:

C:\Program Files (x86)\Swiss Master\Templates

We recommend saving the prepared document for tournaments in the same location. Copy (for example, 11 layers and max. 200 players) the following document <u>Swiss Master 11</u> <u>Rounds 200 users + Rating.xlt</u>

$\leftarrow  \rightarrow$		36) > Swiss Master > Templates
1	Name	Änderungsdatum
1	CrossTable.xlt	26.12.2015 16:58
	🗐 NormDetails.xlt	26.12.2015 16:58
	🗐 NormList.xlt	26.12.2015 16:58
	PairingList.xlt	26.12.2015 16:58
	🗐 RankingList.xlt	26.12.2015 16:58
	Tournament.xlt	26.12.2015 16:58
	SwissMaster - Report Pairing - v.6.xlt	21.03.2021 08:42
1	Swiss Master 11 Rounds 200 users + Rating.xlt	26.03.2021 22:18

#### 2) Export of results:



#### 3) Export of results:

A B C D E F G H Swiss Master export table - 11 Rounds + Rating	Save As		×
(auxiliary program for novuss competitions / 01.01.2019.)	$\leftarrow \rightarrow \checkmark \uparrow$ 🖹 > This PC > Documents	<sup>∽ c</sup> selec	t the location where you
	Organize 🔻 New folder		to save the table
	A Name	Date modified	Туре
The program was developed by: 6 Māris Cīrulis & Linda Butāne	Outlook-Dateien	29.03.2021 13:26	File folder
7 Cup of Equal Possibilities	Zoom	25.03.2021 07:31	File folder
0 Date: 9 0 #N/A	My Data Sources	20.03.2021 22:17	File folder
No.         Name, Surname         Country         Title         IK/st         Points         Rounds         R1           12         1         Lispins Guinars         LAT         1786         7         10         2w1           13         2         Armuska Antons         LAT         1674         6         10         100           13         Locmels Imartis         LAT         1524         6         11         4w0			> *
4         Colmins Enks         LAT         1450         8         10         3b1           16         5         Lepist Minkel         EST         1213         6,5         10         6w1           17         6         Probabis Afrinds         LAT         1104         6,5         10         5b0	File name: DEMO - Tournament results.xls		~
7         Katkevichs Jøvgenijs         LAT         1086         5,5         9         8w/s           19         8         Janovskis Henrihs         LAT         1083         5,5         9         7b%	Saw o type: Excel Macro Enabled Workbook (*.xls)		~
20         9         EVa Hillar         EST         999         7         11         10x0           91         10         - 8m/arcone Gundare         1.ΔT         - 0x0         - 5.5         -1         -0x0	Authors: Paegle, Kaspars (DI FA	Tags: Add a tag	
enter the title of the table	Hide Folders	Tools • S	Save Cancel
	Press "Save	e"	

- 4) As a result, you will receive information about the successful data export. Confirm by pressing OK:
- Data export is completed. To delete blank rows and save table, press "OK" button OK

5) Final results are in the file

#### Novuss competition table.xls

8	DEMO - Tournament results.xls

AT BER

Änderungs

26.12.2015 1 26.12.2015 1

26.12.2015 1

26.12.2015 1

26.12.2015 1

26.03.2021 2

21.03.2021 (

26.12.2015 1

Öffnen

Abbre

JIKILMIN OPPORISTUVWIXYIZ 🛱 Novuss competition table.xls

1	Г <b>—</b>																									E	3:2	D	10	٧U	155	50	.0	111	þe
2	İ.							Cu	p o	f Ed	Tual	Pe	ossi	bili	ties																				
3	i -	29-03-2021	Cup of Equal Possibilities																																
4	No	Name, Surname	Country	Title	IK/f	IK+	IK/s	R	F-L	Place	Points	s	ІКор	Buh	Buh HiLo	1		2		3	4	F.	5		6	7		8	,	9	10	0	11		
5	1	Liepins Guntars	LAT		1766	0	1766	0,0	1055		14	10	711	131	122	2	2	29	1 34	• 0	26	2	16 ]	18	0	22	2 3	2	10	2	4	0	49	2	
6	2	Armuska Antons	LAT		1664	-10	1674	0,0	844		12	10	830	137	128	1	0	30	2 43	5 2	15	2	7 1	10	2	25	2 1	3 0	21	0	5	0	8	1	
7	3	Locmels Imants	LAT	1	1498	-23	1521	0,0	972		12	11	549	132	123	4	0	36	2 22	2 2	14	2	10 0	25	0	27	1 2	4 2	28	2	6	1	18	0	
8	4	Celmins Eriks	LAT		1450	0	1450	0,0	828		16	10	622	125	116	3	2	35	0 15	0	31	1	32 2	49	2	23	2 1	5 1	29	2	1	2	9	2	
9	5	Lepist Mihkel	EST		1213	0	1213	0,0	617		13	10	596	139	130	6	2	34	1 25	0	48	2	23 2	11	0	18	0 3	8 2	25	2	2	2	12	0	
10	6	Probaks Alfreds	LAT		1104	0	1104	0,0	384		13	10	720	138	130	5	0	33	2 27	2	19	2	11 1	21	1	16	2 5	1	12	0	3	1	48	1	
11	7	Katkevichs Jevgenijs	LAT		1079	-7	1086	0,0	325		11	9	761	129	120	8	1	26	2 45	8 2	17	1	2 1	16	1	14	0	1 0	49	0	35	2	25	1	
12	8	Janovskis Henrihs	LAT		1056	-7	1063	0,0	669		11	9	394	118	110	7	1	27	1 35	0 9	33	1	31 ]	35	2	49	1 4	s 0	38	2	28	1	2	1	
13	9	Elva Hillar	EST		1000	0	999	0,0	447		14	11	552	135	126	10	0	40	2 28	8 2	23	1	34 1	17	2	29	2 (	5 1	14	0	18	2	4	0	
14	10	Andersons Guntars	LAT		1000	-33	940	0,0	181		11	11	759	139	130	9	2	39	2 17	7 0	35	2	3 2	2	0	21	1 2	5 2	1	0	11	0	29	0	
15	11	Trees Guido	EST		1000	0	915	0,0	284		15	11	631	143	132	12	1	28	1 3	8 2	39	2	6 ]	5	2	13	1 1	8 0	15	2	10	2	14	1	
16	12	Eglitis Uldis	LAT		1000	0	820	0,0	233		15	9	587	134	126	11	1	31	2 21	1 0	45	0	33	37	2	48	2 1	6 2	6	2	13	0	5	2	
17	13	Ivanovs Romans	LAT		1000	0	801	0,0	198		18	11	603	143	134	14	2	38	2 23	3 2	16	2	17 2	29	1	11	1	2 2	18	2	12	2	21	0	
18	14	Tapins Janis	LAT		1000	23	668	0,0	75		15	11	593	136	129	13	0	37	2 41	2	3	0	35 2	19	2	7	2 2	9 2	9	2	21	0	11	1	
19	15	Karu Olav	EST		1000	0	605	0,0	48		11	10	557	116	114	16	0	42	2 44	1 2	2	0	39 2	28	1	17	2 4	1	11	0	4\$	0	27	1	
20	16	Putans Raimonds	LAT		1000	16	564	0,0	-78		10	10	642	131	124	15	2	41	2 35	5 2	13	0	1 1	7	1	6	0 1	2 0	34	2	49	0	40	0	
21	17	Atslega Aigars	LAT		1000	8	536	0,0	-45		9	9	581	133	127	18	2	44	2 10	2	7	1	13 (	9	0	15	0 4	9 1	48	1	26	0	39	0	
22	18	Mehik Viljar	FIN		1000	110	531	0,0	-333		14	9	864	131	131	17	0	43	2 50	1	49	1	40 3	1	2	5	2 1	1 2	13	0	9	0	3	2	
23	19	Pudurs Ints	LAT		1000	8	476	0,0	13		10	9	463	125	119	20	0	46	2 4	2	6	0	44 2	14	0	28	0 4	0 0	30	2	50	0	34	2	
24	20	Lepist Mikk	EST		1000	16	435	0,0	213		12	8	222	123	114	19	2	45	1 25	5 0	50	1	49 (	38	1	37	2 2	1 2	23	2	29	0	26	1	
25	21	Smits Maris	LAT		1000	146	380	0,0	-366		17	9	746	141	132	22	2	48	1 12	2 2	29	0	45 2	6	1	10	1 2	8 2	2	2	14	2	13	2	
26	22	Gordon David	GER		1000	33	335	0,0	-126		10	9	461	117	115	21	0	47	2 3	0	37	1	38 ]	40	2	1	0 2	6 0	45	1	32	1	42	2	

#### Formulas used in the table:

- **Points** = total amount of points gained within the tournament;
- Rounds = games or rounds played;
- **IC**<sub>op</sub> = average IC of the opponents;
- $IC_{st} = IC$  of the participant at the beginning of the tournament;
- R (rating points) = 1st place = 30 points; 2nd place = 29 points ... and so on multiplying by the rating coefficient
- IC+ (IC coefficient obtained during the round)

$$= P - \left(Pmax.\frac{IKst.-IKop.}{10} + 50\right)\% \times 10$$

If  $(IC_{st} - IC_{op}) > 150$ , IC of the participant does not increase, but, in order to avoid decreasing it, it is necessary to gain at least 65% of the possible number of points (see "%" in the table).

• IC<sub>fin</sub> (IC of the participant upon completion of the tournament) =  $\frac{IKst + IK}{IK}$ 

# 5.2.11 Allow using Excel with macros

To be able to use Excel documents with macros, you need to adjust the following settings.

