



Recommendations for Referees

EN



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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
www.novuss-sport.de

Project partners:

- Latvian Federation of Novuss, Latvia
www.novuss-lnf.lv
- Peningi Koroonamänguklubi, Estonia
www.peningi.planet.ee
- 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

The format 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 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 players:

Table:	1	2
1 round	2-3	1-4
2 round	4-3	1-2
3 round	3-1	2-4

- 5 or 6 players:

Table:	1	2	3
1 round	3-4	1-6	2-5
2 round	5-3	6-4	1-2
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 players

Table:	1	2	3	4
1 round	4-5	2-7	3-6	1-8
2 round	7-3	6-4	8-5	1-2
3 round	3-1	2-8	4-7	5-6
4 round	8-6	7-5	1-4	2-3
5 round	4-2	3-8	5-1	6-7
6 round	8-7	1-6	2-5	3-4
7 round	7-1	5-3	6-2	4-8

- 9 or 10 players

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

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11 round	11-1	7-5	8-4	9-3	10-2	6-12
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- 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 or 16 players

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 round-robin 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;
- ≥32 participants – ≥ 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.

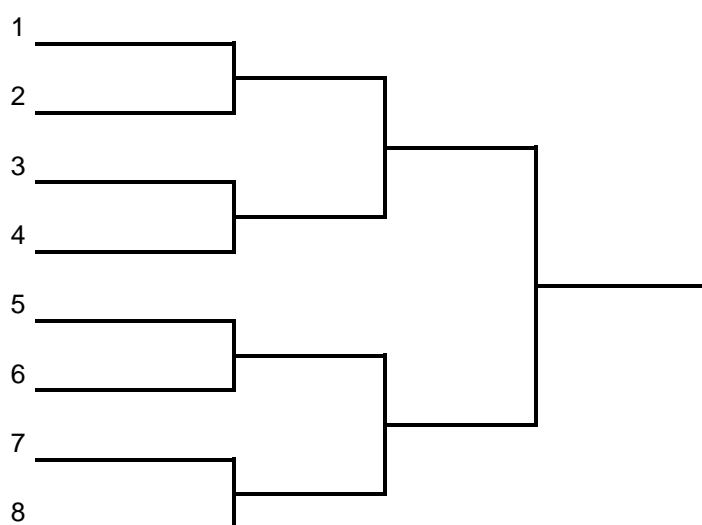
For more details, please see: <https://www.schaakbond.nl/swiss-download>

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.

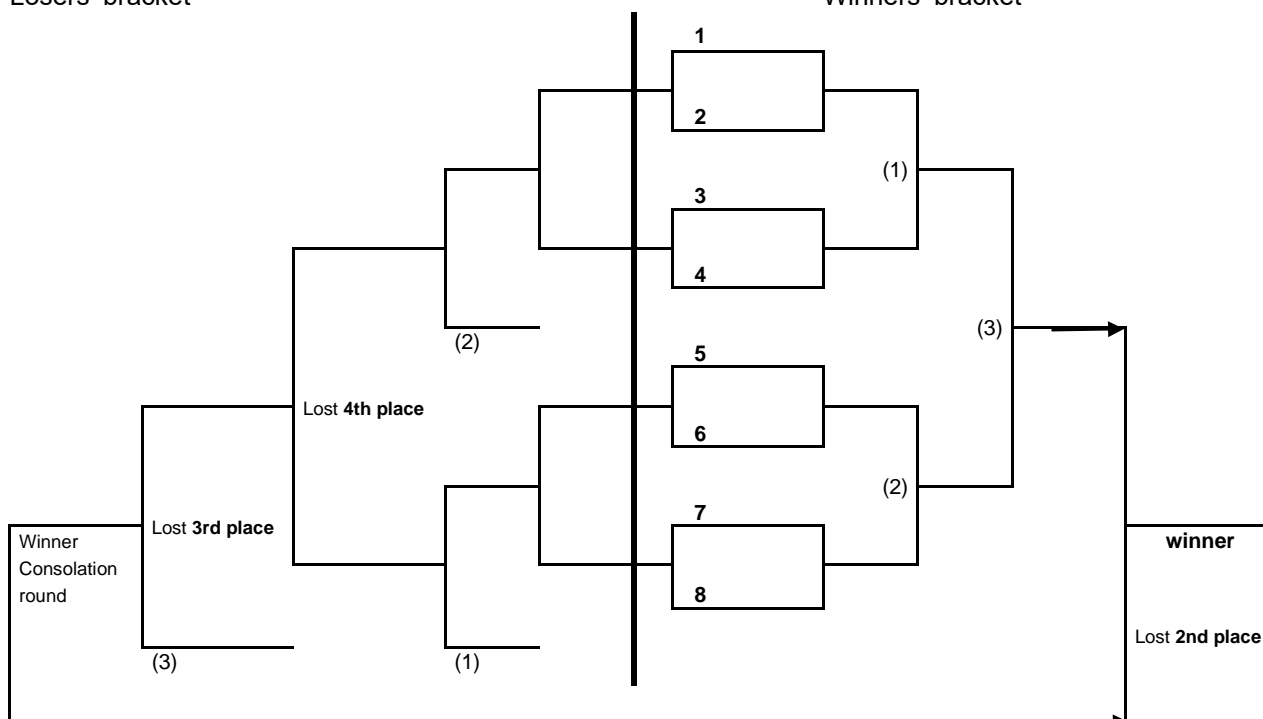
- **Knock-out system**



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

Losers' bracket

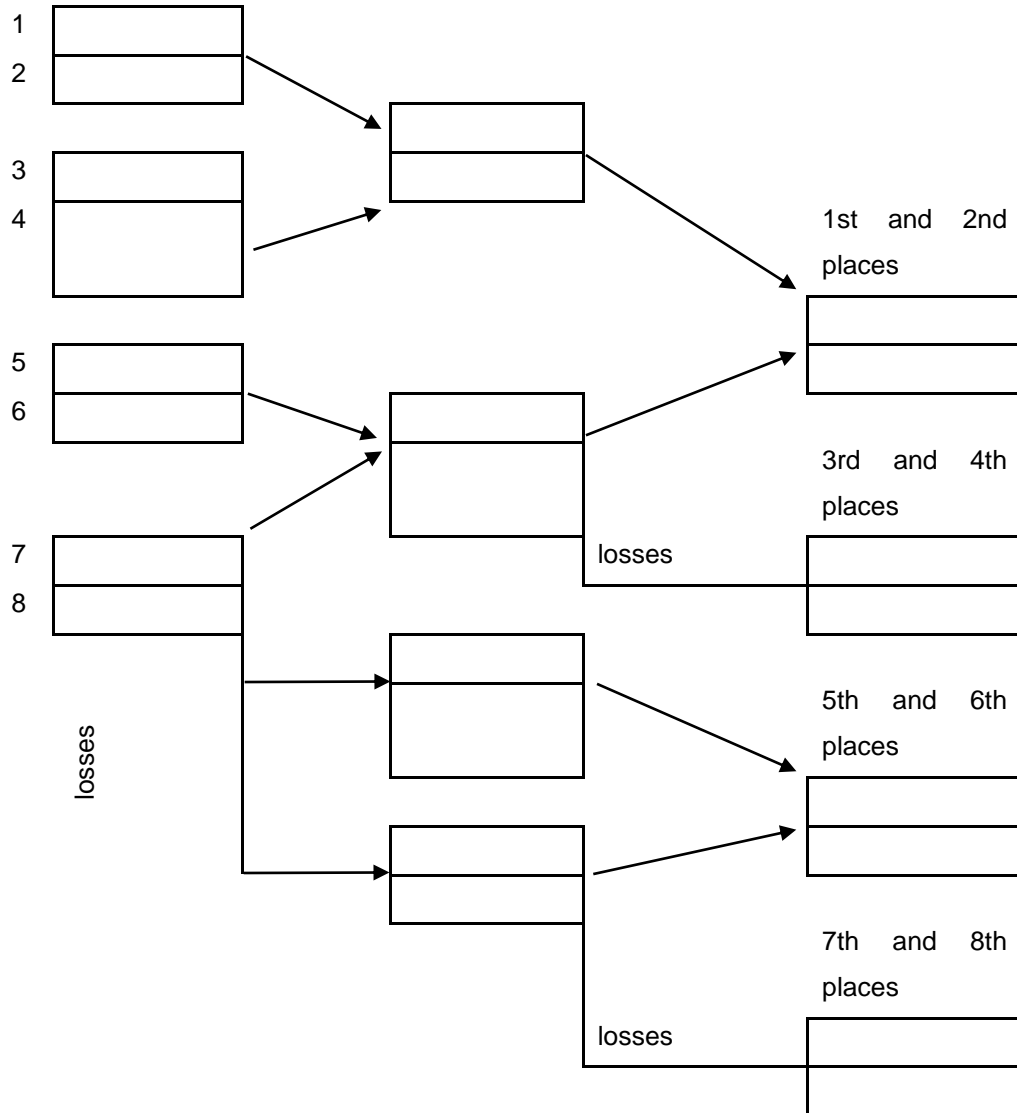
Winners' bracket



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**: <https://youtu.be/xndpFPILDm8>

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

>>Tournament name<<																				Prelim. Place			
Rating coefficient: 1.00																Competition place:				Rank P Rank BK Rank Sets			
No.	Name, Surname	Country	Title	IKfin	IK+	IKst	R	IKst IKop	IKop	Rounds	P	%	Berger coef.	Set coef.	Place	1	2	3	4	5	6		
1				0	0	0	0	0	0	0	0	0	0.0	0	0	1							
2				0	0	0	0	0	0	0	0	0	0.0	0	0								
3				0	0	0	0	0	0	0	0	0	0.0	0	0								
4				0	0	0	0	0	0	0	0	0	0.0	0	0								
5				0	0	0	0	0	0	0	0	0	0.0	0	0								
6				0	0	0	0	0	0	0	0	0	0.0	0	0								

Competition arbiter:	
2021.04.08.	

- 2) The table “**Protocols...**” contains reports for printing:

round and table number

player number

Players

results of six sets, the player marked with “x” shall start the set

Tournament name			
Round No. 1		Table No. 1	
1 - 16			
Player 1		Player 16	
X	1	1	0
	0	2	X 1
X	1	3	0
	1	4	X 0
X	0	5	1
	0	6	X 1
Total: 3		-	
		3	
18.03.2021			

Select reports according to the regulations of the tournament. Reports are drawn up for games in sets 6, 7, and 4.

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.

- 3) The referee shall enter the round number the table shall contain the games marked in orange, which must have their results entered.

marked games — the result is to be entered here

Competition place:									
P	%	Berger coef.	Set coef.	Place	1	2	3	4	5
0	0	0,0	0	0	1				
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					
0	0	0,0	0	0					

- 4) The referee enters the results of the game (sets). If the result is entered incorrectly, it shall be highlighted in dark-blue. Points are calculated automatically. This example contains 2 points for a win, 1 point for a draw and 0 points for a loss in the round.

error when entering the result

1	2
2	1
3	3
1	0
3	3

Draw (1 point)

1	2
2	2
3	3
1	0
3	3

win for 1 player (2 points)

1	2
2	2
0	4
2	4
3	3

- 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.

Tournament name

Rating coefficient: 1.00 Competition place:

No.	Name, Surname	Country	Title	IKf	IK+	IK/st	R	F-L	IKop	Sp	P	%	Berger coef	Set coef.	Place	1	16
1	Player 1			1090	90	1000	0	0	1000	15	24	80	158,5	1,5 54 38		1	
2	Player 2			1100	100	1000	0	0	1000	15	25	83,333	163,0	1,571 55 33			
3	Player 3			1000	-20	1000	0	0	1000	15	13	43,333	85,5	0,915 43 47			
4	Player 4			1000	-20	1000	0	0	1000	15	13	43,333	77,5	0,915 43 47			
5	Player 5			1010	10	1000	0	0	1000	15	16	53,333	106,0	1,095 46 47			
6	Player 6			1120	120	1000	0	0	1000	15	25	90	180,0	2,1 57 17			
7	Player 7			1040	40	1000	0	0	1000	15	19	63,333	116,0	1,333 48 36			
8	Player 8			1010	10	1000	0	0	1000	15	16	53,333	103,5	1,023 46 47			
9	Player 9			1030	30	1000	0	0	1000	15	18	60	105,5	1,343 47 33			
10	Player 10			1000	-50	1000	0	0	1000	15	10	33,333	65,5	0,76 48 36			
11	Player 11			1000	-50	1000	0	0	1000	15	10	33,333	62,0	0,727 48 36			
12	Player 12			1000	-90	1000	0	0	1000	15	6	20	33,0	0,537 29 54			
13	Player 13			1000	-50	1000	0	0	1000	15	10	33,333	57,0	0,68 34 26			

division of the places by points, set coefficient, and Berger coefficient

point

Berger coefficient

Set coefficient

5.1.1 Formulas 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;
- **%** = $P \div (Games \times P \text{ set.})$ - **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_{op}** = 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 ... etc., multiplied by the rating coefficient.
- **IC₊** (IC coefficient obtained during the round)

$$= P - \left(P_{max} \cdot \frac{IK_{st} - IK_{op}}{10} + 50 \right) \% \times 10$$

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_{fin}** (IC of the participant upon completion of the tournament) = $IK_{st} + IK$

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>

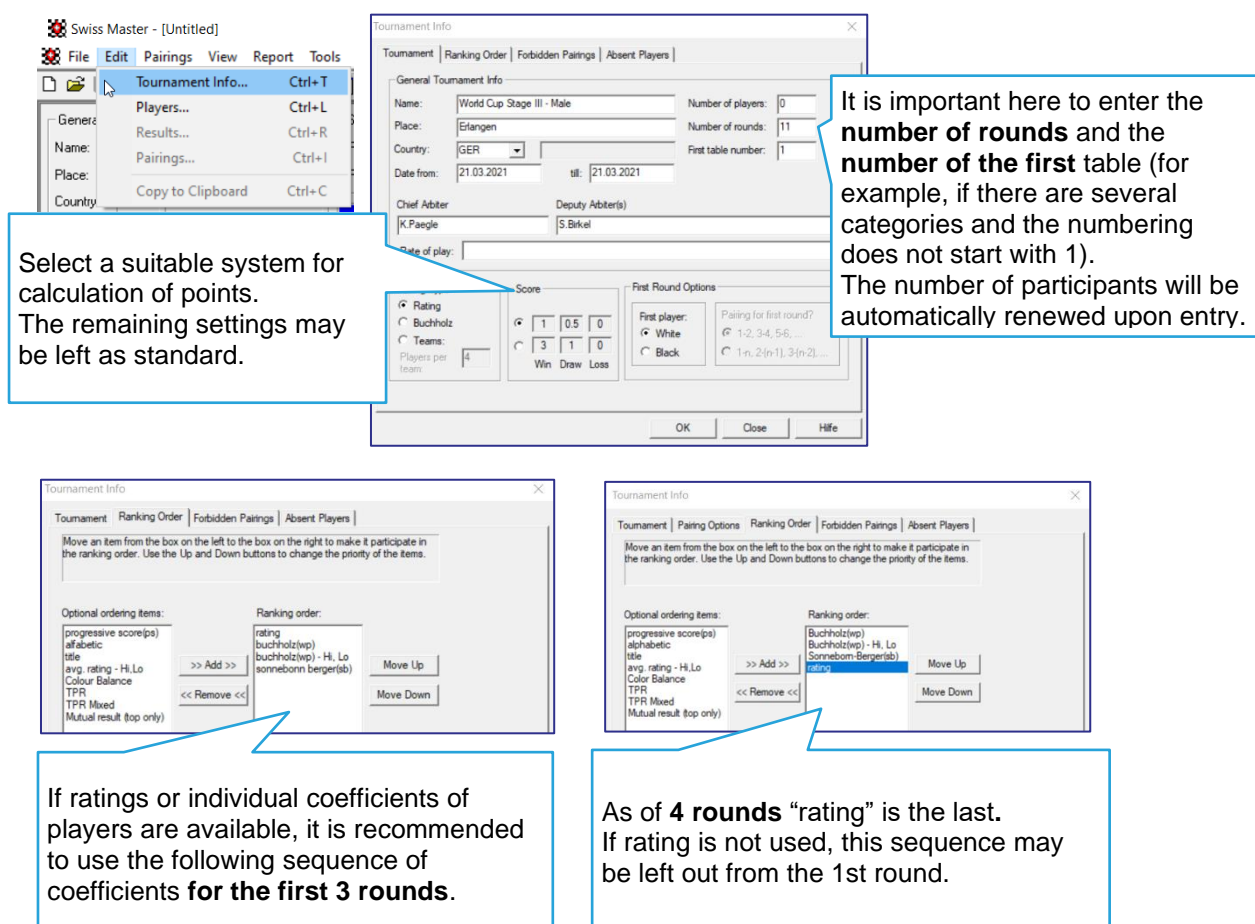
The same software **may also be used for round-robin games**. When entering tournament data, it is necessary to enter the number of rounds according to the round-robin system.

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.



Swiss Master - [Untitled]

File Edit Pairings View Report Tools

Tournament Info... Ctrl+T

Players... Ctrl+L

Results... Ctrl+R

Pairings... Ctrl+I

Copy to Clipboard Ctrl+C

Tournament Info

General Tournament Info

Name: World Cup Stage III - Male Number of players: 0

Place: Erlangen Number of rounds: 11 First table number: 1

Country: GER Date from: 21.03.2021 till: 21.03.2021

Chief Arbiter: K. Paegle Deputy Arbiter(s): S. Birkel

Date of play:

Score:

☒ Rating ☐ Buchholz

☐ Teams

Players per team: 4

Win Draw Loss

First Round Options

First player: ☒ White ☐ Black

Pairing for first round?

☒ 1-2, 3-4, 5-6, ...

☐ 1-n, 2-(n-1), 3-(n-2), ...

OK Close Help

Select a suitable system for calculation of points. The remaining settings may be left as standard.

It is important here to enter the **number of rounds** and the **number of the first table** (for example, if there are several categories and the numbering does not start with 1). The number of participants will be automatically renewed upon entry.

Tournament Info

Ranking Order

Move an item from the box on the left to the box on the right to make it participate in the ranking order. Use the Up and Down buttons to change the priority of the items.

Optional ordering items:

- progressive score(s)
- alphabetic
- title
- avg. rating - Hi, Lo
- Colour Balance
- TPR
- TPR Mixed
- Mutual result (top only)

Ranking order:

- rating
- buchholz(wp)
- buchholz(wp) - Hi, Lo
- sonneborn-berger(sb)

>> Add >>

<< Remove <<

Move Up

Move Down

If ratings or individual coefficients of players are available, it is recommended to use the following sequence of coefficients **for the first 3 rounds**.

Tournament Info

Pairing Options

Move an item from the box on the left to the box on the right to make it participate in the ranking order. Use the Up and Down buttons to change the priority of the items.

Optional ordering items:

- progressive score(s)
- alphabetic
- title
- avg. rating - Hi, Lo
- Color Balance
- TPR
- TPR Mixed
- Mutual result (top only)

Ranking order:

- Buchholz(wp)
- Buchholz(wp) - Hi, Lo
- Sonneborn-Berger(sb)
- rating

>> Add >>

<< Remove <<

Move Up

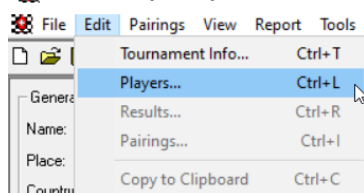
Move Down

As of **4 rounds** "rating" is the last. If rating is not used, this sequence may be left out from the 1st round.

5.2.2 Entry of the list of participants (handwritten)

- 1) 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).

Swiss Master - [Untitled]



- 1) 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 **< than that of other players**.

- 2) After the entry of the participants, it is necessary to double-check the rating entered and sort the participants by rating.

Players list and ranking

Rank	PNo	Name	Score	Fed.	Rating	Buchholz	Buch...	SB
1	1	Azeriy Vadim	0.0	RUS	1703	0.0	0.0	0.0
2	2	Atslega Aigars	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 Yaroslav	0.0	GER	1000	0.0	0.0	0.0
6	6	FREE	0.0		999 *	0.0	0.0	0.0

5.2.3 An 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 <https://youtu.be/ijhqE08gLMl>
- Swiss Master 5.7 <https://youtu.be/EwY6RmeqqTo>

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*.

fideid	name	country	title	rating	flag	birt	sex
1	Liepins Guntars	LAT	IGM	1661			
2	Locmels Imants	LAT	IGM	1738			
3	Muili Gert	EST	IGM	1555			
4	Krucans Aleksejs	LAT	IGM	0			
5	Celmins Eriks	LAT	IGM	0			
6	Laugalis Arturs	LAT	IGM	1877			
7	Armuskas Antons	LAT	IGM	1818			
8	Mererand Urmas	EST	IM	1697			
9	Lepist Mihkel	EST	IM	1721			
10	Azeryer Vadim	RUS		1685			
11	Elva Hillar	EST		1721			
12	Lepist Mikk	EST					

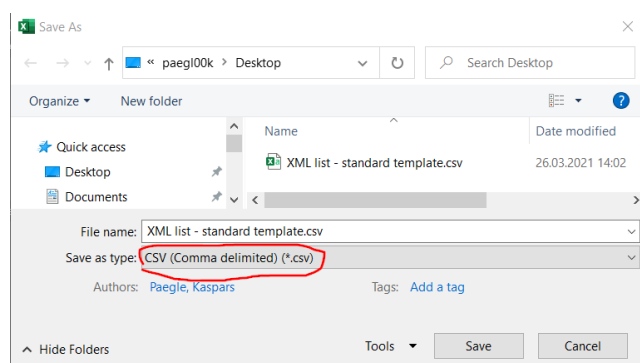
No All	No 201	Surname Name	Фамилия	IK	Tit	FINS	Fed
1		Uustulund Andrea	Уустулнд Андреа	177	IGM		EST
2		Paberze Marite	Паберза Марите	1764			LAT
3		Krastina Liana	Крастина Лиана	1729	IGM		LAT
4		Aver Gerli	Авер Герли	1522	IGM		EST
5		Osokina Tatjana	Осокина Татьяна	1564			
6		Skulme Inese	Скулме Инеса	1580			LAT
7		Chakle Ilze	Чакле Илзе	1736			LAT
8		Indrane Ilona	Индране Илона	1664			LAT
9		Skalbe Sintija	Скалбе Синтия	1762			LAT
10		Paparde Evija	Папарде Эвия	1760	IGM		LAT
11		Salmina Inta	Салмина Инта	1676			LAT
12		Tann Helena	Танн Хелена	1662			EST
13		Kesenfelde Janina	Кесенфельде Янина	1909	IGM		LAT
14		Chaiko Nadezda	Чайко Надежда	1539	IM		RUS
15	1	Vilde Inese	Вилде Инеса	1581			LAT
16		Seeder Pija-Liis	Седер Пийа Лиис	1575			EST
17		Talts Viire	Тальтс Вийре	1553	IGM		EST
18		Partel Laura-Liis	Парте Лаура Лиис	1565			EST
19		Ozola Ingrida	Озола Ингрида	1687			LAT
20		Balode Vita	Балоде Вита	1589			LAT
21	4	Melnikova Tatjana	Мельникова Татьяна	1481			RUS

number the players

Make sure that names of the players are entered correctly - in compliance with Swiss Master: IM,
Make sure that no "0" has been entered, if it has then delete it!

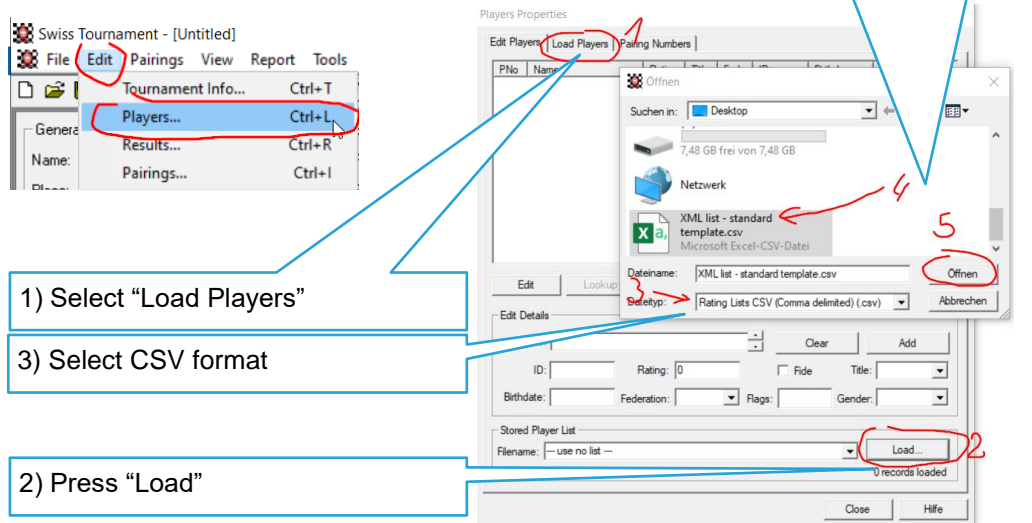
Enter the sex: for women "w", for men no entry is required

- Save the document in CSV format: CSV (Comma delimited)(*.csv)

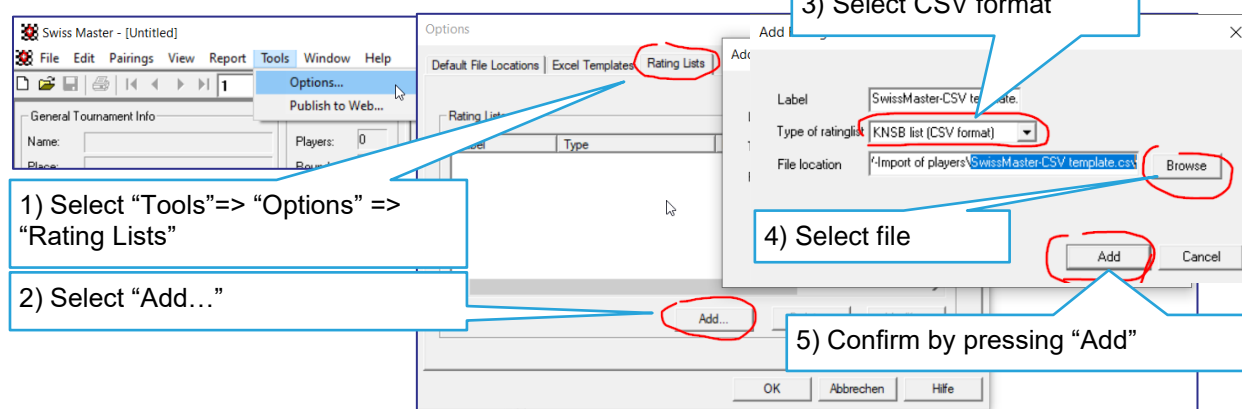


3) Attach the CSV-file to the software Swiss Master. This step depends on the version of Swiss Master.

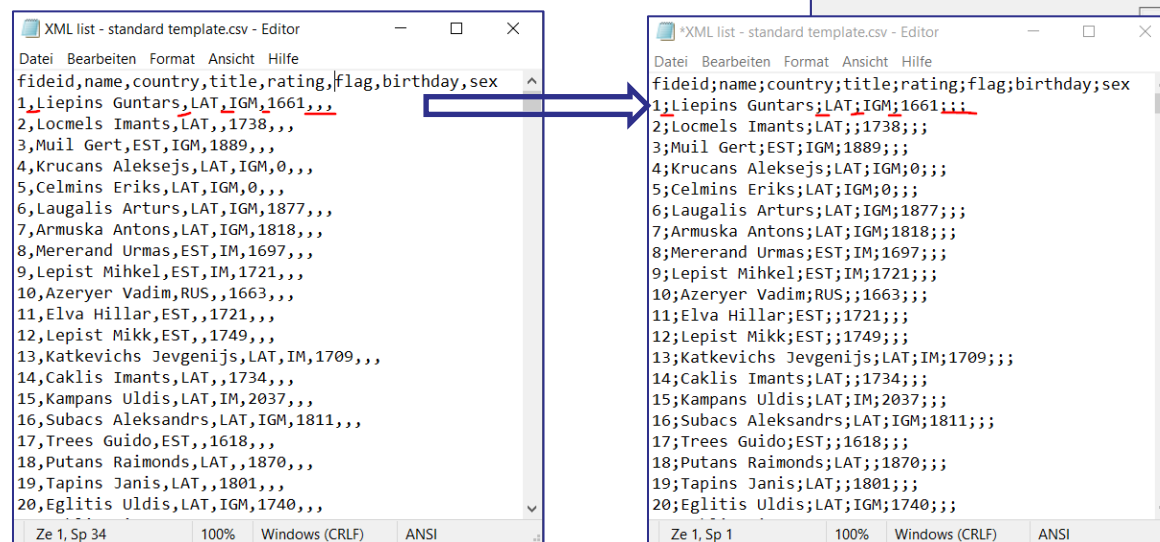
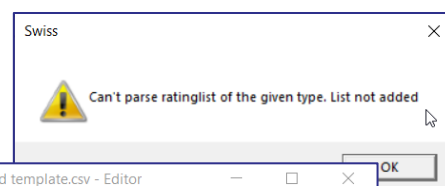
a) Swiss Master 5.5



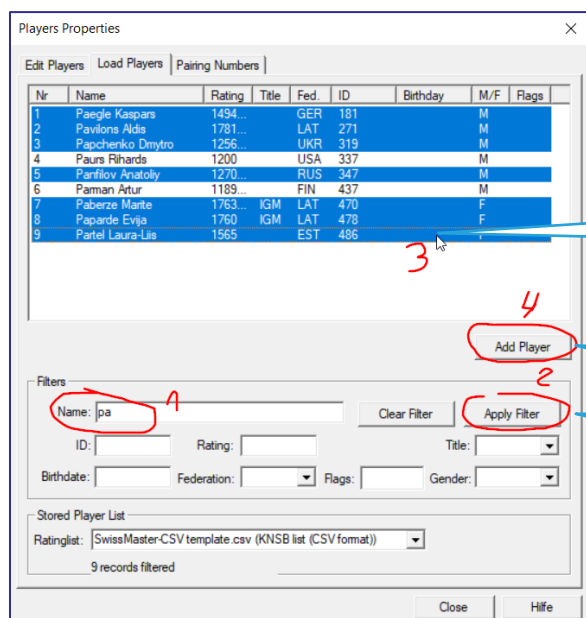
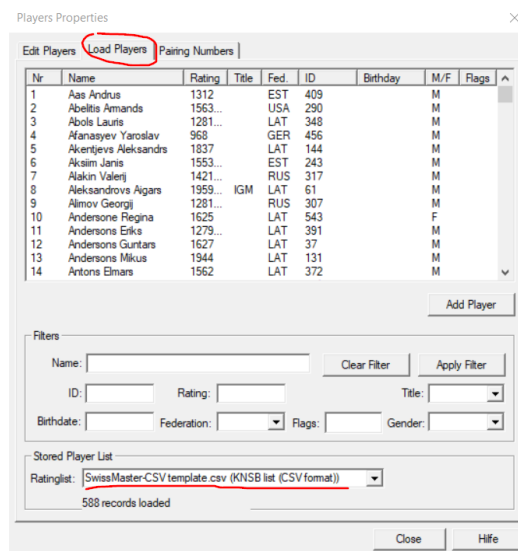
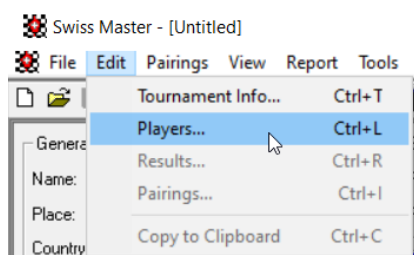
b) Swiss Master 5.6 and 5.7



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



4) Select the attached CSV file:



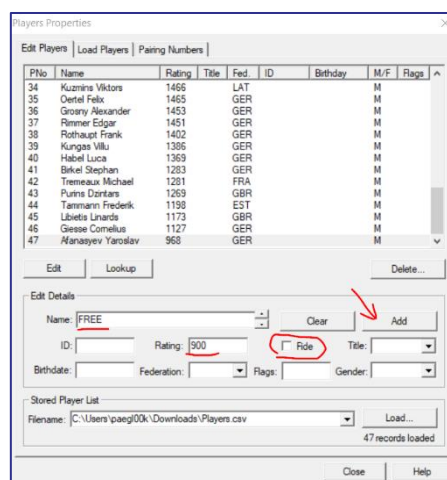
5) Select participants and add them to the list of participants:

3) Select participants = "Str" + the left mouse button

4) Confirm by pressing Add Player

1), 2) Use the filter function to limit the list of participants

1) 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.



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**: https://youtu.be/79tZcoz_nAs

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

A	B	C	D	E	F
fideid	name	country	sex	title	rating
1	Liepins Guntars	LAT	M	IGM	1661,3
2	Locmels Imants	LAT	M	IGM	1738,07
3	Muil Gert	EST	M	IGM	1888,85
4	Krucans Aleksejs	LAT	M	IGM	0
5	Celmins Eriks	LAT	M	IGM	0
6	Laugalis Arturs	LAT	M	IGM	1877
7	Armuskas Antons	LAT	M	IGM	1818
8	Mererand Urmars	EST	M	IM	1696,75
9	Lepist Mihkel	EST	M	IM	1720,51
10	Azeryer Vadim	EST	M	IGM	1663,45
11	Elva Hillar	EST	M	IGM	1724
12	Lepist Mikko	EST	M	IGM	1749
13	Katkevichs Jevgenijs	LAT	M	IM	1709
14	Kaklis Imants	LAT	M	IGM	1733,67
15	Kampans Uldis	LAT	M	IM	2037
16	Subacs Aleksandrs	LAT	M	IGM	1811
17	Trees Guido	EST	M	IGM	161
18	Putans Raimonds	LAT	M	IGM	1870
19	Tapins Janis	LAT	M	IGM	1801
20	Eglitis Uldis	LAT	M	IGM	1739,98
21	Kaklis Aivars	LAT	M	IGM	1726
22	Jaunbruns Arnis	LAT	M	IGM	1755
23	Zugs Edvins	LAT	M	IGM	1781
24	Atslega Aigars	LAT	M	IGM	1563,8
25	Reinbergs Arvids	LAT	M	IGM	1980

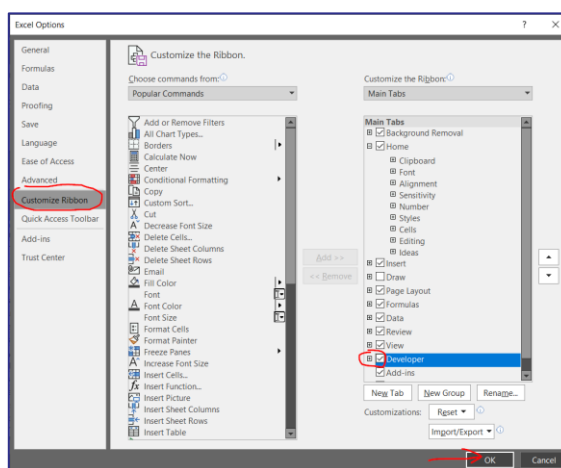
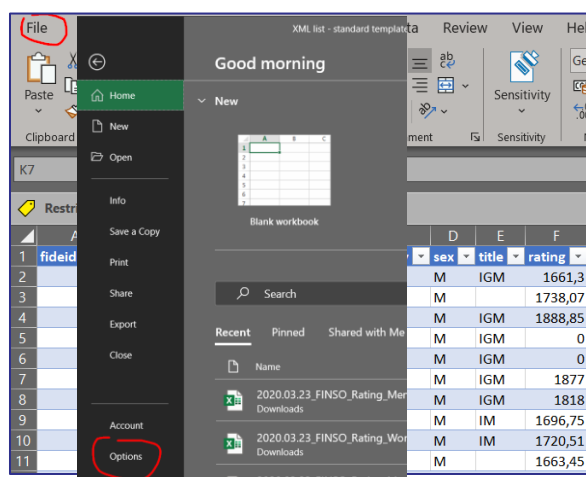
number the players

Enter their sex: "M" for men, "F" for women

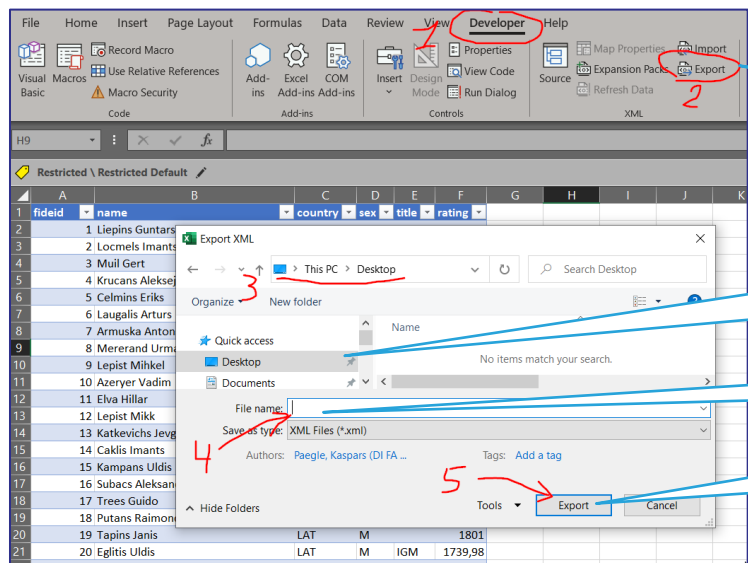
Make sure that names of the players are entered correctly - in compliance with Swiss Master: IM, Make sure that no "0" has been entered, if it has

- 7) Activate the "Developer" menu

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



8) Export the list in XML format:



Select:

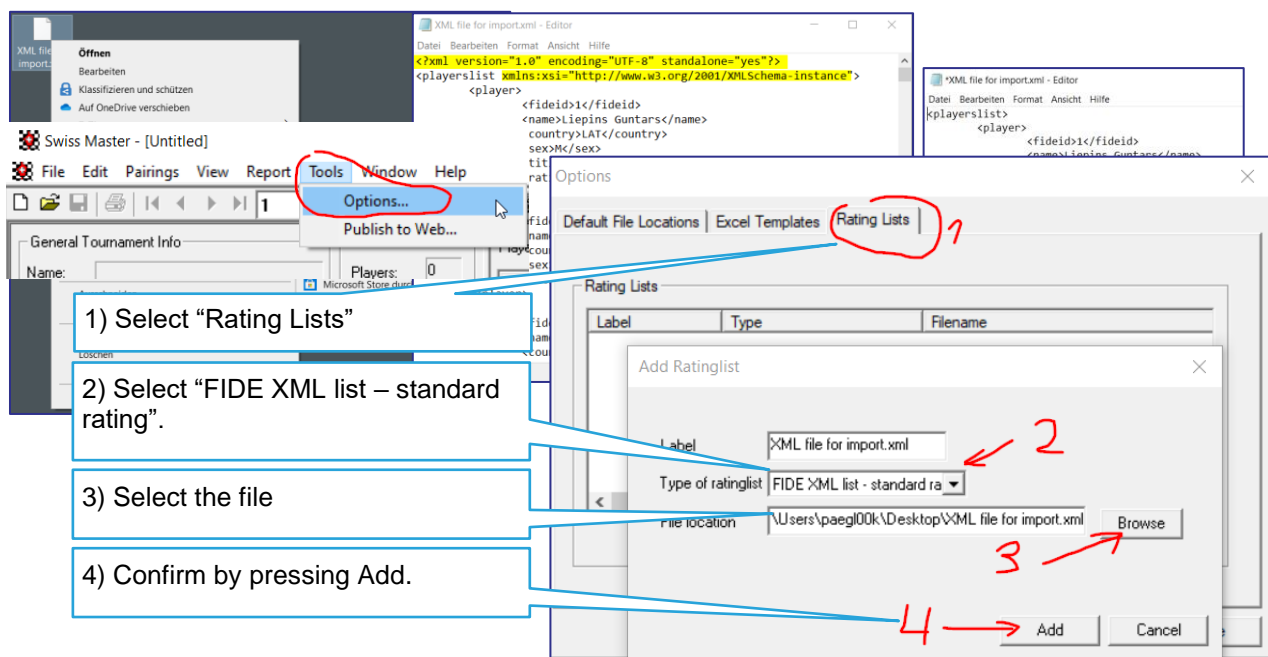
- 1) "Developer"
- 2) "Export"

3) Select the place where you want to save the file, for example, "Desktop"

4) Enter the title of the document

5) Confirm export by pressing Export.

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



1) Select "Rating Lists"

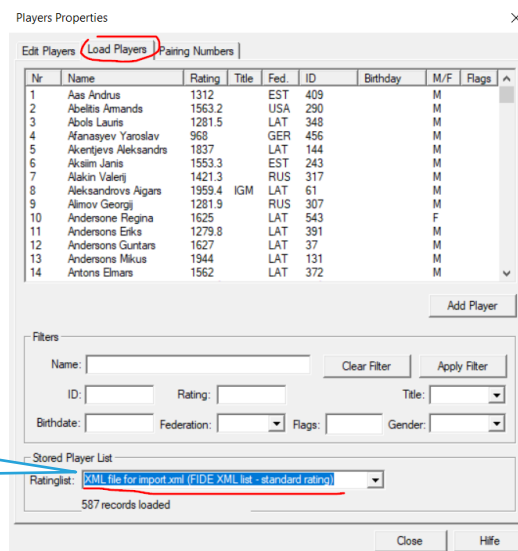
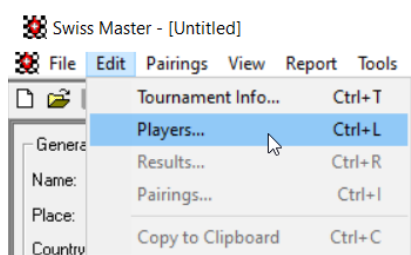
2) Select "FIDE XML list – standard rating".

3) Select the file

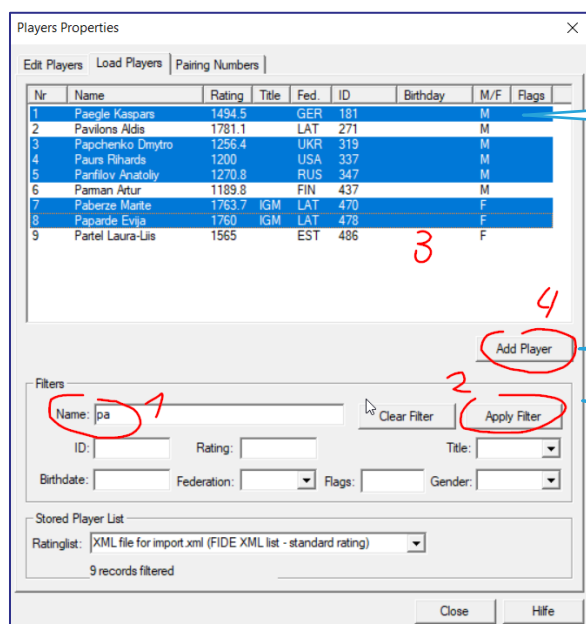
4) Confirm by pressing Add.

10) Attach the XML-file to the software Swiss Master.

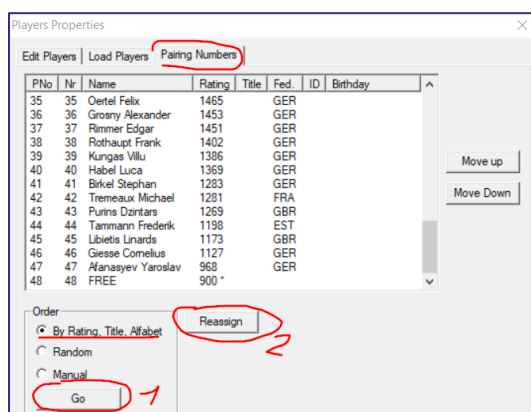
11) Select the participants and import the data:



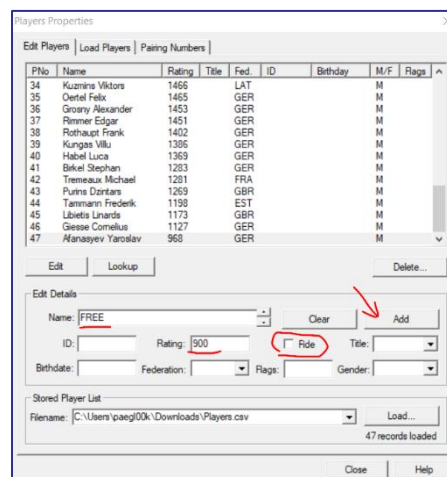
12) Select participants and add them to the list of participants:



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.



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



5.2.5 Import of the list of participants is 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**: <https://youtu.be/2dACXFL4N6k>

- 5) Copy all the players into a single list of players (file *[IK and Ranglist template.xls](#)*) from IC / rating.

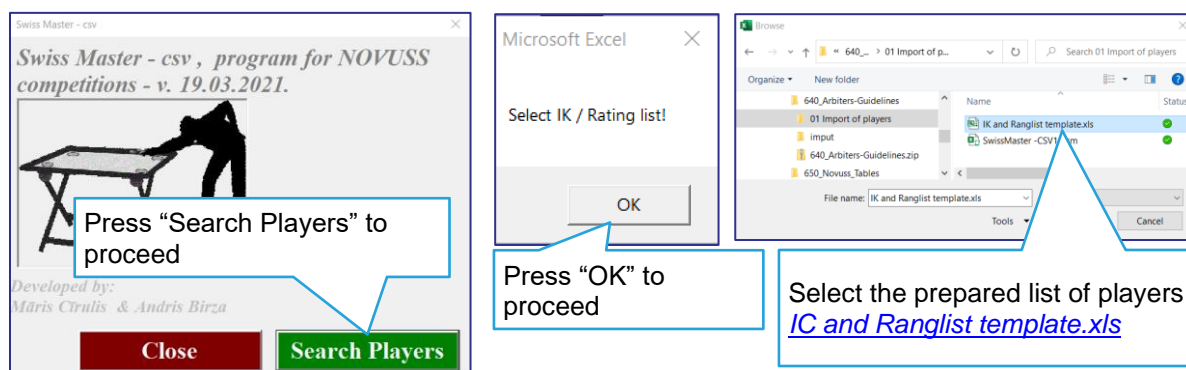
	A	B	C	D	E
1	No.	Name, Surname	Title	Country	IK
2	1	Aas Andrus		EST	1312
3	2	Abelitis Armands		USA	1563
4	3	Abols Lauris		LAT	1288
5	4	Afanasjev Yaroslav			
6	5	Akentjevs Aleksandrs			
7	6	Aksim Janis		EST	1553
8	7	Alakin Valerij		RUS	1421
9	8	Aleksandrov Agars	IGM	LAT	1959
10	9	Alimov Georgij		RUS	1282
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	Armuskas Antons	IGM	LAT	1818
19	18	Atslega Agars		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

Sort the participants by alphabet:

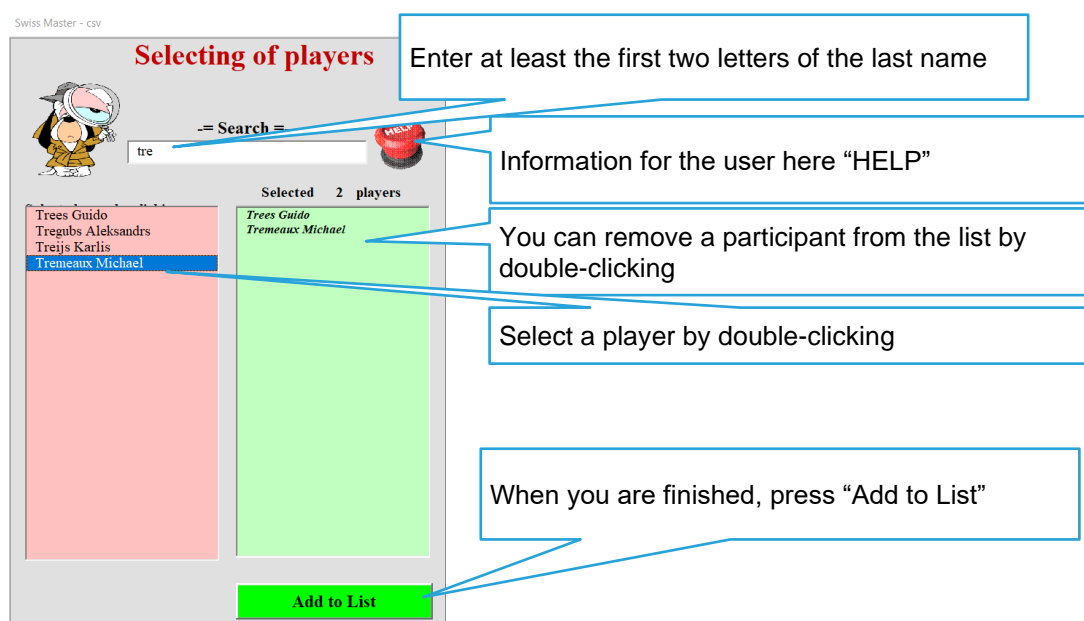


Make sure that the names of the players are entered correctly - in compliance with Swiss Master: IM, IGM. Make sure that no "0" has been entered, if it has then delete it!

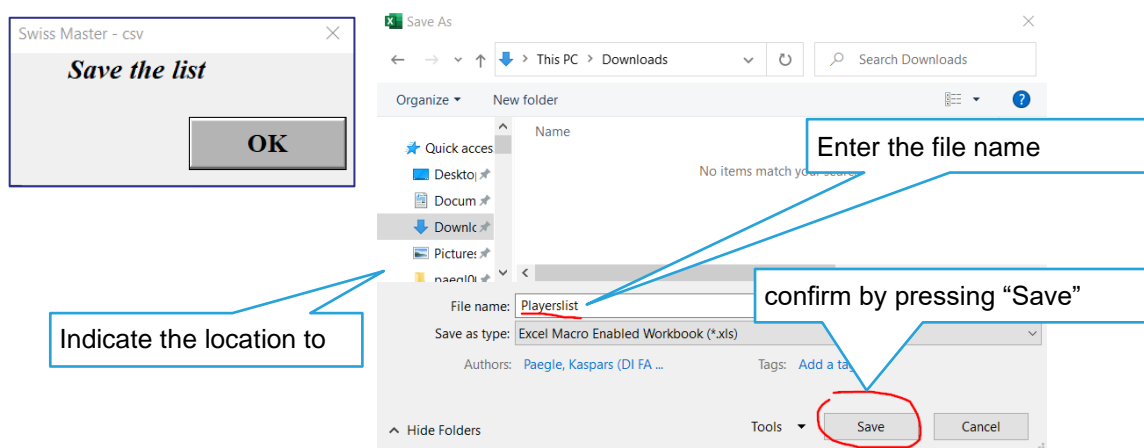
6) Open the software file SwissMaster-CSV.xlsm



7) Select players from the list

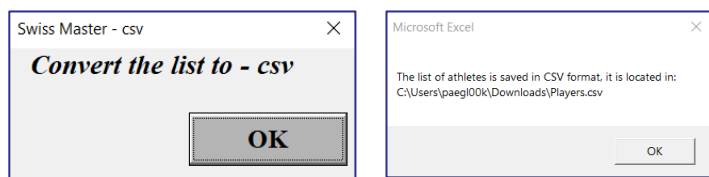


8) Save the list by pressing OK, indicating the location and entering the title of the document (for example "Playerslist").

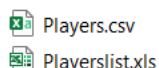


Recommendations for Referees

9) Confirm creation of a CSV file



10) Two files were created as a result:



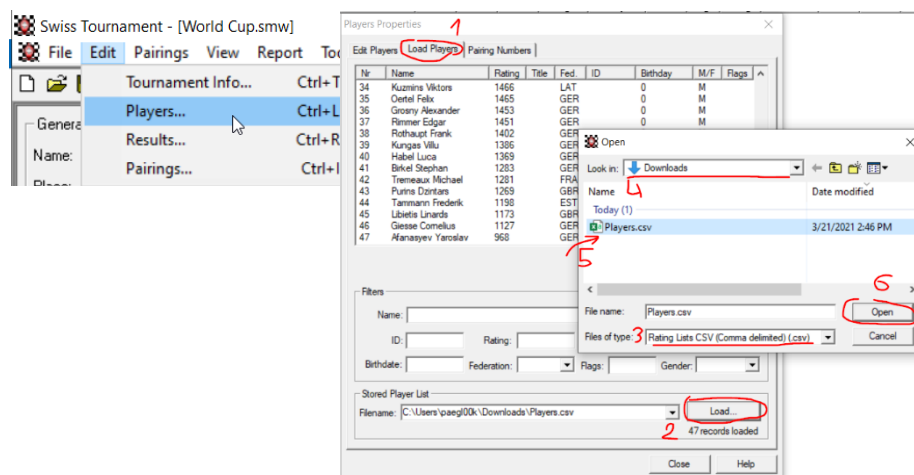
[playerslist.xls](#) – May be used for the round-robin system

No.	Name, Surname	Title	Country or region	IK
1	Tapins Janis		LAT	1801
2	Lepist Mik		EST	1749
3	Eglitis Uldis	IGM	LAT	1740
4	Locmels Imants		LAT	1738
5	Caklis Imants		LAT	1734
6	Elva Hillar		EST	1721
7	Lepist Mihkel	IM	EST	1721
8	Katkevichs Jevgenijs	IM	LAT	1709
9	Jaunbruns Arnis		LAT	1704
10	Mererand Urmas	IM	EST	1697
11	Chumichev Oleg		RUS	1684
12	Tormanis Kaspars		GBR	1679
13	Lepist Marek		EST	1670
14	Kuzmins Arturs		LAT	1666
15	Azeryer Vadim		RUS	1663
16	Liepins Guntars	IGM	LAT	1661
17	Cintins Edgars		GBR	1657
18	Liepins Viktors		LAT	1645
19	Andersons Guntars		LAT	1627
20	Trees Guido		EST	1618

[Players.csv](#) — which may be used for import into Swiss Master

No.	Name, Surname	Title	Country or region	IK
1	Tapins Janis		LAT	1801
2	Lepist Mik		EST	1749
3	Eglitis Uldis	IGM	LAT	1740
4	Locmels Imants		LAT	1738
5	Caklis Imants		LAT	1734
6	Elva Hillar		EST	1721
7	Lepist Mihkel	IM	EST	1721
8	Katkevichs Jevgenijs	IM	LAT	1709
9	Jaunbruns Arnis		LAT	1704
10	Mererand Urmas	IM	EST	1697
11	Chumichev Oleg		RUS	1684
12	Tormanis Kaspars		GBR	1679
13	Lepist Marek		EST	1670
14	Kuzmins Arturs		LAT	1666
15	Azeryer Vadim		RUS	1663
16	Liepins Guntars	IGM	LAT	1661
17	Cintins Edgars		GBR	1657
18	Liepins Viktors		LAT	1645
19	Andersons Guntars		LAT	1627
20	Trees Guido		EST	1618
21	Nikonovs Dmitrijs		LAT	1605
22	Braundin Dmitrijs		RUS	1599

11) Import of the CSV file into Swiss Master:



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

Add Player:

Players list and ranking

Rank	PNo	Name	Score	Title	Fed	Rating	Id	Birthday	Gender	Flags	Rating	Buchholz	Buch..	SB
1	1	Tapins Janis	0.0		LAT				M		1801	0.0	0.0	0.0
2	2	Lepist Mikki	0.0		EST				M		1749	0.0	0.0	0.0
3	3	Egils Uldis	0.0		LAT				M		1740	0.0	0.0	0.0
4	4	Loonelo Imants	0.0		LAT				M		1738	0.0	0.0	0.0
5	5	Caklis Imants	0.0		LAT				M		1734	0.0	0.0	0.0
6	6	Elva Hilari	0.0		EST				M		1721	0.0	0.0	0.0
7	7	Lepist Mikkel	0.0		IM	EST			M		1721	0.0	0.0	0.0
8	8	Katkevichs Jevgenijs	0.0		IM	LAT			M		1709	0.0	0.0	0.0
9	9	Jaurbruns Arnis	0.0		LAT				M		1704	0.0	0.0	0.0
10	10	Mersand Urmars	0.0		IM	EST			M		1697	0.0	0.0	0.0
11	11	Churichev Dleg	0.0		RUS				M		1684	0.0	0.0	0.0
12	12	Tornaris Kaspars	0.0		GBR				M		1679	0.0	0.0	0.0
13	13	Lepist Marek	0.0		EST				M		1670	0.0	0.0	0.0
14	14	Kuznins Arturs	0.0		LAT				M		1666	0.0	0.0	0.0
15	15	Azpeyev Vadim	0.0		RUS				M		1663	0.0	0.0	0.0
16	16	Liepins Guntars	0.0		LAT				M		1661	0.0	0.0	0.0
17	17	Cintins Edgars	0.0		GBR				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				M		1627	0.0	0.0	0.0
20	20	Trees Guido	0.0		EST				M		1618	0.0	0.0	0.0
21	21	Nikolovs Dmitrijs	0.0		LAT				M		1605	0.0	0.0	0.0
22	22	Pogudin Dmitrijs	0.0		RUS				M		1599	0.0	0.0	0.0
23	23	Liparts Zigurds	0.0		LAT				M		1593	0.0	0.0	0.0
24	24	Kelemen Daniel	0.0		HUN				M		1582	0.0	0.0	0.0
25	25	Atslega Agars	0.0		LAT				M		1564	0.0	0.0	0.0
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	0.0
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
30	30	Burk Ralf	0.0		EST				M		1507	0.0	0.0	0.0
31	31	Tironovs Nikolajs	0.0		LAT				M		1498	0.0	0.0	0.0
32	32	Paegele Kaspars	0.0		GER				M		1495	0.0	0.0	0.0
33	33	Kapper Toru	0.0		EST				M		1471	0.0	0.0	0.0

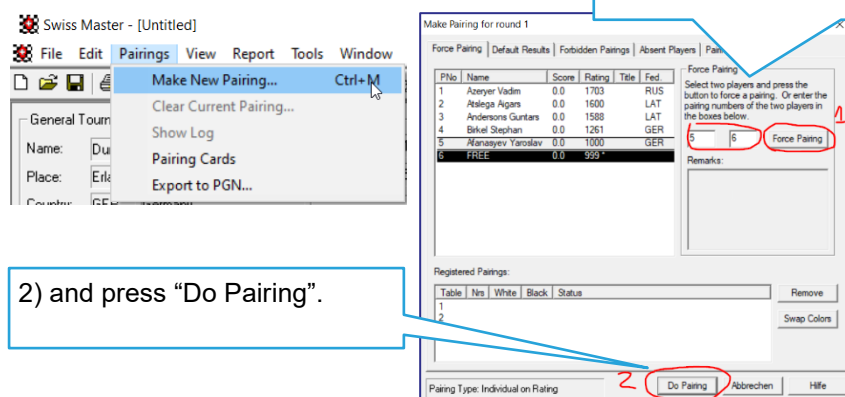
13) In the case of an odd number of players, it is recommended to enter the missing player as "FREE". FIDE does not have to be ticked, and the rating is **< of other players**, and confirm by pressing Add.

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

5.2.6 Creation of pairs and game reports (Swiss Master standard)

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

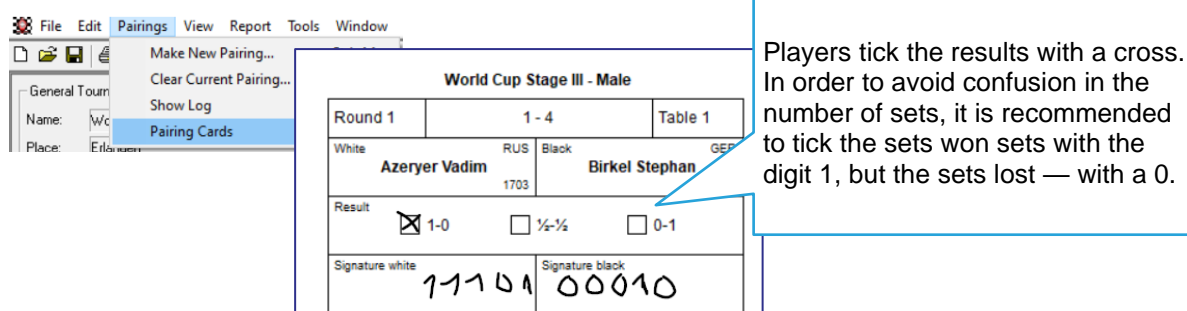
1) The free player must be reset together with the last player manually — enter the numbers of the players and press “Force Pairing”.



- 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)

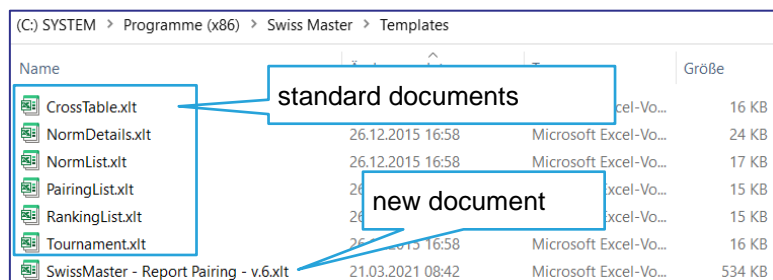
Software created (Excel with macros) for drawing up reports for 4, 6 and 7 sets, as well as for the tables draw. The description is based on the **Swiss Master versions 5.5 and 5.7**. To ensure that table numbers are repeated as rarely as possible for players, the program performs table draws automatically,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

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

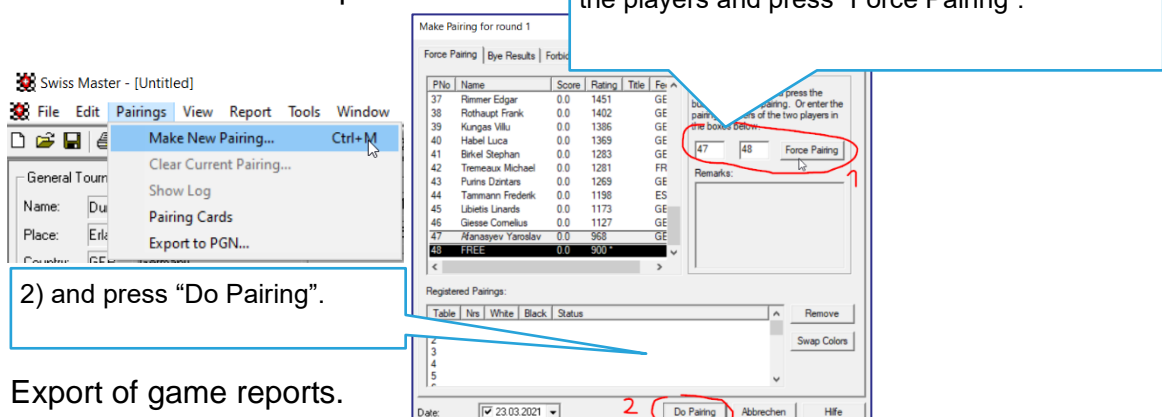
- 1) Swiss Master templates (.xlt format) shall be saved in the following location:

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

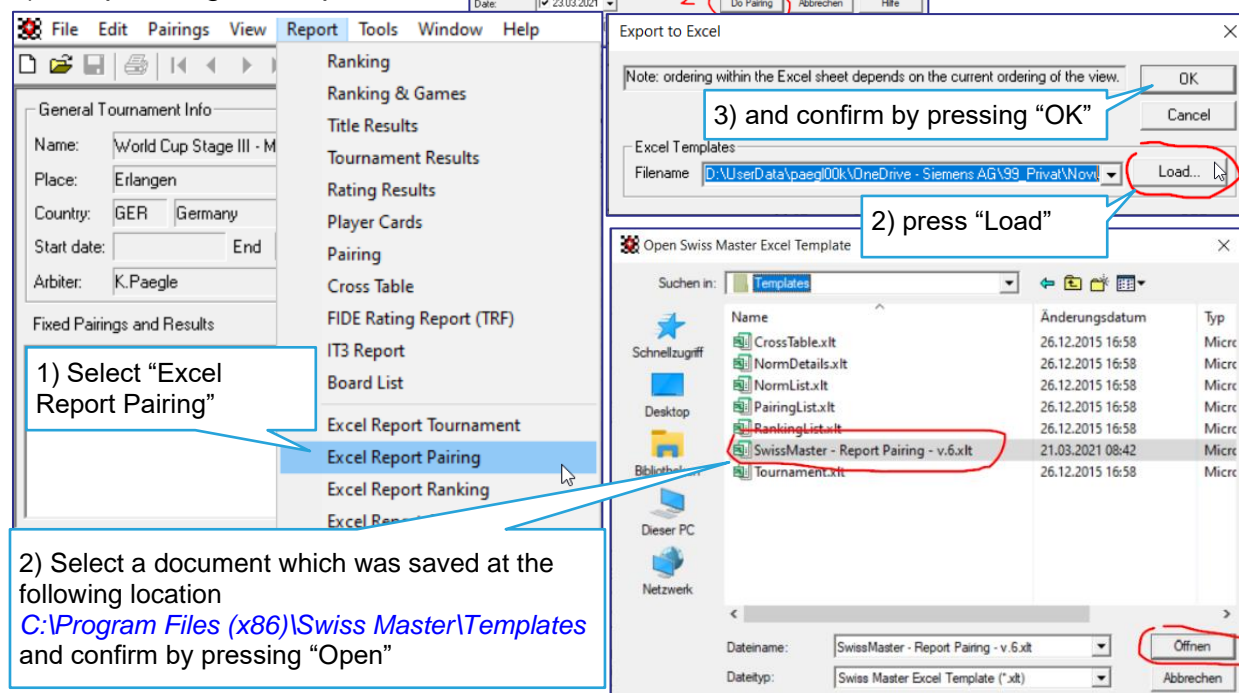
We recommend saving the prepared document for tournaments in the same location. Copy the following document *SwissMaster - Report Pairing - v.6.xlt*



- 2) After drawing up the list of participants, it is required to draw the first round and create a pair.



- 3) Export of game reports.



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.

Swiss Mater - draw the tables
auxiliary program for arbiters of Novuss competitions - v.6 / 01.10.2017.

Program developed by: Māris Cirulis

Round: 1

If you receive error, try to use other round: 14 or 15

World Cup Stage III - Male				World Cup Stage III - Male				World Cup Stage III - Male			
Table	Nº	Title	Points	Table	Nº	Title	Points	Table	Nº	Title	Points
1	24	Kelemen Daniel	0	2	25	Lepist Mik	0	3	26	Pumpins Gints	0
2	25	Lepist Mik	0	3	26	Pumpins Gints	0	4	27	Locmelis Imants	0
3	26	Pumpins Gints	0	4	27	Locmelis Imants	0	5	28	Dmitrenko Andrey	0
4	27	Locmelis Imants	0	5	28	Dmitrenko Andrey	0	6	29	Burk Ralf	0
5	28	Dmitrenko Andrey	0	6	29	Burk Ralf	0	7	30	Ehva Hillar	0
6	29	Burk Ralf	0	7	30	Ehva Hillar	0	8	31	Katkevichs Jevgenijs	0
7	30	Ehva Hillar	0	8	31	Katkevichs Jevgenijs	0	9	32	Paegle Kaspars	0
8	31	Katkevichs Jevgenijs	0	9	32	Paegle Kaspars	0	10	33	Mererand Urmars	0
9	32	Paegle Kaspars	0	10	33	Mererand Urmars	0	11	34	Kuzminis Viktors	0
10	33	Mererand Urmars	0	11	34	Kuzminis Viktors	0	12	35	Torminis Kaspars	0
11	34	Kuzminis Viktors	0	12	35	Torminis Kaspars	0				
12	35	Torminis Kaspars	0								

6 sets 7 sets

Round: 1

If you receive error, try to use other round: 14 or 15

EXPORT Protocols - 6 sets

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

ult, the following reports are printed:

table number

numbers of player

Points gained at the particular moment

results of six sets, the player marked with "x" shall start the set

World Cup Stage III - Male					
Table	1	24	-	1	Round
Kelemen Daniel			Tapins Janis		
0 points			0 points		
X					
			X		
X					
			X		
X					
			X		
TOTAL:			TOTAL:		
Swiss Master No. - 1.					

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.

5.2.8 Entry of results

1) Entry of results:

2) select a pair according to the

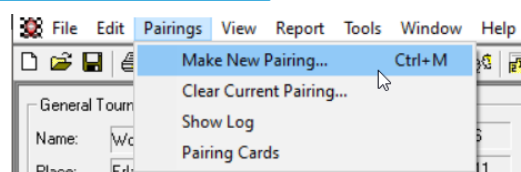
3) Select a result according to the report and confirm by pressing "Set Result"

Alternatively, press a button on the keyboard depending on the result:

1 = score 1:0
2 = score 0:1
3 = draw

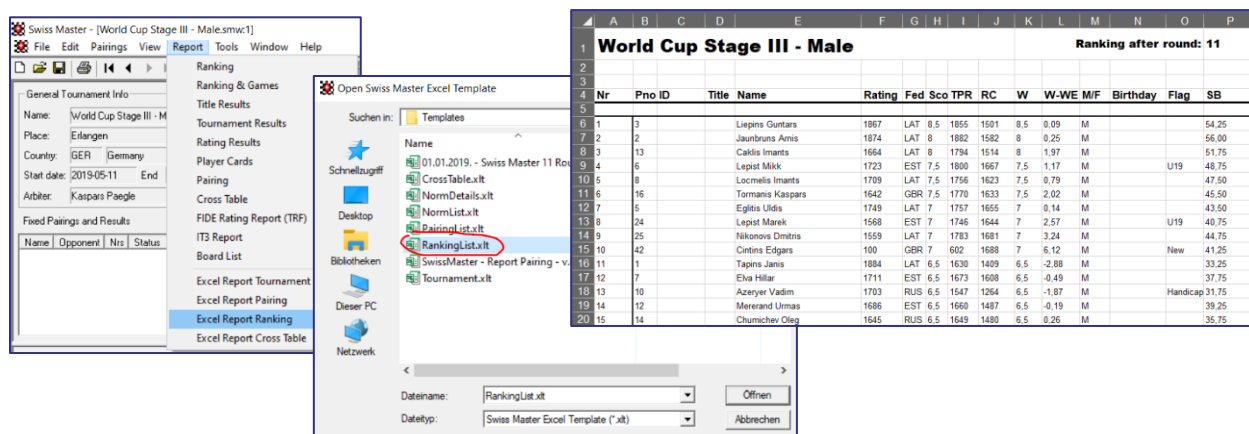
1) Click the right mouse button to activate menu and select "Edit Results".

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



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:



5.2.10 Final report of the competition (Excel with macros)

Developed software (Excel with macros) for export of final results of the tournament.

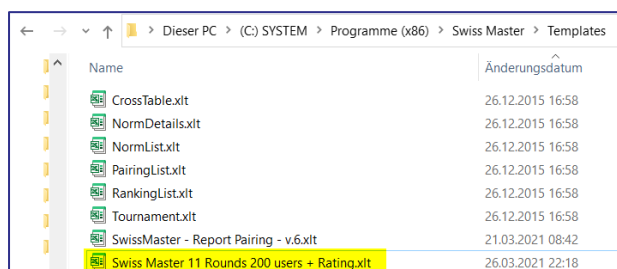
Select the export file according to the number of rounds:

- 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:

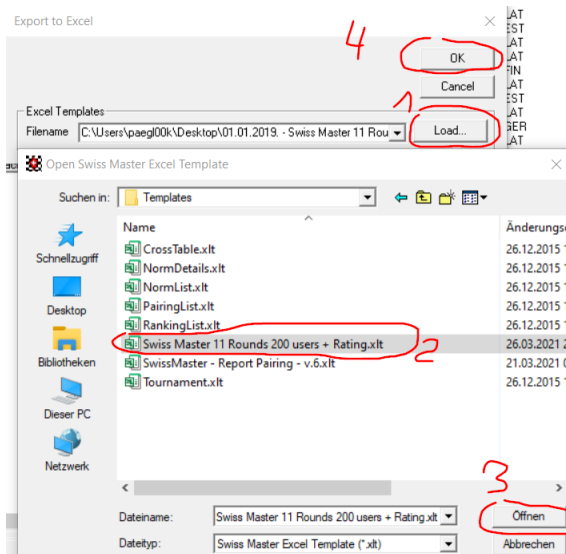
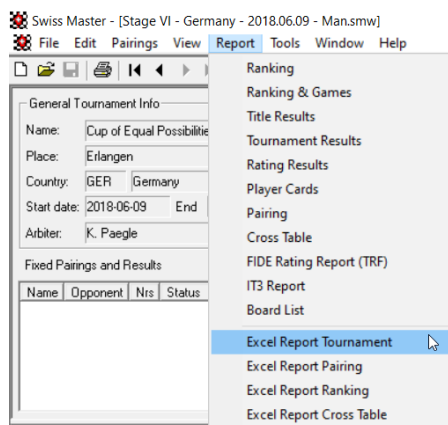
[C:\Program Files \(x86\)\Swiss Master\Templates](#)

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

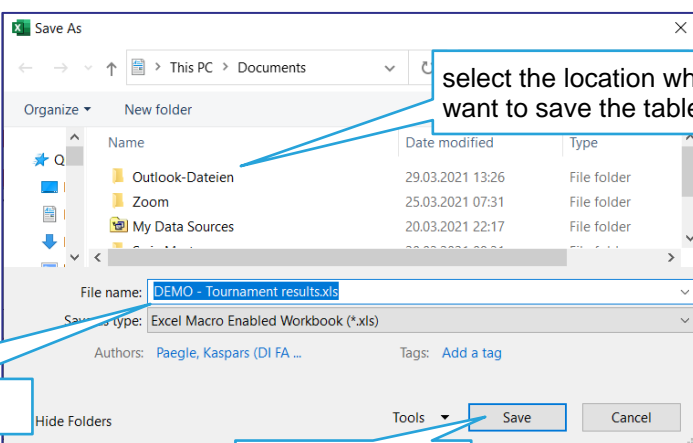
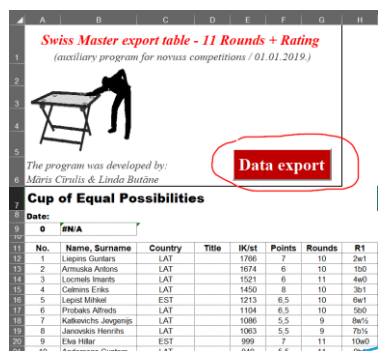


Recommendations for Referees

2) Export of results:



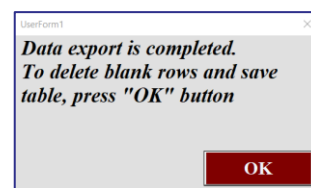
3) Export of results:



enter the title of the table

Press "Save"

4) As a result, you will receive information about the successful data export. Confirm by pressing OK:



5) Final results are in the file

[Novuss competition table.xls](#)

DEMO - Tournament results.xls
Novuss competition table.xls

Cup of Equal Possibilities										
Rating coefficient: 1.100										
Competition place										
No.	Name, Surname	Country	Title	IKF	IK+	IKs	R	F.L.	Place	Points
1	Lepins Guntars	LAT	1766	0	1766	0.0	1055	14	10	711
2	Armuskas Antons	LAT	1664	-10	1674	0.0	841	12	10	830
3	Locmelis Imants	LAT	1498	-23	1521	0.0	972	12	11	549
4	Celmins Eriks	LAT	1450	0	1450	0.0	828	16	10	622
5	Lepist Mihkel	EST	1213	0	1213	0.0	617	13	10	596
6	Prokaskis Alfreds	LAT	1104	0	1104	0.0	384	13	10	720
7	Katkevichs Jevgenijs	LAT	1079	-7	1086	0.0	325	11	9	761
8	Janovskis Henrihs	LAT	1056	-7	1063	0.0	669	11	9	394
9	Elva Hillar	EST	1000	0	999	0.0	447	14	11	552
10	Andersons Guntars	LAT	1000	-33	940	0.0	181	11	11	759
11	Trees Guido	EST	1000	0	915	0.0	284	15	11	631
12	Eglitis Uldis	LAT	1000	0	820	0.0	233	15	9	587
13	Janovs Romans	LAT	1000	0	801	0.0	198	18	11	603
14	Tapins Janis	LAT	1000	23	668	0.0	75	15	11	593
15	Karu Olav	EST	1000	0	605	0.0	48	11	10	557
16	Putans Raimonds	LAT	1000	16	564	0.0	-78	10	10	642
17	Atslega Aigars	LAT	1000	8	536	0.0	-45	9	9	581
18	Meliks Viljars	FIN	1000	110	531	0.0	-333	14	9	864
19	Puhtars Ivars	LAT	1000	8	476	0.0	13	10	9	463
20	Lepins Miks	EST	1000	16	435	0.0	213	12	8	222
21	Smits Maris	LAT	1000	146	380	0.0	-366	17	9	746
22	Gordon David	GER	1000	33	335	0.0	-126	10	9	461

Formulas used in the table:

- **Points** = total amount of points gained within the tournament;
- **Rounds** = games or rounds played;
- **IC_{op}** = 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)

$$= P - \left(P_{max} \cdot \frac{IK_{st} - IK_{op}}{10} + 50 \right) \% \times 10$$

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_{fin}** (IC of the participant upon completion of the tournament) = $IK_{st} + IK$

5.2.11 Allow using Excel with macros

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

