

Organizers' guide

This document contains the most important tasks for organizers of a speedcubing competition.

Name

The name of a competition must abide by the [competition name policy](#).

Venue

The first step of the organization is to find a venue, without it there is nothing to do. Possible options for a venue are:

1. Schools, for example, an assembly hall, a sport hall or something similar.
2. Fairs (although it is harder to organize Blind or Fewest Moves).
3. Community halls.

Warning: there is a [competition proximity policy](#). If two competitions are within 100 km and less than 19 days away from each other, they can't have common events (although exceptions can be made).

Delegate

Every official WCA-competition must have a WCA-Delegate. After the venue is found, the organizers must find a Delegate for this competition. Together with the Delegate they must choose a date of the competition. After that the venue can be booked.

[Here](#) is the list of all Delegates.

Planning of the Venue

After the venue is found and booked, organizers should plan the following zones:

1. Competitor area (where the competitors will do their official attempts)
2. Waiting area (where the competitors will wait between their official attempts)
3. Scrambling area. This zone shouldn't be seen from the waiting area.
4. Scoretaking area. Usually it is near the scrambling area.
5. Spectator area. Several rows of chairs in front of the competitors area.
6. (Optional) A separate room for Fewest Moves and Big Blindfolded events.

Website

After the venue is booked, the Delegate creates a page for the competition on the WCA-website. The Delegate and the organizers must define competitor limit. Also before the competition will be announced, they should publish a schedule. It can be adjusted later, based on the amount of registered competitors.

Usually the organizers prepare the schedule, and the Delegate can help them or leave some comments.

The organizers choose which events they want to hold.

During the preparation of the schedule they should pay attention, how many timers they have, how many competitors are expected in every event and how many groups there will be.

More groups take more time, but it is also easier to find judges and scramblers.

It is also advised to hold a competing/judging tutorial every morning for first-time competitors.

A good idea would be to find a couple of hotels and/or restaurants near the venue and to list them on the WCA-page.

Equipment

The following equipment is necessary or desirable.

1. **Timers and Displays.** Displays are not obligatory, but it is better to use them.
 - a. Timers need spare batteries (1 battery of the type CR2032 per timer). Displays need either batteries (8 batteries of the type AA per Display) or a socket. The organizers should discuss this with the Delegate.
 - b. Here is the [list](#) of the material of Swisscubing.
2. A laptop with an internet connection, to enter results into cubecomps.com.
3. A printer, to print the results of the previous rounds, the score sheets of the following rounds and the certificates for winners. A printer is not obligatory. If there is no printer, the organizers should prepare enough empty score sheets and certificates in advance.
4. Cube covers. Flower pots are also an option. Some sponsors may send their own covers (for example, Moyu and TheCubicle.us).
5. Pens and stopwatches. Every solving station needs one pen and one stopwatch, also it is better to have some spare ones.
6. Paper for the printer and for blindfolded events, also scissors.

Shop

Swisscubing allows cubing shops to rent a spot in the venue for 50 CHF. As Swisscubing is independent and has no preferences on shops, spots are distributed on a "first come first serve" basis. The number of allowed shops depends on the size of the venue.

Costs

1. The venue, if it is not free.
2. Prizes (can be sponsored).
3. Batteries, paper.

Preparing

Several days before the competition the organizers and the Delegate must prepare the following things.

1. Adjust the schedule, if the number of registered competitors is more or less than expected.
2. Split competitors into groups, prepare a list of scramblers and judges. For this task [Groupifier](#) can be used.
3. Set up Cubecomps.
4. Print score sheets and sort them according to the groups distribution.
 - a. If on-site registrations are allowed, some empty score sheets should be prepared.
5. Send an email to competitors with the most important information. This email should have the following points: changes of the schedule, groups distribution (if it is ready), catering and accommodation possibilities and a link to the competing/judging tutorial for first-time competitors.
6. Print scrambles. Usually this is done by the Delegate. Another possibility is to use a laptop.

During the Competition

1. During the registration at the competition the organizers must check IDs of the first-time competitors. The date of birth and nationality must be the same as they were specified in the registration.
2. The organizers should manage the competition. That includes announcing next groups and rounds, putting score sheets, calling missing competitors, searching for judges and scramblers.

After the Competition

There is a [Dues System](#) that requires that after every competition some amount of money is sent to WCA. The fees are \$0.50 per competitor. This holds for Switzerland, France, Italy, Liechtenstein and Austria. In Germany the fees are \$0.41 per competitor. Either the Delegate or the organizers must pay these fees.