# Guide to Running Swiss Teams

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# Introduction

Running Swiss Teams at your club can be intimidating the first time you do it, but most of your players will love the chance to play in a team game on occasion. During the Grand National Teams qualifying stage and during Jane Johnson Club Appreciation Month, you can give out additional masterpoints by running a Swiss. You can use any of your regular, charity or upgraded club championships and apply them towards Swiss Team games. It is also possible to run a two-session Swiss, with permission from the ACBL Club Department, by using two of your upgraded club championships to cover the two sessions.

**There are several ways you can prepare for running your first Swiss:**

- ♠ Take extra time to read through these instructions and follow them carefully.
- ♠ Visit a local sectional or regional tournament and ask the directors if you can observe and ask questions as they conduct a Swiss Team event.
- ♠ Ask an experienced local director to mentor you or play in your Swiss the first time you run it.
- ♠ Practice set up for a Swiss Team game in ACBLscore.
    - ♥ Vary the number of teams.
    - ♥ Add names.
    - ♥ Create "scores" and new assignments.
    - ♥ Test as many times as you like.
    - ♥ When finished, "kill" the section and delete the gamefile.

This guide is designed to walk you through setting up all types of Swiss movements with varying numbers of tables and provide tips on how to have those games run smoothly.

If you have questions about movements and setting up your game or need help with ACBLscore, contact customer service at **service@acbl.org**, **ACBLscore@acbl.org** or call 662-253-3100.

# Preparing for the Game

## Supplies

**The following list includes supplies needed for running a Swiss:**

- Two sets of table mats
- Team scoring tickets
- Team score cards
- An extra set of boards (depends on size of event)
- Whiteboard or large poster board (for scoring and/or making new assignments)

## General information

It is believed that directorial problems increase as the size of the game increases, but in the case of Swiss Teams, having eight or more teams actually makes it easier. Events with three to seven teams require different and unique round-robin style movement so every team has a chance to play every other team.

A typical single-session Swiss involves four matches with six boards per match. This will vary for the three to seven table movements. Intermediate/Newcomer Swiss Teams may only play five boards per match.

If players are newcomers, it is a good idea to have a 15-minute lesson prior to the game on how to keep score, how to compare scores with teammates and how IMPs are converted to Victory Points.

Consider stratifying the game. Stratifying can be done based upon highest-ranked player or the team average. Stratifying gives the weaker teams a better chance to win overall points.

Do your best to **never** play in your own Swiss. There are many things to deal with when running a Swiss Team — scores and assignments, caddying, changes in set-up, etc. By not playing, you will be able to handle the extra work and provide better customer service to your players.

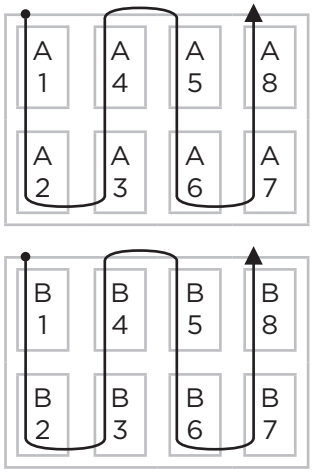
## Setting the room

Keep in mind that it is best to try to keep at least one table between the two teams that will be competing. This cuts down on any unauthorized information that might be overheard at the companion table. A caddy (if you have one) or you will have to navigate between tables. For games where you anticipate more than 12 tables, a caddy can be a big help. Turning the tables on a 45-degree angle increases the pathways in the room.

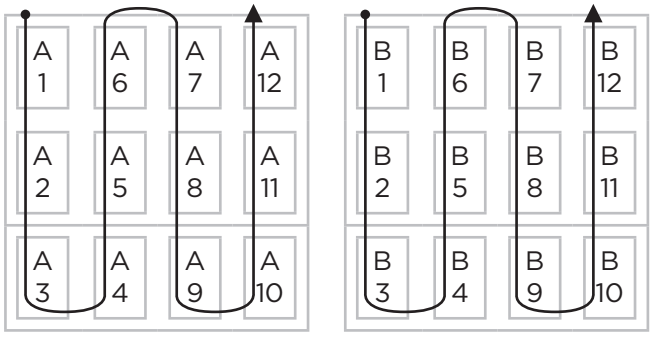
## Setting the room *Cont.*

The following diagrams could be useful in a situation where you know you'll have more than eight tables:

"Wiggly Twos"




"Wiggly Threes"




Lay out the boards splitting them so half are on the A table and half are on the companion B table. (A1 would get boards 1-3, B1 would get boards 4-6, A2 would get boards 7-9, B2 would get boards 10-12, etc.) Put a few score tickets on each table.

Number your team entries starting at #1. If you have more than eight teams, you can also put the starting assignment on the entry. (#1 goes to A1, #2 goes to B1, #3 goes to A2, #4 goes to B2, etc.)

For fewer than eight tables, lay out only the A table mats. Try to skip a table between each of the numbers to provide a buffer between tables in direct competition.

# Starting the Game

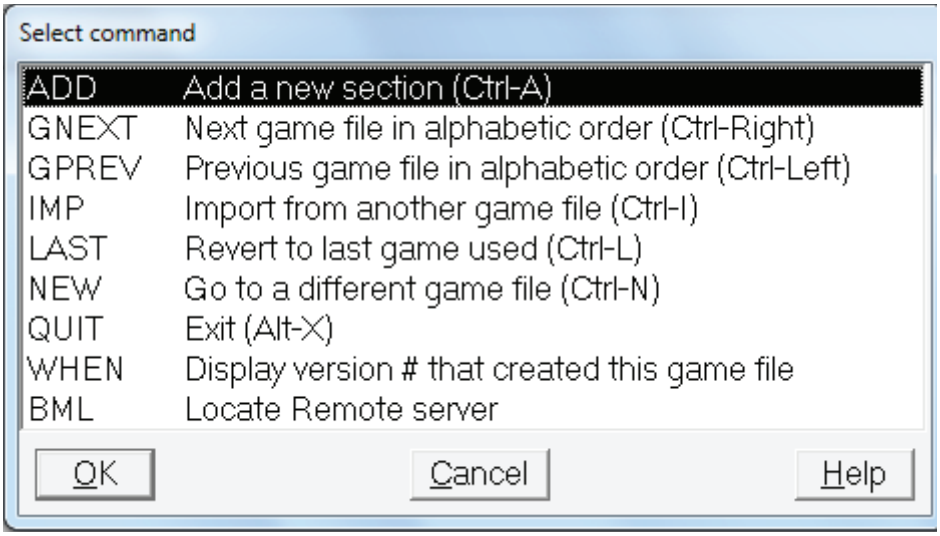
After all entries are sold, finish the set-up of the room depending on the number of teams you have, make your announcements, help get the E-W pairs to the proper tables to start and make sure they shuffle. Start the clock and let them know how much time they have to play, compare and turn in results.

Once the teams have started round one, you should begin the game set-up in ACBLscore. You should practice this set-up a few times so you'll have the opportunity to see the variety of options available. If you are dealing with a large game, names and stratification can be entered during the second, third or even fourth round.

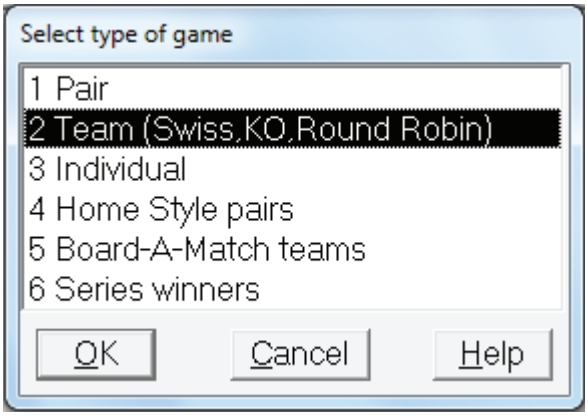
## ACBLscore game set-up and movements

### Swiss with eight or more tables

**1.** Open a new game file <F11> and select ADD – Add a new section.

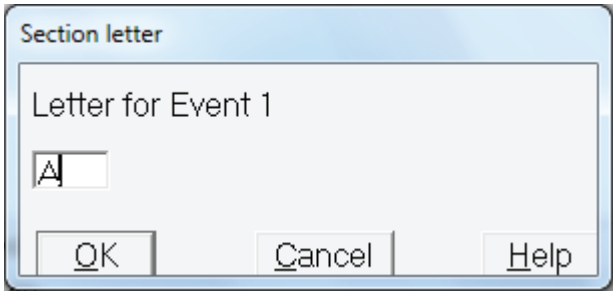



**2.** Select number 2 – Team (Swiss, KO, Round Robin).

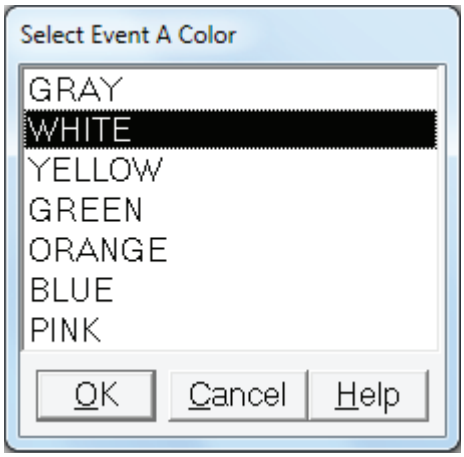


## Swiss with eight or more tables *Cont.*

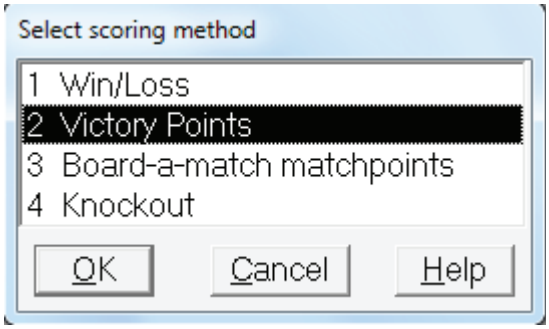
**3.** Select letter A for your event.




**4.** Select color.

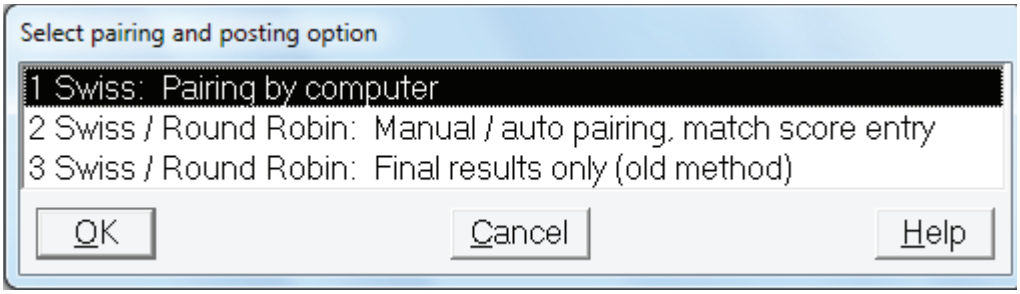



**5.** Select number 2 – Victory Points

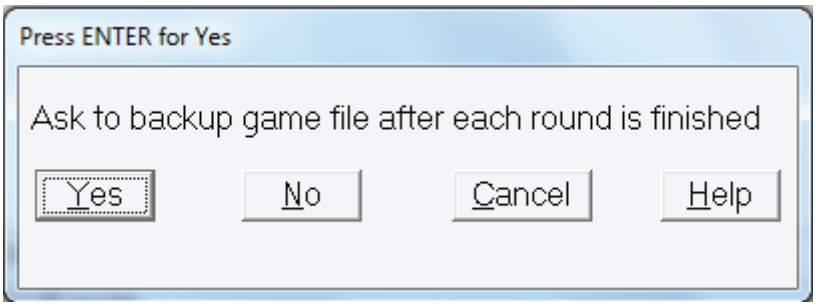


## Swiss with eight or more tables *Cont.*

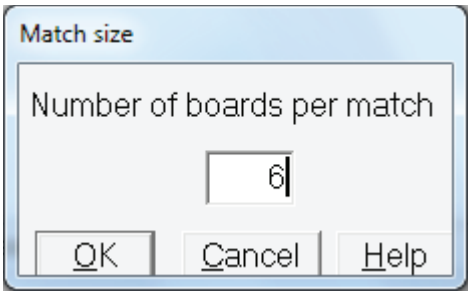
**6.** Select number 1 – Swiss: Pairing by computer.

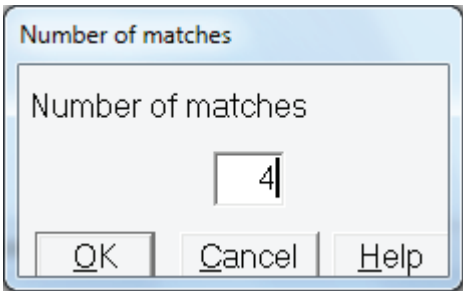


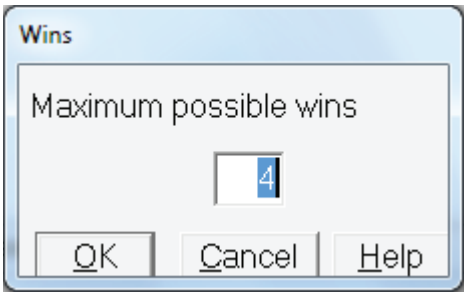

**7.** Select Yes on the backup prompt.




**8.** Insert the number of boards per match and the number of matches to be played. The example below shows six boards and four matches for a maximum of four possible wins.

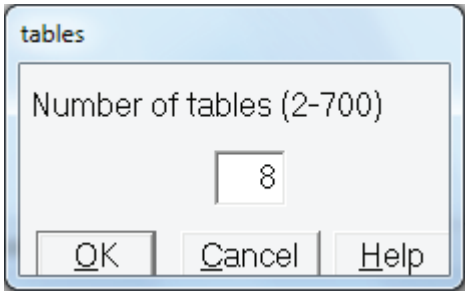


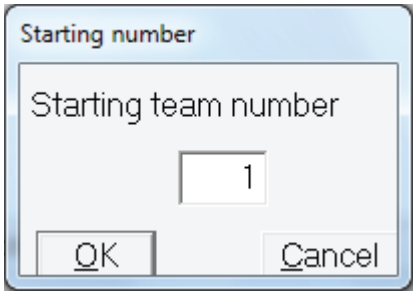



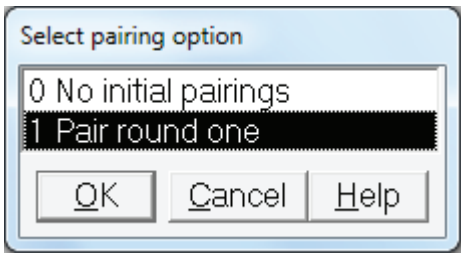



## Swiss with eight or more tables *Cont.*

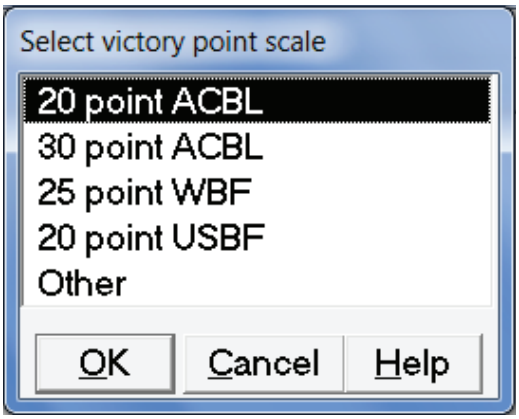
**9.** Enter the number of tables, enter starting team number and choose number 1 – Pair round one.



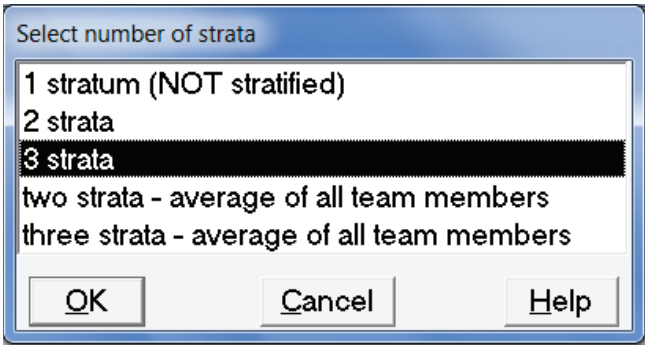




**10.** Select the Victory Point scale you would like to use. (This choice is frequently one of local preference. Ask a local director what is typical in your area.)

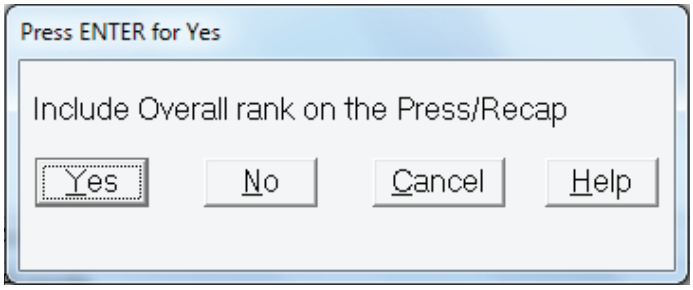



**11.** When you get to stratification, you'll be presented with the option of doing it based on highest player or the team average.

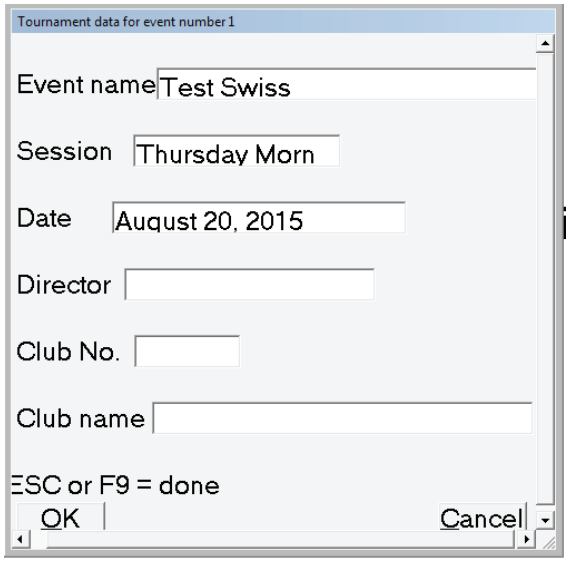


## Swiss with eight or more tables *Cont.*

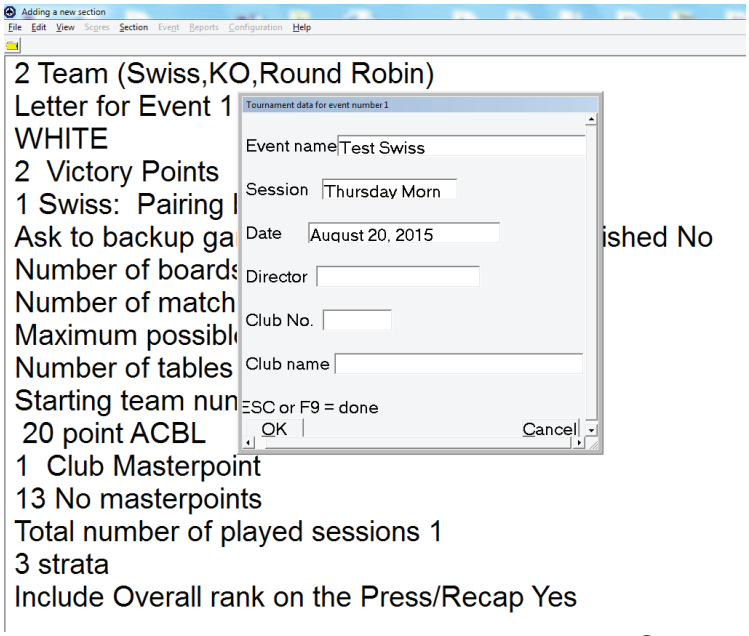
**12.** Press enter to include overall rank on the press/recap sheet.



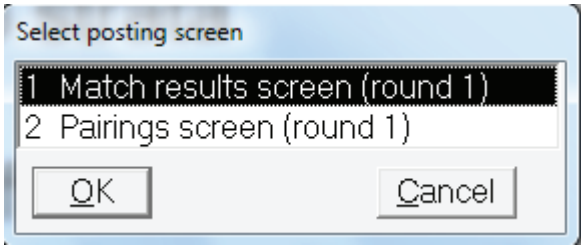

**13.** When the Club Tournament Data Page appears, you can edit the name of the game if you choose.



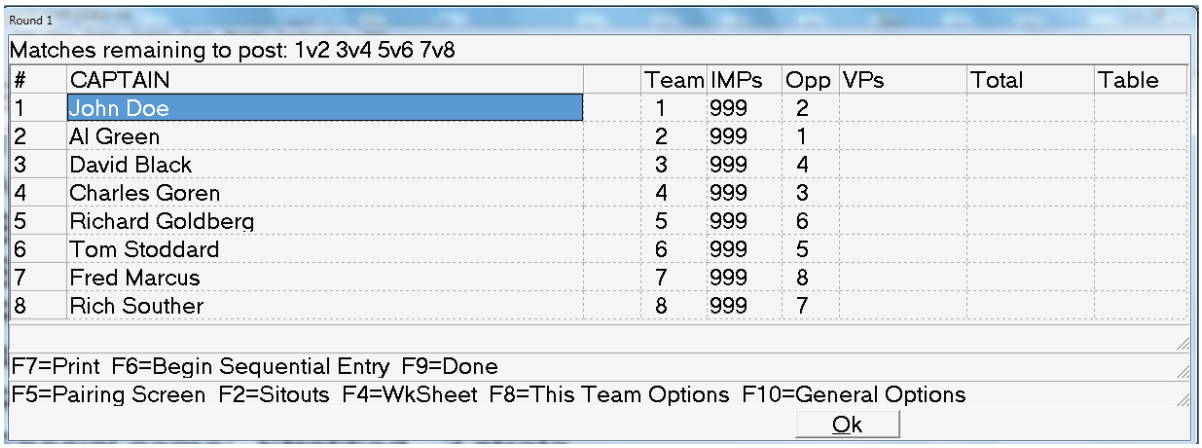

**14.** Your full screen will now resemble this:



**15.** Press <F2> to select your posting screen.



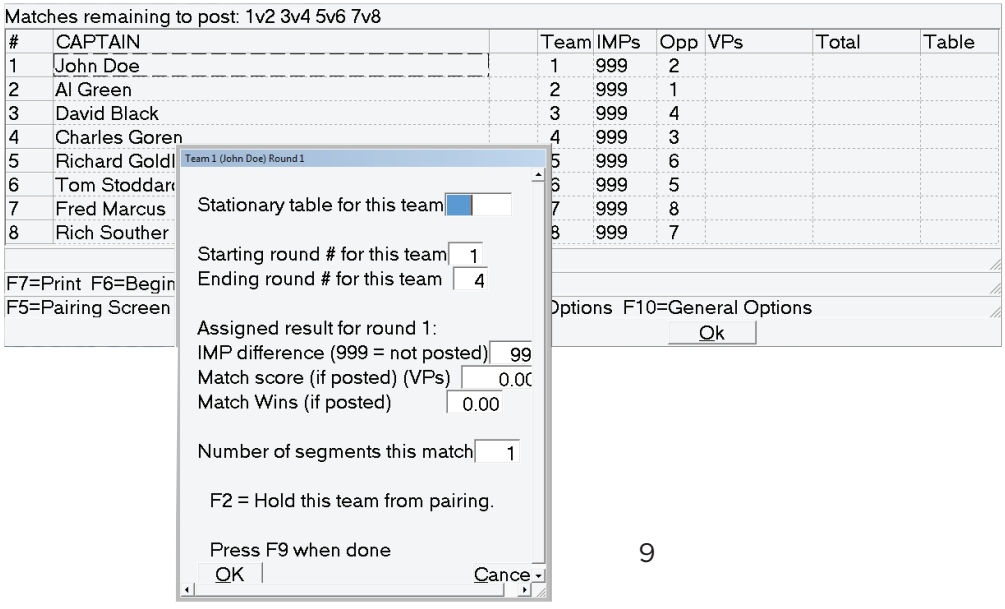

**16.** After you've entered the teams <F3> the most important screen you'll use going forward is the scoring screen.




Because "Pair Round 1" was selected, all the matches are already in place – Team #1 is playing Team #2, etc.

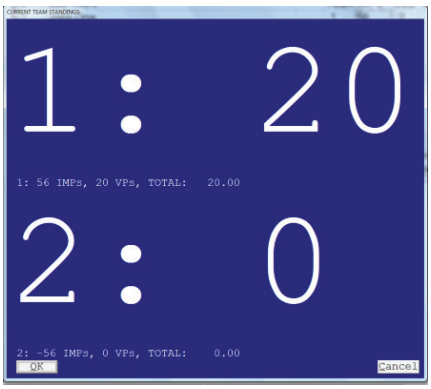
**There are several options available that can be very helpful:**

- ♣ F2 = Sitouts allows you to deal with any five- or six-person teams. You can track when a pair is not playing.
- ♣ F8 = This teams options will allow you to assign a stationary table for a handicapped player. This function can also be used if a team withdraws by changing the ending round number.



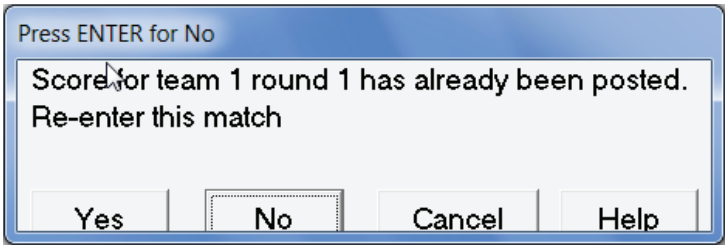
Scoring is done by typing the team number, pressing enter and keying the IMPs that the team won or lost by. (If the score reported is a loss, type the minus sign before the score.)

IMPs will be converted to VPs and posted to the screen.



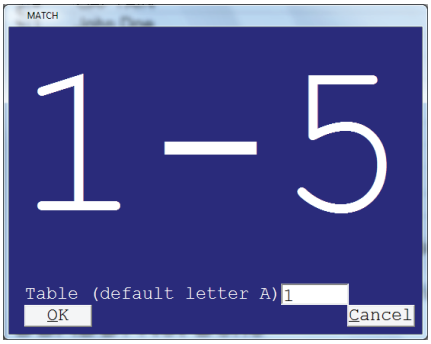

**17.** Post these scores to your whiteboard or poster board. Players like to see their scores, and it is a good way to check that scores have been entered correctly.

If you enter a score incorrectly, you may repeat the process previously described. ACBLscore will ask if you are certain you want to do this and may also ask if you would like to cancel any matches for the next round.




It may be appropriate to cancel the match to maintain "winners vs. winners" and "losers vs. losers" in the match-ups. If the score change is only a couple of IMPs, you can allow the current match-up to stay as is.

**18.** After the scores have been entered, the matches will be announced to the screen for the next round. Enter a table number and communicate the assignment using your whiteboard, poster board or team score ticket.




ACBLscore is designed to match teams with the closest scores providing the teams have not already played each other. The program is "stratification blind" and does not match teams based on their masterpoints, only on the actual cumulative score.

**19.** For the remaining rounds, you will repeat the process in #16 above. When you enter scores for the last round, no new match-ups will be announced.

**20.** At the conclusion of the game, back up your game file and DBADD just like you would for a pair game. You can also produce a recap sheet, which will show how many masterpoints each player won during the game.

## Round robins for nine or more odd-numbered tables

ACBLscore set-up is the same for a game with odd-numbered tables of nine or more. With the odd number of tables, ACBLscore will automatically pair the three highest team numbers for the round robin.

A round robin is essentially a three-table Mitchell with the tables spaced apart. Set your table mats that way — you can use something like C1, C2 and C3 or A11, B11 and C11.

In a round robin, each table will have a full number of boards. For instance, if playing six-board matches while those in head-to-head matches have three boards at each table, the round robin tables will each have six. C1 would get 1-6, C2 would get 7-12 and C3 would get 13-18.

**How to run the round robin:**

- ♠ Each team goes to its home table.
- ♠ E-W moves to the next higher table.
- ♠ N-S stays stationary for two matches.
- ♠ Shuffle and play.
- ♠ At the conclusion of the first match, the director moves the boards to the next lower numbered table.
- ♠ Do not shuffle!
- ♠ E-W moves to the next higher numbered table.
- ♠ Start the next match.
- ♠ The teams will compare after both matches have been played.

| Tables | C1 | C2 | C3 |
|---|---|---|---|
| **Match 1** | Teams 1N vs. 3E | 2N vs. 1E | 3N vs. 2E |
| **Match 2** | Teams 1N vs. 2E | 2N vs. 3E | 3N vs. 1E |

## Swiss with exactly three teams

**With three teams, you have two options:**

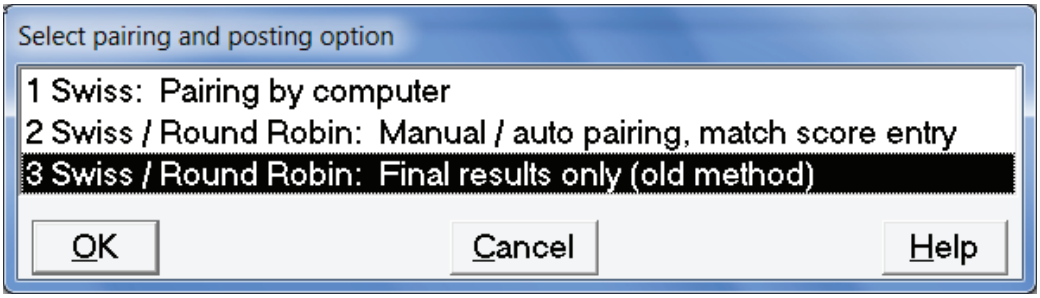
- ♥ Playing two matches of 12 boards each or
- ♥ Having the teams play each other twice — creating four matches, four possible wins and matches that are six boards long.

The second option gives teams a chance at “revenge” as the scores for each match stand on their own.

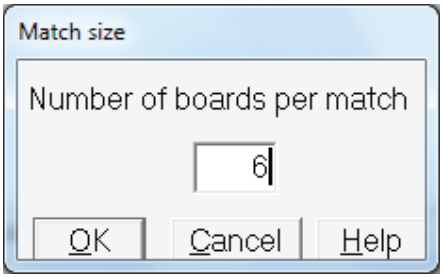
**For two matches:**
Use the method described in the round robin section of this guide.

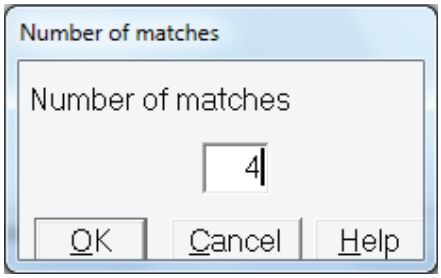
## Swiss with exactly three teams *Cont.*

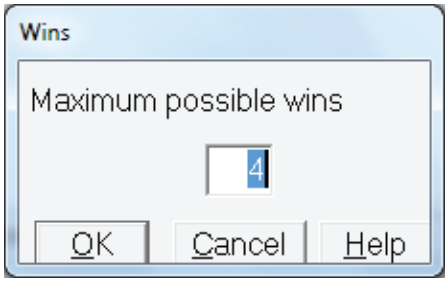
**For four matches:**
In the ACBLscore set-up, when you get to scoring method select number 3 – Swiss/Round Robin: Final results only.




Select six boards per match, four matches and four possible wins. The total Victory Points a team could possibly earn is 80 on the 20VP scale.



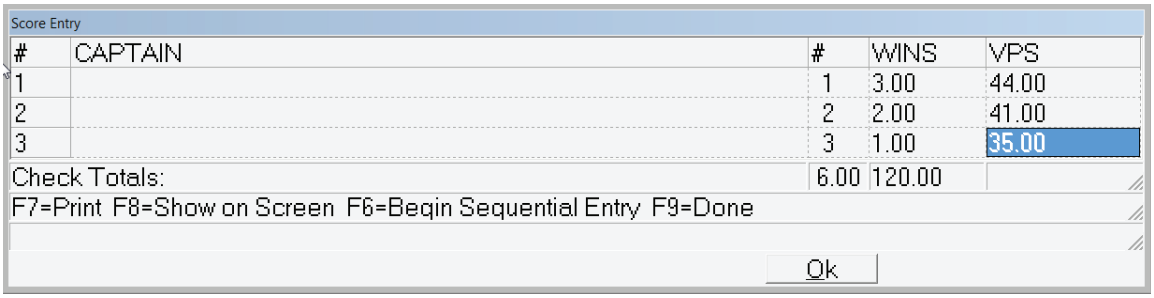




**To keep track of the scores, create a simple table like this:**

| | Scores in VPs | | | | Wins | Total |
|---|---|---|---|---|---|---|
| **Team 1** | vs. 2<br>+14 | vs. 3<br>+3 | vs. 2<br>+11 | vs. 3<br>+16 | 3 | 44 |
| **Team 2** | vs. 1<br>+6 | vs. 3<br>+12 | vs. 1<br>+9 | vs. 3<br>+14 | 2 | 41 |
| **Team 3** | vs. 1<br>+17 | vs. 2<br>+8 | vs. 1<br>+4 | vs. 2<br>+6 | 1 | 35 |

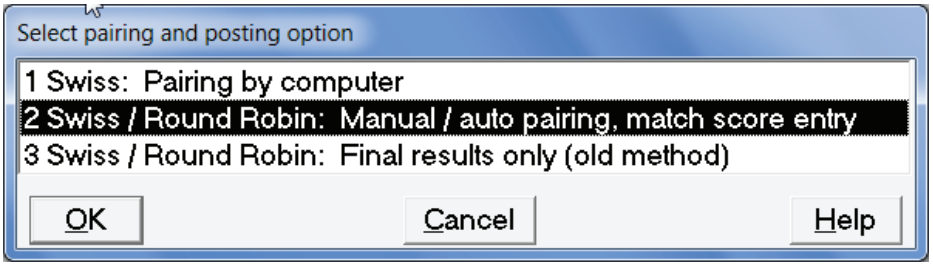
When you score in ACBLscore (press <F2>), you'll enter the totals from the table you created.



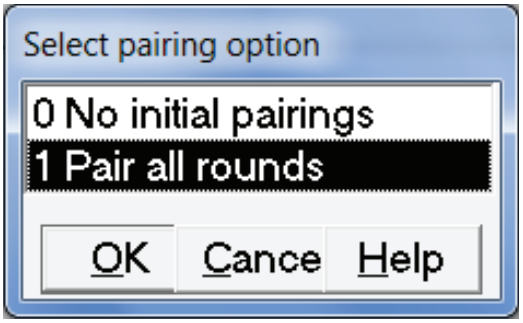

## Swiss with exactly four teams

With four teams, set-up in ACBLscore is slightly different. You should select three rounds and eight boards per match.

When you select how to score and match teams, select number 2 – Swiss/Round Robin: Manual/auto pairing, match score entry.




When you reach the pairing option, select option 1 – Pair all rounds.



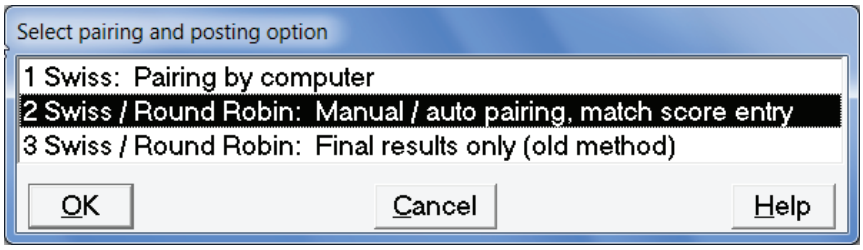

This will set up the scoring program to be an exact replica of Matches 1, 2 and 3 in the table below. You will be able to score after each round without having to keep a separate table as in the three-team movement.

| | Tables A1 and B1 | Tables A2 and B2 |
|---|---|---|
| **Match 1** | Team 1 vs. Team 2 | Team 3 vs. Team 4 |
| **Match 2** | Team 1 vs. Team 3 | Team 2 vs. Team 4 |
| **Match 3** | Team 1 vs. Team 4 | Team 2 vs. Team 3 |

## Swiss with exactly five teams

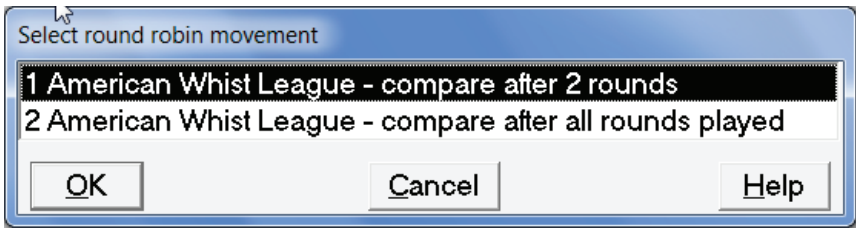
**Setting up ACBLscore for five teams is done as follows:**

At the pairing and posting option, select number 2 – Swiss/Round Robin: Manual/auto pairing, match score entry.

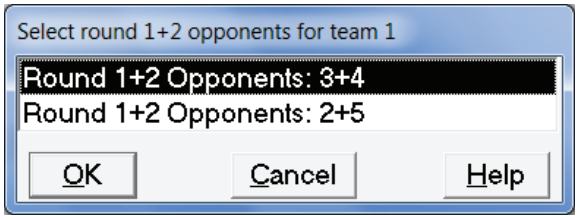



Enter six boards, four rounds and five teams.

On the screen shown below, select option 1 – American Whist League - compare after 2 rounds.




Select the first option shown below. This is so the event will follow the movement of “up two” and “down two.”




For rounds one and two, teams will compare after two rounds are completed.

When it is time to enter scores <F2>, you will have two results from each team after round two. Make sure to enter the score in the appropriate round.

**Movement for five teams:**

**Match 1**

- Have each team go to their home table. (Team 1=Table 1, Team 2=Table 2, etc.)
- Place six boards at each table.
- Have E-W pairs move two tables higher. (E-W 1 would go to table 3, E-W 2 would go to table 4, E-W 3 to table 5, E-W 4 to table 1.)
- Shuffle and play.
- At the completion of the six boards, E-W takes the boards to their home table.
- Do not shuffle or compare at this time!

**Match 2**

- E-W moves two tables lower from their home table. (E-W 1 to table 4, E-W 2 to table 5, E-W 3 to table 1, E-W 4 to table 2 and E-W 5 to table 3.)
- E-W returns to their home table after playing all six boards.
- Compare scores with teammates.
- Captains confirm scores and report results to the director.

**Match 3**

- E-W moves one table higher. (E-W 1 to table 2, E-W 2 to table 3, E-W 3 to table 4, E-W 4 to table 5 and E-W 5 to table 1.)
- Shuffle and play.
- E-W takes boards to their home table after they have been played.
- Do not shuffle or compare at this time!

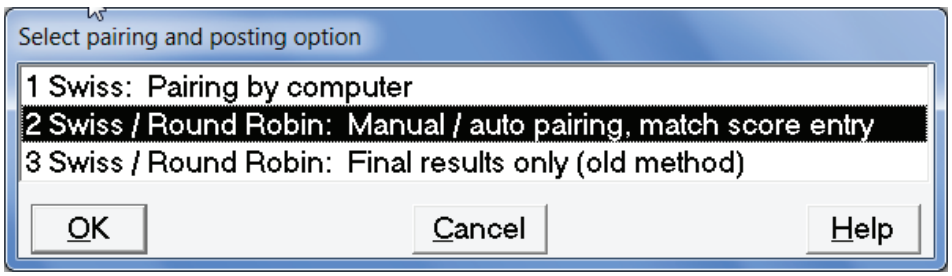
**Match 4**

- E-W will move one table lower from their home table. (E-W 1 to table 5, E-W 2 to table 1, E-W 3 to table 2, E-W 4 to table 3 and E-W 5 to table 4.)
- After playing all six boards, E-W return to their home table to compare with their teammates.
- Captains confirm scores with opponents and report the results to the director.

## Swiss with exactly six teams

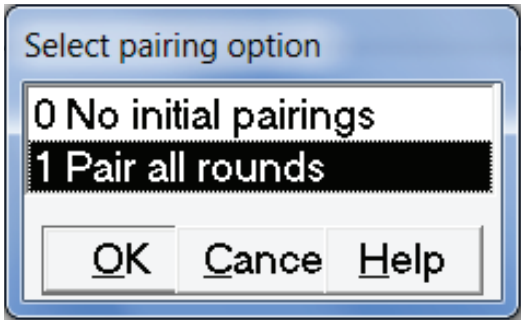
Setting up ACBLscore is similar to the four-table Swiss movement described earlier in this guide.

When you get to selecting scoring and mating the teams, you will select option 2 – Swiss/Round Robin: Manual/auto pairing, match score entry.



Select five boards per round, five rounds, six teams, etc.

When you reach the pairing option, select number 1 – Pair all rounds.



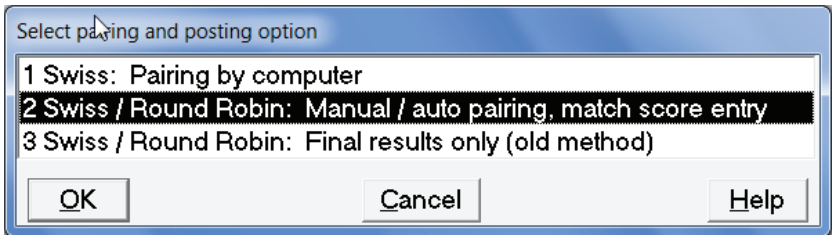

The matches will now be set for the entire game. You will be able to enter and post scores after each round. No assignments will be announced to the screen as they have been preset (see table below).

| | Tables A1 and B1 | Tables A2 and B2 | Tables A3 and B3 |
|---|---|---|---|
| **Match 1** | Team 1 vs. Team 2 | Team 3 vs. Team 4 | Team 5 vs. Team 6 |
| **Match 2** | Team 1 vs. Team 3 | Team 2 vs. Team 5 | Team 4 vs. Team 6 |
| **Match 3** | Team 1 vs. Team 5 | Team 2 vs. Team 4 | Team 3 vs. Team 6 |
| **Match 4** | Team 1 vs. Team 6 | Team 2 vs. Team 3 | Team 4 vs. Team 5 |
| **Match 5** | Team 1 vs. Team 4 | Team 2 vs. Team 6 | Team 3 vs. Team 5 |

## Swiss with exactly seven teams

With seven teams, there are a number of options available. The most common option closely resembles the movement for a five-team Swiss.

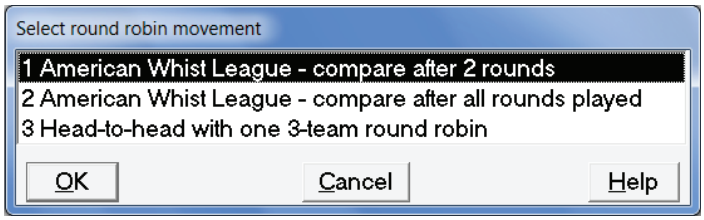
When setting up ACBLscore, select number 2 on the pairing and posting option prompt.



## Swiss with exactly seven teams *Cont.*

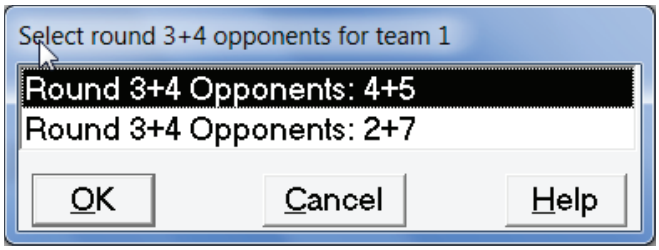
Enter four boards per round, six rounds six possible wins, etc.

For the type of round robin movement, select number 1 – American Whist League - compare after 2 rounds.




Next select option 1 – Round 1+2 Opponents: 3+6. This creates the “up two” and “down two” movement for E-W.

Next select the correct opponents for rounds three and four. The first option creates the “up three” and “down three” movement for the E-W players.




ACBLscore will automatically select “up one” and “down one” as the correct movement for the last round.

## Swiss with exactly seven teams *Cont.*

**Movement for seven-team Swiss:**

With this movement for seven teams, the director should verify that each E-W pair has moved to the correct table at the beginning of each round.

**Match 1**

- ♣ Have each team go to their home table. (Team 1 is at Table 1, Team 2 is at Table 2, etc.)
- ♣ Place four boards at each table.
- ♣ E-W pairs move two tables higher. (E-W 1 goes to table 3, E-W 2 to table 4, E-W 3 to table 5, E-W 4 to table 6, E-W 5 to table 7, E-W 6 to table 1 and E-W 7 to table 2.) Shuffle and play the boards.
- ♣ After each team has finished their four boards, E-W take the boards they have just finished to their home table.
- ♣ Do not shuffle or compare at this time!

**Match 2**

- ♣ E-W pairs will go two tables lower from their home table. (E-W 1 goes to table 6, E-W 2 to table 7, E-W 3 to table 1, E-W 4 to table 2, E-W 5 to table 3, E-W 6 to table 4 and E-W 7 to table 5.)
- ♣ After playing all four boards E-W return to their home table and compare with their teammates.
- ♣ Captains confirm scores with their opponents and report the results to the director.

**Match 3**

- ♣ E-W pairs move three tables higher from their home table. (E-W 1 goes to table 4, E-W 2 to table 5, E-W 3 to table 6, E-W 4 to table 7, E-W 5 to table 1, E-W 6 to table 2 and E-W 7 to table 3.)
- ♣ Shuffle and play the boards.
- ♣ After each team has finished their four boards, E-W take the boards they have just finished to their home table.
- ♣ Do not shuffle or compare at this time!

**Match 4**

- ♣ E-W pairs will go three tables lower from their home table. (E-W 1 goes to table 5, E-W 2 to table 6, E-W 3 to table 7, E-W 4 to table 1, E-W 5 to table 2, E-W 6 to table 3 and E-W 7 to table 4.)
- ♣ After playing all four boards, E-W return to their home table and compare with their teammates.
- ♣ Captains confirm scores with their opponents and report the results to the director.

**Match 5**

- ♣ E-W pairs move one table higher from their home table. (E-W 1 goes to table 2, E-W 2 to table 3, E-W 3 to table 4, E-W 4 to table 5, E-W 5 to table 6, E-W 6 to table 7 and E-W 7 to table 1.)
- ♣ Shuffle and play the boards.
- ♣ After each team has finished their four boards, E-W take the boards they have just finished to their home table.
- ♣ Do not shuffle or compare at this time!

**Match 6**

- ♣ E-W pairs will go one table lower from their home table. (E-W 1 goes to table 7, E-W 2 to table 1, E-W 3 to table 2, E-W 4 to table 3, E-W 5 to table 4, E-W 6 to table 5 and E-W 7 to table 6.)
- ♣ After playing all four boards, E-W return to their home table and compare with their teammates.
- ♣ Captains confirm scores with their opponents and report the results to the director.