

Role Description: NSW Scrabble Association Equipment Officer

1. Provide equipment as necessary for all NSW tournaments. The following should be provided at each tournament unless not required by Tournament Directors.
 - (a) 8, 12,16 or 24-game scoring booklets as required
 - (b) Adequate result slips, ensuring all include provision for blank tiles identification
 - (c) Provide adequate tile sets (half blue, half white)
 - (d) Provide adequate tile racks
 - (e) Provide adequate table numbers with stands
 - (f) Provide adequate tile check sheets
 - (g) Provide adequate result slip baskets
 - (h) Provide additional clocks for use as needed
 - (i) Provide tournament laptop and look-up computers where needed (with appropriate cables as well as power boards)
 - (j) Provide printer if required (and maintain adequate A4 paper for this)
 - (k) Provide several flat boards on standby (minimum of 5)
 - (l) Provide and update several Mystery Words envelopes as well as maintain a log of prize money beginning with \$50 and rising by \$10 per tournament until won.
 - (m) Monitor, provide and arrange presentation of Milestone Badges as close as possible to players achieving these. Refer to Scrabble Australia for updates.
 - (n) Provide general stationery, NSW Tournament Rules, additional scorebooks, additional result slips, clocks, etc. in Tournament Director's Box
 - (o) Provide a trolley for transporting boxes.

2. Contact Tournament Directors at least two weeks before tournaments to confirm equipment requirements and to arrange for delivery/pickup of same.

3. Maintain an audit of all equipment after each tournament and replace stock to ensure adequate equipment is always available. Key sources include:
 - (a) Scorebooks and result slips: Contact Rene Chelton rene.chelton@gmail.com
 - (b) Table numbers: Contact Don Hadley dh101187@gmail.com
 - (c) Milestone badges and Blanks Stamps: Order from sales@swiftrubberstamps.com.au
 - (d) All invoices or recompenses should be directed to the Treasurer John Holgate: john.holgate@ozemail.com.au

4. Regularly wash tile bags and tiles (minimum twice a year).
5. Keep spare/misplaced tiles in Tournament Director's Box and replace in sets found to be short.
6. Store all surplus equipment (e.g. tilesets, sundry items, stationery, etc.).
7. Provide and record any equipment that may be borrowed by NSW Clubs, other Committee members, interstate associations, etc.
8. Report to the NSW Scrabble Committee at each meeting, both the state of equipment and propose any additional equipment for consideration.

Chris Ostrowski

criskris@bigpond.net.au

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