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**WPF GUIDEBOOK**

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1. **WSC/WPC Host**

-The decision on the delegation of the right to organize the World Sudoku/Puzzle Championship (WSC/WPC) is made at the WPF Congress two years in advance.

- Any member country which has been an active WPF member for at least 2 years and has fulfilled all its obligations to WPF can be a candidate for hosting the WSC/WPC.

- Candidacy notification is to be put forward 30 days prior to the WPF Congress or at the Congress itself.

-The notification must include the following:

- Accommodation venue(s)

- Date (length)

- Transportation

- Participation fee ( all types, i.e. WSC/WPC, WSC only, WPC only, guests, A teams, captains, B teams, single rooms)

- Competition hall - size and possible number of players

- Maximum number of representatives from each country

- Puzzle authors

- WPF help (puzzle authors, financial support)

- Voting on the candidates is carried out by ballot. The winner is the candidate with more than a half of the votes. Only votes casted in favor of one of the candidates are deemed valid. Abstaining from voting is not considered as a valid vote.

- In case none of the candidates receives more than a half of the votes, another round of vote takes place. The candidate(s) with the lowest number of votes received in the first round do not participate in the second round.

- The winning candidate is to set forth all the information about the location, dates, transport issues,

participation fees and time schedule at the Congress which takes place 1 year prior to the actual World Championship.

- In case the winning candidate, for whatever reason, is not able to organize the World Championship or if there are any other obstacles creating risk for the organization of the World Championship, an alternate candidate is to be chosen by the WPF Board.

1. **Participants rules**

- One can participate in the championship as competitor (A/B team), captain, member of team delegation (WPF delegate or guest) or organiser. A team consists of 4 members.

- Only WPF members can compete at the championship

- The participation in the championship depends on national criteria and conditions. Member countries

representatives` contacts can be found on the webpage of the World Puzzle Federation in the section

"Members" ([www.worldpuzzle.org/members](http://www.worldpuzzle.org/members))

- Any member country is to inform the organiser whether or not it is going to send its delegates to the competition no later than 180 days prior to the WSC/WPC. In case the organiser does not receive this confirmation, or the delegates waive their right to choose the representatives for the WSC/WPC, the organiser has the right to give priority to registering other applicants from that respective country.

- All participants are obliged to register in advance by completing the registration form which is to be made on a special WSC/WPC website.

- Registration of competitors may start 1 year prior and ends 30 days prior to the WSC/WPC. The organiser has the right to extend this registration period.

-The participation is subject to payment of the participation fee according to the special rules.

-The official competitor rate applies to all competitors who are part of any A and B team, competitors from countries with fewer than 4 participants, team captains, WPF board members, WPF Congress members

-The organiser has the right to set the maximum number of competitors at the WSC/WPC.

- One captain can be nominated per one team.

- The captain does not participate in the competition.

- It is allowed for any competitor to hold also the position of captain; in that case he takes into consideration that it may not be possible to carry out both positions adequately.

- Member of team delegation is an direct participant in the event.

-The number of participants is limited by hotel capacity and the size of the competition premises selected by the organiser.

- Conditions of participation for the members of delegations are set by the organiser

- In case the number of participants exceeds the limits, the organiser gives priority to equal representation of all countries.

1. **Financing and host´s responsibility**

## Hotel

Bedrooms (single and double rooms), meals (full board + 1 opening ceremony dinner and 2 closing ceremony dinners), conference rooms (competition hall, markers room, WPF GA meeting room), equipment (projectors, screens to display puzzles during the Introduction session, to relay timings and for the purpose of the play offs, TV to display actual results, PA system, lighting).

## Organisers

Hotel Costs - Accommodation , meals and possible reward for the volunteers.

## Transport

Coach hire for arrival and departure, only first and last day of each championship the transport will be provided for free from well in advance specified airports/stations. The host needs to adapt the coach schedule to the arrivals/departures of participants.

## Rest day trip

Attractive sightseeing or program needs to be arranged for the whole day. Lunch served out or packed lunch to be provided by the hotel.

## T-shirts and name badges

T-shirt with the championship logo to be given to all the participants and organisers. Size of the T-shirt should be specified by the participants in advance. Name badge for each participant needs to include name, country and role. The badge will be worn during the whole event.

## Medals/Trophies/Certificates

For both championships the trophies should be prepared for the following categories – 3 top individuals, 3 top teams, 3 top Under 18, 3 top Above 50. Best newcomer or any other category can be rewarded, too.

## Printing

Printable materials for each championship – Instruction Booklet (30-50 pages), Championship schedule (1-3 pages), Competition puzzles (cca 150 pages), Solutions (10-20 pages), Solutions for markers. The paper type should be 80 gsm (markers, pencils, pens should be tested if visible). Quality of print must be satisfactory. Light paper and poorer print quality can be acceptable on the Instruction booklet and on the solutions, but the competitors must be able to write and erase many times on the competition sheet without the ink fading away. Laser printing, or professional press printing, recommended. Photocopies are not acceptable

## Marking

Markers to be available during the whole event. Ideally the volunteers to be appointed.

## Publicity at for/event

web page, banners, backdrops.

## Goodie Bags

every participant to receive a bag upon arrival that includes at least the name badge, T-shirt, Instruction booklet, championship schedule and the WPF Newsletter. Any other souvenirs like pencils, maps, etc. are optional.

## Puzzle Preparation Costs

To allow for puzzle authors and other costs of puzzle verification or puzzle making (e.g. team round puzzles).

**Income**

## Participation Fee

The limit for the participation fees are: WSC only – 300 EUR, WPC only – 400 EUR, WSC/WPC - 600 EUR. A supplement fee to be charged for single rooms and guests. Any increase need to be approved by the WPF. The host needs to provide lower participation fee (accommodation, meal and transfer excluded). The average number of participants is 200-250.

## WPF Financial Aid

The WPF is ready to assist to the host if needed. Details available by contacting the WPF.

1. **Site selection**

**Hotel** – at least 3\* hotel required

**Competition hall** – preferably in the hotel area, size – large enough to accommodate approx. 180-200 examination style tables or 100 double partitioned tables (if not owned by the hotel, may be hired from a local school), the size of the tables should be min 50x50 cm, without cloth, lighting - visit at the same season preferred and if needed extra lighting to be ensured, no noise, AC,

**Meal** – full board, buffet style preferred.

**Refreshment** – during the competition refreshments to be provided, coffee, tea, during the coffee breaks. Water to be available all the time.

**Equipment** – projectors, screens, TV, PA system, computers, printers, flip charts, mast for the WP flag to be ensured.

**WI-FI** – available for free to all the participants.

1. **Time and Schedule**

## Date of event

The WSC/WPC can be held anytime in the year (Autumn is preferred due to lower airfares, hotels´ off season and sufficient time to host the national championships ).

## Length of event

The length of the event is not firmly done but the proven length is 2 days for WSC and 3 days for WPC.

## Schedule

Any changes to the schedule should be discussed with the WPF

Recommended schedule:

Day 1 – WSC Arrival – Opening Ceremony - Sudoku GP Finals - WSC Q&A

Day 2 – WSC

Day 3 – WSC – WSC Play off – Prize giving dinner – WPC Arrival

Day 4 – Rest Day (Sightseeing) – Puzzle GP Finals – WPC Q&A

Day 5 – WPC

Day 6 – WPC

Day 7 – WPC Play off – Free Time (Football match) – Prize giving dinner

Day 8 – Departure

## Day Trip

Attractive sightseeing or program needs to be arranged for the whole day. Lunch served out or packed lunch to be provided by the hotel. During this day also team photo session to be arranged. Photos of all the teams and all the participants to be distributed ideally during the closing ceremony.

## GA Meetings

The host is asked to provide a meeting room for the WPF congress (30 – 40 people) during the WSC/W–PC. The detailed time schedule will be provided by the WPF director once the WSC/WPC schedule is set. The projector and screen to be available.

## Q&A

At the Question and Answers session the organisers together with the puzzle authors go through the whole Instruction Booklet, explain unclear puzzles and answer players´ question. The projector and screen to be available. The WPF committee and the organising team should be presented there, too.

## Gala evenings

During the opening ceremony the WPF flag to be raised and at the closing ceremony to be handed over to the next WSC/WPC host.

## Evening program

Any funny or attractive program (games, competitions) for the players can be prepared by the host for the free evenings.

## WPF Sudoku/Puzzle GP

A competition hall to be available for the GP Finals. The same equipment as for the WSC/WPC to be available, the seating plan can be kept as during the competition with 10 seats for the finalists.

1. **People Requirements**

## Organiser

- The role of the organiser is to assure the event in the spirit of Olympic ideas, friendship, equality, respecting the fair play principles and WPF statute.

- The organiser is responsible for the regularity of the competition in favor of himself and also all competitors.

- In the rules of the competition, the organiser sets the methodology for advancing into the play-offs or the final respectively, based on the proposed competition structure, procedure applied in case equality in points occurs, etc.

- In case of unforeseeable circumstances, which affect the competition, the organiser has right to change the time schedule and competition criteria. He shall inform about this all captains of the teams and make sure all the participants are aware of it.

- The core team of organisers should be introduced at the Q&A session

## Markers

It is reccommended to have a suffiicient number of markers (i.e. 20% of number of participants). Each solution needs to be checked at least by two people and these should always sign their checked solution.

## Proctors

During the whole competition proctors should be available in the hall and at the most critical moments (distribution of puzzles and colletion of solutions) extra people (markers) need to be invited to assist. A special care should be provided during the play off, the proctors should be professional and experienced, detailed training to be provided in order to avoid unnecessary mistakes.

1. **Web page**

**Web page** – the site should be launched 12 months prior to the championships

**Content** – organiser, schedule, location, registration fees, contact, list of participants, results, FAQ, contact, forum, logos, partners of the championships

1. **Media**

The organiser makes all his effort to introduce the championship to national media and invites them to cover the event. The organiser provides all the materials to the WPF members so that they can advertise the event in their country. Press release to be prepared before the championship.

1. **Rules of the Competition (Puzzles)**

## Competition Hall Rules

- Unless specifically stated for any round permitted items which may be taken into the competition hall and used are: Pens, pencils, erasers, rulers, instruction booklets (optionally annotated with notes regarding puzzle instructions and preparation notes) and blank paper. Drinks and snacks will also be allowed so long as they don’t disturb other competitors.

- Each competitor must switch off his mobile telephone. Ringing and using the mobile telephone during the competition is found to be breaching the rules of the competition and shall lead to the disqualification of the competitor or his team in the particular round.

- It is strictly forbidden to use electronic devices such as music players and headphones of any type or any type of calculator. Use of such equipment may lead to the competitor being disqualified from the competition.

- Any other items brought into the hall must be left in a bag on the floor under the desk, so as not to block the aisles.

- Each competitor must sit at their pre-allocated desk to take part in individual rounds. Teams must work at their pre-allocated desks/areas for team rounds.

- Every competitor is obliged to state his name on his solving sheet (the code of his team-country in the team round). Without these data, the solving sheet can be evaluated with zero points.

- Competitors should ensure that they are at their desk ready for the start of each round. Late arrivals may not be permitted to enter the competition hall to take part in a round (at the discretion

of the organisers).

- Once the signal to start a round is given competitors may open their booklet and begin solving the puzzles.

- For each round there is a particular time limit, which can be used for the solving. At the moment of end of this time limit, the competitor is obliged to finish the solving and to put away the writing instruments. Any additional writing after the limit as well as looking at the solving sheet before the competition will lead to the disqualification of the competitor or his team in the particular round.

- During each individual round competitors must remain silent, unless declaring completion of a round.

- During team rounds team members may talk amongst themselves, but should do this with respect to other teams that may be near them.

- If declaring a round complete, the competitor must close his booklet, clearly state ’finished’ and raise his arm until the booklet has been collected.

- If any competitor needs to leave the competition hall prior to the end of a round, they will not be allowed to take any further part in that round.

- Once the signal to finish a round is given, competitors must immediately stop solving, close their booklet and put their pen/pencil down and be ready to hand their booklet in for marking.

- At the end of the round competitors must remain seated until all puzzle booklets have been collected.

## Marking

Once a round has been fully marked booklets will be returned to team captains at a specified location. If the team captain is not available, any team member can pick up the booklets but needs to add his signature as a proof.

## Results

– Partial results are being declared continuously, usually after all solutions of one part have been checked. The correctedsolution sheets together with the author`s solutions must be made available to all competitors. If reduction innumbers of competitors is going to happen (e.g. advancing to play-offs or just a change in the way of solvingdependent on the order of resolvers), before this reduction takes place any protests or challenges must beresolved. Until such a time the competition must not continue.

- Overall results are usually declared after all partial blocks of tasks have been finished. After this starts the set time period for any potential queries or challenges. Only after this period is over and all queries have been answered and all challenges have been settled, the results may be declared as final or the preliminary results may be confirmed as final.

## Protest

**-** In case of protest, the organiser is obliged to take it into consideration and discuss it with the captain of the particular team. If the captain does not agree with the decision, the organiser shall convene the WPF Committee.

- The captain can place a protest on behalf of his team. In case of disapproval with the organiser's decision is obliged to prepare a written statement for the WPF Committee. WPF Committee is an advisory body, which will be convened in case of disapproval with the organiser's decision regarding the protest. The Committee shall be assembled from 5 captains from different teams (apart from the team placing the protest) and the organiser as a submitter (without the right to vote). The protests shall be submitted to the Committee without stating the name and nationality of the competitor or team with the statement of the submitter and organiser. The decision of the WPF Committee is final. The WPF Committee will be established in advanced by the WPF and announced at the QA session.

## Play off

**-** system of play off is not set, the organiser can select his own.

- a special care should be provided, the proctors should be professional and experienced, detailed training to be provided in order to avoid unnecessary mistakes,

- if there is a protest after or during the play off, the WPF committee decides how to proceed

- spare set of puzzles to be prepared by the organiser in case the play off needs to be run again.

## Scoring and Time bonuses

Points will be awarded only for 100% correctly solved puzzles. There will be no partial credit except from Broken puzzles as described below. A time bonus should be awarded for the solution submitted before the time limit.

## Puzzles

- Number of puzzles and difficulty should be carefully checked based on the feedback of the puzzle testers. The organiser should contact more testers when preparing the puzzles, ideally at least one of them should be the top 10 solver. Points assignment, time limit for each round, content of each part should be done by a very experienced tester.

- In case a broken puzzle is discovered during the competition, the instruction for such a task must not be announced in any way as this would make it advantageous for those competitors who have not yet dealt with this task as opposed to those who have already spent great deal of time trying to solve it.

- If a puzzle, intended to have at least one solution, has no valid solutions due to a small error (the error might have been introduced by printing errors, typesetting, copying errors, incomplete or incorrect instructions, etc.) a competitor can get full credit by indicating that the puzzle is broken (a way of indicating that a puzzle is broken would be to write "BROKEN" on the puzzle. Other indications may also be valid, at the discretion of the organizer), making a small change (removal, or  
movement of a number, line, or symbol, either in the puzzle or in the instructions) to the puzzle so that it does have at least one valid solution, and then demonstrating a valid solution to the changed puzzle. A competitor can get partial credit by indicating that the puzzle is broken but not fixing the puzzle. The amount of partial credit given is up to the organizer but should generally represent how much time would be spent on the puzzle before the error becomes evident.

- If a puzzle, intended to have exactly one solution, has multiple solutions due to a small error, a competitor who gets any of the possible valid solutions gets full credit. A competitor can also get full credit by indicating that the puzzle is broken, making a small change to the puzzle so that it has exactly one solution, and demonstrating that solution.

- Colour puzzles can be used but an example should be given in order to avoid different perception of colours.

- It is the responsibility of the organizers to notify all authors that their puzzles may be republished by both the WPF and by WPF members, without any fee paid or notification of this republishing provided. The WPF will endeavour to ensure puzzles are credited to their original authors when republished, but this cannot be guaranteed.

## Instruction Booklet

- Instruction Booklet must be available at minimum 14 days before the championship.The organisers should enable a forum where all the questions are raised and answered. If any questions are repeated and seem to be unclear, the puzzle should be presented again at the Q&A session

- Content of the booklet – introduction, schedule, general rules, play off system, puzzle rules and examples, points assignment.

**The document is valid from September 20, 2016.**