

Setting up a 24 game Tournament.

You will need a Tournament Pack. This consists of:

For the Heats and Finals

Tournament Mats
Score cards / rule cards
Medals / prizes
Certificates

For practice in schools

1 set of Single Digits Cards (primary)
1 set of Double Digits cards (secondary)
1 Coordinator Guide Book

5 steps to putting on a 24 game tournament

- Advertise to and select schools
- Distribute information pack and bring reps together for meeting
- Schools practise and select pupil reps to enter heats
- Borough heats (half day) – primary and secondary if necessary
- FINALS – primary and secondary

Roles and responsibilities

The LA will:

- Appoint a Coordinator to take charge of all events organisation.
- Do all advertising and communication with schools.
- Book the venue for heats and the Final.
- Confirm expectations with schools.
- Arrange any publicity, including local press.
- Organise main winners prizes.
- Provide catering for participants and school reps.
- Run the heats and Finals events.

Schools will:

- Appoint a school rep (member of staff).
- Set up practice sessions at school and select team.
- Communicate with parents, gaining necessary permission.
- Organise transport to and from events.
- Ensure adequate adult pupil ratio and agree to supervise all school pupils at event.
- Take on necessary roles at events, such as score / time keepers.

Education Interactive will:

- Provide the Tournament pack and send starter packs to each selected school, with details from LA organiser.
- Provide Organiser Guide for LA and schools with help on setting the event up.
- Provide rules for the Tournament, including rules on how to play the 24 game.
- Provide certificates and small tokens to all participants.

Costs:

Tournament Pack £400 – on the basis of 20 participating schools.

This includes:

- 1 24 game card pack to each school (inc game pack and delivery to named person at school)
- 1 Organiser Guide to each school and to LA organiser
- 1 Event schedule for heats and finals
- 1 set of score cards
- 1 set of Tournament Mats – for use in heats and finals
- 1 24 game bookmark for each participating pupil (heats)
- 1 Timer
- 3 96 card packs for use in heats and finals