



**Silverest
Plaza
Scrabble Club**

An Affiliate of Scrabble Association of Zambia



SILVEREST PLAZA SCRABBLE CLUB CONSTITUTION & PLAYING RULES

As Adopted at Registration with the FASE LTD SILVEREST RECREATION
PLAZA (2026)



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CLUB STATUTE

1. Name and Purpose of the Organization

- A. The official name of the organization shall be "**Silverest Plaza Scrabble Club**", hereunder referred to as the Club.
- B. The aim of the Club shall be to promote, organize and supervise the playing of the game of Scrabble in the form of tournaments, leagues and knock-outs on a friendly and/or competitive but amateur basis.
- C. The official logo of the Club shall be none other than that found on the front page of the Club Constitution.
- D. The Club is registered as a sports organisation with FASE LTD Silverest Recreation Plaza and is affiliated to Scrabble Association of Zambia.
- E. The Club shall strive to achieve and maintain excellence in the following domains:
Membership Base; Junior Players Movement; Public Profile; Participation in Club Events; Competitive Play; Fair Play; Social Cohesion among Members; Satisfaction with Club Events; Club Finances; Participation in Club Administration; Club Official Status; Playing and Social Environment; Social Responsibility.
- F. The Club's striving for excellence in Club Finances is without prejudice to its nature as a non-profit-making organization, as set forth in section 11.
- G. In the event of dissolution of the organization, all assets shall be donated to charitable institutions after all liabilities have been dissolved.
- H. The Club is a non-profit-making organisation. This means that any surplus of funds from a particular financial year is to be reinvested in the Club.
- I. The official address of the Club is FASE LTD Silverest Recreation Plaza, Silverest, Chongwe, Zambia.

2. Club Administration

- A. There shall be a Executive Committee composed of not less than three Club members and not more than five members of the Club. The role of the Executive Committee shall be to formulate and evaluate policy and strategy directed at achieving the Club's outcomes, as defined in 1E of the statute, and at improving the overall running of the Club.
- B. The Club shall appoint a Patron from among eminent citizens.
- C. The Executive Committee may enact new by-laws or effect revisions to existing by- laws before the next AGM. (This possibility is limited to by-laws). Such changes will be operative until the day of the AGM when, to become permanent, they will have to be ratified (by simple majority voting).
- D. The Executive Committee shall hold a minimum of six meetings in the course of its tenure.
- E. The Executive Committee shall consult with Club members on any strategy it formulates prior to any such strategy being implemented

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O. The Case Committee shall also identify and bring to the attention of the Executive Committee any lacunae in the regulatory framework that would have adversely conditioned its rulings or decisions.

3. Duties of Committee Members

A. The Executive Committee shall be composed of the following roles: Chairperson, Treasury, Secretary and Membership Coordinator.

B. The role of Chairperson to the Executive Committee shall be fulfilled by the Chairperson. It will be the Chairperson's duty to call Executive Committee meetings, to set an agenda for each Executive Committee meeting and to chair these meetings. In the course of such meetings, the Chairperson may vote on any issue as an ordinary member. If, having done so, the voting is level, s/he has the right to exercise an additional casting vote to decide on the issue. The Chairperson shall be responsible for preparing any information that is necessary for the Executive Committee to formulate and evaluate policies and strategies.

C. The Secretary shall be responsible for issuing and receiving formal communications to and from Club members and third parties through the Club's various channels of communication. S/he will also be responsible for writing minutes for all meetings of the Executive Committee, AGMs and EGMs held during his/her term of office. S/he will also be responsible for coordinating consultations with Club members. S/he shall assume the role of Chairperson if and when the latter is absent.

D. The Treasurer shall be responsible for overseeing the finances, financial transactions and accounts of the Club.

E. The Membership Coordinator shall be responsible for mobilizing, recruiting, and vetting new members into the Club.

F. Two Committee members of the Executive Committee shall have no portfolio. However, one of them shall be designated by the Executive Committee to assume the role of Secretary if and when the latter is absent or assumes the role of Chairperson as per 3D.

G. The Case Committee shall be composed of the following roles: Chairperson, Secretary, 1 member.

H. The Chairperson of the Case Committee shall be chosen from among and by the elected and co-opted members of the Case Committee. It will be the Chairperson's duty to call Case Committee meetings, to set an agenda for each Case Committee meeting and to chair these meetings. In the course of such meetings, the Chairperson may vote on any issue as an ordinary member. If, having done so, the voting is level; s/he has the right to exercise an additional casting vote to decide on the issue. The Chairperson shall be responsible for preparing any information that is necessary for the Case Committee to give a ruling.

I. The Secretary shall be responsible for writing minutes for all meetings of the Case Committee held during his/her term of office. The Secretary shall also be responsible for receiving from and sending written communications to individual Club members who request or require a ruling by the Case Committee. The Secretary shall also be responsible

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for communicating with foreign and international competitive Scrabble arbitration bodies as and when necessary. S/he shall assume the role of Chairperson if and when the latter is absent.

- J. The 1 member of the Case Committee other than the Chairperson and the Secretary shall have no portfolio. However, s/he shall assume the role of Secretary if and when the latter is absent or assumes the role of Chairperson as per B.
- K. The Chairperson shall ensure that the strategies formulated by the Executive Committee are correctly and expeditiously implemented. S/he shall do this by enabling and coordinating the work of the Operational Units. To this end, the Chairperson may appoint a deputy to assist him/her in his/her role and to assume his/her duties in his/her absence.
- L. The Chairperson shall be responsible for acting as the main representative of the Club in all official discussions and/or negotiations with other organizations or individuals outside the Club, and for representing the Executive Committee in official addresses to the members. The Chairperson shall also be the Club's legal representative.
- M. Committee members, when engaged outside the internal fora of the Committees and even when not discharging their administrative duties, shall be expected to act and speak in a manner that reflects and upholds the values, unity, cohesion and direction of the Committee. The Committee, acting upon the initiative of any one of its members, may issue a warning to any one of its members who fails to act and speak in such manner. Persistent failures in spite of such warnings by the Committee will result in the member's suspension or expulsion from the Committee. When such action is taken, the Committee shall explain the reasons for its action in writing to the member against whom the action is taken and to the rest of the Club members. A member expelled from the Committee may not be co-opted to the Committee for the remaining duration of the term of the Committee from which s/he was expelled.

4. Election of Members on Committees

- A. Regardless of whether the number of nominees for the posts of Chairperson and members of the Executive Committee and Case Committee is sufficient for a ballot to be held, any nominee for the said administrative posts must obtain at least 50% of the votes cast plus one vote in order to fill a given post. A nominee who fails to obtain this minimum may not be co-opted by the Committee during its term.
- B. The voting process of the election of Executive Committee, the Case Committee and the Chairperson will not necessarily take place in the course of the actual AGM. Paid-up members will have the option of voting by not later than three working days prior to the AGM, by which day a Voting Officer nominated by the Committee will have collected all filled in voting documents of members who have chosen this option.
- C. The voting officer must not be a member of the Executive Committee or of the Case Committee and/or a candidate for either committee. She/he will be selected by the committee by not later than two weeks prior to the day of the AGM. The Voting Officer must not in any way attempt to gain knowledge about the content of the voting document. He/she will hand them over to the election committee on the day of the AGM.
- D. The resignations of the Executive Committee and the Case Committee will occur on the

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third working day prior to the day of the AGM.

- E. In the event of no nomination for the post of Chairperson being submitted by the stipulated time frame, the Chairperson will be chosen from among the elected and co-opted members of the Executive Committee.
- F. The Executive Committee and the Case Committee shall elect their own respective Secretary.
- G. Co-opted committee members will be able to exercise full voting rights during committee meetings.
- H. Members of the Club may, on the Committee's approval only, attend Committees meetings but will not be voting participants.
- I. Three members shall form the quorum of the Executive Committee and the Case Committee.
- J. Any Committee member failing to attend for more than three (3) consecutive Committee meetings, without a valid reason, shall forfeit his membership in the Committee.
- K. The Chairperson shall be directly elected by Club members.
- L. The Chairperson and members of the committees shall be elected every year at the Annual General Meeting of the Club.
- M. Operational Units shall be appointed by the Chairperson. This shall happen at the start of the Chairperson's term.

5. Club Membership

- A. Any member desiring to join the Club shall apply to the Membership Coordinator, who will then forward the potential member's particulars to the Case Committee. The Case Committee shall reserve the right to accept or reject any application.
- B. Candidates will become full members upon payment of the membership fee. If one month elapses before payment of the membership fee after members are informed of their acceptance, their membership will be terminated.
- C. Membership fees cover a full calendar year, or part thereof if paid during the course of a calendar year that has already commenced.
- D. A registry of all members, together with their addresses, shall be kept.
- E. All members are to abide by the Club rules.
- F. An invitation to an honorary Club membership may be extended by the Case Committee to a person or persons at its own discretion.
- G. A member may have his/her membership terminated by the Case Committee as a disciplinary measure. Furthermore, a Club member may be fined or suspended by the Case Committee for conducting himself/herself in a manner which, in the opinion of the Case Committee, can be injurious to the Club.
- H. Club membership is open to all ladies and gentlemen of any nationality.

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- I. All communications in writing by the Club's Administration to Club members shall be worded in English. This may not necessarily apply when communications are addressed and sent separately to individual members.

6. Rights and Responsibilities of Members

A. Membership of the Club shall carry with it the following rights and responsibilities:

- I. Members shall be informed about past, future and ongoing events in a clear, comprehensive and timely manner.
- II. Members shall be expected to inform the Committee as well as any other members concerned about their intentions regarding participation in any future or ongoing event in a timely manner.
- III. Members shall be able to submit feedback to the Committee about Club events or about other administrative matters related to the Club. Such feedback shall be received, recorded and replied or responded to by the Committee within a reasonable timeframe. In the handling of such feedback, confidentiality shall be respected at all times.
- IV. Members shall be expected to honour their playing commitments unless there is a valid reason for them not to do so, which reason they shall submit to the Committee in writing.
- V. Members shall receive any prizes that are due to them in a timely manner. In this respect, members shall be expected to attend any official prize-giving activity where they are the recipients of one or more prizes. Members shall be expected to justify their absence from any such activity in writing to the Committee before the date of such activity.
- VI. Members shall be able to participate in the decision-making and implementing structures and processes of the Club. They shall be expected to do so in accordance with their individual skills and availability.
- VII. Members shall be provided with whatever is necessary to their satisfactory participation in any Club event. In particular, new members shall be given the necessary preparation to enable them to integrate within the Club as fully, smoothly and speedily as possible.
- VIII. Members shall be expected to participate in Club events according to their availability and disposition. In particular, members shall be expected to participate in events or initiatives whose purpose is to promote the Club to a wider public.
- IX. Members shall be expected to uphold the good name and image of the Club at all times.
- X. Members' individual needs shall be catered for as far as possible and as long as such needs are not at odds with the purpose of the Club.
- XI. Members' personal lives and circumstances shall be respected at all times.

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- XII. Members shall be expected to share with the Committee any information in their possession which is or might be conducive to the purpose of the Club.
 - B. The above rights and responsibilities shall be made known to all prospective members.
 - C. The Committee shall adopt measures to promote the said rights and responsibilities.
7. Annual General Meeting
- A. An Annual General Meeting (AGM) of the members of the Club shall be held once a year (at an interval of no less than 11 months and no more than 13 months from the previous AGM) on a date not later than 15 March, which date shall be communicated at least one month before the meeting.
 - B. The Agenda of the AGM shall be as follows:
 - I. Approval of the (pre-circulated) minutes of the last AGM.
 - II. Tabling of (pre-circulated) Annual Report drawn up by Executive Committee (including detailed presentation of Club's reviewed accounts)
 - III. Comments on the Annual Report by the outgoing Chairperson
 - IV. Open discussion on the Annual Report
 - V. Approval of Annual Report
 - VI. Election of reviewers for the following year
 - VII. Motions, counter-motions, amendments and counter-amendments, if any, to be discussed and voted upon
 - VIII. Considering and approving or rejecting all new by-laws and amendments to by-laws which the Executive Committee may have passed since the last General Meeting.
 - IX. Receiving the resignation of the Chairperson, the Executive Committee and the Case Committee.
 - X. Election of the new committees and Chairperson
 - XI. Selection of election board for the following year
 - XII. Other matters
 - C. Only fully registered and paid members of the Club are entitled to attend and vote at the General Meeting.
 - D. The General Meeting shall be chaired by the Chairperson or in his absence by the Secretary to the Executive Committee or in their absence an ad hoc chairman nominated and elected by show of hands.
 - E. To constitute the General Meeting, the attendance of one-third of the Club's registered members is required as a quorum. If the quorum is not reached, the General Meeting will start half an hour after the appointed time with the members present.

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- F. Notices of motions at the General Meeting shall be given in writing to the Secretary to the Executive Committee at least three weeks before. Members are to be advised of motions presented and any other amendments to the motions will be accepted by not later than a week before the meeting.
8. Extraordinary General Meeting
- A. The Executive Committee may call an Extraordinary General Meeting any time it deems fit, with a minimum notice period of at least 2 weeks.
 - B. Members may call upon the Executive Committee and request an Extraordinary General Meeting. This may be done in the form of a written request of at least one- third of the Club's registered members. The Committee has to be informed of the purpose of the Extraordinary General Meeting.
 - C. Clauses 6B, 6C, and 6E apply for an extraordinary General Meeting.
 - D. A change of club premises must have the formal approval of at least 50 per cent of the club's registered members.
9. Changes to the Statute
- A. Changes to the Statute may only be made if endorsed by at least 50% of members present at an AGM or EGM. This statute has been approved during the inaugural establishment of the Club and is being certified by all the Executive Committee.

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PLAYING RULES

CLUB RULES FOR ALL LEAGUES AND TOURNAMENTS

1. The following rules shall apply:

[Games Rules, World English Scrabble Players' Association \(WESPA\), Version 4.0](#)

2. In addition the following rules shall also apply:

- A. Automatically, the opponent starts first in the second game. If there is a third game, the players draw again.
- B. A player may challenge up to three (3) words at a time.
- C. A player may not view his/her opponent's rack nor may he/she disclose his/her rack to his/her opponent.
- D. A player may not seek advice from any person present while the game is in progress. During games, no onlookers should be allowed to look up words in the Scrabble Word Lists unless asked to do so. League Masters will use low voices when checking challenges and no murmuring is allowed from onlookers.
- E. If the tiles on the board are accidentally dislodged during play, they shall be replaced on the board. If the order in which they were placed cannot be remembered or the players cannot agree to the order, then the game will be considered to have ended at that stage and the value of the players' rack will be deducted from their respective scores.

3. There shall be the Silverest Plaza National Scrabble Championship (SPNSC), which shall be held once a year.

- A. Any person who holds a valid Zambian passport or a valid Zambian Identity Card shall be able to enter the SPNSC unless s/he is banned or suspended at national or international level from playing official competitive Scrabble.
- B. The SPNSC shall consist of 2 divisions. The composition of each division will be determined according to the latest official rating list prior to the deadline set by the committee for registration in the SPNSC, and on the basis of a cutoff rating of 1350 whereby entrants with a rating that is equal to or higher than the cutoff rating will play in Division I whilst all other entrants will play in Division II.
- C. Entrants whose rating is below 1350 but equal to or above 1250 can opt to play in Division I as long as the residual number of players in Division II is not less than one-third of the total number of entrants.
 - I. Division I shall consist of at least one-third of the entrants. If the number of entrants who are eligible or opt to play in Division I is lower than one-third of the total number of entrants, then the entrants with the closest rating to the cutoff rating shall be placed in Division I such that Division I is made up of one-third of the total number of entrants.

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- II. The Committee will decide upon the format of the League. This may vary between divisions.
4. The participation of a player in any league or tournament is to be discontinued in any of the following circumstances:
 - A. as a disciplinary measure against the player deemed necessary and appropriate by the committee;
 - B. if the player himself/herself formally declares his/her intention to withdraw from the tournament;
 - C. if the player has made the maximum of allowed postponements or conceded the maximum of walkovers and is unable to honour the remaining fixtures at least once.
 - D. In the event of a discontinuation of a player's participation from any tournament, all the results obtained by the player in the course of the league or tournament are to be scratched. This will not apply when the player has completed a discrete phase or round of the league or tournament prior to his/her withdrawal. In the latter case, the player's results of the phase or round completed are not to be scratched.
 5. If and when the Club is called to nominate a number of representatives to play in an international tournament that is sanctioned by WESPA as the premier international Scrabble tournament (to be referred hereunder as the Scrabble Champions Tournament (SCT)), it shall be the Executive Committee's prerogative to choose the number of eligible representatives to whom Club funds shall be advanced (as detailed in 6 of Club Rules for all Leagues and Tournaments).
 - A. In so choosing, the Executive Committee shall take due account of the envisaged impact of the Club's financial obligations towards its representatives (as detailed in 5C of Club Rules for all Leagues and Tournaments) on the Club's finances.
 - B. The Executive Committee shall announce the number of representatives before the start of the qualifying phase or period for the SCT.
 - C. For a player to be eligible to receive funds as per 5C, s/he must satisfy the following requirements:
 - I. The player must hold a valid Zambian passport or a valid Zambian Identity Card. The ID card must be valid from a date that is at least two (2) years before the start of the SCT.
 - II. The player must be a Club member as per 5B of the Club Statute.
 - III. The player must participate in:
 - a. The last National League prior to the SCT.

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- b. Two (2) other competitions organized under the auspices of the Club each consisting of at least twenty (20) games. The last (in chronological terms) of the competitions participated in as per 1IIA and 1IIB shall have a designated start date that is not more than one hundred and fifty (150) days before the start date of the SCT.
 - c. Competitions organized under the auspices of the Club that consist of fewer than twenty (20) games and that are of the same kind in terms of format and structure shall be considered for eligibility purposes in respect of the SCT if a player has participated in a sufficient number of such tournaments to amass an aggregate of at least twenty (20) games from his/her participation in such tournaments. The first (in chronological terms) tournament which contributes to the aggregate of at least twenty (20) games shall have a designated start date that is not more than one hundred and fifty (150) days before the start date of the SCT.
- IV. The player must obtain a placing in:
- a. The top half of the final classification of Division I of the National League participated in as per 1IIA.
 - b. In the case of an odd number of players in the final classification, the borderline player will be eligible to represent the Club in the SCT according to whether his/her final points tally at the end of Phase 1 is closer to that of the bottom player in the top half of the final standings or to that of the top player in the bottom half of the same standings. If the final points tally is equidistant, the player will be eligible to receive funds as per 5C.
6. The guidelines to be used for the advance of funds to the Club's representatives are as follows:
- A. Type of expenses to be covered from Club funds
 - I. The Club will cover part of the travel, living or administrative expenses that are necessary and sufficient for each representative to participate in the WESPAC. In ensuring that such expenses are not above the level of what is necessary and sufficient as described above, the Committee shall take due account of the need for travel and living arrangements not to impinge negatively, under normal circumstances, on the representatives' performances in the WESPAC.
 - B. Share of the expenses to be covered from Club funds
 - I. The Club shall cover not more than 50% of the total expenses described above provided that this amounts to not less than K10,000 and not more than 30% of the aggregate surplus funds generated by the Club in the two financial years prior to the WESPAC. If the costs covered by the Club amount to above the 30% limit, then the percentage of costs covered by the Club shall be lowered to just within this limit.
 - C. Distribution of Club funds

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Club funds shall be distributed as follows:

- I. 1 representative: 100% for first eligible WESPAC entrant as per 5C-IV-AB.
- II. 2 representatives:
 - a. 60% for first eligible WESPAC entrant as per 5C-IV-A 2.
 - b. 40% for second eligible WESPAC entrant as per 5C-IV-A C.
- III. 3 representatives:
 - a. 50% for first eligible WESPAC entrant as per 5C-IV-A 2.
 - b. 30% for second eligible WESPAC entrant as per 5C-IV-A 3.
 - c. 20% for third eligible WESPAC entrant as per 5C-IV-A D.
- IV. 4 representatives:
 - a. 50% for first eligible WESPAC entrant as per 5C-IV-A 2.
 - b. 30% for second eligible WESPAC entrant as per 5C-IV-A 3.
 - c. 15% for third eligible WESPAC entrant as per 5C-IV-A 4.
 - d. 5% for fourth eligible WESPAC entrant as per 5C-IV-A

D. Share of the expenses not covered from Club funds

Expenses not covered from Club funds will be covered either from the private finances of the representative/s or from any financial aid granted by Silverest Plaza specifically for the participation of the Silverest Plaza representative/s in the WSC, which financial aid the Committee shall actively seek to secure. If the financial aid available from Silverest Plaza is in excess of the total expenses not covered from Club funds, then the percentage of total expenses covered from Club funds will decrease proportionately. The distribution of any other external sources of funding secured by the Committee or by any individual Club members or outsiders specifically and exclusively to support the participation of the Silverest Plaza representative/s in the WSC shall be managed by the Committee in line with all of the above provisions.

7. No smoking is allowed during games.

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BY-LAWS FOR ALL LEAGUES AND TOURNAMENTS

1. The committee will decide upon participation fees in all leagues and tournaments. No participation fee is charged to paid-up members for tournaments with more than ten fixtures, but a maximum table fee of K100 per fixture would then be chargeable in advance.
2. The Committee reserves the right to suspend or fine any player who withdraws completely from any competition, without giving any reasonable justification, after the draws have been made.
3. For every game won, two points will be awarded. For every game lost, no points are awarded. In the case of a tie in the score points, the players will get one point each.
4. The committee will be responsible for the organization of all competitions for which prizes will be awarded according to finances permitting.
5. If two players are tied on points for first place at the end of the Silverest Plaza National Scrabble Championship, the championship winner will be decided through a direct encounter on a best-of-7 games basis. If three or more players are tied on points for first place at the end of the championship, the league winner, runner-up and so on will be decided through a round-robin of 5 games per encounter.
6. In a case of tie on points between two or more players in any league or tournament other than the Silverest Plaza National Scrabble Championship, the general spread will be considered first to determine the placings.
7. Every competitor has the right to decide not to play the second game of a fixture. This will be officially recorded as a postponement (or as a walkover if no postponements are left). These penalties are only applicable when clocks are used to time and limit match duration.
8. If a player does not honor his/her fixtures for three consecutive times, he/she will be eliminated from the competition and all points erased as if he/she never took part.
9. The winner of the National Championship will be declared as the Club champion until the next Championship.
10. In Swiss system tournaments, fixtures for the first round of the tournament will be drawn according to the present Ratings at the same time of the commencement of the tournament. Participants are divided into two pools: the upper pool in the Rating list and the lower pool in the Rating list. Then, the first participant in the upper pool will play against the first participant in the lower pool, the second participant in the upper pool will play against the second participant in the lower pool, and so on accordingly. The following fixtures in the second round will take place according to the Swiss system as established from the computer.
11. For every league and tournament, the Case Committee shall designate and announce one or more Tournament Director/s before the start of the league or tournament. The Tournament Director/s will arbitrate on all games rules disputes and on all alleged violations of rules of conduct.

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12. The procedure for adjudicating challenges shall be self-adjudication as described in 3.10.9 of Games Rules, World English Scrabble Players' Association (WESPA), Version 2.0.
13. The penalties for unsuccessful challenges shall be the five-point penalty per unsuccessfully challenged word, i.e. option ii of 3.10.15 b of Games Rules, World English Scrabble Players' Association (WESPA), Version 2.0.
14. The Treasurer, or anyone acting on his/her behalf, shall ask fee payers to sign an official document to certify payment. The Treasurer, or anyone acting on his/her behalf, shall also issue cash receipts to fee payers but only when requested and upon request.
15. League and tournament fees are to be paid strictly by the start of the league or tournament in full or in part as advised by the Committee in the appropriate circular. The registration of a player in any league or tournament will be considered provisional until the player's fees in relation to such league or tournament are paid.
16. Without prejudice to any other rule or by-law, all league fixtures shall be played on the dates and times designated by the Committee.
17. Without prejudice to any other rule or by-law, all league fixtures shall be played at the Club Premises.
18. Participants shall be able to play a number of league fixtures designated in advance by the Committee on alternative dates also designated in advance by the Committee provided that:
 - A. Participants inform their opponents in advance.
19. When the number of fixtures which participants require to play on alternative dates is in excess of the designated limit or when participants are unable to play their fixtures on the alternative dates designated by the Committee, participants shall be able to play the fixtures on other designated dates provided that:
 - A. Their opponents consent to the change of dates.
 - B. The number of fixtures so changed does not exceed 60% of all the fixtures of the participant requesting the changes.
 - C. The alternative designated dates are spread out over the entire period of the competition or phase thereof.
20. Where participants and/or their opponents are unable to play on any alternative designated dates, participants shall be able to play fixtures on non-designated dates and/or times provided that:
 - A. They have compelling reasons.¹

¹Compelling reasons are defined as transient personal contingencies, whether or not foreseen, that make it impossible or impractical for participants to play their fixtures as designated in terms of time and/or place. This shall also be taken to mean that participants cannot reasonably be expected to adapt to their personal contingencies in such a way that they would then be able to play their fixtures as designated in terms of time and/or place.

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- B. Their opponents consent to the change of dates.
 - C. The number of fixtures so played added to any fixtures played on alternative designated dates not set by the Committee do not account for more than 60% of all the participant's fixtures.
 - D. All non-designated dates fall within the period between the designated start and end dates of the competition or the relevant phase thereof.
22. Participants can play their fixtures outside the Club premises provided that:
- A. They have compelling reasons.
 - B. The fixtures are played in a suitable environment.
 - C. The number fixtures so played added to any fixtures played on alternative designated dates not set by the Committee and added to any fixtures played on non-designated dates do not account for more than 60% of all their fixtures.
23. Any fixture that does not meet the requirements set out in by-laws 17 to 22 shall be declared a walk-over against the participant who fails to meet the said requirements.
- A. Participants against whom more than two walk-overs are declared shall be scratched from the league.
24. The Committee reserves the right to refuse requests for special arrangements under by-laws 21 and 22 if acceding to all such requests in relation to a particular league or phase thereof would jeopardize the orderly running of the league. In such cases, requests that meet all the set criteria shall be granted on a first-come-first-served basis.
25. Fixtures can be designated by the Committee to be played outside the Club Premises as long as this is conducive to the purpose of the Club and does not cover an aggregate period of more than one-third of the calendar year.
26. In the case of By-law 19, participants shall be expected to inform the Committee in writing in advance.
27. In the case of E and F, participants shall explain their reasons to the Committee in writing.
- A. The Committee shall inform the participant of its decision in writing.
28. In the case of By-laws 21 and 22, participants must submit a complete account of the alternative dates for their fixtures.
29. In the case of 23, the opponent must sign a declaration to the effect that s/he was satisfied with the alternative place in which the fixture was played.
30. The Committee shall establish official forms to enforce the observance of the foregoing procedures.
31. When establishing initial seedings for a league or tournament, the Committee shall be able to assign unrated registrants to a higher division, section, group or rank than they would be automatically assigned (to) by virtue of their 0 rating. In so doing, the Committee shall consider any past local, foreign or international player ratings and/or any current foreign or

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international player ratings relative to the unrated registrants, and/or any other unequivocal non-numerical indicators of the registrants' actual playing level.

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RULES GOVERNING PLAYER RATINGS PROCEDURES

1. The Club's official rating system is the Scrabble Association of Zambia adopted system of Rating Tournaments, computed by Ratings software program termed RATINGS.exe, or more updated versions thereof.
2. All games played as part of a (to-be) rated tournament are to be considered for rating purposes.
3. Games won or drawn against a fictitious player (i.e. Byes) are to be eliminated from the rating calculations.
4. Except for the above case (i.e. by-law no.3), and the elimination of players after the lapse of two years from the last date of participation, the rating calculations are never to be manually manipulated.
5. Tournaments are to be rated in chronological order, that is according to the respective dates of completion of the competitions.
6. (Rated) tournaments that are more than 20 games long are to be rated in two or more separate chunks. Chunking of games for ratings purposes should correspond to the division of the tournament into discrete phases or rounds.
7. Members who do not participate in rated tournaments for two whole years are to be removed from the Club Rating list. On turning up for play after the lapse of two years, they will be treated as newcomers as far as the club Rating list is concerned.
8. Players who are not paid-up club members will be removed from the Club's Official Rating List. Should any player removed from the list under this Rule turn up for play in an event open to non-members, within two (2) years of his/her last rated participation, he/she will be temporarily re-inserted in the list with his/her last recorded rating.
9. Player ratings calculated on the basis of fewer than 50 games will be included in the official rating list (subject to the conditions laid down in Rule Governing Ratings Procedures no. 8 being satisfied) but will not necessarily be considered for purposes of determining the composition of league and tournament groups, sections or divisions. The decision as to which group, section or division players with provisional ratings are to be placed in is to be taken by the committee in consultation with the said players.

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