

**Year Plan of LUDUS (弈緣),  
The Elected Cabinet of Games Society HKUSTSU,  
Session 2019 – 2020**

**Aims**

1. To provide a platform for board game players to communicate.
2. To invite HKUST students to join our gatherings and events.
3. To promote board games, chesses and e-sports to HKUST students.
4. To broaden members' social network both internal and external to HKUST through playing games.
5. To enhance multifarious skills of members such as reasoning skills.

**List of Executive Committee members**

<b>Position</b>	<b>Name</b>
Chairperson	Lo Yuk Fai (Marcus)
Vice-Chairperson	Lau Siu Hin Hansel (Hansel)
Secretary	Yeung Man Yin Michael (Michael)
Financial Secretary	Mok Ka Hei (Kathy)
Promotion Secretary	Li Chun Kit (Cracker)
Games Secretary	Cheng Tung Yat (Sunny)
Information Technology Secretary	Leung Cheuk Ho (HoHo)

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Games Society HKUSTSU, Session 2019 – 2020**

**Year Plan**

<b>Date</b>	<b>Function</b>	<b>Person in Charge</b>
April, 2019	Mass Game Gathering	Li Chun Kit
June, 2019	League of Legends Competition	Leung Cheuk Ho
July to August, 2019	Registration Day	Lau Siu Hin Hansel
August, 2019	Orientation Camp	Mok Ka Hei
September, 2019	Orientation Week	Lau Siu Hin Hansel
September, 2019	Game Night	Mok Ka Hei
October, 2019	Chinese Chess Competition - Internal	Cheng Tung Yat
October, 2019	Chinese Chess Competition - HKUST Cup	Cheng Tung Yat
November, 2019	HKUST Clash Royale Tournament 2019	Yeung Man Yin Michael
September to November, 2019	Sub-committee Function	Yeung Man Yin Michael
December, 2019	Christmas Party	Li Chun Kit
March, 2019 - March, 2020	Regular Board Games Gathering	Leung Cheuk Ho
September to November, 2019 & February to March, 2020	Regular Chinese Chess Team Practice	Cheng Tung Yat

## **Details of proposed functions**

### **Mass Game Gathering**

Person in Charge:	Li Chun Kit (Cracker)
Proposed Venue:	Common Rooms 1&2, LG4
Proposed Date:	April, 2019
Proposed Time:	18:00 - 23:30
Proposed Fee:	Members (Early-bird): \$20 Members (Normal): \$30 Non-members: \$40
Expected Number of Participants:	20 – 30
Expected Number of Helpers:	10

### **Objectives:**

1. To promote upcoming functions.
2. To promote strategy games and mass games.
3. To promote Games Society to HKUST students.
4. To build tighter bonds between Executive Committee members and society members.
5. To strengthen relationships between society members.

### **Preparations:**

*To be done at least 1 month in advance:*

1. Reserve Common Rooms 1&2.
2. Reserve the venue for game demonstration, if needed.

*To be done at least 3 weeks in advance:*

3. Assign a duty roster for each of the Executive Committee members.
4. Finalize the job distribution.
5. Finalize posters for promotional purpose.
6. Finalize the whole mass game.

*To be done at least 2 weeks in advance:*

7. Prepare required materials.
8. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
9. Demonstrate the games and make necessary changes.
10. Open online registration.
11. Set up a counter for registration.
12. Recruit helpers.

*To be done at the time specified:*

13. Prepare refreshments at least 3 days in advance.
14. Remind participants through e-mails and WhatsApp at least 3 days and 1 day in advance respectively.

**Proposed Rundown of Mass Game Gathering**

<b>Time</b>	<b>Action</b>
18:00 - 18:15	Briefing
18:15 - 19:00	Set up the venue
19:00 - 19:05	Grouping
19:05 – 19:20	Ice-breaking Games
19:20 – 19:30	Introduction
19:30 - 22:45	Mass Games
22:45 - 23:00	Score Counting
23:00 – 23:30	Debriefing & Buffer

**Remarks:**

1. Alternative venues would be reserved for back-up purpose if necessary. If Common Rooms 1&2 cannot be booked, the back-up venue, in order, shall be Common Room 4, Common Rooms 5&6, Common Room 3, Classroom(s). The reservation will be done at least 3 weeks in advance.
2. In any period of the roster, there should be at least 2 Executive Committee members in the counter for promotion and registration of participants of the events.
3. All participants will be split into 3 or 4 teams, depending on the number of participants, the group members will be assigned completely at random.
4. The groups will be finalized prior to the initiation of the event.
5. Members registered for the event at least 1 week in advance will be considered as early-birds. They shall pay the reduced fee only, which is 20 Hong Kong Dollars only.
6. The deadline shall be 6:00 p.m. of the day prior to the event. If the number of registered participants reaches 40 early, then the registration process shall close early.

### **League of Legends Competition**

Person in Charge:	Leung Cheuk Ho (HoHo)		
Proposed Time:	Preliminary round:	13:00 - 20:00	
	Final round:	12:00 - 18:15	
	(Subject to changes)		
Proposed Date:	June, 2019		
Proposed Fee:	For grouping session:		
	Members:	Free of charge	
	Non-members:	\$10	
	For competition:	\$50 per team	
Expected Number of Participants of grouping:	20 - 48		
Expected Number of Participants of tournament:	4 - 8 teams		
Proposed Promotion Period:	April to June, 2019		

### **Objectives:**

1. To promote Games Society to HKUST students.
2. To promote e-sports and the positive impact of e-sports within campus.
3. To provide strategic competitive activity other than board games.
4. To provide a platform for students who enjoy e-sports to compete against each other.
5. To provide a platform for members to form League of Legends teams, if feasible.
6. To select the best team to take part in joint-school League of Legends competition representing HKUST, as if feasible.

**Preparations:**

*To be done at least 3 months in advance:*

1. Assign a roster and duties for each Executive Committee members.
2. Finalize the registration form for grouping session.
3. Design poster for grouping session.

*To be done at least 2 months in advance:*

4. Collecting students' information to establish a WhatsApp group for participants to find teammate.
5. Finalize the registration form for the competition.
6. Finalize the posters for the competition.
7. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
8. Seek sponsors.
9. Carry out trial broadcasting.

*To be done at the time specified:*

10. Remind the participants by e-mails 3 days in advance and by WhatsApp at least 1 day in advance.

**Rundown of preliminary round:**

**(Bo3) Best of 3**

<b>Time (Subject to changes)</b>	<b>Action</b>
13:00-13:15	Brief the rundown to helpers
13:15-13:45	<ol style="list-style-type: none"><li>1. Gather competitors online and confirm their identity</li><li>2. Brief the rundown to the competitors</li><li>3. Announce the rules to competitors</li></ol>
13:45-14:15	Online Broadcasting channel testing: <ol style="list-style-type: none"><li>1. Check if the server of Twitch and Garena working</li><li>2. Trial broadcast</li></ol> Announce on Facebook 15 minutes prior to the start of the competition
14:15-19:00	BO3 series
19:00-20:00	Announcement of the overall results on Facebook in a chart. If the games finish early, announcement will be shifted accordingly. Buffer

**Rundown of final:**

**(Bo5) Best of 5**

<b>Time (Subject to changes)</b>	<b>Action</b>
13:00-13:15	Briefing the rundown to helpers
13:15-13:45	<ol style="list-style-type: none"><li>1. Gather competitors online and confirm their identity</li><li>2. Brief the rundown to the competitors</li><li>3. Announce the rules to competitors</li></ol>
13:45-14:15	Online Broadcasting channel testing: <ol style="list-style-type: none"><li>1. Check if the server of Twitch and Garena working</li><li>2. Trial broadcast</li></ol> <p>Announce on Facebook 15 minutes prior to the start of the competition</p>
14:15-19:30	BO5 series
19:30-20:00	Announcement of the overall results on Facebook in a chart. If the games finish early, announcement will be shifted accordingly. Buffer

**Rundown of trial broadcasting:**

<b>Time (time count)</b>	<b>Action</b>
0:00 - 0:15	Brief the rundown of the day to helpers.
0:15 - 0:45	Brief the rundown to the helping competitors.
0:45 - 1:15	Online Broadcasting channel testing: Check if the server of Twitch and Garena working
1:15 - 2:15	Trial broadcast: Trial competition on the day
2:15 - 3:00	Debriefing and comments for improvement

**Remarks:**

1. Each team shall consist of five or six team members only.
2. Each series consists of at most 3 games for BO3, at most 5 games for BO5 and 1 game for the rest of them. A series is defined as a set of games between two teams. Each team shall arrange only 5 team members in each game. Nevertheless, they may arrange different players in different games if the team has 6 team members present.
3. All games are not required to be completed on HKUST campus. They may be conducted online.
4. In the preliminary rounds, each team (up to 8 teams) will be assigned to one opponent team. The team which reaches two winning games first shall be eligible to compete in the next series.
5. In the final, the two teams shall compete and the team which reaches three winning games first shall be the winning team of this selection event.
6. The winning team of each game should both capture and send their photographs of victory as pieces of evidence for winning the games.

7. Participants shall be responsible for keeping their own devices in good condition, i.e., sufficient battery for several matches, stable connection of Internet et cetera, to prevent unwanted incident that may cause disconnection from the matches.
8. Executive Committee members of the society shall spectate each of the games in efforts to prevent any advent of improper actions during the games, such as the competitors cheating.
9. Should a team have less than 5 team members present at the designated time without notice prior to one of their respective series, the team shall be regarded as absent.
10. The initiation of a series is defined as the starting time of the series.
11. If a team is absent for 1 minute or more after initiation, the team can still participate in that series but shall not be able to ban any of the champions; if a team is absent for 10 minutes or more after initiation, the team will lose a game and the opponent team shall be regarded as the winning team of that game ipso facto; if a team is absent for 20 minutes or more after initiation, the team will lose the whole series and the opponent team shall be regarded as the winning team of that series ipso facto. The winning team is then eligible to compete in the next series.
12. If any of the games are halted for any reasons, i.e., sudden shut down of devices, server errors occurrence et cetera, participants should pause the game as soon as possible.
13. Communication software, such as Discord or other similar software, shall be used to monitor the status of both team during the series. The discussion between the team members are monitored by at least 1 Executive Committee member in each of the two teams of the series.
14. The game rule will follow professional League of Legends competitions (banning and picking champions).
15. Sponsor items **and prize** must be feasible to distribute or be in a large quantity in order to prevent conflicts between the members of the winning team, and the

sponsors shall not be cash sponsors.

16. A Twitch account, or any other account of similar media, shall be created for the effectiveness of broadcasting.
17. Two computers connecting to 2 different Wi-Fi networks shall be ready for broadcasting prior to the initiation of the series.
18. Trial broadcast of a trial game shall be done in advance in order to facilitate the broadcasting process.
19. Announcements shall be made on Facebook and WhatsApp approximately 15 minutes prior to the initiation of broadcasting.
20. There should be at least 2 Executive Committee members staying at the counter for every period as stated in the duty roster.
21. Registration fee must be received prior to the accomplishment of the registration process in the counter during the promotion period.
22. Official Receipts must contain both the team name and one of the participant's full name.
23. If the applicant is not a member of the society, a place shall not be reserved for their team. Such teams should pay the fee in order to secure a place for their teams in the competition.
24. If the applicant is a member of the society, a place shall be reserved for their team, the fee should be paid within one week, or the reservation will then be considered invalid, and other team(s) will then be able to occupy the place of the respective team.
25. If both teams have insufficient amount of team members to start a game, after waiting for 5 minutes, if both teams still have insufficient amount of team members, both teams shall then immediately receive disqualifications and the series shall not be initiated.
26. BO1 League shall be considered depending on the number of participants of the competition. Each team will compete against each other a single time, conducting a BO1 series only if this rule is adopted.

27. The following is an example of BO1 League for elucidation: should there be 6 teams, the top 4 teams after all BO1 series shall be eligible to proceed to the Knock-out stage. The top 4 teams shall be separated into four respective positions. The team of the fourth position shall compete against the team of the third position using BO3 system; the winner of that particular match shall then compete against the team of the second position using either BO3 or BO5 system (shall be finalized and announced to participants at least 1 day prior to the series); and finally the winner of that particular series shall compete against the team of the first position using BO5 system.
28. All time and venue of the series are subject to changes. They may be decided amongst the competitors or Executive Committee members, but the participants must inform the Executive Committee and said decision must be finalized at least 3 days in advance. The time is valid if and only if there is at least one Executive Committee member available to spectate the whole series.
29. The Executive Committee of the society has the final right to decide and confirm the date and time of all the series, team members of both teams in the series can only suggest the date and time of the matches. The finalized details shall be announced at least 3 days prior to the respective series.
30. Full refund shall be provided to grouping participants if they do not join any of the teams joining the competition.
31. Instructions and guidelines of the event will be given to participants prior to the initiation of the event.
32. Participants are required to provide their real name and Student ID during the registration process with evidence, i.e., show student ID cards or other supporting document(s).
33. All personal data collected shall be kept confidential. They shall not be disclosed to other parties without proper explanation or the permission of said person.
34. There shall be 15-minute breaks between two consecutive games in a series.
35. Games Society reserves the right to make the final decision towards all the games.

## **Registration Day**

Person in Charge:	Lau Siu Hin Hansel (Hansel)
Proposed Venue:	S. H. Ho Sports Hall OR the Hong Kong Jockey Club Atrium
Proposed Date:	July & August 2019 (For JUPAS and non-JUPAS freshmen)
Proposed Time:	08:00 - 18:00

## **Objectives:**

1. To attract board game enthusiasts and new gamers alike to play games and have fun.
2. To present a positive image of the Games Society to HKUST students, especially for freshmen.
3. To promote future Games Society events, for instance, promote our orientation camp to freshmen.
4. To give freshmen an idea of the university life, and show how socializing is possible through games.
5. To encourage HKUST freshmen to join Games Society and purchase our products, if feasible.
6. To encourage HKUST freshmen to participate in the upcoming proposed events after the registration day.

## **Preparations:**

*To be done at least 1 month in advance:*

1. Find sponsorships.
2. Assign a duty roster for each of the Executive Committee members.
3. Design and printout both pamphlets and the banner.
4. Commence decoration preparation for the counter.
5. Prepare packaged beverages with the help of sponsors, if any.

*To be done at the time specified:*

6. Book equipment and apply for counter area within two days of the announcement of availability.
7. Announce counter details and promote Games Society via e-mails, society website, Facebook, Instagram and WhatsApp starting from late June.

**Common timetable for all Registration Days**

<b>Time</b>	<b>Action</b>
08:00 - 08:20	Set up counter
08:20 – 08:30	Briefing for Executive Committee members
08:30 - 18:00	Counter opened for promotion: There should be at least 2 Executive Committee members in the counter. Executive Committee members should introduce the displayed board games, as well as promoting future Games Society events to them. The latter will also be done by the distribution of pamphlets published to freshmen.
18:00 - 19:00	Clean up the counter
19:00 - 20:00	Debriefing for Executive Committee members

**Materials Needed:**

- |    |   |       |
|----|---|-------|
| 1. | Pamphlets   | x1000 |
| 2. | Package beverages   | x90   |
|    | (approximately 20% for non-JUPAS freshmen while the rest are reserved for JUPAS freshmen) |       |
| 3. | Banner  | x1    |
| 4. | Notice Board  | x1    |
| 5. | Chairs  | x2    |
| 6. | Stools  | x4    |
| 7. | Table   | x1    |
| 8. | Decorations   |       |
| 9. | Board Games   |       |

**Remarks:**

1. At least 2 Executive Committee members should be at the counter at all times for promotion.
2. The venue and time are subject to changes according to the Student Union's new regulations for Registration Day, which have yet been announced. Changes to the venue shall be announced to freshmen through Facebook, Instagram and society website after confirmation of the details.
3. Refreshments shall be provided on a first-come-first-served basis. Late comers may not be able to receive them.
4. Should students be interested in becoming members of Games Society, Executive Committee members should ask for their contact information for further communication purposes, because recruitment of new society members are not permitted on Registration Day. Nevertheless, interested students are permitted to register for the Orientation Camp on that day.
5. If Student Union's decides that no registration day will be held, the registration method of the Orientation Camp will be posted on Facebook and society website.

Also, details and online posters for the Orientation Camp will be posted.

6. The roster should be finalized prior to the initiation of the event.
7. The amount of chairs is subject to changes made by the Student Union.
8. Details of Orientation Camp should be confirmed prior to the initiation of this event.

## **Orientation Camp**

Person in Charge:	Mok Ka Hei (Kathy)
Proposed Venue:	HKUST campus
Proposed Date:	August, 2019
Proposed Duration & Time:	2 days & 1 night Day 1: 10:30 - 24:00 Day 2: 00:00 - 12:30
Proposed Fee:	Freshmen: \$250 Helpers: \$220
Expected Number of Participants:	Freshmen: 25 - 30 Helpers: 10 -15 Executive Committee members: 7

### **Objective:**

1. To introduce Games Society to freshmen.
2. To help freshmen experience university life.
3. To arouse participants' interest in board games and chess and introduce board games and chess to them.
4. To promote upcoming activities of Games Society.
5. To strengthen the relationship between Executive Committee members and participants.

### **Preparations:**

*To be done at least 2 months in advance:*

1. Find sponsorship.
2. Design Orientation Camp T-shirt.

*To be done at least 1 month in advance:*

3. Assign a duty roster for each of the Executive Committee members.

4. Design mass games.
5. Prepare game materials.
6. Recruit helpers.
7. Design a brochure for the freshmen.
8. Collect fees for all helpers.
9. Contact catering service for breakfast, lunch, and dinner.

*To be done at least 3 weeks in advance:*

10. Demonstrate the rundown of mass games make necessary improvements.
11. Notify helpers of details of Orientation Camp.
12. Order Orientation Camp T-shirt.
13. Prepare brochures for the freshmen.

*To be done at the time specified:*

14. Negotiate with other societies about the allocation of the sports hall, common rooms, and residences in ICA meeting and confirm the venue prior to the start of the application period of facilities.
15. Book the required rooms and facilities within 3 days after the start of the application period of facilities.
16. Ask freshmen if they have food and medical allergies during registration.
17. Divide participants into groups after the registration day.
18. Add Executive Committee members and participants into WhatsApp groups after groups are assigned. Remind freshmen to pack necessities at least 2 days in advance.
19. Prepare first-aid kit and medical supply at least 3 days in advance.
20. Contact all participants by phone and WhatsApp at least 1 day in advance.

**Jobs Distribution:**

<b>Sections</b>	<b>Person in Charge</b>
Residential	Mok Ka Hei (Kathy)
Contacts	Leung Cheuk Ho (HoHo)
Catering	Yeung Man Yin Michael (Michael)
Materials	Li Chun Kit (Cracker)
MC	Lau Siu Hin Hansel (Hansel)
Games	Cheng Tung Yat (Sunny)

**Rundown:**

<b>Time</b>	<b>Action</b>	<b>Expected Venue</b>
Day One		
10:30 – 11:30	Briefing among helpers	The Hong Kong Jockey Club Atrium
11:30 – 12:00	Meeting freshmen at assembly point	The Hong Kong Jockey Club Atrium
12:00 – 12:15	Introducing Games Society, the Executive Committee members, and upcoming activities	Common Room(s)
12:15 - 13:00	Set-up of venue & Ice-breaking Games	Common Room(s)
13:00 – 14:00	Lunch	LG7

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14:00 – 17:30	Mass Game 1	Main Campus & Common room(s)
17:30 – 18:30	Break & Relaxation	Residential Hall
18:30 – 19:30	Dinner	LG7
19:30 – 23:00	Mass Game 2	Main Campus and/or Common Room(s)
Day Two		
09:00 – 09:30	Breakfast	Residential Hall
09:30 – 09:45	Check-out	Residential Hall
09:45 – 12:00	Mass Game 3	Main Campus & Common Room(s)
12:00 – 12:30	Memorial Sheet & Dismissal	Classroom or Common Room(s)

**Remarks:**

1. If common rooms cannot be booked for any reasons, other facilities provided by Dean of Students' Office (DSTO) shall then be considered.
2. Classroom(s) shall be reserved at least 3 weeks in advance for back-up use.
3. Mass Games will be designed by Executive Committee members, with a group of two or three for each of the games.
4. Each group shall contain five to seven freshmen and two to three helpers.
5. Dinner of Day 1 and breakfast of Day 2 are included in the camp fee. Lunch on Day 2 is not provided or supported by the society. Participants are required to pay for themselves.
6. Shall the participant(s) not be adult, a form should be given to their parent(s) for permission to join the event.
7. Helpers shall be assigned to lead participants to the common room(s) from assembly point on Day 1.

**Bad Weather Arrangements:**

1. When the Amber or Red Rainstorm Warning or Typhoon Signal No.1 or 3 are hoisted, all scheduled indoor activities will be held as planned.
2. When a Typhoon Signal No. 8 is to be issued within 2 hours (pre- No.8), or when a Black Rainstorm Warning is announced, all activities will be cancelled. Those indoor activities in progress will normally continue until the end. Freshmen should stay indoors wherever they are and do not leave until the warning is canceled and the condition is safe.
3. If Typhoon Signal No.8 or a Black Rainstorm Warning is cancelled:  
At or prior to 6:30 a.m. of the first day, all activities will be held as scheduled;  
At or prior to 12:00 n.n. of the first day, activities start at or after 2:00 p.m. will be held as scheduled, while activities prior to 2:00 p.m. will be canceled.
4. If Typhoon Signal No.8 or a Black Rainstorm Warning is still hoisting after 12:00 n.n., all outdoor activities will be cancelled.

**Back-up Plan (Orientation Day):**

<b>Time</b>	<b>Action</b>	<b>Expected Venue</b>
Day One		
10:30 – 11:00	Briefing among helpers & Set-up of venue	Common Room(s)
	Meeting freshmen at assembly point starting from 10:40	The Hong Kong Jockey Club Atrium
11:00– 11:15	Introducing Games Society, the Executive Committee members, and upcoming activities	Common Room(s)
11:15 – 11:45	Ice-breaking Games	Common Room(s)
11:45 – 12:45	Lunch	LG7
12:45 – 15:45	Mass Game 1	Main Campus & Common Room(s)
15:45 – 16:00	Break	Common Room(s)
16:00 – 19:30	Mass Game 2	Common Room(s)
19:30 – 20:15	Dinner	LG7
20:15 – 22:30	Mass Game 3	Main Campus & Common Room(s)
22:30 – 23:00	Dismissal & Debriefing	Common Room(s)

## **Orientation Week**

Person in Charge:	Lau Siu Hin Hansel (Hansel)
Proposed Venue:	The Hong Kong Jockey Club Atrium
Proposed Date:	September, 2019
Proposed Time:	08:30 - 18:00
Expected Number of New Members:	100
Membership Fee:	1-year: \$60 2-year: \$80 3-year: \$90 4-year: \$100

## **Objectives:**

1. To promote Games Society to HKUST students especially for freshmen.
2. To promote board games and traditional chesses as a viable way to have fun.
3. To recruit new members and sub-committee members.
4. To promote upcoming events of the Games Society.

## **Preparations:**

*To be done at least 2 month in advance:*

1. Find sponsorships.
2. Prepare posters and banner.
3. Design the society's packages.

*To be done at least 2 weeks in advance:*

4. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.

*To be done at least 3 days in advance:*

5. Prepare counter and notice board decorations.
6. Prepare registration form for new member recruitment.

*To be done at the time specified:*

7. Assign a duty roster for each of the Executive Committee members after the release of their timetables.

**Procedures:**

1. Samples of the society package products should be displayed in the counter.
2. Promote upcoming Games Society events.
3. Demonstrate and teach counter board games to promote Games Society as well as to attract newcomers to the society.
4. Should students be interested in becoming a sub-committee member, record their contact information using the application form for recruiting new members.
5. Send e-mails to confirming new memberships and greet the new members at the end of the Orientation Week, and add them to the WhatsApp group.

**Remarks:**

1. In any period of the roster, there should be at least 2 Executive Committee members sitting at the counter for promotion.
2. All personal data collected shall be kept confidential. They shall not be disclosed to other parties without a proper reason or the permission of the person.

## **Game Night**

Person in Charge:	Mok Ka Hei (Kathy)
Proposed Venue:	Common rooms 1&2
Proposed Date:	September, 2019
Proposed Time:	18:30 - 23:00
Proposed fee:	Members: \$20 Non-members: \$30
Expected number of Participants:	20 - 40

## **Objectives:**

1. To promote Games Society and upcoming functions.
2. To tighten the relationship between members and Executive Committee Members.
3. To provide a platform for freshmen to meet new friends in Games Society.

## **Preparation:**

*To be done at least 1 month in advance:*

1. Book common room for the event.

*To be done at least 3 weeks in advance:*

2. Assign a duty roster for each of the Executive Committee members.
3. Prepare posters for promotional purpose.
4. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
5. Set up a counter for promotion.
6. Prepare the game materials required.
7. Design all the games for the event.

*To be done at least 2 weeks in advance:*

8. Demonstrate the games and make sure all Executive Committee members understand the rules well.

*To be done at the time specified:*

9. Prepare wrapped drinks and snacks 3 days in advance.
10. Remind the participants by e-mails 3 days in advance and by WhatsApp 1 day in advance.

**Rundown of Game Night:**

<b>Time</b>	<b>Action</b>
18:30 -18:45	Briefing among the Executive Committee
18:45 - 19:00	Setting up the venue
19:00 - 22:45	Mass Games
22:45 – 23:00	Prize Presentation

**Remarks:**

1. Alternative venues would be booked for backup purpose if necessary. If Common Rooms 1&2 cannot be booked, the back-up venue, in order, shall be Common Rooms 4, Common Rooms 5&6, Common Room 3, Classroom(s). The reservation will be done at least 3 weeks in advance.
2. Record all the contact information of participants who are willing to join the Sub-Committee function.

### **Chinese Chess Competition - Internal**

Person in Charge:	Cheng Tung Yat (Sunny)
Proposed Venue:	Classroom
Proposed Date:	October 2019 (Wednesday)
Proposed Time:	18:30 - 23:00
Proposed Fee:	Member: \$10 as deposit Non-member: \$10 & \$10 as deposit
Expected Number of Participants:	10 – 20

### **Objectives:**

1. To promote Games Society to HKUST Students.
2. To promote Chinese Chess Team to HKUST students.
3. To promote Chinese Chess to students as a way to improve strategic thinking.
4. To provide HKUST students opportunities to play against others in formal matches of Chinese Chess.

### **Preparations:**

*To be done at least 1 month in advance:*

1. Finalize details of the tournament system.
2. Finalize the registration forms via Google form.

*To be done at least 3 weeks in advance:*

3. Book a classroom for the event.
4. Finalize posters for promotional purpose.
5. Finalize the details of the system of competition.

*To be done at least 2 weeks in advance:*

6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
7. Prepare prizes.
8. Prepare sufficient number of sets of Chinese Chess and chess timing

clocks.

*To be done at the time specified:*

8. Contact participants via e-mails and WhatsApp 3 days prior to the event as a reminder.

**Proposed Rundown:**

<b>Time</b>	<b>Action</b>
18:30 - 18:45	Briefing among Executive Committee members
18:45 - 19:00	Setting up the venue
19:00 - 19:15	Registration
19:15 - 19:30	Briefing participants
19:30 - 22:30	Competition
22:30 - 22:45	Result announcement
22:45 - 23:00	Prize presentation

**Remarks:**

1. Round-robin tournament would be adopted instead of Swiss-system tournament if there are exactly 6 participants only.
2. The coach of Chinese chess practice will be the judge of the competition. He/she shall have the final decision on the result of each individual match if there exists any objections to the result.
3. The rules and details of competition should be confirmed with the coach at least one month in advance.
4. The winners of the competition would be invited to participate in Chinese Chess

Competition - HKUST Cup. The aforementioned should be announced and notified to participants, starting from the promotion period of this event and no later than the initiation of the event.

5. Should the number of participants fall below 6, the event shall be cancelled accordingly.
6. The registration of the event is on a first-come-first-served basis. If the amount of participants reaches the upper limit, late comers may not be feasible to register for the event.
7. The prize(s) of the event shall be finalized at least 2 weeks in advance, and shall then be announced.
8. Games Society reserves the right to make the final decisions towards all the matches.

### **Chinese Chess Competition - HKUST Cup**

Person in Charge:	Cheng Tung Yat (Sunny)
Proposed Venue:	Common Rooms 1&2, LG4
Proposed Date:	October 2019
Proposed Time:	09:00 – 19:00 (Weekend)
Proposed Fee:	HKUST Participants: \$40 Non –HKUST Participants \$50
Expected Number of Participants:	Competitors: 20 - 50 Helpers including judges: 10 – 20
Sponsor:	港. 象棋

### **Objectives:**

1. To promote Games Society to students of other universities and HKUST Students.
2. To promote Chinese Chess to students of other universities and HKUST Students.
3. To promote the Chinese Chess to students as a way to improve strategic thinking.
4. To give students of other universities and HKUST students a chance to play others in matches of Chinese Chess.
5. To build a good relationship with 港. 象棋 for future sponsorship or co-operations.

### **Preparations:**

*To be done at least 1 month in advance:*

1. Finalize details of the tournament system.
2. Finalize the registration forms, i.e. Google form, or registration materials by other means.
3. Book the venue for the event.

*To be done at least 2 weeks in advance:*

4. Finalize posters for promotional purpose.
5. Promote the event in various ways, i.e., via e-mails, society website,

Facebook, Instagram and WhatsApp.

6. Prepare prizes.
7. Prepare sufficient number of sets of Chinese Chess and chess timing clocks.
8. Set up a counter for promotion and registration of the participants.

*To be done at the time specified:*

9. Contact participants via e-mails and WhatsApp 3 days prior to the event as a reminder.
10. Contact 港. 象棋 representative if there exists any uncertainties or ambiguities.

**Proposed Rundown:**

<b>Time</b>	<b>Action</b>
09:00 - 09:15	Briefing among Executive Committee members
09:15 - 10:00	Setting up the venue
10:00 - 10:30	Registration
10:30 - 17:30	Competitions
17:30 - 18:00	Result announcement
18:30 - 19:00	Prize presentation & Buffer

**Remarks:**

1. Classroom(s) will be booked for the venue of competition if and only if Common Rooms 1&2 is not available for booking.

**Bad Weather Arrangements:**

1. When the Amber or Red Rainstorm Warning or Typhoon Signal No.1 or 3 are hoisted, the event will be held as planned.
2. When a Typhoon Signal No. 8 is to be issued within 2 hours (pre- No.8), or when a Black Rainstorm Warning is announced, all activities will be cancelled. 3
3. If Typhoon Signal No.8 or a Black Rainstorm Warning is canceled two hours prior to the event, all activities will be held as scheduled.
4. Games Society will provide latest arrangements and decisions through Facebook and WhatsApp.

**Back-up Plan**

*If 港. 象棋 do not sponsor the event. This plan (the following) will be adopted.*

Proposed Venue:	Common Rooms 1&2, LG4
Proposed Date:	October 2019
Proposed Time:	9:00 – 19:00 (Weekend)
Proposed Fee:	HKUST Participants: \$40 Non –HKUST Participants \$50
Expected Number of Participants:	Competitors: 20 - 50 Helpers including judges: 5 – 10

**Proposed Rundown for back-up plan:**

<b>Time</b>	<b>Action</b>
09:00 - 09:15	Briefing among Executive Committee members
09:15 - 10:00	Setting up the venue
10:00 - 10:30	Registration
10:30 - 17:30	Competitions
17:30 - 18:00	Result announcement
18:00 - 19:00	Prize presentation & Buffer

### **HKUST Clash Royale Tournament 2019**

Person in Charge:	Yeung Man Yin Michael (Michael)	
Proposed Venue:	Classroom or Common Rooms 1&2, LG4	
Proposed Date:	November 2019	
Proposed Time:	18:30 – 23:00	
Proposed Fee:	Member:	\$10 as deposit
	Non-member:	\$20
Expected number of participants:	20 - 50	

### **Objectives:**

1. To promote Games Society to HKUST students.
2. To tighten the relationship between Executive Committee Members and society members.
3. To promote strategy games.
4. To promote mobile games.
5. To promote e-sports and the positive impact of e-sports.

### **Preparations:**

*To be done at least 1 month in advance:*

1. Assign a duty roster for each of the Executive Committee members.
2. Reserve the venue of the event.
3. Prepare the online registration form.
4. Prepare poster for promotional purpose.

*To be done at least 3 weeks in advance:*

5. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.

*To be done at least 2 weeks in advance:*

6. Set up a counter to promote the competition and allow students to register for the competition.

7. Carry out the trial of broadcasting

*To be done at the time specified:*

8. Remind the participants by e-mails 3 days in advance and by WhatsApp 1 day in advance.
9. Set up WhatsApp group for gathering participants of the tournament 3 days in advance.
10. Test the broadcasting system again at least 1 day in advance of the event to make sure it is working.

**Proposed Rundown**

<b>Time</b>	<b>Action</b>
18:30 - 19:00	Preparation of the event and notification to participants for preparation
19:00 - 19:15	Registration
19:15 - 19:30	Explanation of game rules
19:30 - 20:30	Preliminary Tournament
20:30 - 20:45	Break & Buffer
20:45 - 21:00	Top 16 Matches
21:00 - 21:15	Quarter-Finals
21:15 - 21:30	Semi-Final I
21:30 - 21:45	Semi-Final II
21:45 - 22:00	Break & Buffer
22:00 - 22:15	Match for the Third
22:15 - 22:30	The Grand Finale
22:30 - 22:45	Announcement of the results
22:45 - 23:00	Prize presentation

**Remarks:**

1. All competitors shall participate in the Preliminary Tournament, in which the top 16 competitors of the Preliminary Tournament shall proceed to the Top 16 Matches. The Preliminary Tournament shall be set to a length of 1 hour, “Normal Battle” game mode, level-9 cap and none maximum losses.
2. Executive Committee members should join the Preliminary Tournament to spectate the matches randomly but not competing with competitors, in order to monitor the progress of the competition and prevent cheating or other actions that breaks any of the rules by any of the competitors. Errors can also be spotted and corrected through this process.
3. If participants are absent by the time of the initiation of the Preliminary Tournament without notice during any rounds, he/she will be regarded as absent, and he/she shall not be eligible to rejoin the competition after the initiation of the Preliminary Tournament.
4. The Executive Committee has the right to the final decision of which 16 players are eligible to proceed to the Top 16 Matches if there are any ambiguities or objections.
5. There will only be a single game in each match of the Top 16 Matches and the Quarter-Finals, except when there is a draw, where a re-game may be carried out. The winners of the Top 16 Matches are eligible to proceed and participate in the Quarter-Finals.
6. If any of the games ends in a draw, the winner shall be decided by the total hit-points remaining. Total hit-points remaining refers to the sum of the hit-points remaining in all three towers. The checking process shall be done by watching the replay of the game by at least 1 Executive Committee member. If the remaining total hit-points of the two participants are also the same, then they shall have to re-game in order to decide the winner of the game, and it shall be decided by the result of the re-game. If the re-game result is still draw, then the winner will be decided by the total hit-points remaining of the re-game. The re-game shall have

identical rules as the original game and participant shall use the same eight cards, as in the original game, in the re-game. Any changes made to the set of cards are considered violations.

7. BO3 (Best of 3) with bans shall be adopted in the matches of the Semi-Finals, the Match of the Third and the Grand Finale. The banning process shall be done within 60 seconds at the start of the match. Each participant should ban one card in each match during the banning process. If any of the participants do not ban any cards during any match, he/she shall lose the right to ban cards in that match. All participants are not permitted to change their banned card after the banning process. The two participants are not able to use the banned card(s) in all games of that match. Using the banned card(s) in the game(s) will be considered as violations.
8. Games of the Top 16 Matches, the Quarter-Finals, the Semi-Finals, the Match for the Third and the Grand Finale shall be Friendly 1v1 battles.
9. The back-up date shall be decided at least 2 weeks in advance. The venue of the back-up date shall be reserved in advance.
10. For circumstances which the competition is halted for any reason for a long period of time, i.e. server problems, occurrence of long duration maintenance et cetera, the event will be re-held on the back-up date
11. The details of the re-held event shall be announced by the original date of the event, and no later than the end time of the original event.
12. The winners of all the matches except those in the Preliminary Tournament shall capture and send their screenshots of victory of each match as pieces of evidence for winning the matches. This rule shall be announced clearly to all of the competitors prior to the initiation of all of matches.
13. Participants are responsible for keeping their devices in good conditions, i.e., sufficient battery for several matches throughout the event, stable connection of mobile network or Wi-Fi, to prevent accident that may cause disconnection from matches, et cetera. If any of the Top 16 Matches, the Quarter-Finals, the Semi-

Finals, the Match for the Third or the Grand Finale is halted for any reasons, except the aforementioned cases, such as sudden shut down of server, participants should re-game as soon as possible with the permission of Executive Committee members.

14. All participants are required to compete in the venue specified by the Executive Committee on HKUST campus, the password of the Preliminary Tournament shall be provided after the initiation of the event. Violators shall be disqualified.
15. If there are only less than or equal to 16 participants, the Preliminary Tournament will be cancelled and only the Top 16 Matches, the Quarter-Finals, the Semi-Finals, the Match for the Third and the Grand Finale shall be carried out; if there are only exactly 8 participants, the Top 16 Matches will also be cancelled; if there are less than 8 participants, the whole event will then be cancelled and shall not be re-held on another day and all participants shall receive a full refund of the fee within one week. If the event is cancelled, announcement will be made via e-mails, society website, Facebook and WhatsApp. A counter will be set up for the fee refund starting from the weekday (except university holidays) right after the original date of the event. The counter period (which will be mentioned to the participants of the cancelled event, along with the venue) shall last for one week, but it shall end early if all participants have retrieved their refund.
16. If the number of participants is between 9 and 15 inclusively, there must be eight Top 16 matches exactly in total and at least 1 participant shall participate in each of the matches. The allocation of participants shall be done at random. If there is only 1 participant in a Top 16 Match, he/she shall not have to compete in the Top 16 Matches and shall be eligible to proceed and participate in the next match directly, i.e., the Quarter-Finals.
17. Online streaming will be available for the Semi-Finals, the Match for the Third and the Grand Finale via Facebook, Twitch or other similar media.

18. Guest(s) may be invited to join the event for broadcasting with the approval of the Executive Committee. Details of the invitation shall be finalized and announced at least 1 week in advance.
19. Mobile phones and tablets shall be the only types of devices that competitors are permitted to use for the tournament. Other devices, such as laptops, desk-tops, et cetera, are not permitted.
20. Violators of any of the game rules will be disqualified and become ineligible for joining any of the remaining matches.
21. In any period of the roster, there should be at least 2 Executive Committee members sitting on the counter for promotion and registration of participants of the event.
22. Games Society reserves the right to make the final decision towards all the games.

### **Sub-committee Function**

Person in Charge:	Yeung Man Yin Michael (Michael)
Proposed Date:	September to November, 2019
Expected number of Sub-committee members:	10 - 20
Expected number of participants:	20 - 30

### **Objectives:**

1. To promote Games Society to HKUST students.
2. To provide sub-committee members a chance to hold a function with the aid of Executive Committee members, if necessary.
3. To help sub-committee members learn different skills, such as promotion and organization skills.
4. To train future cabinet members.

### **Preparations:**

*To be done at the time specified:*

1. Start to recruit sub-committee members since Orientation Week via e-mails, Orientation Week counter, Facebook, society website, Instagram, WhatsApp and e-mails.
2. Hold the first sub-committee meeting for them to discuss the information about the function and familiarize themselves with other sub-committee members in mid to late September.
3. A classroom for the first meeting shall be reserved at least three weeks in advance.
4. Explain the sub-committee function and provide help and advice to the sub-committee members, if necessary.
5. Subsidize their activity with 500 hundred Hong Kong Dollars only, according to the financial budget.

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Games Society HKUSTSU, Session 2019 – 2020**

6. Promote the event via e-mails, Facebook, Instagram, WhatsApp and society website.
7. Information session(s) will be held in mid or late September prior to the first meeting.
8. Sub-committee members are responsible to promote the function in the counter for at least two weeks, where at least 1 Executive Committee member shall be present at any time.

## **Christmas Party**

Person in Charge:	Li Chun Kit (Cracker)
Proposed Venue:	Common Room 1&2
Proposed Date:	December 2019
Proposed Time:	13:00 - 23:00
Proposed Fee:	Dinner and lucky draw included: Members: \$80 Non-Members: \$90 Dinner and lucky draw excluded: Free of charge
Expected Number of Participants:	30 - 50

## **Objectives**

1. To gather members and celebrate Christmas together by enjoying board games.
2. To tighten the relationship between society members and Executive Committee members.
3. To promote different kinds of board games.

## **Preparations:**

*To be done prior to the end of Fall Term 2019:*

1. Find sponsorships.
2. Reserve Common Rooms 1&2.
3. Assign a duty roster for each of the Executive Committee members.
4. Finalize the job distribution.
5. Finalize posters and banner.
6. Promote the event in various ways, i.e., via e-mails, society website, Facebook, Instagram and WhatsApp.
7. Set up a counter for registration.
8. Open online registration.

*To be done at least 1 week in advance:*

9. Borrow equipment.

**Proposed Rundown of Chirstmas Party:**

<b>Time</b>	<b>Action</b>
13:00 – 15:00	Briefing & Set up the venue
15:00 – 15:15	Introduction
15:15 - 23:00	Games Gathering Dinner and Lucky Draw during 19:00 - 22:00

**Remarks:**

1. The venue shall be divided into two separate zones, namely “Gaming Zone” and “Dining Zone” respectively. “Gaming Zone” is for playing board games and “Dining Zone” is for dining. “Dining Zone” opens during the Dinner and Lucky Draw time period only. All participants shall not eat or drink in “Gaming Zone” and shall not take any board games to “Dining Zone”
2. Alternative venues would be reserved for back-up purpose if necessary. If Common Rooms 1&2 cannot be booked, the back-up venue, in order, shall be Common Room 4, Common Rooms 5&6, Common Room 3, Classroom(s). The reservation will be done at least 3 weeks in advance.
3. Only participants who paid the fee, with dinner and lucky draw included, are eligible for dining and participate in the lucky draw.

### **Regular Board Games Gatherings**

Person in Charge:	Leung Cheuk Ho (HoHo)
Proposed Venue:	Classroom
Proposed Time:	Fall & Spring Semesters: Tuesday 19:00 - 23:00 & Thursday 19:00 - 23:00 Winter & Summer Semesters: Tuesday 15:00 - 22:00 & Thursday 15:00 - 22:00
Proposed Date:	March 2019 - March 2020 Weekly, excluding: public holidays, add/drop period and examination period
Expected Number of Participants:	50

### **Objectives:**

1. To provide a platform for members to play board games together.
2. To tighten the relationship between society members and Executive Committee members.
3. To promote different kinds of board games.

### **Preparations:**

1. Book classrooms at least 2 weeks prior to the event.
2. Notify the details including date and venue to all members by e-mails during the weekend prior to the event.
3. Encourage and invite members to join the gathering via Facebook, society website, Instagram, e-mails and WhatsApp.

**Procedures:**

1. Bring along games and chess from lockers at least 30 minutes prior to the initiation of the gatherings, with at least 2 Executive Committee members.
2. Invite members to join game.
3. Encourage members to learn new games.
4. Put all games back to the lockers after all members have left except the borrowed ones.
5. Non-members are also welcomed to walk in, and will be invited to join Games Society.

### **Regular Chinese Chess Team Practice**

Person in Charge:	Cheng Tung Yat (Sunny)
Proposed Venue:	Classroom
Proposed Time:	Wednesday 19:00 - 21:00
Proposed Date:	September to November, 2019 weekly & February to March, 2020 weekly, Excluding: public holidays, examination period and add/drop period
Expected Number of Participants:	30

### **Objectives:**

1. To promote Games Society to HKUST students.
2. To provide a quiet and comfortable place for students to practice Chinese Chess.
3. To train students' Chinese Chess strategies and tactics.
4. To allow students to improve their skills with guidance and help from coach.
5. To weed out talented or interested players and invite them to attend and participate in the Chinese Chess competitions.

### **Preparations:**

*To be done in the time specified:*

1. Book classroom for practice at least 2 weeks in advance.
2. Notify the coach about the arrangement of the practice 3 days ahead of time.
3. Notify the details including date and venue to all members by Facebook, Instagram, WhatsApp, society website and e-mails during the weekend prior to the event.

**Procedures:**

1. Take the attendance sheet from HLTH1010 Course office and hand it in on the day after practice.
2. Take the Chinese Chess from the lockers 15 minutes prior to the initiation of the practice.
3. Record the attendances for students who participate in the practice.
4. Students may play Chinese Chess with each other or with the coach.
5. Put the chess back to the lockers after all students have left.
6. After the last practice of the month, submit endorsement form to HLTH1010 Course Office.

**Remarks:**

1. Promote the practice via Orientation Week counter, poster, Facebook, Instagram, WhatsApp, society website and e-mails.
2. There must at least be 2 Executive Committee members at the classroom.

## **Welfare Plan**

### **Borrowing board games:**

1. Games Society holds more than 180 board games. Only those with red markings are allowed for loaning.
2. Full members can only borrow one game within 2 weeks. The membership card will be collected when the game is lent and it will be returned once they have returned the game without missing any contents of the board game.
3. Full members can only borrow or return games at regular board game gathering.
4. Executive Committee members will record all the borrowing, returning with note(s).
5. No members are allowed to hold the loaned games for more than 2 weeks. The borrowing of board games is not allowed while the next gathering is held after two weeks time.

### **Society products:**

Society products excluding packages are sold for all HKUST students and members (including full members, associate members, life members and honorary members) while packages are sold only for full members.

#### **Society Hoodie:**

An order form will be distributed to inquire the interest of members about buying the society hoodies. Executive Committee members will order a number of society hoodies depending on results of order forms. Some samples of society hoodies will be ready for pre-ordering in the orientation period (available in November). The price of society hoodies shall be around \$150.

Society Paper:

Society paper will include the full name of Games Society. It will only be ready for selling starting from Orientation Week individually or combined with the package. The price of each pack of society paper will be around \$10 while a pack of society paper shall include 100 pieces of paper.

Society Laptop Bag

Society Laptop bag will be designed alongside other society products. It can be sold individually or included in packages. 13-inch and 15-inch are proposed to be the sizes of the product. The price of society laptop bag shall be around \$35.

Society Bag:

Society bag will be designed and as a gift of welfare package and in Orientation Camp. It will be a carrier bag holding society product, and it may be sold individually at around \$10.

Packages:

Two packages will be provided. The price of the Package A shall be around \$180 including a Society Hoodie, a pack of Society Paper, a Society Laptop Bag and a Society Bag. The price of Package B shall be around \$50 including a pack of Society Paper, a Society Laptop Bag and a Society Bag.

**Proposed promotion and selling period:**

Welfare products will be promoted through posters, WhatsApp, e-mails, society website, Facebook and Instagram. Products will be up for ordering to members and non-members during regular gatherings and counter periods.

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Games Society HKUSTSU, Session 2019 – 2020**

<p>Proposed Year Plan prepared by:</p>  <hr/> <p>Yeung Man Yin Michael Secretary LUDUS (弈緣), the Elected Cabinet of Games Society HKUSTSU, Session 2019-2020</p>	<p>Proposed Year Plan approved by:</p>  <hr/> <p>Lo Yuk Fai Chairperson LUDUS (弈緣), the Elected Cabinet of Games Society HKUSTSU, Session 2019-2020</p>
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**END OF YEAR PLAN**