

## TOURNAMENT CHAIRPERSON GUIDE, UNIT 163

### **Introduction**

Go to ACBL web site. Under "Administration," place cursor over "Units and Districts," Click on "Tournament Management."

Click on "Resource Guide for Planning Sectional and Regional Tournaments" under Guidelines and Procedures. This guide is an excellent resource for a Chairperson to plan a tournament. But the guide was prepared before "Tourney TRAX" was developed. Therefore, Unit 163 has prepared supplemental guidelines that incorporate Unit 163 policy.

### **Responsibilities**

Unit 163 Tournament Committee is responsible for sanctioning Regional Tournaments at least 3 years in advance and Sectional Tournaments at least 1 year in advance.

SECTIONAL TOURNAMENT COORDINATOR DUTIES (source is ACBL): The only person authorized to submit a sectional tournament application and the on-line form must be used. Checks the tentative schedule posted on the ACBL's Web site for possible conflicts within our district and any adjoining district. Fill out the on-line sanction application with all the information required (TBD may be used if site not known). The form is automatically forwarded to the appropriate District Tournament Coordinator for approval. Notify our District Tournament Coordinator, currently Larry Brobst, by e-mail (max10@mchsi.com), of a date change request for a tournament already sanctioned. Submit applications for special requests, such as, but not limited to, Senior Olympic Games scheduled in your unit. Check Tourney TRAX for status.

TOURNAMENT CHAIRPERSON DUTIES (source is ACBL): The tournament chairperson is, among other things, the liaison with the Director-in-Charge (DIC) and the Unit 163 Tournament Committee which is the sponsoring organization. The ACBL Tournament Department, Debbie Vicknair, [debbie.vicknair@acbl.org](mailto:debbie.vicknair@acbl.org), 662-253-3164 is available to answer any pertinent questions. The tournament chairperson should discuss specifics with the DIC at the proper times. It is important for the tournament chairperson to put together an effective team of volunteers for committees such as hospitality, publicity, entertainment, and prizes. The chairperson is also encouraged to request the Tournament Coordinator for assistance in resolving specific issues.

### **Procedure for Sanctioning the Tournament**

1. The unit has a "Tournament Coordinator" that uses Tourney TRAX to get tournaments sanctioned. The Tournament Coordinator is currently Vickki Shelley, [gvshelley8@gmail.com](mailto:gvshelley8@gmail.com).
2. Six months before the beginning of the calendar year, the Tournament Committee will finalize the next year schedule and identify chairpersons for each tournament. A list of tournaments for the upcoming year will be given to club managers and displayed at our tournaments beginning in October of the prior year.
3. The Tournament Coordinator will work with ACBL to revise the schedule and identify the

tournament chairs. In order to be timely, the Tournament Coordinator must ensure the calendar of tournaments printed in the ACBL bulletin is accurate.

### **Procedure for Tournament Flyers**

1. Tournament Chair, in coordination with his or her tournament committee, decide what events will occur at their tournament. Unit 163 offers benefits that other units do not match. Our \$8 entry fee is much lower, hospitality is much tastier and diverse and Regionally rated events pay 40% more master points. The committee is encouraged to hold 2 Regionally rated events. These events will cost \$1 more per entrant but the entry fee remains \$8 for ACBL members. The flier should highlight these benefits and must include: Tournament chair (name, email, phone, Emergency contact (name, phone), Partnership chair (name, email, phone), Director (name), Entry fee information, Eight is Enough stratification information (ie Teams cannot have more than 8 points. Team player points calculated as follows. 3 points: 1500+ Mps., 2 points: 500-1500 MPs. 1 point: 0-500 Mps), Pair and Swiss Team (except 8 is Enough) events stratified by average master points of entrants, No player with more than 300 (500) master points can participate in the 299er (499er) pairs, No player with more than 1500 (e.g., MP limit of B strata) master points may participate in Flight B Swiss Team event, Sanction number, Results: [live.acbl.org](http://live.acbl.org). Refer to Unit 163 Policies for starting times and other parameters for our tournaments. The tournament chairperson can either send a draft flier or email to the Tournament Coordinator with the necessary information and the coordinator will enter the information into her template.

2. The Tournament Coordinator send the draft flier in a word document format to the Unit 163 Tournament Committee and everyone listed on the flier.

3. All recipients of draft flier should print the draft flier. Read it completely, and offer comments (even the most trivial) via a "reply to all." Disagreement will be settled in accordance with established policy for Unit 163 tournaments and this Unit 163 expanded guide for Tournament Chairs. If the issue is discretionary, the Tournament Chair position will reign as long as the Unit 163 President agrees with him or her. If they don't agree, a vote of the Unit 163 Tournament Committee will be held via e-mail and presented to the board at the next board meeting. This entire step should not exceed a week.

4. The tournament chairperson will send the final version of the flier to all Unit 163 Tournament Committee members and everyone listed on the flier. If no comments are received within 3 days, the tournament coordinator will convert the flier to a PDF and send flier directly to [Tournaments@acbl.org](mailto:Tournaments@acbl.org) with copy to the District Tournament Coordinator and tournament chairperson.

5. When ACBL approves the flier, the Tournament Coordinator sends an email to his or her list of Club Managers, James Jurgenson, the Tournament Chairperson and Carol Panzer to be included on the unit 163 web page. James Jurgenson has volunteered to print 175 copies of our fliers. Tournament Chairperson inform James of their preferred color, if he or she has a preference. James will give the fliers to someone who is attending the next tournament. The fliers are handed to the Tournament Coordinator, who distributes to Unit 163 Club Managers. If the Club Manager isn't at the tournament, the fliers will be given to a club member for delivery to their absent club manager. In the absence of the Tournament Coordinator, the Secretary/Treasurer will distribute the hard copies of fliers. In order to control printing costs, the Tournament Coordinator will use electronic distribution to the maximum extent possible. Hard copies should be on various color paper. Color printing will not be used if printing costs are significantly higher than black print.

6. The Tournament Coordinator will have fliers printed and available to display at least two unit sectional/regional tournaments.

7. Sixty days before a tournament the tournament chairperson will give the Tournament Coordinator verbiage to be used in the body of an email from ACBL's Marketing Solutions powered by Pianola. The Tournament Coordinator will log into Pianola (acbl.pianola.net), insert the verbiage into the appropriate template, select the appropriate units and districts to receive the email blast and attach the tournament flier.

### **Unit 163 Guidelines regarding Sectional Tournaments**

1. Hand records: Hand records will be available for pair events. Unit boards will be used. Therefore, directors will not use a dealing machine. The Tournament Chair should contact the DIC regarding his or her charges for each set of boards. And cost per copy. ACBL charges directors \$8 per hand record set. The paper is 8 to 12 cents a copy. The director may have software capable of using the Bridgemate (Bridge Pad RF does not have this capability) to enter hand records during the first round of the event. This option would avoid the \$8 hand record. The copying expense is generally more per copy because the copies are made during the event. But there are fewer copies needed because exact number of copies is known. There is also an option for having the hand records posted electronically. The annual Non-Life Master Tournament Chairperson should strive to have hand records. This is a valuable learning tool for participants. It is also desirable to have a Life Master preside over a question and answer session after each event to give NLM participants the opportunity to hear a discussion on hands of interest.

2. Starting times: Unit 163 policy: 10:00AM and 3:00PM or 1:00PM and 6:00PM. Weekend (not last day): 10:00AM and 3:00PM or 9:00AM, 1:00PM and 6:00PM or 1:00PM and 6:00PM. Last Day: 10:00AM.

3. Minimum of 24 boards for an event. The only exception has been: "8 is Enough" and Novice events. Director and Tournament Chair have authority to decide. This Swiss Team Event takes longer. Therefore Tournament Chair is encouraged to adjust schedule or provide lunch to permit 24 or 25 board events. The Director should have the discretion on number of boards for Novice sections when slow play occurs.

4. If a pair/team event is advertised on the flier, the partnership table will try to have a stand-by pair so there is not a 1/2 table. Stand-by players generally are allowed free play.

5. Regionally rated charity games at sectionals must be held for an ACBL charity. You may choose from any of the ACBL charities. It is recommended that we choose Grass Roots fund because the money stays in our district. We do not have an option to choose a non-ACBL charity no matter how many charity events we have held. Keith Wells is the ACBL point of contact to answer our questions.

6. Tournament Chairs will have the authority to select options for forming teams in pair/team events. The options are: An A pair team with a C pair and two B pairs teamed together (Director assigns randomly); two pairs enter as team, but A pair must team with C pair; or allow any two pairs to enter as a team. Strata are identified on the flier and are based on the average master points for each pair. Special case for forming teams when a concurrent event for players with lower master points is

scheduled. When two concurrent events are being run; an A pair will be teamed randomly with a non-A pair. Director and Tournament Chair will identify the average master point threshold for an A pair.

7. Tournament Chairs will have the authority to select master point threshold for eight is enough events. A threshold commonly used is 0-500=1, 500-1500=2 and 1500+=3.

8. The minimum tables for concurrent novice events are 3. Tournament Chair should also discuss with Director whether the team portion of a pair/team event should occur if there are less than 8 tables. There should not be the team portion in a scheduled pair/team event with 4 or less tables.

9. Tournament Chairs will have the authority to determine strata thresholds for tournament events. For example, should concurrent events for participants with fewer master points be at NLM with 500, 299 or 199. This often depends on the profile of local participants.

### **Unit 163 Sequence of Actions for Tournaments:**

Three years before a tournament, the unit Tournament Coordinator will apply for sanctioning. To obtain a sanction the “usual date” is chosen, a site is guessed at and a local player (usually the current chair or a local board member) is listed.

One year before the tournament:

1. Obtain the site on an agreeable date.
2. The applicable Area Representative will identify the tournament chairperson.
3. The Secretary/Treasurer supplies the chair with recent tournament financials as well as tournament attendance information.
4. The Tournament Chairperson inform the Tournament Coordinator who they want as the director. The Tournament Coordinator arrange for the assignment of these directors with Peter Wilke.

Six months before the tournament:

1. The chair selects volunteers to help with the tournament and decides on who will be listed on the flier.
2. The tournament chair and publicity coordinator discuss potential events, starting times and local information for the flier. The names of the volunteers need not be available at this time.
3. The tournament team will make sure the hotel guide and the restaurant guide is prepared and accurate. Select which lodging should be listed on the flier.
4. Tournament Chair prepares a flier (see above procedure).
5. Begin solicitations from Sam’s Club, Walmart, Costco, local restaurants, local casinos.

Two months before the tournament:

1. The Communication Committee will send the flier to their points of contacts throughout the unit to ensure all bridge players in the unit are informed of the next tournament. Also ensure unit photographer will attend tournament and take pictures. If photographer can't attend tournament, ensure the unit camera is available for a designee to take pictures.
2. Tournament Chairperson sends verbiage to Tournament Coordinator for Pionola email blast. See procedure # 7 in flier procedure above.

One month before the tournament:

1. Someone from the local club will get the bidding boxes, pop inventory and unit supplies at the preceding unit tournament. The unit is supplying all necessary supplies including 6 sets of boards.
2. the Tournament Chair will contact the Director to discuss the following topics:
  - a. The schedule, strata, team formation, hand records, supplies unit will supply
  - b. Method to be used for handling the money (see normal Unit procedure below. The DIC may prefer different procedure.)
  - c. List of local hotels. Reserve hotel room for director, or make other arrangements for housing director
  - d. A floor plan of the playing site
  - e. A list of free plays and hand record options (see above).

2-4 weeks before the tournament the Hospitality committee will purchase any supplies needed for the tournament. The Hospitality committee will remind the local players about bringing food or donating cash to buy food for the tournament. The Partnership chair will seek local players who might be interested in standing by. See above unit policy for pair/team events.

#### During Tournament:

1. A separate section of the wall space will be arranged for every event as well as master point leaders (the Top 25 will be posted here). Future tournament flyers will also have a posting section.
2. A homemade bulletin board will be placed at the entrance listing all the volunteers. Space will be available for any who have been mistakenly left off. Pictures of volunteers will be preferred to just listing names.
3. Each session will have at least one host who will help players get checked in and any questions they have concerning local information. A method to identify the hosts will be used such as name tags or hats.
4. We expect all Directors to follow the ACBL directive that they use ACBL Live to post results as soon as possible after each session. If internet connection is not available at the playing site, the chairperson will arrange a mobile hotspot for the director to use. Anyone can view our tournament results via the link on our web site, or directly through ACBL Live. You do NOT have to be signed up for ACBL Live in order to view the results. Individuals can even get immediate notification when their results from a tournament in which they participated are available on ACBL Live.
5. After each event the results will be posted in the designated space as well as pictures of the winners of the event.
6. Master point chart will be printed after each session.
7. Members of the tournament committee (i.e. local players) will constantly police the room when they can.
8. The daily cleanup crew will straighten the room after the last event of the day.
9. Bridgemates/bridgепads will be used for all pair events. The director will be free to take director calls and keep the game at normal speed.
10. The director should be given the chair and coordinator's suggested movements for every expected table count. If players are allowed to form their own team in pair/team events, the director will have teammates play each other during the last round. This improves equity for the pair rankings when two "A" pairs are on the same team. The coordinator will have available players ready to assist the director getting the game started. The director can make announcements while the assistants distribute boards or rearrange seating assignments.
11. Before the start of the second part of the last day's team event the President (or the designee of

the President) will remind everyone of the next unit tournament and thank the attendees (for showing up), the volunteers, and the chair of the tournament.

12. During the last round the director will remind the Cleanup Committee to stick around, the players to close their bidding boxes after the last hand and everyone to have a safe trip home.

#### After tournament:

1. The Secretary/Treasurer obtains cash, financial report and an alphabetical listing of master point winners from the director. If the Treasurer isn't present, the Tournament Chair is responsible for this. (See financial procedure below.)
2. Tournament Chair locate an attendee from the community that will have the next unit tournament. That person will take the supplies and pop inventory.
3. The Cleanup Committee (the tournament's largest committee) breaks down the room and gives it a thorough cleaning.
4. At the same time the President and Chair sign Thank You notes to all volunteers listed on the bulletin board. Either the President or the Chair may write personal thank you notes. The thank you notes are placed in the mail that night.
5. The Secretary updates the Top 25 and sends it to the webmaster. The secretary updates the tournaments winners list as well as all-time attendance and master points lists.
6. The Treasurer prepares the tournament financial within 2 weeks. This report is sent to the chair and board members.

#### **Procedure regarding finances during and after tournament**

1. The tournament chairperson is responsible for providing a cash bank for the Tournament Director before the start of the first session. Arrangements need to be made with the Director to determine the amount of that bank. \$100 in ones and \$50 in fives should be adequate. This money will be returned to the provider at the end of the tournament.
2. The tournament chair or their designee will accept and account for the daily receipt, as Tournament Directors are no longer permitted to keep those funds until the final day.
3. All such funds and related documents should be turned over to the Unit 163 Secretary/Treasurer, currently Gary Edwards, or his designee at the conclusion of the tournament. The Secretary/Treasurer will pay the Tournament Director for all ACBL expenses. TDs are required to provide the financial designee, with the final Office Financial Sheet (OFS), along with the cash, checks, and coupons, etc., which have been collected at the tournament. It is the unit Secretary/Treasurer or his designee's responsibility to:
  - a. Review the OFS, remit funds, and related documents for accuracy.
  - b. Provide the Director a check made payable to ACBL for the amount due (referencing the tournament's sanction number).
  - c. If the Secretary/Treasurer isn't available at end of tournament, a prepaid envelope will be provided so we can easily mail it to ACBL.
  - d. If there is no check at the end of the tournament, the DIC will mail the bridge bucks, memberships and a copy of the OFS collected at the tournament.

**Sectional Tournaments at Clubs (StaC):** STaC is an opportunity for ACBL members to earn more master points from their club game. The STaC is a tool to raise funds to support ACBL grass root events. Club managers would register on ACBL. There is a \$7 surcharge for each table. This \$7 goes to the Grass Roots Fund (i.e. NAP and GNT). There are 21 events (i.e. morning, afternoon and evening each of the seven days) during the designated week. Details on how to register, where to send the money and game results are explained on the ACBL STaC link. You must have at least 2.5 tables to

qualify. It is shuffle and deal. No hand records are required. Silver master Point awards are strictly based on a pair's percentage result and strata. Dates District 14 clubs in 2017 are: June 19-24 and December 4-10.