



American Contract Bridge League

Resource Guide for Planning Sectional and Regional Tournaments

Revised September 2004

INTRODUCTION

Welcome to Resources and Tips for Running a Successful Sectional and/or Regional Tournament. The ACBL hopes you will find this information helpful. If you are planning an Intermediate-Newcomer (IN) tournament, a copy of "Planning and Organizing an Intermediate-Newcomer Sectional or Regional Tournament" can be downloaded from the ACBL web site at www.acbl.org.

The material in this booklet has been designed to assist a Tournament Chair (TC) in planning and running a successful tournament.

Here you will find tips for Sectionals and Regionals, ideas for bringing new players to your tournament, guidelines for the TC and all of the appointed committee chairs, resources for current tournament fees and convention information and much more. Check the Table of Contents for a full listing of all of the information in this booklet.

If you have questions or need additional assistance, please send an e-mail to tournaments@acbl.org.

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THE TOURNAMENT CHAIR

As the Tournament Chair, you are the official goodwill representative of your Unit and/or District. Your availability throughout the tournament to serve as an understanding, cooperative and hospitable host or hostess will add much to the success of the tournament.

Should you plan to play?

While it is not required to have a non-playing chair, it is advisable for new tournaments, those at a new facility or for a large Regional.

Your availability (or the availability of a designee) will also allow you to:

- ♣ Effectively and efficiently carry out your primary responsibility of seeing that the hotel or convention center staff performs their duties promptly,
- ♣ Make certain that your subcommittee chairs and their committees complete their assigned tasks,
- ♣ See that appropriate announcements are made,
- ♣ Act as a troubleshooter for any unexpected problems.

It is more convenient if you do not plan to play bridge during the last session of the tournament unless special arrangements are made in advance with the Director-In-Charge (DIC). You will be needed to review the financial reports with the DIC.

Resource Material

This material has been designed to help you with your duties and responsibilities as Tournament Chair (TC) from the day you must fill in and submit the sanction application until the conclusion of the tournament. Check the [Table of Contents](#) to see what is available.

Questions and Concerns

Your job is of the utmost importance. Please do not hesitate to contact the Tournament Department at ACBL Headquarters (901-332-5586, ext. 1244) or by e-mail at tournaments@acbl.org for assistance.

TOURNAMENT CHECKLIST & TIME FRAME

TOURNAMENT TIMELINE

- | | |
|-------------|--|
| 3 Years Out | Submit Regional Sanction Application (See Sanction Application). |
| 1 Year Out | Submit Sectional Sanction Application (See Sanction Application). |
| 1 Year Out | Meet with the facility management to discuss the necessary arrangements for the tournament. The site management will use these notes to create a set of specifications for the tournament to distribute to their staff. The following things should be discussed and agreed upon at that time. |

One Year Out – TOURNAMENT SITE CHECKLIST

♣ **The specific playing rooms to be used.**

A copy of the floor plan should be sent to the director-in-charge of the tournament when assigned. The minimum floor space that the ACBL tournament department allows per table is 64 square feet; however 75 square feet or more is preferable. Additional space is needed for selling and scoring.

♣ **Make sure that the lighting is adequate for bridge play.**

Technically speaking, at least 10 foot-candles of illumination 30 inches above the floor are necessary for all tables. Note that additional lighting may be necessary, particularly at the directors' table.

♣ **Make arrangements for table rental and chairs, if necessary.**

Normally, you should have available 10% to 15% more tables than expected for the maximum session.

♣ **Provisions for smokers.**

More and more frequently, smoking will be accommodated outside the facility.

♣ **The 6- and 8- foot tables needed.**

These tables are needed for directors, partnership desk, hospitality desk, clocks, bookstore, supplies, water tables, etc. Please start impressing the facility management with the need for continued maintenance of the water stations. Bridge players consume a lot of water during a session.

♣ **A director's office and/or supply room that can be locked overnight.**

The minimum size should be 18 feet by 12 feet with two or three keys available for the directing staff.

♣ **Hotel rooms, If the tournament is being held in a hotel.**

Ask the hotel to block some rooms for your out-of-town players. Try to arrange for a special "bridge rate" based on anticipated room nights. When the tournament is not at a hotel, make similar arrangements with nearby hotel/motels.

♣ **A hospitality suite, hotel rooms for staff, board members and other volunteers.**

Find out if any of these rooms will be complimentary? Usually the hotel will "comp" at least one room night for every 50 nights rented by bridge players. If there is no lodging at the site, this matter must be negotiated at this time with a nearby host hotel so that the necessary rooms will be available on the proper dates. The ACBL will e-mail a list of directors and their lodging requirements about four months prior to the tournament.

♣ **Refreshments both during and after the sessions.**

Get estimates and try to confirm costs as soon as possible. Some facilities allow the tournament committee to provide food and drink from outside sources. Coffee and soft drinks are a must.

♣ **Clean up.**

Will clean up be provided by the site management? How frequently?

♣ **Microphones.**

Mikes will generally be needed in each playing room, especially the larger ones.

♣ **Coat racks or a check room.**

This is a necessity during cold weather months.

♣ **Mirrors.**

If there are mirrors in the playing rooms, they must be covered.

♣ **Eating at the site (if there is food service).**

Try to get the hotel management to understand that since the bridge players are all on the same schedule, they will tend to use the restaurants at the same time. Ask the hotel to be prepared. Discuss the possibility of setting up buffets and breakfast and dinner specials.

♣ **Power.**

Several 110 volt outlets must be available for the computer equipment and timing clocks.

♣ **Large containers for trash.**

These should be plentiful throughout the room.

♣ **Site policy on hanging items on the walls.**

Can anything (recaps, posters, etc.) be hung on the walls? If not, easels, chalk boards or push-pin boards must be arranged for.

♣ **Daily Bulletin.**

If your tournament is going to have a daily bulletin, arrange for appropriate space where the bulletin can be produced, typically in the editor's hotel room.

♣ **Prize storage.**

Arrange for storage of the prizes in a locked room.

♣ **Safe-deposit box.**

Arrange to have a safe-deposit box available to store tournament receipts.

♣ **Bookstore.**

Arrange for hall space if there is to be a bookstore.

♣ **Location of the various tournament desks.**

Where will the desks for prizes, hospitality (registration), partnerships, IN (Intermediate-Newcomers) and information be located?

10 Months Out Appoint Tournament Committee Sub-Chairs.

6 Months Out Submit final schedule of events to the ACBL Tournament Department. (Please do not request any changes during the last six months before the tournament.)

6 Months Out Schedule a meeting with the subcommittee chairs for a progress report.

6 Months Out Arrangements for the tournament should be reconfirmed with the management of the tournament site and host hotel.

5 Months Out Tournament Supplies

a.) **ACBL to provide.**

If you checked the box on your sanction application requesting ACBL to ship your supplies, this matter has been taken care of.

b.) **Sponsor to provide.**

If the Unit/District is providing its own supplies, an inventory should be taken at this time and an order for what is needed sent to the supply company of your choice. If ordering from the ACBL, send your request to the ACBL Sales Department.

c.) **What's needed.**

The Tournament Department will send a list of recommended supplies and quantities for your tournament upon request. [Click here for a suggested list of supplies needed for a typical three-day sectional tournament of approximately 200 tables.](#)

d.) **Hand records and newcomer analysis sheets.**

Normally, the DIC or another supply-carrying director will bring the required hand records and printouts to the tournament. Let the director know if you want newcomer hand records since these have to be special ordered.

e.) **Re: Time clocks (optional) and Bidding Boxes (optional but recommended).**

These must be provided by the sponsoring organization.

5 Months Out ACBL Tournament Department notifies the Tournament Correspondent of the DIC assigned to the tournament, with address and phone number.

4 Months Out Tournament Correspondent is notified by the Tournament Department of the staff assigned for the tournament, their sessions and lodging requirements. Reservations should be made for the specific staff members and committee members who will be staying at the host hotel. If the hotel has provided any free rooms, it is often a good idea

to assign these rooms to staff members rather than committee members since the staff will generally spend more nights at the hotel.

- 3 Months Out Check with tournament site management. It is important to reconfirm all arrangements. Many changes in management can occur in six months. The Tournament Chair should review all agreements made earlier for the Unit or District's protection. All Sectional and Regional tournaments for which the ACBL issues a sanction are covered under a general liability and property damage policy. A certificate of coverage can be obtained by contacting the insurance agent.
- 3 Months Out Tournament Chair should schedule a meeting with subcommittee chairs for an official progress report.
- 2 weeks Out Get names of committee members who will be working during the tournament and arrange to have badges made for everyone.
- 12 Days Out If the supplies are to be shipped in by UPS (you will be notified by ACBL), verify their arrival time with the tournament site.
- 2 Days Out Meet with subcommittees to receive progress reports and press for action on anything behind schedule.
- 2 Days Out Contact the management of your tournament site to review all arrangements. See that the hotel desk and switchboard have a program for your tournament so that they can answer questions accurately and put proper information on hotel bulletin boards. Stress the need for ice water again. Discuss all items again that were originally on the [one-year out checklist](#).
- 1 Day Out The DIC and some of the staff will arrive the day before the tournament begins.
- ♥ Arrange a meeting to discuss any problems, ideas or just to get to know each other.
 - ♥ Discuss such sponsor options as victory point scales, entry discounts, convention limitations and hospitality breaks.
 - ♥ Review room setup and location of the various tournament desks and bookstore. The DIC can give instructions to the management of the site for any necessary changes and adjustments.
 - ♥ Review the tournament program and advertised conditions.
 - ♥ Review the Unit's check-cashing policy. Players checks are the responsibility of the Unit/District. Please inform the DIC of your policy of accepting checks from the players. Normally you should allow the DIC to accept checks for the amount of the entry fee or less at his/her discretion. Checks for larger amounts can also be at the DIC's discretion, but you may want to have someone on the tournament committee available for approval of checks above the entry fee.
 - ♥ Introduce the site management team to the Director-In-Charge. Since the DIC will now be working with you, it will be very helpful if he knows the hotel personnel. For a larger tournament, the hotel management will normally generate an internal memorandum that states special instructions for their staff for the tournament and specifies all details of special arrangements. It would be helpful for the DIC to have a copy of this information.
 - ♥ Tell the DIC what lists you would like to have at the end of the tournament. Various lists of winners (by Unit, District, masterpoint levels, etc.) can be provided by the DIC at no charge provided you tell the DIC what type of list(s) you need prior to the start of the tournament.

THE SANCTION APPLICATION

When to Submit

After your tournament dates been approved by the Unit and District Tournament Coordinators, ask the Unit Tournament Coordinator to submit the online application. Access to the online sanction application is available only through your Unit or District Tournament Coordinator.

Sanction applications should be filed as promptly as possible to avoid possible conflicts. Should a conflict arise, <http://web2.acbl.org/handbook/handbook/cover/html> will give you the information you need to resolve the conflict.

To be considered timely, Regional applications must be submitted three years in advance and Sectionals one year in advance

Information Required on the Application

Unit and/or Districts must provide the information requested on the sanction application form as follows:

DATES REQUESTED – List the month, days and year the tournament is to be held.

UNIT # & DISTRICT # -- Please insert your Unit and/or District #'s.

TOURNAMENT NAME/SITE – Please list the tournament name, site, address and phone number. The sanction application may be submitted without the site information. That information must be submitted to the Tournament Department at least six months in advance of the tournament.

Click here for information on [tournament requirements for disabled players](#).

DIRECTOR-IN-CHARGE – List the name of the tournament director requested by the sponsoring organization. (optional)

If you are considering using a [Tournament Assistant](#), click here for more information.

TYPE OF TOURNAMENT – Check the type of tournament to be held. Check Regional or Sectional, the type (e.g., seniors or open) and any masterpoint restrictions.

SCHEDULE OF EVENTS – May be submitted after the original application is filed as long as it is received at least six months prior to the tournament. Especially for Regional tournaments, an earlier submission is desirable. Until the schedule is approved by the ACBL, the schedule may not be published. Approval of the sanction application does not imply approval of the schedule of events.

Link below for more information to help you create an ideal tournament schedule:

[General Guidelines for Sectional and Regional Tournament Schedules](#)

[Sectional Tournament Schedules](#)

[Regional Tournament Schedules](#)

[Starting Times](#)

Description of Tournament Events

[General Events](#)

[Secondary Events](#)

[Miscellaneous Events](#)

[Sample Tournament Schedules](#)

TOURNAMENT SUPPLIES – Note if ACBL or the sponsor will provide. The ACBL will not send supplies unless specifically requested to do so.

CONVENTIONS ALLOWED – Please indicate which convention chart (general, mid-chart or super-chart) will be in use at the tournament and which events, if any, will use the mid- or super charts. Click here to see all current convention charts – http://www.acbl.org/documentLibrary/units/convChart12_03.pdf

TOURNAMENT CHAIR – This person is the official liaison between the sponsoring organization and the director-in-charge. List all requested information.

OFFICIAL WHO WILL HANDLE CORRESPONDENCE – All correspondence will be sent electronically to the tournament correspondent. Effective January 1, 2005, all tournament correspondents must have e-mail access.

TOURNAMENT CONTACT – The ACBL will list the tournament contact and his or her phone number in *The Bridge Bulletin* Tournament Calendar. Their e-mail address will be included in the online Bulletin calendar. This person responds to all questions about the tournament. If left blank, the Tournament Chair will be listed.

Procedures for a Late Sanction Application

An approved sanction application must be received in time for the tournament to be listed in the *Bridge Bulletin* Tournament Calendar at least one month prior to the tournament.

TOURNAMENT COMMITTEES

To run a successful tournament, the TC must put together an effective team of volunteers for committees.

Suggested Tournament Committees

The following list of committees is suggested for Regionals and large Sectionals. At smaller tournaments, the TC "wears many hats" and may serve in more than one capacity – but should not try to do it all alone. You can access information on the main purpose of each committee and ideas designed to help the committee members do their jobs by clicking on the name of the committee in the list below.

Click on each committee for guidelines

- ♥ [Finance and Budget](#)
- ♥ [Hospitality/Information](#)
- ♥ [Registration](#)
- ♥ [Entertainment](#)
- ♥ [Publicity and Promotion](#)
- ♥ [Partnership](#)
- ♥ [IN \(Intermediate-Newcomers\)](#)
- ♥ [Conduct & Ethics and Tournament Appeals](#)
- ♥ [The Caddy Master](#)
- ♥ [Prizes](#)
- ♥ [Daily Bulletin](#)

Committee Desks at the Tournament Site

Some of your committees, such as registration, will need signs and decorations to identify them. Signage can be handled all by the same person or each individual committee. The look and theme of the signs should be coordinated by the TC, and the TC should determine how these signs will be displayed in case the tournament site will not allow anything to be hung on the walls.

Sponsorship

Increasingly, tournaments are seeking sponsors for tournaments and individual events. The chair, the publicity and promotion committee or a special sub-committee may handle sponsorship. The ACBL Marketing Department can provide brochures and demographics helpful in soliciting sponsorship. All committee chairs should report to whoever is in charge of sponsorship before seeking donations or giveaways from local businesses so that these efforts aren't duplicated.

Tournament Checklists

Click on each to access checklists which have been created to assist the Tournament Chair run a successful tournament: [Every Day at the Tournament](#), the [Final Session of the Tournament](#) and [After the Tournament](#).

EVERY DAY AT THE TOURNAMENT CHECKLIST

Here is a list of the things the Tournament Chair should check each day of the tournament.

♠ See that the hotel/motel bulletin boards have the proper information concerning events and starting times. Ask for a listing if the property has a closed-circuit TV channel for daily activities.

- ♣ Inspect the tournament site (well before game time) for proper setup of tables, cleanliness and site compliance with cleanup information.
- ♣ See that the Hospitality Desk (Registration) and Partnership Desk are properly manned.
- ♣ Check daily arrangements with hotel/motel/convention center concerning entertainment and refreshments ordered for that day.
- ♣ See that a Unit/District official is available for check approval during entry selling, if necessary.
- ♣ See that trash containers are available.
- ♣ Check drinking water supply and stations, cups, etc.
- ♣ Be a host/hostess, talk with the players (especially in the IN area), see if they are pleased, try to arrange for specific requests and correct specific complaints.
- ♣ Inspect rest rooms for upkeep.
- ♣ Look for obstacles that might block emergency exits and eliminate them. Check that site has unlocked emergency exit doors.
- ♣ Ask the DIC to make proper announcements concerning prizes, pictures, entertainment, hospitality services (parking discounts, aspirins, menus, etc.).
- ♣ See that the Publicity Chair and Daily Bulletin editor (if there is one) are informed of any special happenings or the presence of any special personalities who might be the basis for a good newspaper article.

FINAL SESSION OF THE TOURNAMENT CHECKLIST

- ◆ Settle finances with the Director-In-Charge unless other arrangements have previously been made. All fees due the ACBL must be settled by the end of the tournament.
- ◆ Arrange gratuities for site personnel.
- ◆ Make arrangements for the supplies to be returned to Memphis.
The directors will pack up the unused supplies in black shipping cases if the supplies were ordered from ACBL. The TC should make arrangements for the supplies to be returned to ACBL per the instructions enclosed with the tournament supplies.
- ◆ Arrange with the site management for protection of unused supplies until they are picked up.

AFTER THE TOURNAMENT CHECKLIST

- ◆ Follow up to make certain the black cases of supplies have been picked up and returned to the ACBL or to the supplier as agreed.
- ◆ Settle finances with the tournament site. Be certain to get a receipt.
- ◆ Discuss future dates with site management.
If Sectional dates are agreed upon for the following year, get a commitment at this time and send your sanction application to your District Tournament Coordinator for approval.

If Regional dates are agreed upon for a future time period, please send them to the ACBL Tournament Department. Early submission will get the tournament listed on projected tournament schedules that are distributed to all Unit and District officials.

◆ Collect your lists of winners from the DIC.

If you decide you want a list(s) after the tournament, the ACBL will provide them for a nominal fee.

◆ Hold a post-tournament meeting with subcommittee chairs for evaluation and reports.

◆ Write a final report on the tournament to be presented to the Unit/District board with recommendations, suggestions, comments.

◆ Remember to say "thank-you" to all of your helpers. Be generous with appreciation and pass along compliments to your workers. If you can, drop a brief thank-you note to everyone who helped. These people volunteered their time, just as you did. Knowing that their efforts were appreciated will mean a great deal to them.

◆ Return the tournament evaluation form sent by the ACBL Tournament Department requesting a report on the staff working at your tournament.

◆ Help the IN (Intermediate-Newcomer) Committee follow up with mailings to the new players who have participated in the tournament. (If you can, send a free play to a Unit game or a club newcomer game as a "Thank You" for attending the tournament.)

FINANCE AND BUDGET COMMITTEE

The primary function of the Finance and Budget Committee is to prepare a budget for the tournament and inform each committee of its allocation. Some flexibility should be built into the budget so that more funds are available when attendance is up, and cutbacks can be made should attendance be less than anticipated. Click here for a current fee schedule <http://web2.acbl.org/handbook/handbook/appendixg.htm>

The Director-In-Charge can provide estimates of all ACBL-related expenses prior to the tournament. These items include sanction and supply fees, including hand records and printouts where applicable, and director fees, transportation and per diem expenses. The DIC can also provide an estimate of the number of hotel nights needed by the directing staff.

The Tournament Chair or designee should consult with the DIC about decisions that deal with the financial aspects of the tournament operation. The DIC will be responsible for the collection and disbursement of money during the tournament. The DIC also will be responsible for tournament funds for the duration of the tournament unless the sponsor chooses to receive funds after each sale and disburse the funds as necessary. In either case, selling shortages are the responsibility of the sponsoring organization.

The Chair of the Finance Committee should inform the DIC of entry fees, student rates and free plays, if any, and how they will be handled.

Unless the sponsoring organization has assumed the handling of funds, the DIC must:

- ♣ Be the custodian for all funds collected,
- ♣ Pay staff per diem and travel expenses from funds collected,
- ♣ Make all authorized disbursements,
- ♣ Give the TC a complete financial report and any funds due the sponsor immediately after the tournament is over,
- ♣ Get a check from the sponsoring organization for the amount due the ACBL.

If the sponsor has chosen to maintain control of the funds during the tournament, the sponsor must:

- ♣ Receive the funds collected by the entry sellers,
- ♣ Pay for all staff costs and expenses,
- ♣ Ensure the security of the receipts,
- ♣ Have a check for the funds due the ACBL ready for the DIC at the conclusion of the

tournament,

HOSPITALITY COMMITTEE

The main responsibility of the Hospitality Committee is to welcome the players to the tournament and to staff the hospitality/information table at the tournament. Welcoming the players can include planning the entertainment for the tournament and operating the registration desk and usually does at a smaller tournament. At a Regional, there would tend to be a separate entertainment and registration committee.

The hospitality/information desk should provide local information about bridge lessons, club games, local hotels and restaurants. It's a good idea to have a membership desk or booth available with the hospitality desk. You can stock it with instant membership forms that can be obtained from the DIC.

Please note that the people staffing the hospitality desk at the tournament need to be able to answer all types of questions. When they can't come up with the answer, they need to find the answer and get back to the player with the answer.

This committee must start by determining its specific duties. Will the focus be only on hospitality and information, or will it include membership, registration and entertainment? When the guidelines have been set, volunteers need to be recruited to work on each area of responsibility.

The Hospitality Committee could:

- ♥ **Provide refreshments during the session (e.g. cookies, popcorn, candy, fruit).**
Many players enjoy a snack while they discuss the hands just played, especially after the evening session. Some facilities will allow you to bring in food and others will not.
- ♥ **Appoint a decorating committee.**
A lot of fun can be added to the tournament if there is a theme.
- ♥ **Ask area clubs to provide flyers.**
Some players will want information on local club games, including games for newcomers and intermediate players.
- ♥ **Ask local teachers for information to create a list of bridge courses.**
Make a directory of courses currently being given by area teachers as a handout. Click here to see the Bridge in Your Neighborhood brochure that can be downloaded and used to create your own giveaway, <http://www.acbl.org/marketing/bridgeinYourNeighborhood.html>.
- ♥ **Stock aspirin and first-aid materials.**
- ♥ **Sell ACBL memberships or collect dues payments.**
- ♥ **Validate parking tickets.**
- ♥ **Make a restaurant guide and have sample menus available.**
Make it easy for your players to eat between sessions by providing area information.
- ♥ **Distribute brochures on local points of interest.**
- ♥ **Act as a center for lost and found items** (especially misplaced convention cards).
- ♥ **Prepare "goodie" bags for all players** (see [Registration Committee](#)).
- ♥ **Set up a registration desk** (see [Registration Committee](#)) **and sign up the players.**
- ♥ **Provide daily entertainment or refreshments** (see [Entertainment Committee](#)).
- ♥ **Set up, stock and staff the hospitality suite.**
Make sure players are notified of the times when the hospitality suite will be open and its location.

NOTE: It is a good idea to ask local bridge teachers and club owners to assist with hospitality. Newcomers like to see a familiar face and the opportunity to sign up new members can be a nice perk for a club manager who has closed a club for the duration of the tournament.

REGISTRATION COMMITTEE

The main responsibility of the Registration Committee is to set up the registration desk at the tournament and sign up the players as they arrive.

Gifts and “Goodie” Bags

It's a nice touch to welcome the players with a “goodie” bag or special registration gift (or both). The gifts add to the feeling of being welcome at the tournament. This committee would select the welcome gift and stuff the bags. At a smaller tournament, this job can be combined with the duties of the Hospitality Committee. The IN Committee will want to work with the Registration Committee since it may want to put a few “extra” items in the IN bags. If your tournament has a theme (such as smiley faces), the gift should carry out the theme.

Ideas for Goodie Bags and Gifts

- ♣ Restaurant lists and coupons
- ♣ Brochure listing local clubs and teachers
- ♣ Information on local tourist attractions
- ♣ ACBL Instant Scorer
- ♣ Flyers for other upcoming local tournaments
- ♣ Pencils or pens (hanging pens are popular)
- ♣ Promotional gifts (key chains, pencils) donated by local businesses
- ♣ Candy
- ♣ Convention card stickers and holders
- ♣ T-shirts
- ♣ Bumper stickers
- ♣ Notepads
- ♣ Coffee mugs
- ♣ Decks of cards
- ♣ Magnets

Before the Tournament

- ♣ The committee must meet and decide:
Will there be “goodie” bags? If “yes,” what will be in the bags?
Will there be a special registration gift? If “yes,” what will the special registration gift be?
- ♣ The gifts and trinkets for the bags must be purchased and/or solicited.
- ♣ The bags must be assembled by the committee (and any volunteers willing to help).
- ♣ The materials for the registration desk must be collected.
Index cards, a way to alphabetize the names, signage for the desk, pencils.

During the Tournament

The Registration Desk must be staffed at least one hour prior to each afternoon session. All of the players will not register before they play their first session, but as they have time throughout the tournament.

It is suggested that the Registration Desk be staffed one half hour before each evening session.

After the Tournament

The committee should meet to decide how to best use the information on the registration cards

- ◆ Contact non-members and invite them to join.
- ◆ Send a letter to non-members thanking them for attending the tournament and send along a free play to invite them to the next unit game.

- ◆ Do a postcard mailing to non-Unit members to invite them to the next Sectional/Regional.
- ◆ Create an e-mail file so you can send periodic announcements to this group.

ENTERTAINMENT COMMITTEE

The Entertainment Committee plays a very important role in the success of a tournament. At a smaller tournament, these responsibilities may be combined with the Hospitality Committee and coordinated with the Intermediate-Newcomer Committee.

Daily Entertainment

Will you have daily entertainment or refreshments?

For entertainment, look to your own membership for talented musicians, artists, comedians or magicians. Be sure to make arrangements for sound systems if necessary.

Social activities are important. Here are a few ideas:

- A between-sessions wine and cheese party,
- An informal dance (turn on a disc player or make it festive with a DJ),
- A panel of local experts to answer questions about the hands just played (add pizza to the panel between sessions and you'll see a lot of players returning to play in the evening),
- A breakfast or brunch with your volunteers providing the food (if your site allows food to be brought in).

Celebrity Speaker Program

Celebrity speaker programs aren't just for the IN players, though often the IN Committee will handle the arrangements. Local experts and teachers make great speakers. Who is more of a celebrity or expert to a newer player than their teacher? If teachers are speaking at the tournament, they are going to make sure that their students are there to hear them. They don't want to speak to an empty room. (Consider naming events for the speaker or teacher to follow their talks as an added incentive to invite students and friends to attend.)

Mini-lessons or bridge tips should be scheduled 45 minutes before each afternoon and evening session. (If there is an early start on Sunday, you may want to skip the speakers on that day.)

Here are some steps to follow to produce a successful speaker program:

- ♣ Put together a schedule for the tournament.
Schedule volunteers, such as local experts and teachers, to speak for 30 minutes. If you can't get enough volunteers, schedule speakers only once a day.
- ♣ Confirm and reconfirm with your speakers.
- ♣ Try to have a couple of backup speakers who can step in if something goes wrong.
- ♣ Check out the tournament site and select an area for the speaker program that is appropriate – not too much traffic, good lighting, sufficient space, etc.
- ♣ Decorate the speaker area as a focal point in the room.
- ♣ Ask your speakers to provide a one-page handout that you can either photocopy before the tournament or reimburse the speaker for copying.
- ♣ Provide a microphone and flip chart.
- ♣ Decide how you are going to compensate the speakers – with an honorarium or a free play, and be prepared to give them this “thank you” at the conclusion of their talk.

The speaker program can lead into a lot of other possibilities.

- ♣ You could have a book signing for speakers who are authors.
- ♣ You could give a door prize of one of the books written by a speaker.
- ♣ You could use your speakers and others on a panel show.

PUBLICITY AND PROMOTION COMMITTEE

The main responsibility of the Publicity and Promotion Committee is to get the word out about the tournament and to encourage as many people as possible to attend.

No tournament publicity should occur until the tournament is sanctioned. In addition, **ACBL must approve all tournament advertising before it is printed and distributed.** (The approval of your sanction does not imply approval of your schedule of events.)

Working with the Media

For publicity information from the ACBL Marketing Department, go to <http://www.acbl.org/marketing/publicity.html>. This committee should send advance press releases to local papers announcing the tournament and highlighting any special events (such as a free lesson). The committee can also send releases about winners—a nice way to provide recognition for your players.

Funding for Publicity for Newcomer Activities

Special funding may be available through the ACBL Cooperative Advertising Program for publicity for newcomer activities: <http://www.acbl.org/marketing/coopAdvertising.html>

Copy Max Member Benefit

Be sure to take advantage of the 15% discount at CopyMax for flyers and other copying. Click here for a member discount card: <http://www.acbl.org/documentlibrary/marketing/ACBLandCopyMax.pdf>

Ideas for this Committee:

- ◆ Make arrangements for flyers to be printed and distributed locally and sent to nearby clubs in other Units.
- ◆ Place an ad in the ACBL *Bridge Bulletin* or other bridge related publications. Ads should include the schedule of events (with masterpoint limitations), the tournament site, hotel information and contacts. Click here for tournament advertising deadlines and rates: <http://www.acbl.org/marketing/bbAdvertise.html>
- ◆ Coordinate committee assignments to ensure that all local clubs are visited and urged to support the tournament.
- ◆ Use mailing labels from previous tournaments and send reminders.
- ◆ Coordinate with the Chair of the IN (Intermediate-Newcomer) Committee. Special inserts or flyers should be sent to the 0 to 200 players to inform them of events and activities especially for them. This group is more likely to attend if you offer a full schedule of limited games.

PARTNERSHIP COMMITTEE

The main responsibility of the Partnership Committee is to find a partner or teammates for anyone attending the tournament. Finding a compatible partner can make all of the difference in someone playing at your tournament and attending future tournaments.

Publicity

All tournament advertising should contain the name, phone number and e-mail address of the Chair of the Partnership Committee. Many out-of-town players will contact the chair well in advance of the tournament to arrange partnerships and teammates.

Pre-Tournament Arrangements

Although some pre-tournament matches may be possible, the chair may just advise players of what to expect when they arrive and the name of a person to contact at the Partnership Desk. The chair may want to record the player's information to save time during the tournament.

If players are matched in advance, the chair may want to suggest that they play in a local club game if possible or play online to practice.

Player Information Card

The player information card should include the player's name, phone number, number of masterpoints, system and events for which a partner is needed. Since you are collecting information, it wouldn't hurt to ask for an e-mail address in case you want to do some follow-up work.

Partnership Desk

◆ Arrange for the staffing of the Partnership Desk.

One or more people need to be available at the Partnership Desk one hour before afternoon sessions and one-half hour before evening sessions to arrange pairings. It is especially important to have someone staff the desk prior to the start of a knockout event. For late-night events, the director running the game will make partnerships.

◆ Arrange for a standby who is willing to fill in with anyone available each session.

Such a standby should not be charged an entry fee and when not used could be rewarded with a free play for another session.

◆ Maintain a separate partnership desk for IN players at a large tournament.

New players are more likely to play if a familiar face is making partnerships in the area where they are scheduled to play (the IN area).

◆ Always guarantee partners for newcomers who check in one hour before the game.

It is an incentive for new players to attend your tournament when they know that you will help them get a partner. Be sure to put this information in your tournament advertising and deliver!

IN (INTERMEDIATE-NEWCOMER) COMMITTEE

The main responsibility of this committee is to work with the area teachers and club managers to bring newer (and first-time duplicate) players to the tournament.

Work with the Tournament Chair

♣ Offer a full schedule of events.

The ACBL recommends games for 0-5, 0-20, 0-50, 0-100 and 0-200 players each session, or games can be run as stratified.

♣ Obtain a separate playing room (or specific area of the main room) for the IN games.

♣ Name IN events after teachers to encourage them to bring their students to the tournament.

♣ Reward teachers with a free play for every four "0 to 5 mp" players they bring to the tournament.

♣ Order newcomer hand records and analyses through the ACBL Sales Department.

The analyses are distributed at the end of each newcomer session and provide valuable tips on the hands just played. Hands and analyses are designed for 0 to 20 mp players.

Work with Other Committees

[Hospitality](#)

Welcome the new players at a reception in the Hospitality Suite and invite experienced players to discuss hands.

Prizes

New players want trophies for overall wins. (Click here for [Other Ideas to Consider.](#))

Partnership

New players may be shy. Set up a partnership desk in the area where they are going to play. Guarantee partners for players who arrive one hour before game time.

Promotion

Send flyers to the 0 to 100 players in the Unit and surrounding area. All advertising should include the fact that partners will be guaranteed for all 0–200 players who arrive one hour before game time. Contact teachers and club managers. Establish incentives such as a free play for a session at the tournament whenever a teacher brings four students to play in a 0 to 5 game.

Entertainment

Organize a [Celebrity Speaker Program](#) where teachers and top players give a 30-minute mini-lesson 45 minutes before the afternoon and evening sessions. Prepare a handout for the players for each talk. Since the newer players will be the main audience, the speakers should be asked to simplify their topics.

Plan a special IN reception or party to welcome the newer players.

Registration

Make special goodie bags for IN players. Consider adding one of ACBL's publications (Adventures in Duplicate, The Exciting World of Bridge brochure – [text only available online](#), the [ACBL from A to Z](#)), your own printout of the online SAYC booklet, a free play to a local club (good for a special game on a special day), an instant-scorer, a list of area lessons or some trinkets that you have collected from area merchants.

Call the ACBL to get back issues of the *ACBL Bridge Bulletin* for your non-members to encourage them to join. Be sure to have instant membership applications on hand. (Check with your DIC.)

It is a good idea to provide each new player with a name badge. These will help your newcomers meet each other.

Other Ideas to Consider

- ◆ Organize a welcoming committee (often called a New Player Services Committee). This group will greet the players when they arrive in the IN area, answer questions and help make the newcomers feel welcome. Invite your teachers to be on this committee and make arrangements so the IN room is covered before and after every session.
- ◆ Work with area teachers to get them to bring their students to the tournament.
[Free Lesson](#): Consider asking one of the area teachers to give a free lesson and invite social players and students to attend. Click here for more information on this promotion.
[Bridge Plus+ Game](#): Follow the free lesson with a free Bridge Plus+ game to introduce these players to duplicate. Click here for more information on this type of game.
- ◆ Encourage a qualified club director to run the 0 to 5 game. (IN players like familiar faces.)
- ◆ Add special trophies to your IN Program to enhance the fun. Consider:
 - ♥ **“Best of Two” trophy** – A partnership must have the best combined percentage for both sessions to win, but players can choose to enter only one session. The “Best of Two” event awards more masterpoints than a two-session championship making it a popular game.
 - ♥ **“Best Overall” trophy** – Reward the best performance at the tournament. This is an excellent way to highlight someone who participates in a lot of sessions. The DIC can provide this information at the end of the tournament.
- ◆ Create a special display board for the winners of the IN events.

Atlanta used circles of gold for their pre-Olympic tournament and St. Louis used stars and named their board "Rising Stars."

At the Tournament

- ♣ Set up a separate IN Registration Desk and Partnership Desk in the IN area. Give each new player a "goodie" bag with ACBL brochures, etc. and provide name tags so they can meet each other easily.
- ♣ Confirm that the area set aside for the [Celebrity Speaker Program](#) is appropriate. This works best when it is in a separate room that has a mike and a podium.
- ♣ Take pictures of the IN winners. Use the pictures to celebrate the winners. Display them on a winner board that has a theme. Make a big deal out of announcing winners and distributing trophies or other prizes.
- ♣ Organize a panel of local and/or visiting experts to answer questions. Following one or more sessions, have the panel discuss the hands just played. This is particularly interesting when the same hands have been used in the championship and IN game. Add pizza to a between-sessions panel and you will see a lot of players returning to play in the evening.
- ♣ Arrange with the DIC to get the entry blanks for all of the IN events.

After the Tournament

Send a note to all of the IN players who are not members of the unit. Thank them for attending the tournament. Invite them to join ACBL. Send them a free play to a Unit game. Give them a local contact number for more information.

Send a note to thank the teachers who brought students to the tournament.

For more details on organizing a successful IN Program, a booklet entitled *Planning and Organizing an Intermediate/Newcomer Sectional or Regional Tournament* is available online at ACBL's web site.

The information presented as guidelines for the IN Committee comes from the format used at all NABCs for IN Programs. The nine points of the ACBL IN Program have proven to be very effective. They are:

- ♣ Games for 0-5, 0-20, 0-50, 0-100 and 0-200 players each session.
- ♣ Trophies for each overall winner.
- ♣ A separate room for the Intermediate/Newcomer games.
- ♣ Directors who are experienced in working with newcomers.
- ♣ A Celebrity Speaker Program.
- ♣ Social events.
- ♣ Pictures of the winners.
- ♣ Flyers to invite the players and guarantee partners.
- ♣ Newcomer hand records with analysis sheets.

Free Lesson on Saturday Morning

Offer a free "Introduction to Duplicate" lesson on the Saturday morning of the tournament. The person you select to give this lesson should be a teacher who works with new players or social players who might be encouraged to try duplicate.

At the NABCs, this program starts at 9:30 a.m. with coffee and donuts followed by a two-hour lesson. (The hands from the "Play Course for Advancing Players" provide good material for this type of program. They can be used to get the group to play a hand and then discuss its duplicate merits.)

Schedule a Bridge Plus+ game (short, 14 hands, friendly) to follow. Don't charge an entry fee. This is an excellent promotion, and if done well, it should bring the Unit or the District some new business.

Bridge Plus+ Games

Bridge Plus+ is a shorter, friendlier, low-key duplicate experience created especially for newer players. They play 10 to 14 deals in a two-hour game. Use this game at one session of your tournament to introduce local bridge students and social bridge players to duplicate bridge.

Here's a good way to promote this event by using your local bridge teachers. Ask them to distribute free play coupons and encourage their students to come to the Bridge Plus+ game, or allow the teachers to sell entries to their students and keep the money. When the student arrives at the Bridge Plus+ game, give a free play for another session of the tournament. This is an excellent promotional idea. Students who play twice will tend to come back to play in more sessions.

Bridge Plus+ players are allowed to ask questions during the bidding but not the play. Local teachers should be invited to be on hand to answer these questions.

Don't charge an entry fee. The tournament does not owe a table fee for limited events where the players do not pay an entry fee.

CONDUCT and ETHICS COMMITTEES (C&E) and TOURNAMENT APPEALS COMMITTEES

The Tournament Chair (or a designee) is responsible for providing the DIC with a Conduct and Ethics (C&E) or a Tournament Appeals Committee after all sessions (when needed). Toward the end of each session, this person should check with the DIC to see if a committee is required.

Recruitment and Procedures

- ♣ Check with standing committee members (if your Unit or District has any) to see if they will be available during the tournament.
- ♣ All committees should have an odd number of members.
- ♣ At Sectional Tournaments
The committee should consist of members from other Units and Districts when possible.
- ♣ At Regional Tournaments
At least 50% of the committee should be from outside the sponsoring organization.
- ♣ Individuals appointed to serve on these committees are expected to be impartial.
- ♣ More information on Tournament Committee procedures can be found online at ACBL's web site in the Handbook of Rules and Regulations: <http://web2.acbl.org/discipline/appb.htm>

THE CADDY MASTER

The Caddy Master is an important member of the team necessary to produce a successful bridge tournament. The caddies are also members of the team.

The Caddy Master and the caddies work together to assist the directors in preparing the room for tournament play, moving the boards, collecting entry slips and results and taking care of the supplies

The Caddy Master's Guide for training tournament caddies will provide detailed information on training and the job Caddies are expected to perform at the tournament. You may want to print this booklet (<http://www.acbl.org/documentlibrary/units/Caddy%20Guide.pdf>) and distribute it to your caddies.

PRIZE COMMITTEE

The main responsibility of the Prize Committee is to determine the prize structure for the tournament and purchase the prizes that will be awarded, keeping the budget in mind.

What prizes will be offered? Answer these questions.

- ♥ Will there be prizes for the overall winners in each event?
- ♥ Will there be section-top prizes?
- ♥ Will there be drawings for door prizes?

What will the prizes be? Here are some suggestions.

OVERALL

- ♥ ACBL Scrip (Bridge Bucks) is purchased from the ACBL Sales Department.
- ♥ Trophies are what most IN players prefer. They can be purchased locally.

SECTION TOPS

- ♥ T-shirts with the tournament name and/or logo,
- ♥ Coffee cups,
- ♥ Bridge books,
- ♥ Mouse pads,
- ♥ Decks of cards,
- ♥ Convention card holders.
- ♥ A novelty exclusive to your tournament (\$2 bills are a Gatlinburg TN tradition).

DOOR PRIZES

- ♥ Free dinner at an area restaurant.
- ♥ Coupon for refreshments at the host hotel (cocktails, buffet, etc.).
- ♥ Signed bridge book.
- ♥ Free Play.
- ♥ Check the Internet. There are many companies that produce imaginative promotional products.

Will any prizes be donated?

Often a local person or club is interested in donating a permanent trophy named after a person they would like to honor as the prize for an event. Ask around and see if there is any interest in this.

Some Units/Districts arrange for prize or trophy donations in exchange for free advertising in the daily bulletin for the tournament.

Contact local companies to see what they might offer. Be sure to coordinate with whomever is handling sponsorship activities.

Awarding the Prizes

Arrange for the distribution of the prizes at the tournament.

- ♣ At Sectionals, a member of the prize committee should be available in a certain place at a certain time to award prizes.
- ♣ At Regionals, there should be a prize room or a prize desk where the prizes can be picked up. Place and hours should be published in the daily bulletin.
- ♣ In the IN Program, the directors like to award the prizes over the mike and in the playing area whenever possible.

A complete list of overall and section-top winners can be provided for the Prize Committee shortly after the end of each session, but it is a good idea to wait 24 hours until the correction period has expired.

DAILY BULLETIN

The main responsibility for this committee is to either make arrangements for a daily bulletin to be printed or to do the job. The TC will consult with the chair of this committee on budget and requirements.

REGIONALS

A daily newsletter is published at most Regional Tournaments. It contains the names of the winners of each day's events, the tournament schedule, special meetings and social activities of the day and special achievements, such as new Life Masters. Some bulletins present interesting hands and stories.

In today's computer age, much of the result information can be provided ready to print by the tournament director. For those editors using computers to generate the daily bulletin, this information can be provided on disk.

Arrangements should be made with a local printer to print the daily bulletin. Remember to stress the time the bulletin should be print ready, normally sometime in the early morning hours with delivery or pick up scheduled for 8 or 9 a.m. Make sure to tell the printer that there will be a Sunday issue in case staff needs to be arranged. In many areas, you can find a 24-hour Kinkos or Copy Max to do the printing. Click here for an ACBL member the discount card:

<http://www.acbl.org/documentlibrary/marketing/ACBLandCopyMax.pdf>

SECTIONALS

At sectionals a poster or bulletin board might be more practical to list the winners. Make certain you create some way to recognize and celebrate the winners.

INTERNET

If your Unit or District has a web site and a webmaster, the players will love having results posted on the Internet following each session or a full copy of the daily bulletin.

FACILITIES FOR DISABLED PLAYERS

In selecting a site for your tournament and in planning the physical layout of the playing areas, consideration must be given to insure adequate accessibility for the physically disabled.

Please consider the following when selection your tournament site:

- ♣ Ramps and elevators between levels of the hotel,
- ♣ Accessibility to playing areas,
- ♣ Proximity of rest rooms (with disabled facilities) to playing area,
- ♣ Proximity of restaurants and housing to the playing areas.
- ♣ Accessibility to parking,
- ♣ Emergency exit procedures.
- ♣ Housing with special sleeping room facilities for the disabled.

Please note the following ACBL Regulations regarding disabled players:

ACBL sanctioned clubs, Unit tournaments and District tournaments will allow physically disabled players to use any special equipment they require such as Braille cards or bid-boxes.

The players must supply such equipment.

The tournament directing staff will accommodate other special needs of such players.

All players have the right to use bid-boxes for any event if they are needed due to a hearing disability or other valid reason. The validity of such requests should be accepted without question. No player has the right to refuse to play with bid-boxes unless they themselves have a disability that precludes their use.

GENERAL GUIDELINES FOR SECTIONAL/REGIONAL TOURNAMENT SCHEDULES

The regulations governing the scheduling of events at sectional and regional tournaments can seem complex. Please do not consider your proposed schedule as final until the ACBL Tournament Department has approved it. An approved sanction application does not mean an approved schedule of events. Proposed schedules of events must be submitted separately with a request for approval prior to the advertising of said schedule. Deviations from the published schedule are permitted only when unforeseen circumstances make it necessary. However, at Regionals, events awarding only red points may be added to the schedule without prior advertising.

SECTIONAL TOURNAMENT SCHEDULES

Number of Championship Events

- ♠ A total of at least four sessions of championship events must be scheduled (does not apply to IN tournaments).
- ♠ When a four-session Swiss teams is scheduled, there must be no fewer than two different championship events.
- ♠ Championship events can be repeated.
- ♠ Up to three simultaneous championship events can be scheduled per session. Knockout events would not be counted against this total.

Intermediate-Newcomer Events

A sectional tournament is an excellent time to try to attract new players to your games. Note that a full schedule of IN events is more likely to draw new players than just one or two events

Unadvertised Events

Morning, midnight, side and IN games may be added as needed without previous advertising.

REGIONAL TOURNAMENT SCHEDULES

ACBL Regulations:

- ♥ Open and Senior Regionals must consist of at least three days and no more than six days worth of two-session championship events.
- ♥ Knockout team events may start the night before the first full day of the tournament.
- ♥ Knockout events and side game series events do not affect the gold point session requirements or limitations.
- ♥ A maximum of three simultaneous championship gold point events may be scheduled exclusive of KO's and Side Game Pair events. Permission to exceed this limitation may be granted for tournaments where exceptionally large attendance is expected.
- ♥ Gold Point events may be scheduled for mornings, afternoons, evenings or at midnight.

STARTING TIMES

Starting times are set by the sponsor. You should select those starting times that make the most sense for your particular tournament.

There are no longer any regulations governing the length of intermissions between sessions. Care should be taken to allow participants sufficient time to relax and/or eat. In situations where there will be no intermission or only a short one, advertisements should make this point clear.

Typical starting times:

9 a.m., 1:00 p.m., 7:00 p.m., 11:00 p.m. (late-night event)

9 a.m., 1:00 p.m., 7:30 p.m., 11:30 p.m.

9 a.m., 1:30 p.m., 7:30 p.m., 11:30 p.m.

Another possibility:

10 a.m., 3:30 p.m., 8:00 p.m.

Current Trends:

Our membership has indicated a clear preference for earlier finishing times for the evening session. They also want earlier starting times and/or shorter breaks (six hours seems about right between starting times for the two main sessions of the day).

Our members like no breaks or very short breaks on the final day of a tournament. Sandwiches and/or snacks should be available in either case.

Sponsors might consider shortening midweek Swiss events by running four matches in the afternoon and only three at night. Individual matches could be lengthened if desired to get players home earlier.

EVENTS

Perhaps the most difficult part of constructing a tournament schedule is to provide events for players of greatly different abilities, levels of experience and objectives while keeping in mind the delicate balance between the number of events and anticipated attendance.

General Events

The following information applies equally to individual, pair and team events.

OPEN EVENTS

No restrictions of any kind are placed on the competitors.

RESTRICTED EVENTS

Limitations may be placed on the number of masterpoints a player may have, the gender of the players (for example men's, women's or mixed) or age.

MASTERPOINT RESTRICTED EVENTS

Upper and/or lower limit: Any event may be restricted to players with fewer than a specified number of points, those with more than a specified number of points or to players whose masterpoint totals fall between two limits.

CHAMPIONSHIP EVENTS

These events pay red and gold points at a Regional and must be two sessions.

Please note that in stratified/flighted games, Strat/Flight B must have an upper limit of at least 750 points and Strat/Flight C awards red points only.

OPEN PAIRS/TEAMS

At a Sectional, these events can be run as one or two sessions. If two sessions, they can be run as playthrough or qualifying with a final and consolation. The consolation may be open to new entries.

At a Regional, if these events are run as qualifying with a final and consolation, the consolation is closed. No new entries are allowed.

KNOCKOUT TEAMS

Knockout Teams are perhaps the most popular event today at Regional tournaments for two reasons: the masterpoint awards won by the successful competitors and the form of the game. Any team winning at least two matches receives a substantial number of gold points. In certain size events, teams losing their second match can play off for an overall position, getting another chance at the gold.

Where regional events require a minimum of four sessions whenever possible, sectionals are allowed to schedule the KO's to end in three sessions. Many tournaments are now scheduling these mini KO's for Saturday morning, afternoon and evening. Attendance has been very good.

Knockouts can be flighted or bracketed. Additionally, at sponsor option, they may be run as handicapped events. ACBLscore automatically computes the handicap. Another form of mini-KO designed for Regionals and awarding gold points is the Compact KO which can be only two sessions.

STRATIFIED PAIRS/TEAMS

At Sectionals and Regionals, the sponsoring organization will schedule these events with two or three mutually exclusive strata. Partnerships may cross masterpoint boundaries with the higher masterpoint holding determining the stratum. (Swiss Team events may be stratified based on the average masterpoint holding of all team members.) This event has two or three levels of players who **compete against each other** but are ranked within their own group. Players are eligible for masterpoint awards in their own stratum and those higher. Strat A, B and C players are equally distributed across two or more sections.

Stratified Events must be scheduled as playthrough. Only the top two strata of a stratified event pays gold points at Regionals (the limit for B must be at least 750 to award gold). Permissible strata are listed below. Strat C is optional.

Sectional

Strat A: Top of B to infinity

Strat B: Top of C to 300, 500, 750, 1000, 1250, 1500, 1750, 2000, 2500

Strat C: 0-50, 100, 200, 300, NLM(<500 pts), 750, 1000

Regional

Strat A: Top of B to infinity

Strat B: Top of C to 750, 1000, 1250, 1500, 1750, 2000, 2500

Strat C: 0-100, 200, 300, NML (<500 pts), 750, 1000

FLIGHTED PAIRS/TEAMS

These events have masterpoint restrictions similar to stratified events, but players play only against others in their own flight and are only eligible for awards within their flight.

The masterpoint holding of the player with the higher masterpoint holding determines the eligibility of the pair (team). Players may play in any flight for which they are eligible.

These events may be run as two or three flights.

The flights may be run as playthrough or qualifying and should be advertised as such. (18 or fewer tables must be run as a playthrough.)

The consolations of different flights may be combined to create a single event. Since masterpoint awards for a Regional consolation are red, it is generally not a good idea to run any flight other than A as a qualifier, since many B players have come to the tournament looking for gold points.

Flight A is always 0 to infinity (no masterpoint restrictions). Flights A and B pay gold at a Regional and Flight C may be stratified and pays red points. Permissible masterpoint limits are listed below.

Sectional

Flight A: 0 – unlimited
 Flight B: 0-300, 500, 750, 1000, 1250, 1500, 1750, 2000, 2500
 Flight C: 0-50, 100, 200, 300, NLM (<500 pts), 750, 1000

Regional

Flight A: 0 – unlimited
 Flight B: 0-750, 1000, 1250, 1500, 1750, 2000, 2500
 Flight C: 0-100, 200, 300, NLM (<500 pts), 750, 1000

STRATIFLIGHTED PAIRS/TEAMS

These events are a combination of stratified and flighted as the name implies.

In a typical event, Flight A players play only against other Flight A players but B/C/D play together as in a stratified event.

It is also permissible to stratiflight Flight A and Flight B players (they would compete against each other) and allow Flight C players to play only against other Flight C players.

See below for eligible stratiflights:

Sectional

Flight A: 0 to infinity
 Strat B: Top of C to 750, 1000, 1250, 1500, 1750, 2000, 2500
 Strat C: Top of D to 100, 200, 300, NLM(<500 pts.), 750, 1000
 Strat D: 0 to 50. 100, 200, 300, NLM (<500 pts.) (optional)

Regional

Flight A: 0 to infinity
 Strat B: Top of C to 750, 1000, 1250, 1500, 1750, 2000, 2500
 Strat C: Top of D to 300, 500, 750, 1000
 Strat D: 0 to 100, 200, 300, NLM (<500 pts) (optional)

Special Note: It is allowable to stratify flight A (A1/A2) in the above setup. The A2 upper limit must be at least 500 points more than the upper limit to Strat B. Under this scenario three strats: A1, A2 and B will all award gold points at Regionals.

BRACKETED EVENTS

This type of event is very popular today, especially in knockouts. Teams are arranged by the average masterpoints of the team. Depending on the number of teams entered in the event, two or more brackets are formed. This allows the players to compete mainly against their equals, while allowing for a reasonable number of contestants in each bracket.

Miscellaneous Events**IMP PAIRS**

Matchpoint pair events are the norm at ACBL tournaments. Another sponsor option is to have any

pair event scored by IMPs. For each board, each pair's score is the difference between its score and the average score (the datum), converted to International Match Points (IMPs). IMP strategy dictates safety first: make your contract, don't put your contract in jeopardy to gain overtricks.

BRACKETED SWISS TEAMS

Run similarly to a bracketed KO, teams are arranged by average masterpoint holding and brackets of 8 or more teams are created. Players only play teams within their own bracket. Swiss pairing or a complete round-robin within a bracket is permitted dependent only on the size of the bracket.

BOARD-A-MATCH TEAMS

This event is one of the toughest on the tournament schedule requiring full concentration to be

successful. Each board is scored on a win-tie-lose basis (1, 1/2, 0 points per board), so that each trick could be the difference between winning and losing a board. This event can be run using a pair type movement or a Swiss format.

STRATIFIED-BY-EXPERTISE

Events stratified by expertise or experience are the vogue in certain areas of the ACBL. If the experience level is set at 1000 masterpoints, then two players, each with more than 1000 points are classified Strat A. If one member of the partnership is over 1000 and one under, then they are considered a Strat B pair, while Strat C is for partnerships with both players under 1000 points.

SIDE GAME SERIES

A Side Game Series is really one-session stratified side games awarding red points at Regionals and silver points at Sectionals. However, there is a little bonus included for those players playing more than one session of the same event. An additional overall award is given to those players (individuals, not partnerships) with the best performance based on the top two sessions for that player. For the purpose of this "bonus," the event is not considered to be stratified. These points are gold at Regionals. Also, players earning Strat A section tops during the course of the event will receive gold points if they play at least two sessions in the event.

Secondary Events

CHARITY EVENTS

A set per table fee must be paid to the ACBL Charity Foundation, CBF Charitable Fund or another approved tax-exempt charitable organization in addition to the per table sanction fee.

A sectional may schedule up to two sessions as International Fund games. These games will award silver points at regional rating. There is a \$1.per player fee in addition to the regular per table sanction fee.

NEWCOMER EVENTS (IN)

There is no limit on the number of IN events that can be scheduled. Experience shows that attendance will be better if special limited games are scheduled every session and advertised. These games may be added without being advertised. The tournament pays no sanction fees for any newcomer events that do not charge entry fees.

SIDE GAMES (Including morning and midnight)

There is no limit to the number of these games you can schedule at your tournament. They may be added as needed without previous advertising. Each Regional is allocated one sanction-free midnight event to help subsidize District Grand National Team competitions.

KICKOFF PAIRS

At a Regional, a one-session open pairs, a charity event, may be run on the evening prior to the start of the tournament. This event may be run in conjunction with a knockout that starts the evening before the main tournament.

CHARITY PAIR GAME

Additionally, a charity pair game to benefit the ACBL Charity Foundation, the ACBL Educational Foundation, the ACBL Junior Team Program or the Canadian equivalent of the three may be held as an afternoon session on the day prior to the commencement of a Regional.

SAMPLE TOURNAMENT SCHEDULES

This section contains a sample schedule for a 3-day Sectional (about 300 tables expected) and a 6 ½-day Regional (about 1600 tables expected). Additional schedules may be found in the ACBL Handbook or by reviewing the tournament schedules advertised in *The Bridge Bulletin*.

3-DAY SECTIONAL

Friday Afternoon:

Stratified Open Pairs, C/B/A 0-300/300-500/500+
199er Pairs, 0-20, 50, 100, 200

Friday Evening:

Stratiflighted Open Pairs, A 0-unlimited, D/C/B 0-100/100-300/300-500
199er Pairs, 0-20, 50, 100, 200

Saturday Afternoon:

Stratified Open Pairs (one session), C/B/A 0-300/300-500/500+
199er Pairs, 0-20, 50, 100, 200

Saturday Evening:

Stratified Open Pairs (one session), C/B/A 0-300/300-500/500+
199er Pairs, 0-20, 50, 100, 200

Sunday:

Stratiflighted Swiss Teams, A 0-unlimited, D/C/B 0-100/100-300/300-500
(Playthrough)
199er Swiss, 0-20, 50, 100, 200

SIX ½-DAY REGIONAL

Monday Evening: Bracketed KO's (1st), Charity Pairs, Stratified Charity 199ers

Tuesday Morning: Bracketed KO's (2nd)

Tuesday Afternoon: Bracketed KO's (3rd), Stratified Open Pairs, Stratified 199ers, SGS1(1)

Tuesday Evening: Bracketed KO's (4th), Stratified Open Pairs, Stratified 199ers, SGS1(2)

Wednesday Morn: Morning KO's (1st)

Wednesday Aft: Bracketed Handicapped KO's(1st), Stratified Open Pairs, Stratified 199er Pairs, SGS1(3)

Wednesday Eve: Bracketed Handicapped KO's(2nd), Stratified Open Pairs, Stratified 199er Pairs, SGS1(4)

Wednesday Late: Looze and Snooze KO's

Thursday Morning: Morning KO's (2nd)

Thursday Afternoon: Bracketed Handicapped KO's (3rd), Stratified Open Swiss, Stratified 199er Pairs,

Thursday Evening: Bracketed Handicapped KO's (4th), Stratified Open Swiss, 199er Pairs,

Thursday Late: Looze and Snooze KO's

Friday Morning: Morning KO's (3rd), Early Bird Swiss Teams (1)

Friday Afternoon: Bracketed KO's (1st), Stratified Open Pairs, Stratified Senior Prs, 199er Pairs,

Friday Evening: Bracketed KO's (2nd), Stratified Open Pairs, Stratified Senior Prs, 199er Pairs,

Friday Late: Looze and Snooze KO's

Saturday Morning: Morning KO's (4th), Early Bird Swiss Teams (2)

Saturday Aft: Bracketed KO's (3rd), Stratiflighted Open Pairs, Stratified Senior Prs, 199er Pairs,

Saturday Evening: Bracketed KO's (4th), Stratiflighted Open Pairs, Stratified Senior Prs, 199er Pairs,

Saturday Late: Looze and Snooze KO's

Sunday: Stratiflighted Swiss Teams, Stratified Senior Swiss (Playthrough), 199er Swiss

Stratified: C/B/A 0-500/500-1000/1000+

Stratiflighted: AX/A 0-2000/2000+

D/C/B 0-300/300-500/500-1000

199er 0-20, 50, 100, 200

TOURNAMENT FEES and EXPENSES: OPEN TOURNAMENTS

Click here <http://web2.acbl.org/handbook/handbook/appendixg.htm> for the current fee schedule for tournaments. These fees are established by the ACBL Board of Directors and apply to all tournaments.

Tournament sponsors are responsible for the following fees:

Sanction fees,

Supply fees,
Director fees,
Director travel expenses,
 Hotel rooms for out-of-town directors,
 Per Diem,
 Transportation*

For Sectional tournaments only, the tournament surcharge is in lieu of paying the transportation of the DIC (or equivalently-rated director who lives closer to the tournament site).

Hand records with a master sheet for printouts are available through the ACBL Tournament Department or through your Director-in-Charge. Hand records are also available in electronic format. The ACBL is the only authorized provider of hands for ACBL sanctioned tournament play.

TOURNAMENT ASSISTANTS

Tournament sponsors may choose to hire a tournament assistant to work at their tournament. This individual must have passed the ACBL Club Director exam, the ACBL Tournament Assistant examination and meet the approval of the DIC. Tournament Assistants are designed to augment the professional staff, not replace it.

Not all tournaments are appropriate for tournament assistants. Please feel free to discuss this matter with the Tournament DIC, your Field Supervisor or the ACBL Tournament Department.

When a Tournament Assistant works at a tournament, all employment issues such as compensation, payroll taxes, insurance, etc. are the responsibility of the sponsoring organization. The Tournament Assistant form must be completed and submitted to the Tournament Department prior to the tournament. The form can be obtained through the ACBLscore program.

ACBL CONVENTION CHARTS

Click here http://www.acbl.org/documentLibrary/units/convChart12_03.pdf for an updated version of these charts.

Suggested Supplies for a 3-Day, 200-Table Sectional Tournament

4 sets of boards
Section A-D table mats
1 pad each of A-C entry forms
1 pad of blank entry forms
1 pad of team entry forms
8 extra decks of cards
1000 ACBL convention cards
200 Swiss convention cards
6 boxes of golf pencils
1000 each white and yellow pickup slips
500 green pickup slips
1 roll of masking tape
1/2 pound of rubber bands
200 Swiss reporting tickets
Bid Boxes (optional but recommended)
Time Clocks (optional)
Swiss Team Racks (Check with DIC)
¼ box wide computer paper
Computer and printer will be furnished by the ACBL

If KO events are scheduled, 2 additional sets of boards and KO registration forms will be needed.

