

District 17 Regional Tournament Plan

ACBL District 17 (D17) offers (the host Unit) the authority to plan, manage and operate the Regional Bridge Tournament which is scheduled for (date) at (location) in (City)

The D17 Regional Tournament Plan (RTP) is a cooperative vision shared by District 17 and its host Units. Our shared visions to serve our mutual members by providing regional tournaments that meet the following objectives:

1. Provide comfortable, well-lit playing environments.
2. Establish event schedules designed to meet the desires of our membership.
3. Ensure consistently high levels of hospitality.
4. Set entry fees and playing site room rates that are market competitive.
5. Welcome new players with an I/N program that encourages ACBL membership, including a speaker program and/or other educational and skill development opportunities.
6. Run professional tournaments with competent directors and consistent conditions of contest.
7. Create an environment of goodwill for our players and appreciation for our volunteers.
8. Allow opportunities for host Units and D17 to create surpluses which will allow them to remain fiscally viable and able to return benefits to their members.

To accomplish our shared objectives, the D17 RTP outlines best practices, standard operating procedures, fee structures, shared expectations, advertising and charity game parameters.

General ACBL/District 17 Tournament Policies

Tournaments are conducted in accordance with policies and regulations established by the ACBL and District 17 which include:

- Tournaments are non-smoking and electronic smoking devices are banned.
- Tournaments are zero tolerance as outlined by the ACBL.
- Periodic hospitality breaks are provided.
- All electronic devices are turned off during all sessions of play.
- Tournaments are fragrance free.
- Tournaments use the ACBL 20 Victory Point scale.
- Team game playbacks are not allowed unless unavoidable
- Regionals that are not full seven-day tournaments will hold at least one charity pairs for which D17 will waive its sanction fee.
- The ACBL required charity donation for a full seven-day tournament will be underwritten by D17 up to \$500.

Best Practices and Standard Operating Procedures

1. A Unit may request to be added to the D17 schedule and has the right to refuse a D17 invitation to hold a regional. D17 authorizes a host Unit to hold a D17 regional tournament within a specific calendar month. The exact timing of the tournament within the D17 authorized window is proposed by the host Unit through their **District Representative** in cooperation with the **D17 Tournament Coordinator**, JoAnne Lowe, pnutlowe@cox.net, 480-577-9833, and approved by the D17 Board of Directors.
2. The host Unit will obtain a sanction number from the ACBL for the tournament as early as possible. Recommended timeframe is 3 years, if possible prior to the event but never less than two years.
3. With the support of the D17 board, the host Unit may request a specific Director-in-Charge from the D17 approved list of directors when applying for the sanction. The DIC appoints the tournament staff in consultation with the tournament chair. Directors currently approved as DICs for D17 Regionals are Ken Horwedel, Eric Bell, McKenzie Myers and Matt Koltnow.
4. Prior to signing a hotel contract, the host Unit submits the hotel contract to the D17 Contract Review Committee, who will review the contract and provide feedback to the host Unit in order to help negotiate the most favorable contract. The contract is signed by the host Unit and is legally the host Unit's responsibility.
5. The host Unit, working with their **D17 Representative**, prepares and submits a proposed budget to the D17 Finance Committee and a schedule of events to the D17 Regional Tournament Committee for review and comment at least nine months in advance of the tournament. Upon final agreement of these items by the D17 Board of Directors, no changes in the schedule other than cosmetic changes are made without further agreement by the D17 board.
6. The D17 RTP is offered to the host Unit after the D17 Board of Directors has approved the schedule and budget. The host Unit accepts or rejects the D17 RTP within 30 days of the date it is signed by the D17 President. Acceptance is assumed when this document is signed and dated by the host Unit President and the D17 President and returned to D17 Secretary, Bill Phillips. His email address is Spheres0000@gmail.com.
7. The tournament flyer is created by the host Unit, in consultation with its **D17 Representative** and the D17 Regional Tournament Committee. It is then submitted for acceptance to the D17 Board of Directors. Tournament flyers include the schedule of events including NAP or GNT if applicable, hotel information, entry fee information, stratifications, masterpoint limits, averaging for teams or pair games if being used and the names of the Director-in-Charge, the Tournament Chair and the Partnership Chair.
8. The schedule of events and tournament flyer are submitted to ACBL for approval and posting on the ACBL website. The host Unit produces tournament flyers after agreement by the D17 Board of Directors and ACBL. It is recommended this is

done at least **two NABC's** before the actual tournament or the equivalent timeframe.

9. Hand records are provided for all pair events. These hand records are generated by the ACBL and reproduced by the Directing staff. These costs are the responsibility of the host Unit.
10. District 17 arranges to provide pre-dealt hands for all pair games. The host Unit provides a secure room for the dealing of pre-dealt hands. If the playing site does not have a secure room available, then a hotel room at a mutually agreeable location can be assigned. The host Unit must make available a backup dealing machine, specifically a Playbridgedealer4 Dealing Machine serial number 4163 or higher, until such time as District 17 purchases a second dealing machine.
11. District 17 arranges for the rental of an appropriate number of Bridgemate scoring devices for the tournament. The assigned supplier is Sam Stoxen.
12. District 17 provides an agreed number of bidding boxes. These are delivered to the playing site with the boards and dealing machine. Quality control of bidding boxes is the responsibility of the D17 supply chairman.
13. The host Unit provides volunteers to assist the equipment chairman with set-up and pack-up of the tournament equipment.
14. The host Unit determines the amount and distribution of the prize awards including section tops.
15. The host Unit provides a Daily Bulletin newsletter listing the results of the prior days events. The Daily Bulletin may be electronic.
16. A notice is published two times (one of which must be a Friday or Saturday) in the Regional's Daily Bulletin advertising the next D17 Regional. This notice is provided free of charge and should be clearly visible. The host Unit may request copy from the Publicity Chair of the upcoming Regional.
17. The host Unit submits a detailed financial report to the D17 Treasurer within sixty (60) days of the tournaments completion. The D17 Treasurer reviews the report and reconciles any discrepancies with the Unit Treasurer or Unit Tournament Chair. A copy is forwarded to the D17 Finance Committee for review and the D17 Secretary for distribution to the D17 Board at the next meeting.

Fee Structures

1. For members whose ACBL dues/service fees are paid up, entry fees for all events are **\$14.00** per person per session. For unpaid members, entry fees are **\$17.00**. Dues/service fees paid at the time the entry is purchased qualify for the **\$14.00** fee. A player must have an ACBL member number to be eligible to play in the tournament. Entry fees in I/N events are determined by the host Units. Sanction charges still apply.
2. Entry fees may be increased or decreased upon request of the host Unit and agreement by the D17 board.
3. The current ACBL sanction fee is **\$4.66** per table. The Director-in-Charge will remit these fees to ACBL with the tournament report. *****The ACBL sanction fee may be subject to change.*****

4. The D17 sanction Fee is **\$9.00** per table. This fee is calculated after subtracting tables for Charity pairs at a non-full seven-day regional and free fills. The Director-in-Charge calculates these fees at the conclusion of the tournament. The host Unit is responsible for sending all D17 free plays following the conclusion of the tournament to the D17 Treasurer.
5. D17 provides pre-dealt hands. The host unit gets the best available room price for the dealer. D17 pays for this room. The room needs to be available from the day before the tournament through the final day of the tournament.
6. D17 pays for the rental of Bridgemate scoring devices.
7. The host Unit receives reimbursements from D17 for the following items:

* When the District Finals of the GNT or NAP are held at the Regional Tournament, the host Unit is reimbursed **\$600** to cover the cost of room use, supplies, hospitality and caddies for the event. All other costs are paid directly by D17.

* D17 reimburses the host Unit **\$1,000** for providing additional hospitality for the I/N program.

These reimbursement are sent to the host Unit Treasurer when the final tournament financial report is received by the D17 treasurer.

8. The host Unit is responsible for all expenses including advertising, entertainment, hand records, hospitality, photography, prizes, staff and supplies.
9. All agreements/reimbursements with vendors are between the host Unit and the vendors.
10. A minimum of **\$5.00** per table is spent on player hospitality. These expenses may include souvenirs, script, prizes, trophies, seminars, chits, hospitality desk supplies, parties, entertainment, dinner subsidies, bar and parking expenses when available to **all** players. Except for restaurant and other retail store discount coupons or gift cards, documented in-kind contributions count towards the **\$5.00** per table minimum.
11. In the event of an unusual loss due to circumstances beyond the control of the host Unit, D17 will share the financial loss, provided best practices, processes and standard operating procedures outlined in this agreement have been adhered to in a responsible manner.

Advertising

1. The D17 Bridge Buzz is the District's primary communication vehicle. It is a bi-monthly newsletter released electronically (January, March, May, July, September and November. The BUZZ features articles for each district regional. Each regional tournament chair is encouraged to submit articles that contain key contact information, tournament schedule highlights, including NAP and GNT, host site details (rates/location), testimonials and photos of tournament site or of players. Tournament flyers will be "pulled" from the ACBL website. Deadline: Articles must be submitted 10 days before publication date, generally the first of the month.

Submit articles electronically to: D17 Communications Chair, Cindy Shoemaker, cmdyshoemaker@yahoo.com

2. D17 Website: Tournament information will be posted to the D17 Website. Tournament Chairs are encouraged to send post tournament photos with captions to the D17 Communications Chair. (Format PNG?JPG)
3. Pianola: Tournament chairs can promote their regionals free of charge using the D17 Pianola account. One promotion per regional sent to membership the month The BUZZ is not published.
4. Advertising in the ACBL Bride Bulletin is optional. Additional information is available at advertising@acbl.org and in the ACBL Bridge Bulletin

Charity Games

1. For a full seven-day regional, ACBL requires that (at least) all tables in a two-session championship game be for charity with a minimum donation of \$7 per table. D17 will reimburse the host Unit up to \$500 for one of the two session's required donation.
2. For a regional that is not a full seven-day tournament, D17 requires that one session of pairs be held for an ACBL charity with minimum donation of \$9 per table. D17 waives its sanction fee for these charity tables.

District Representative Role

The District Representative of the Host Unit is a member of the Tournament Committee and should be included in all Regional Tournament decisions and be the liaison to the District 17 board.

If you have any questions, need clarification or assistance, please contact your D17 Representative.

Sign and Date on the Appropriate Spaces Below

_____ President, District 17 _____ Date

_____ President, host Unit _____ Date

_____ Tournament Chair _____ Date

_____ District Representative _____ Date

(Updated May 11, 2021)