

Regional Tournament Operations Guide

Goals and Objectives

- Regional tournaments are a vital component of competitive duplicate bridge. Players can test their skills by competing against fellow bridge players, earn gold, red, and black masterpoints, meet new people, make new friends, and enjoy the attractions of the host city. Tournaments provide an opportunity for players, especially newer players, to improve their skills by attending bridge lectures and by competing against more experienced players.
- Regional tournaments offer events that raise funds for charities.
- A program of events to support and encourage Intermediate/Newcomer (I/N) players is an integral and required component of regional tournaments.
- Game entry fees and hotel rates should be established that are attractive and affordable to players, but that will enable the tournament to operate in a financially responsible manner. Note that game entry fees for Youth and Junior players (under age 25) must be set at 50% of the regular ACBL member entry fees.
- All tournament officials, staff, caddies, and volunteers will endeavor to be friendly, helpful, and supportive.

General Policies

- Tournaments operate in accordance with ACBL policies and regulations, including zero tolerance for inappropriate behavior.
- Tournaments are fragrance free.
- Smoking is prohibited, including electronic smoking devices, in and around the playing venue.
- Electronic devices, particularly cell phones, must be used in accordance with established ACBL policies.
- You will be coordinating with several members of the District 17 Board. You can find their contact information at www.d17acbl.org.

Operating Procedures

- Your tournament will not be authorized and approved unless and until all steps in the Regional Tournament Application have been executed and approved.
- Once your application and supporting documents have been approved by District 17 you will receive a formal offer to operate your tournament, signed by the District 17 Board of Directors President. Your unit president, tournament chair, and district representative must sign the offer and return it to the District 17 Secretary within 30 days of receipt. If the signed offer is not received within 30 days, the offer is withdrawn.
- When you have accepted the offer to operate a tournament, you must submit your tournament flyer to ACBL for posting on the ACBL tournament website within a reasonable timeframe to accommodate your advertising schedule. Do *not* submit your flyer to ACBL until it has been approved by the District 17 Regional Tournament Committee.
- Your tournament flyer must include the schedule of events (including NAP and/or GNT if applicable), hotel information, parking information, entry fees, stratifications,

masterpoint limits, and names and email addresses of the Director-In-Charge, Tournament Chair, and Partnership Chair.

- Your unit has a representative to the District 17 Board of Directors. Representatives are listed on the District 17 website: www.d17acbl.org. Your representative must be kept informed of the progress of your planning and be included as an advisor. Your representative is also your liaison to District 17.

Stratifications

- The tournament Director-In-Charge (DIC) will communicate with your tournament chair to establish stratifications. The DIC has the final authority in setting stratifications for both pair games and team events. If a player or team is eligible to play in an event, then stratifications are done by the *average* of the players participating in the event.

What You Provide

- A comfortable, climate-controlled, sufficient large, well-lighted, playing area.
- Clean and properly maintained restroom facilities.
- Tables, chairs, trash receptacles.
- Cards and boards for all *team* events.
- Staffed partnership desk.
- Staffed hospitality/information desk.
- Caddies to assist Tournament Directors and move boards in team events.
- Games supplies, including team game entry forms, private score sheets, SAYC convention cards, blank convention cards, pair game entries, team games entries, and team game result-report tickets.
- A daily bulletin listing the results of the prior day's events and other pertinent information. You are required to publish two announcements of the next upcoming District 17 Regional tournament in your daily bulletin. One of those announcements must be published on Friday or Saturday.
- A laser printer and paper, as specified by the DIC for printing of hand records by the DIC.
- A secure supply/work room for the Director-In-Charge. The room must be close to the playing area.
- A secure supply/work room for storing and preparing pre-duplicated pair game boards. The room must be well-lighted, have easily accessible electrical outlets, provide several worktables, and have sufficient space to store about eighty (80) boxes of equipment and supplies. The room must be close to the playing area.
- A separate secure room for supplies you provide (team game boards, replacement playing cards for team games as needed, etc).
- An area for guest speakers to present bridge lessons, equipped with flip charts, and including a PA system if necessary and appropriate.
- A PA system for announcements by the DIC and other tournament officials.

- Prominent and clear signage to direct players to the appropriate event locations (pair games, team games, GNT rooms, NAP rooms, restrooms, etc.)
- Additional and/or alternative round timers if requested by the DIC.
- You must be able to supply a backup dealing machine on short notice in case the District 17 machine fails. The backup machine must be a PlayBridgeDealer 4 machine, serial number 4163 or higher.

What ACBL Provides (Note: ACBL will bill you for the following items):

- Tournament Directors, including a Director-In-Charge (DIC).
- Electronic deal files in .pbn format for board duplication.

What District 17 Provides (Note: These services are included in your D17 sanction fees):

- Up to 1,200 bidding boxes.
- Bridgemates.
- Pre-duplicated boards for all pair games.
- Three laptop-computer-based round timers mounted on stands.
- Table cards.
- One Pianola mass mailing for advertising purposes to people who are members of the district, or to all ACBL members within a 500-mile radius.

Additional Items You Must Provide

- If the District 17 Board of Directors is holding a board meeting at your tournament you must provide a meeting room at the venue for the board to hold its meeting. The room must be equipped with a conference table for at least 12 people.
- You may provide any prizes and gifts that your tournament may choose to award. Typically photographs of winners are taken and posted in the daily bulletin and/or on posters.
- You will provide volunteers to assist with unloading tournament supplies brought to the venue by District 17. You will provide volunteers to assist with packing and loading tournament supplies at the conclusion of the tournament. Caddies typically also assist with end-of-tournament packing.

Financial Information

- You are expected to earmark at least \$5.00 per table for hospitality items such as souvenirs, prizes, seminars, and other similar items.
- You will be charged sanction fees by ACBL and by District 17. The ACBL sanction fee is \$4.66 per table. The District 17 sanction fee is \$8.00 per table.
- You will be charged for the electronic deal files (.pbns), typically about \$100.
- District 17 will reimburse you \$1,000 for expenses related to your Intermediate/Newcomer (I/N) program. These funds will be reimbursed after you submit your final budget report (see below).

- Every regional tournament must include at least one charity game. District 17 will waive its sanction fee for that event, not to exceed the amount of your donation. The waiver is capped at \$500.
- If your tournament is the site of a GNT or NAP final District 17 will reimburse you \$600 for playing space, supplies, caddies, and hospitality for the event(s).
- You are responsible for absorbing the cost of any free plays or other incentives you may offer to your volunteers and support staff.
- On the last day of the tournament the DIC will give you a complete written accounting of tournament income, expenses, and proceeds.
- Be prepared to write a check for the amount you owe to ACBL at the conclusion of the tournament.
- You must submit a complete financial report regarding your tournament within sixty (60) days of its completion. Submit this to the District 17 Finance Committee Chair.

Advertising and Publicity

- District 17's electronic newsletter, the *D17 Buzz*, and the D17 website, are the two mechanisms that District 17 uses to communicate with its constituents. The *Buzz* is published in January, March, May, July, September, and November. You are encouraged to submit articles and photographs for posting in these resources. Submit your materials to the District 17 Communications Committee Chair.
- You are encouraged to submit post-tournament human interest articles, including photographs, for posting on the website.
- District 17 will provide one email announcement via its Pianola account at no charge. It is suggested that you send the email announcement in a month that the *Buzz* is *not* published if possible.
- You may want to place an advertisement in the *ACBL Bulletin* at your expense, but District 17 does not require this.

ACBL District 17 hereby offers Unit _____ the authority to plan, manage, and operate a Regional Bridge Tournament. This tournament is scheduled for _____ through _____.

The tournament will be held at _____ in _____.

President, District 17

Date

President, Host Unit

Date

Tournament Chair

Date

District 17 Unit Representative

Date