

## Regional Tournament Application

ACBL authorizes districts to operate regional tournaments. District 17 in turn authorizes sponsoring units to operate regional tournaments. Your unit or sponsoring organization is responsible for planning and executing your tournament. Contact information for the District 17 Tournament Coordinator, District 17 Treasurer, District 17 Contract Review Committee Chair, and District 17 Regional Tournament Committee Chair is available on the District 17 website. Visit [www.d17acbl.org](http://www.d17acbl.org) and click “For Regional Tournament Planners”. You must carry out all of the following steps:

- Step 1: Communicate with the District 17 Tournament Coordinator to establish dates for your tournament.
- Step 2: Obtain a sanction from ACBL by visiting the TourneyTrax link at [www.acbl.org](http://www.acbl.org). Your sanction must be obtained as soon as possible, preferably at least two years in advance of your tournament.
- Step 3a: Obtain a budget spreadsheet template from the District 17 Treasurer. The Treasurer is available to assist you in completing this document. Submit the completed budget estimate to the Treasurer for review. This must be done as soon as possible, preferably at least one year in advance of your tournament.
- Step 3b: Negotiate a contract with the hotel/venue. Contact the District 17 Contract Review Committee Chair for guidance and assistance with this process. Submit the completed contract to the Contract Review Committee Chair for approval by the Committee *before* the contract is signed. If you negotiate a multi-year contract that is approved by District 17, the other components (budget, schedule of events, and flyer) must still be approved annually.
- Step 4: In consultation with the District 17 Regional Tournament Committee Chair, select a Director-In-Charge (DIC) for your tournament. Approved DICs are listed on the District 17 website.
- Step 5: Develop a schedule of tournament events by date and time. Submit the schedule to the Regional Tournament Committee Chair and to the DIC as soon as possible, preferably at least nine months in advance of your tournament.
- Step 6: Develop a tournament flyer and submit it to the District 17 Regional Tournament Committee Chair for review and approval as soon as possible, preferably at least six months in advance of your tournament.

District 17 Regional Tournament requirements and guidelines are stipulated in the **District 17 Regional Tournament Operations Guide**. Be sure to adhere to these requirements and guidelines.