

Unit 207 Sectional Tournament Guide

Tournament chairs and co-chairs should use this guide to plan a Sectional tournament. This guide should be revised when information should be added.

Unit 207 sponsors Non-Life Master (NLM) Sectionals and Open Sectionals. Sectional tournaments may be held at area hotels or at the BCA. Open Sectionals may be held in conjunction with NLM Regional events which to date have always been held at hotels.

1. Six months before the tournament

- Review expenses for past events and outline a budget for board approval. If providing a lunch on Sunday, be sure to include an extra charge for players on that day.
- Propose a schedule with stratification and have the board review and approve the schedule. Use the previous tournament's game schedule as a guide.
- Once approved by the Board, the tournament chairs should send the schedule to the ACBL for their approval. Approval must be obtained before advertising the schedule.

1. Four months before the tournament

- Choose committee chairs for hospitality, partnership, and caddies.
- Discuss and clarify the applicable duties with each committee chair and confirm date(s) of tournament.
- Ask Unit I/N coordinator to name a Tournament I/N coordinator.
- Assign a photographer for the event.
- Develop a paper and an electronic flyer.
- Develop an advertisement for the Scorecard and confirm the charge.
- The Scorecard usually goes in the issue immediately preceding the tournament:
 - In the March/April issue for the April sectional
 - In the May/June issue for the June sectional
 - In the July/August issue for the August sectional
 - In the September/October issue for the October sectional
- Advertising deadlines can be found on the District 16 Website. Normally the deadline is the first of the previous month (February 1st for March/April, April 1st for May/June, June 1st for July/August, and August 1st for September/October).

1. Three months before the tournament

- Have paper flyers printed and arrange distribution to local clubs, either hand-carrying or mailing copies to each club in the Unit.
- 200 paper flyers is appropriate at this writing.
- Check with the clubs periodically to verify they have enough flyers. Mail or hand-deliver additional flyers, as needed.

- Arrange to deliver flyers to nearby tournaments held outside Unit 207 between now and the tournament date.
- Have the Unit Webmaster post the on-line flyer on the Unit's Website.
- Once the on-line flyer has been posted, work with the ACBL to update the ACBL on-line tournament listing to link to the new flyer. Also, have the tournament contact changed to one of the tournament chairs.
- Arrange with caterers for the Sunday meal.
- Use last year's Sunday attendance as a guide for the number of meals to order, placing a tentative order a week before the tournament.
- Arrange to give a final meal count to the caterers after final table count on Sunday morning. Remember to include 5-10 vegetarian meals.

1. Two months before the tournament

- If the Sectional is to be held at a hotel, arrange for volunteers to help with set-up. Set up will be required Wednesday afternoon for a Sectional. Arrange to have a truck and at least four volunteers for transporting tables to any non-BCA venue.
- Arrange to convey bidding boxes, scoring machines, convention cards, pencils, pencil sharpeners, and score sheets for set up.
- If the Sectional is held at a hotel, organize a committee to help break down the tables and put away the supplies on Sunday after the game. Tables go back to the storage unit, and everything else is stored at the BCA at this writing.
- Arrange to clean up the venue after the game
- Arrange with the ACBL to send e-mail advertising the tournament to all ACBL members in Districts 10, 15, 16 and 17 (LA, OK, TX, and NM). Instructions can be found on the [ACBL web site](#).
- If speakers are planned, arrange to get names and topics and have the Unit Webmaster post them on the Unit web site.

1. One month before the tournament

- Confirm that the Tournament Coordinator has made hotel reservations for the directors from out-of-town.
- Print free play tickets. The tournament chair has discretion over how many free plays to award volunteers. Tear down rewards can be free plays to club games.
- Free plays may be given to the Unit photographer, Unit Webmaster, Treasurer and Caddy Chair, between four and seven each, at the discretion of the tournament chair.
- Each free play coupon should identify the recipient by name.
- Print "Tournament Volunteer" name tags for all volunteers (These can be conveniently printed on a home computer.)
- Work with the Tournament Director In Charge to estimate the expected table counts for each session, so they can plan on the necessary number of direc-

tors and hand records.

- Arrange with the Treasurer to bring cash for tournament directors on Friday. The Treasurer should contact the Tournament Director in Charge to find out how much cash is needed. Cashless handling may make this point moot.
- Arrange with the Treasurer to bring \$2 bills for prizes if they are being used for prizes

1. One week before the tournament

- Touch base with committee chairs that they will be available and to confirm volunteer availability.

1. Thursday of the tournament

- If set-up could not be done at the hotel on Wednesday afternoon, set up tables and chairs and set out two trashcans per table lined with plastic bags on Thursday morning. Set up bidding boxes (4) on each table. Allow an hour before game time for this level of setup.
- Tables should be set up no closer than 8½ feet center to center. Normally, at least 75 tables will be needed. It is useful to have a tape measure handy. If one is not available, that's about an arm span between tables. The directors will provide guidance on table spacing.
- The Treasurer should bring cash for tournament directors to the tournament an hour before game time of the first day, if cash is needed.,
- Bring flyers, Free Play Coupons, Volunteer Name Tags

1. Saturday of the tournament

- Get a total table count from the directors on Saturday afternoon and confirm the meal count with the caterers for four times the number of tables minus 20% plus about 5 for caddies and directors.
- For example, if there are 70 tables on Saturday afternoon, plan to feed $(70 \times 4) \text{ times } 80\% + 5 = 229 \text{ meals on Sunday.}$
- Normally, the caterer will plan to feed 10% more than we guarantee.

1. Sunday of the tournament

- Ensure someone is present on Sunday to write any necessary checks (e.g. to tournament directors, caterers, playing site).
- Obtain two copies of the tournament report from the Director in Charge. One should go to the Treasurer, the other to the tournament chair.
- If the Sectional is at a hotel, take down tables and repack supplies after the tournament on Sunday. Make sure all supplies are brought together in one place so the movers won't overlook any of the boxes when they pick them up to return them to the storage unit or the Bridge Center of Austin.

1. Prior to the Board meeting following the tournament

- Scan in the Tournament Report into an Adobe Acrobat file.
- Update the budget to reflect actual P&L as closely as possible.
- Upload to the appropriate folder on the Board Member site:

- The Tournament Report
- The updated budget
- A copy of the paper flyer
- A copy of the e-mail sent out
- A copy of the on-line flyer

1. At the board meeting following the tournament

- Conduct a debriefing session to determine what went well and what didn't. Record a summary for use next year.
- Update this manual as appropriate for any changes made to this procedure.

1. Hospitality Chair Responsibilities

- One month before the tournament
 - Line up at least two workers for each session of the tournament.
 - Make sure they understand their duties.
 - Purchase candy for the hospitality table.
 - Check with the tournament chair for the amount budgeted for candy.
 - Suggested candy purchases are:
 - Chocolate – About 15 lbs of small ($\frac{1}{4}$ – $\frac{1}{2}$ oz) candies such as Mars, Snickers, Almond Joy, etc.
 - Hard candy – About 10 lbs of assorted hard candies, such as Brach's Party Mix, Jolly Rancher, Tootsie Rolls, etc.,
 - Sugar Free candy – About two lbs for the diabetics among us.
- One week before the tournament
 - Check with the tournament chairperson to see if you will have a place to store the candy or if you have to bring it with you each day.
 - Check with the tournament chairperson to be sure that the name tags will be there.
 - Be sure to have black markers so people can write their names on the name tags.
 - Clarify with tournament chairperson what sorts of awards are to be given out (cups, glasses, \$2 bills) and to whom.
- Thursday before the tournament
 - Divide the candy into separate large grocery bags.
 - One bag for each session for Thursday, Friday, and Saturday, and one for Sunday.
 - The amounts will differ per session. A smaller amount of candy can be put out the first afternoon and Saturday morning
 - Check with Tournament chairperson for the table count expected for each session to use as a guide.
 - Before each session during the tournament

- Two volunteers should be at the hospitality table an hour before each session.
- Warmly welcome everyone who approaches the hospitality table!
- Try to have each person wear a name tag.
- Offer to help as needed.
- Make sure candy is available on or near the hospitality table.
- Make sure flyers are available on or near the hospitality table.
 - After each session during the tournament
- Ask the director or chairperson to get you a list of section top and overall winners. (Keep the lists available throughout the tournament. Having a folder available or taping them to the table is acceptable.
- Give out awards to those on the list.
- Awards are given to section top winners in each flight in each direction in open events (pairs and Swiss), and to KO team winners. Each person of a winning pair in pair events, and each member of a winning team gets one prize.
- Have each person initial their name when they collect their prize.
- Secure the awards for safe keeping until an hour before the next session.

a. Partnership Chair Responsibilities

- One month before the tournament
- Start signing up volunteers to serve at the partnership table. Make up a roster of times and get names assigned to times.
 - One week before the tournament
- Consult with the Partnership Chair concerning the set-up for the desk.
- Ensure there are sufficient partnership cards with spaces for name, telephone number, number of master points, systems played, and event for which a partner is needed.
 - Before each session
- The partnership table should be staffed at least thirty minutes before the morning session and an hour before the afternoon and evening sessions.
- One volunteer should be at the partnership desk before the morning session; at least two or three before the afternoon and evening sessions.
- Players requesting partners should be asked to fill out a card, and the card should be placed in the folder for the event in which the person wishes to play.
- Actively try to find suitable partners for everyone. Introduce potential partner to each other.
- Once a pairing is made, the subject cards should be removed from partnership board and discarded.

- Volunteers should wear Volunteer Name tags!

a. I/N Chair Responsibilities

- One month before the tournament
- Line up at least two workers for each session of the tournament.
- Before each session
- Two volunteers should be at the I/N desk one hour prior to each session.
- Announce where awards will be given out and pictures taken following the session.
- Introduce yourself and welcome the players.

a. After each session:

- Direct the winning pairs for strats A, B, and C to get their photograph taken by the Unit photographer.
- Give out awards to the winners.
- The 1st place overall winners in each strat (A, B, and C) are awarded a prize.
- If there are two or more sections, 1st place winners in each strat (A, B, and C), in each section, in each direction get section top awards.
- Remind players of any speakers.
- Thank the players for coming
- The materials are sometimes victims of “shrinkage”. Before you leave, please find the I/N chairperson and make sure he/she knows you are leaving or secure the materials in a safe place.

Caddy Chair Responsibilities

One month before the tournament

- Discuss with the Director In Charge how many caddies will be needed for each day of the tournament. Typically, one caddy is needed for Thursday, Friday, and Saturday. Three are needed for Sunday.
- Begin caddy recruitment.

Before the Tournament

- The caddy chair will speak with the caddie(s). During the briefing the caddies should be told about the work they will be doing, when and where to report for work, and what must be done at the end of the session before they leave.
- Must always be in compliance with local laws regarding working conditions for minors.
- Age 14+ or a mature 13 is minimum. Caddies should not get too tired or to be too immature for the job.

Rate and Method of Payment

- Caddies are hired by the day and are paid at the conclusion of the last day he or she works.
- The rate of pay is established by the sponsoring organization. Caddies asked by local organizers to perform extra duties should receive extra pay.
- The DIC should give the Caddy Chair or Tournament Chair person the cash that will be paid to the caddies. The Caddy Chair or Tournament Chair will pay the caddies at the conclusion of their last working day.

Duties

- Move duplicate boards in team games.
- Run errands for the directing staff (and players if it does not interfere with regular duties).
- Assist in breakdown on the last day of tournament.

Dress

- CADDIES MUST BE APPROPRIATELY DRESSED. Clothes must be neat and clean.
- Special aprons, hats, etc., may be provided for identification. Avoid fashion extremes.
- Clothing should be practical.
- Since caddy work requires a good deal of walking, comfortable shoes are a must.
- When the tables are crowded together, as they often are, caddies have to be able to squeeze between the chair backs and weave through the sections. Dangling belts, loops, etc., that might catch on the chairs or distract players, should be avoided. The players tend to be so preoccupied with the game that they won't even realize that they are blocking the aisle.

Reporting for Work

- Caddies should be informed as to where to “check in” and whether or not there will be a briefing.
- The DIC will make the pre-game, game time and after-game assignments.
ALL CADDIES ARE EXPECTED TO ARRIVE 30 MINUTES EARLY.
Upon arrival, they should go to the playing area and ask where to report.

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- During the first session, assignments may be given for the remaining sessions of the tournament.
- Caddies receive their work orders from the DIC. The DIC is the overall authority and has the final responsibility for the staff at a tournament, so any order or request from the DIC supersedes that of anyone else. (In the case of a conflict, the person attempting to give the conflicting orders should be asked to get permission from the DIC.)

Interaction with Players

- The bridge players in a tournament tend to concentrate on the game. People who at other times are very reasonable may sometimes appear most inconsiderate when they are playing bridge.
- No matter how uncooperative or cranky the players may appear to be, a caddy is expected to remain cool and courteous.
- Players do not have a right to order a caddy to do anything, but whenever possible, a caddy should help out by responding to reasonable requests by players as long as it does not interfere with the work.
- Any problem that arises, such as a player being abusive or a member of the staff acting in an unreasonably arbitrary or disrespectful manner, should be reported to the DIC.

Guidelines for Opening the Bridge Center of Austin for Tournaments

1. A key is needed to open the door. The Director is usually the one to let you in and handle the following: Once in the building, go to the Alarm by the front door and enter the code 1400. There should be a short beep indicating the alarm is not active.
2. Go to the panel behind the Director's desk where there are 3 switches. Turn on the fans (left 2 switches) and the other switch which turns on lights in back room (There should be 2 ceiling lights that stay on.)
3. Turn on the Air Conditioner at the place behind the Director's desk. Then go to the Air conditioner panel by the door into the back room. It will probably be in the unoccupied position. Punch the small white button at the bottom left until Auto shows.
4. Open the blinds slightly across the front of the building.
5. Then turn on the 2 switches of lights at the side of the room by the bulletin boards.
6. Prepare the coffee. Turn it on if it is ready to go.
7. Unlock the door in order to let people in. If the bar is out, the door is locked. To unlock the door, push in the bar, and turn the "key", which is on a window ledge by the door. Make sure the door is unlocked when people are still arriving. Lock the door when people are no longer coming in.

The tournament may be in the main room or the back room. It depends on whether there is a BCA game going on. Sometimes there is a class going on in the back room. Sometimes there is an afternoon open game that will be in the big room at the same time as our NLM game. The Director will tell you where our people will be assigned tables.

Closing up the BCA

To leave at the end of the day, reverse the steps. Turn off the coffee pots and prepare them for the next day by washing the pots and putting fresh coffee grounds in a filter in each of the main brewers.

Clean up the room by taking out the garbage and recycling and push in all the chairs. Wash the dishes and otherwise make sure things are cleaned and ready for the next day.

When you are ready to leave, enter the alarm to set it and leave immediately. So be prepared to leave before you set the alarm. The Director may do this.

Charlene Sands is the Manager of BCA. Her phone number is 512-797-7635.

Barbara's phone number is 703-501-1949.

WiFi is BCANEW Password is checkmate