

Tournament Chair Flyer Guidelines

Congratulations on becoming a tournament chair. This may seem like an overwhelming task. The good news is that a lot of the work has already been done. You will be responsible, however, for working out a bunch of details. One of the important activities involves creating the tournament flyer. This document was created to help streamline that task. You don't have to reinvent the wheel.

BACKGROUND:

Larry Davis is our Business Manager. Each fall he obtains the sanctions from the ACBL to hold our authorized future tournaments and Unit Rated Events. If you click on EVENTS, and then on TOURNAMENTS at ACBL.org, you can see all the future tournaments scheduled in Austin. You will see Larry Davis's name as a placeholder, but there are no other details.

You may also note that the major tournaments are scheduled several years in advance. Once we create each tournament flyer, and get it approved locally and at ACBL, the entry at ACBL.org gets updated with the details. ACBL also posts the flyer, hopefully intending to entice out-of-towners to participate. We also post the flyers on the Unit and BCA websites. The January Open Sectional and the biannual Regional Tournament are usually held at a hotel, and Larry Davis will have already negotiated a contract with the hotel. Currently, the remaining tournaments are held at the BCA and are run by either the Unit or the BCA.

FIRST STEPS:

Since each year's tournament schedule is similar to the previous year, last year's flyer is a great place to start. In the cases where an identical tournament wasn't held previously, there are still examples of similar events. Ken MacMorran or Beth Tobias have access to those previous flyers and can help you find a starting point.

Sue Caulfield is our flyer creator. She has the originals of the previous flyers. In some cases, the process can be as simple as editing the dates, tournament chair, and partnership chair. In cases where the results of last year's event weren't ideal, some substantial changes may be in order. She can help you with many of the details that will be discussed later in this document.

The chair reviews the event information and after reviewing similar tourney events, goes back to the Unit or BCA Board to confirm the choices.

Sue Caulfield will then create or update the flyer with the information given. At this point, it should go to the Director in Charge and the Unit or BCA President for local approval.

Ken MacMorran will send the flyer to ACBL for approval. Ideally, this should be completed 3 months in advance.

MARKETING:

District 16 Scorecard:

If you want a tournament flyer for a sectional in the Scorecard, please attach to your request it in PDF format by the deadline:

Issue	Deadline
Jan/Feb	15-December
Mar/Apr	15-February
May/Jun	15-April
Jul/Aug	15-June
Sep/Oct	15-August
Nov/Dec	15-Oct

Usually Ken MacMorran emails the PDF to: D16-ScorecardEditor@d16acbl.org

Eblasts:

The Unit can send out blasts to all the members of the Unit. The BCA also has the capability to send out blasts.

District 16 also offers an optional free eblast for each tournament. If you want a tournament flyer to be emailed to the membership of District 16 (Texas and Mexico), attach it to your request in PDF format. If you want a note to precede the flyer, you can include that directly in the email requesting the eblast. Please include WHEN you want the eblast sent. Email the PDF, Date when Eblast should be sent and any other notes to: D16-ContactAdmin@d16acbl.org. about 5 days before you want the eblast to be sent.

CHOICES TO BE MADE:

Limited tournaments are pretty easy. 0-50, 0-200, and NLM tournaments are held multiple times each year. They typically are held as a two-day event on a Saturday and Sunday. Flyer updates usually consist of editing tournament dates, the tournament chair, and partnership chair. A look at the previous tournament results can help determine if any other changes are in order.

Open sectional tournaments offer more choices. They are typically held over 4 days, Thursday thru Sunday. The first 3 days, they typically offer Open Pairs, 299er pairs, and Stratified Swiss sections morning and afternoon. Sunday will consist of Stratiflighted Swiss teams . The most debated decision is the makeup of the Sunday Swiss.

Stratiflighted Swiss Teams means that there are two separate games. The open game will have A and X stratifications. For the limited game, there are two options that often result in debates about which one is best.

Bracketed: There are 7 team brackets with every team playing against all other teams. For this to work, at least 14 teams are necessary. This format is popular since players are competing against others with similar number of masterpoints.

BCD: This is a stratified Swiss teams game with three stratifications. No player with more than the predefined number of masterpoints can play in this game.

The **Director in Charge** can alter this decision at game time based on the number of teams who show up.

The specific stratifications of all events can often be debated, as well. Again, previous tournament results can provide a guide to the best answer.

Austin is authorized to conduct a Regional tournament every other year. Although we use the same flyer production process, this tournament is always held at a hotel and requires much more coordination. We are blessed with three Associate National Directors - Melody Euler, Scott Humphrey, and Kevin Perkins. One of them will probably be the Director in Charge. They will be directly involved in flyer decisions. Past results have helped us know what the appropriate games are. Sometimes stratifications are modified, but the structure of the Regional is pretty well set.