

ACBL District 15

Tournament Policy and Procedure

version 4-6-2013

Objective: To provide a unit tournament coordinator/chairman district policy and procedure to help in establishing tournament dates and planning a successful event.

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Responsibilities

1.1 District Tournament Coordinator

- Approves Regional and Sectional tournament requests after checking current schedules and resolving conflicts within the district and with adjoining districts
- Checks tentative application for valid information
- Approves date change for previously approved sanctions
- Receives copies of proposed schedules to insure directors receive a timely copy

1.2 Unit Tournament Coordinator (one person may perform multiple roles)

- Selects dates for unit special games and tournaments
- Reviews tournament calendar and coordinates with the District Coordinator
- Requests sanction dates from District Coordinator
- Submits sanction request on the Tourney TRAX system
- Reviews director assignments and orders liability insurance for each tournament
- Establishes site contracts after dates are established

1.3 Unit Tournament Chair (one person may perform multiple roles)

- In charge of organizing tournament under Unit, District and ACBL guidelines

1.4 Unit Tournament Treasurer (one person may perform multiple roles)

- Pays tournament bills as approved by the tournament chairman
- Works with director in charge to handle tournament cash matters
- Prepares final accounting report in the format provided on the District site.

Timing for Sanction Date Requests

1.5 Unit

Date planning at the Unit level should begin more than 5 years in advance. Regional Tournaments belong to the District. Adequate time must be allowed for all to consider various items impacting the likely success of a tournament and scheduling conflicts.

1.6 Site

Good space books years in advance. Planning and obtaining approvals for your tournament dates well in advance are considered a best practice. When to sign commitment contracts for space is up to your unit but contracts should never be signed before receiving District date approval and an ACBL sanction number for your tournament dates.

1.7 District

Regional Tournament date requests should be sent for District approval well in advance of ACBL time requirements allowing time for discussion, coordination, and approval of the District Tournament Coordinator. Regionals should be submitted at least 5 years in advance. Sectionals that will have NAP or GNT finals must be submitted to the District Coordinator 3 years in advance. All other sectionals should be submitted more than one year in advance in order to allow time for proper preparation of schedules, advertising and ACBL tournament staffing.

1.8 ACBL

See ACBL Policy for mandatory time for submission on the Tourney TRAX system. Generally at least 3 years in advance for Regionals and more than 1 year out for sectionals is required.

Available Information

2.1 Tourney TRAX

Found at www.acbl.org under ACBL Bridge Tournaments. Tourney TRAX is the ACBL formalization of best practices for creating unit tournament calendars. It provides tournament data application forms and a comparison view with other proposed and approved tournaments. The site also acts as a clearing location to show when required approvals have been received.

2.2 Resource Guide for Planning Sectional and Regional Tournaments

Found at www.acbl.org under ACBL Resources for Units & Districts under Tournament Management. The guide provides detailed information for planning tournaments

2.3 Unit 174 Policy and procedure

This unit policy manual will be helpful in better organizing your unit and can be used as an outline for your unit to establish written procedures for handling tournaments. The manual has a detailed checklist for planning tournaments. It is located at

<http://www.acbl.org/assets/documents/units/UnitProceduresManual174.pdf>

It may also be found under the ACBL heading "Administration" and then "Units and Districts Support".

Accounting for Tournaments

3.1 Accounting

Regional Tournament financial results must be submitted to the District. The format to be used is provided on the District Internet site www.acbl15.org and will be used by the District Board to determine best practices along with determining that sufficient expenditures have been made on player amenities.

3.2 Time and place for submission

Regional Tournament financial results should be presented at the next district board meeting after your tournament. 25 copies should be made for the board meeting.

Procedure

4.1 Tournament Schedules

The ACBL requires tournament chairs to complete, submit and publish a tournament schedule through the ACBL's online tool in Tourney TRAX. See 4.4-7 below for District required approvals and section 4.4-8 for required schedule timing.

4.2 Split Schedule Tournaments

1. The district will name the Host city (normally rotates with each split regional) for all split regionals. The Host city is in charge and makes any final decisions required. The Host city will set the time and dates.
2. Both cities are required to use the same schedule.
3. Both cities need good cooperation to insure a successful tournament.

4.3 Tournament fees and expenditures

1. The District does not specify fees that may be charged.
2. The District does require that player amenities be at least 33% of revenues. This is to insure our reputation as good hosts is maintained and also to help increase your future attendance. Continued failure to meet this guideline may result in loss of your regional tournament.

4.4 Planning checklist

1. Select the Unit Tournament Coordinator and determine what tournaments the unit plans to support. The Unit Tournament Coordinator should be familiar with all available information on tournament planning.
2. Select the Unit Tournament Chairman. (May be the same person as the Unit Tournament Coordinator) The Tournament Chairman should be primarily responsible for selecting the tournament committee.
3. Check dates desired against known tournaments in and close to your district.
4. After Unit approval, make application for approval on Tourney TRAX. Requests for Sanction dates should be made at least 5 years in advance for Regional Tournaments and at least 3 years in advance for sectionals that contain GNT or NAP finals. It is suggested that other sectional dates also be requested at least 3 years in advance.
5. Establish a finance and budget committee to plan a budget for the event including at Least 33% of revenues for player amenities.
6. Determine the schedule desired. The ACBL Resource guide has help for building a good schedule.
7. **IMPORTANT:** E-mail the planned schedule to the District Head Directors for their “approval” with sufficient time to allow review, discussion and changes in order to meet the time requirements of the ACBL.

Current Head Directors: Su at pseudo@yahoo.com Chris at bidmup1@charter.net

You must also e-mail a copy of the schedule to the District Tournament Coordinator. See www.acbl15.org for contact information.

8. The tournament schedule must be submitted to the ACBL at least one year prior to the Tournaments start date. If the schedule is not received within 9 months of the start date staffing at the ACBL may be delayed. Note: Best practice for advertising would require publishing a schedule more than a year in advance. Earlier submission is always desirable. Approval of the sanction application does not imply approval of the schedule of events.

4.5 Questions

Questions concerning sanction procedures and general schedule timing concerns should be sent to the District Tournament Coordinator. See www.acbl15.org for contact information.