

A Tournament Chair for a designated tournament shall:

- Make recommendations on the type of games and times for board approval.
- Assign a Hospitality Chair and a Partnership Chair.
- Obtain ACBL insurance for the event.
- Manage the planning and execution of the tournament.
- Create a tournament task list and monitor the status of the tournament tasks and assignments.
- Coordinate venue tournament requirements with the venue management for such things as table / chair pre-setup, electrical outlet availability, lighting, hospitality needs, etc.
- Coordinate tournament planning with the assigned Director in Charge (DIC)
- Create a tournament flyer for board approval.
- Coordinate the distribution of the paper tournament flyers with the Publicity Chair.
- Coordinate with ACBL on such things as Tourney Trax, Daily Event Schedule and Flyers.
- Obtain and arrange the transport of all game supplies needed, such as tables, chairs, game equipment.
- Manage tournament signage needed (e.g.in front of the venue, Partnership Chair, etc.) working with the Publicity Chair.
- Coordinate email “blasts” with Unit Email Coordinator.
- Report on-going status of the tournament to the Unit Tournament Coordinator or board as needed. Obtain approval from the board for issues, as needed.
- Monitor costs in accordance with approved budget.
- Attend the tournament and monitor on-going operations.

Reference Material:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. ACBLPlanning a Sectional or Regional tournament, a Guide for the Tournament Chair www.acbl.org/units/tournamentmanagement.html.
3. VUBC Document: Tournament Finances Reporting Model
4. VUBC Document: Model Tournament Task List - 1-day sectional
5. VUBC Document: Model Tournament Task List - 3-day sectional