

The Unit Tournament Coordinator shall:

- Be a member of the Board
- Schedule all unit sectionals and submit such schedules to the board for approval. In this regard and in concert with the board, determine the optimum day/dates to conduct such tournaments, recommend the venues and determine their availability.
- After board approval, submit sectional sanction request to ACBL Tournament Department for ACBL approval.
- Execute a rental agreement with the venue.
- Serve as a tournament contact until an official tournament chair is selected.
- Provide initial and on-going guidance to tournament chair on how to manage the tournament including, but not limited to, model task lists, contact lists, sectional layouts and financial reporting models.
- Report on-going status of the tournament to the board as needed. Obtain approval from the board for issues, as needed.

Reference Material:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. ACBL Planning 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