

District 4- ACBL, inc.
Tournament policies and procedures
Revised ----- August 2011



Policy and Procedure additions or changes must be approved by
The District 4 Board of Directors, and shall be incorporated
Immediately into this document with an annotation of the
Month/year of approval

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I. OVERVIEW

District 4 Regionals are intended to generate sufficient aggregate profit to support other district functions, including:

- Support of GNT/NAOP qualifiers attending NABC's
- Member communication (website, newsletter)
- Maintenance and storage of district assets (tables, bid boxes)
- Board functions

District 4's current ACBL field representative is Millard Nachtwey, mndg@erols.com 301-593-8403 who is responsible for staffing of all District 4 Regionals. On-site leadership is determined by the agreement of the field representative and the tournament chair.

The District shall have a Tournament Coordinator who acquires the ACBL sanctions for the District's regionals, tournaments and events (currently, John Marks 215-891-0602, e-mail: jgmmarks@aol.com). The District shall also have a Publicity Chair (currently, Joann Glasson 609-737-1805, e-mail: joannglasson@msn.com) whose responsibilities are to assist the Tournament Chairmen in designing and obtaining advertising flyers, and to assure adequate advertising at Regionals and NABCs as well as in the ACBL Bulletin and the District 4 website.

The District 4 Board of Directors shall designate a District 4 Unit as the Host Organization for each Regional. The Host Organization shall designate a Tournament Chair (TC) or Co-Chairs, who must be approved by the District 4 Board of Directors. The TC shall be the primary contact with the tournament site. The TC's preliminary responsibilities are to provide the event schedule and other information for advertising, to prepare a budget for expenditures, and upon approval to proceed with spending. Schedules, waivers or deviations shall be approved by the Tournament Committee or the District Tournament Chair. The budget shall be approved by the District Treasurer. For the tournament, the TC is responsible for providing partnership desks, daily bulletin, I/N facilities, hospitality, entertainment, etc. The TC shall appoint committee chairs to assist in these efforts. After the tournament the TC shall provide a complete accounting of all funds to the District and shall remit any net profit to the District 4 treasurer. If funds are required to maintain a bank account without service charge or to make deposits on future year events, those funds may be withheld from the tournament profit.

The TC may petition the District 4 Tournament Committee (ideally at least 12 months ahead of time) for deviations or waivers of District 4 Policies and Procedures as desired or required by local situations or conditions.

II. SITE SUITABILITY

The ACBL field representative or his designee shall review any proposed playing space that has not been previously used for a District 4 Regional. Special attention shall be paid to the lighting (especially night-time), and to the number of tables that the space can comfortably accommodate compared to the number expected to be needed. He reports his findings to the Tournament Chair. Playing sites must be at a single facility. Sites must be in compliance with the *Americans with Disabilities Act* or have a legally recognized exception.

III. SITE CONTRACTS

Commitments to hotels and convention centers must be made *via* signed contracts. The Tournament Chair is the ONLY person authorized to sign the final contract. Contracts at new facilities and contracts being entered into by a new chair must be preapproved by the District 4 Tournament Committee Chair.

Contracts shall include the following features:

- 1) A reasonable sleeping-room rate for single or double occupancy, with special charges for extra features negotiated ahead of time. Attempts should be made to obtain even lower rates for tournament staff.
- 2) The hotel may require room blocks with cut-off dates, but they shall honor the bridge rate upon request until the end of the tournament if rooms are available when requested. The hotel must guarantee that the contract bridge rate is the lowest available rate during the tournament with the exception of regular contract groups whose rates are not available to the general public. TCs should periodically check total room-night reservations and available rooms, and should periodically obtain room reservation lists.
- 3) The hotel may require penalties for premature check-out from sleeping rooms. If so, they must inform all hotel guests upon making their reservations, and the Director in Charge must be extremely careful with Staff reservations.
- 4) Any room- or revenue- guarantee is waived due to circumstances caused by “Acts of God” (*e.g.* flood, tornado, hurricane, earthquake, snow or ice storm).
- 5) Free parking for all participants unless that would require unreasonably higher room rates (if necessary, negotiate for best scenario possible).
- 6) Function rooms blocked and assigned for District 4 use for every day of the Regional unless the Director in Charge releases specific areas for specific times when they will not be needed. If space is to be leased to other organizations, their use must be compatible with ours.
- 7) Charges for playing space in hotels will be considered in the context of other hotel charges (hospitality and other amenities).
- 8) There should be no charge for a Tournament Office conveniently located near the playing rooms, or for a caddy/supply room. A sufficient number of keys shall be provided for each room.
- 9) A room suitable for possible District 4 board meetings.
- 10) Ample waste cans provided free of charge in playing rooms. Rest rooms cleaned and supplies replenished frequently as needed.
- 11) Water and ice stations provided, checked frequently, and maintained as needed -- at least one per 2500 sq. ft. of playing space and one per smaller room.
- 12) If economically feasible, a snack bar operating at reasonably thorough hours (ideally open ½-hour before game times and close ½-hour before the end of each session) should be set up providing food, coffee, and soft drinks at reasonable prices. Hours of operation shall be posted, and announcement made in playing areas 30 minutes prior to closing.
- 13) Free easel/erasable-board for the I/N Room.
- 14) Designated smoking areas (which may be outdoors) such that players do not have to pass through them to get to playing rooms or rest rooms – all rest rooms shall be non-smoking.
- 15) If the local Unit cannot provide a sufficient amount of card tables for the regional tournament, then the District 4 card tables shall be delivered to the site loading dock. Site personnel shall provide set-up and then post-tournament take-down and return to the loading site. The site shall provide all chairs and necessary long tables. (TC shall provide required numbers of each to the site). The District 4 Bidding Boxes shall be delivered to the site with the card tables. TC must be aware if local tables are used and the Director in Charge (DIC) must be made aware that the

Bidding boxes came with the District Tables. If local tables are used, arrangements must be made to get bidding boxes to the site.

- a) Where the cost to deliver the District card tables to a site would prove to be prohibitive, then the TC shall make the proper arrangements to provide the required amount of tables for the tournament.

IV. TOURNAMENT CHAIRMAN'S RESPONSIBILITIES

1. Publicity

District 4 pays for costs of preparing flyers, which is usually arranged by the Publicity Chair (PC), but may be done by the TC/committee coordinating with the Publicity Chair. District 4 also pays costs for tournament ads in the ACBL Bulletin. TCs shall submit a suggested event schedule to the District 4 Tournament Coordinator for approval 10-18 months before the tournament. The Tournament chair shall be given great latitude in choosing a schedule, but guidance from the Tournament Committee and other tournament chairs shall help to form the final schedule. Also, great care must be used to not over schedule events at a small Regional Tournaments. All Knock-out events and Side Game Series shall be named by the TC, but prior approval from the District 4 Board must be obtained before naming the entire tournament for an individual or sponsor. TCs also shall prepare information for advertising on the reverse side of the tournament flyers, which shall include:

- 1) Host hotel address/phone-number/rate/cut-off-date, airport shuttle service, area attractions, unique "selling points" for the tournament, etc. If a hotel logo is to be used, permission must be granted by the hotel and approved by the District 4 Publicity Chair;
- 2) The tournament title and statement of District 4 sponsorship (*e.g.* District 4 Valley Forge Regional, District 4 Lancaster Regional, District 4 Liverpool Regional, District 4 Harrisburg Regional, District 4 Wilmington Regional, District 4 Scranton Regional, etc.);
- 3) Any information required to allow players to easily request the bridge rate at the host hotel, and that the TC should be consulted for any other housing questions;
- 4) Names, e-mail addresses, and phone numbers for Tournament-, Partnership-, and I/N Chairmen and Caddy Master;
- 5) TAP, EZ-Bridge, Director's courses or any other special courses to be offered.
- 6) Any special entertainment or hospitality features planned.
- 7) The schedule-side of the flyer shall include:
 - a) Stratification levels for Open events (currently 0-750, 750-2000, 2000+). Strata-Flighted events shall show the pertinent levels on the event listing. A/X fields should be divided so that 40% of the players qualify for the X stratum. Stratification will be based on the average of the pair or team. Advertised strata shall be structured so that anticipated 40% of entries will meet the requirements
 - b) Open Knock-outs are bracketed and have no playbacks until the finals. With two (2) or less brackets, the top bracket shall be handicapped.
 - c) Swiss Team events shall state whether the event is a play-through or with a break. The DIC and TC shall determine the number rounds (matches) and the number of boards for each round. All Swiss teams shall be run using the 20 Victory Point Scale.
 - d) Unless special approval has been granted by the District 4 Executive Committee, starting times shall be 9 am, 1:00, 7:30, 11:30, and last-day 10 am and 2:00 or TBA. Starting times may only be changed with the approval of the District 4 Executive Committee or Board. When listing 2-session events use "1 & 7:30", and when listing single-session

events with the same name use “1/7:30” (e.g. Side Game Series, I/N, etc.) TC shall continue to use the same current starting times. New starting times shall be approved by the District TC. (Note that currently a few of the District 4 Regional Tournaments have starting times of 10:00 and 3:00 (or 2:30) for the major two (2) session events)

TC and PC shall work together to determine the appropriate number of flyers required to be printed for distribution for each regional. The District 4 Publicity Chair shall receive a portion of the flyers for distribution at Regional Tournaments and NABCs. In addition, the TC shall receive the necessary amount of flyers for distribution to clubs and sectionals within District 4. TCs desiring more flyers may petition for them to the Publicity Chair.

2. Room Reservations

The TC shall be prepared to arrange for the District 4 Treasurer to provide assurances of payment to the Contract Site. The TC shall establish a Master Account with the tournament hotel, which will serve to guarantee District 4 Directors’ and workers’ rooms as well as to record hotel expenses to be paid. At the end of the tournament the TC shall pay his/her portion of the charges.

The TC shall request from the Director in Charge a list of the Directors and their hotel requirements. The TC shall make appropriate hotel room reservations for them guaranteed by the Master Account. The TC shall also make room reservations for the District 4 President (a large suite with separate sleeping room), and for those local workers whose continuous presence is required for smooth and efficient operation of the tournament – usually the TC, Daily Editor, Partnership Chair, Caddy Chair, Intermediate – Newcomer Chair, Pre-duplication Chair (only if boards are duplicated on site each day) and Hospitality Chair

3. Special Meals/Meetings

Before the tournament, the TC shall consult with his District President about the need to arrange for a District meal-meeting. If any of these are to be held in the hotel, the TC shall determine probable attendance and shall provide menu choices/prices to the President. The TC shall arrange for the meal. The cost of any district meals shall be separately stated in the tournament financial report.

4. Concessionaires

The TC may arrange for a bridge-book dealer, who should be given ample space in a high-traffic area. Other concessions are allowed at the discretion of the TC, making sure that sufficient space is available so that traffic is not impeded. If any revenue is received from any merchandiser, this revenue shall be included as income in the TC’s Final Report.

5. Caddies

When the tournament Event Schedule has been approved and the official table estimate has been made, the TC shall consult with the Director in Chief to tabulate the number of caddies needed for each session. The TC shall then appoint a Caddy Chairman to obtain those caddies. The TC shall include a caddy per-session pay-rate in the proposed Budget which is consistent with rates paid at sectional tournaments within the area. Caddy payments are made by the Director in Charge.

6. Partnership Desk

The Partnership Chairman will necessarily begin work with the pre-tournament phone calls and e-mails received. At the tournament the Partnership Chair shall maintain a partnership desk before each session (beginning 1-1/2 hours before the main daily multi session events and ½- hour before normal single session events). The Partnership Chair shall create a list of requesting players which includes their master-point holdings, the dates/sessions/events requested, and the player's tournament housing locations. The Partnership Chair shall attempt to evenly match partnerships and team-mates according to master-point holdings. The Partnership Chair shall have a stand-by player readily available for times when a requester remains un-matched – the stand-by player receives free entry for the played session(s). The Partnership Chair shall consult with the I/N Chair to determine who will do partnerships for the I/N events.

7. Workers' Free-plays

In order to reward their volunteer workers, TCs are allotted single-session free-plays in amounts based on their tournament's attendance – 100 single-session free-plays for up to 1000 Tables, 175 for up to 2,000 tables plus 25 more for each additional 1,000 tables or portion thereof. Free-plays should normally be awarded at up to 13 for Committee Chairmen (*e.g.* Partnerships, Daily Bulletin, Hospitality, and one per two work-sessions or equivalent for volunteer workers. Additional free-plays (up to 50) may be requested from the District 4 President for workers in an Open Hospitality Suite (or in other special capacities) when the TC is unable to provide general "hospitality" (*e.g.* because hotel food prices are exorbitant). The TC shall create a free-play template for duplication cut to dollar-bill size. These free-plays must be designated and authorized by the TC. They are not transferable, and may be used only at that tournament

8. TCs' Free-plays

TCs are awarded a total of 19 free-plays per tournament for themselves. If TCs are unable to play in their own tournament they shall be issued vouchers that can be used in other District 4 Regional Tournaments during the next 12 months.

9. Budget and Final Report

District 4 designates a portion (up to \$10 per table) of the entry fees to be used for entertainment. The TC will prepare a budget based on this estimate. If it becomes apparent during the tournament that actual attendance will exceed the estimate, additional entertainment may be allotted (*e.g.* free snack bar credits,

last-day lunches, etc.). The budget for entertainment and hospitality shall be determined by the TC and the District Treasurer.

TCs shall prepare a proposed budget for spending the entire entertainment allotment, and shall adjust it as necessary. The budget proposal shall be initially submitted 3-6 months before the tournament.

If pertinent, TCs shall request funds from their local government's Hotel Accommodations Tax Fund. This, and any corporate- and personal- sponsorships, are to be secured under the auspices of District 4 or local Host Organization (rather than to any individual), and are to be included as income on the Budget & Final Report form.

TCs shall receive preliminary monetary advances as required to adequately prepare for the tournament, including an advance up to \$5,000 to cover preliminary expenses immediately upon approval of the budget. In certain special cases of need, advances may be made prior to formal budget approval. In addition, advances will be made to cover payments required by hotels prior to the tournament. TCs shall pay for their expenditures (advisable to open a dedicated checking account), saving all receipts for inclusion of copies with the Final Report to the District 4 Treasurer. During the tournament, TCs may also receive fund advances as needed from the Director in Charge.

After the tournament, the TC shall prepare a Final Report by completing the "ACTUAL" column of the approved Budget Form. TCs that have another regional scheduled within the next two years may retain up to \$1,000 for use in preliminary expenditures for the next regional. The District 4 Treasurer shall be sent a check for any remaining funds along with a copy of the Final Report; copies of receipts for all expenditures (keep originals in TC's tournament file).

Items of expenditure will include Daily Bulletin, tournament hospitality, I/N and workers' parties, and various miscellaneous items. Details of these budget entries are discussed in the next section (Entertainment Components), and standard Budget and Final Report forms are subsequently displayed with capabilities for printing them to paper or submitting them electronically. The final report shall be submitted to the District President, District Treasurer, District Finance Committee Chair and District Tournament Committee Chair within ninety (90) days from the last day of the tournament.

V. PRIZE & ENTERTAINMENT COMPONENTS

1. Registration Gifts:

Registrations gifts will not be provided at any of the District 4 Regional Tournaments except for the following situations:

- 1) Lancaster Regional Tournament where calendars are provided that advertises the following year's District 4 Regional Tournaments.
- 2) Intermediate / Newcomer Registration at all the District 4 Regional Tournaments.

2. Prizes:

Except for the Intermediate / Newcomer events, section / stratum tops will not be awarded to the participants for the major regional events.

The TC shall provide additional (optionally different) section/stratum tops (less than 300 master points) to the Intermediate/ Newcomer (I/N) Chair, who will award them directly along with the overall I/N trophies that the I/N Chair will have procured before the tournament.

3. Daily Bulletin:

A pre-published Daily Bulletin should be available for the first day, and should include a welcoming letter from the TC as well as general local- and District 4- “ground rules” for the tournament. Daily bulletins should be optional for tournaments expecting below 1000 tables. Daily Bulletins shall be at the discretion of the TC; results and schedules can be posted at a single location.

The second day shall be skipped because there will be very few results to be reported (be sure to include those in the next issue). Each subsequent day shall have a Daily Bulletin with at least the first page having a different color than all other issues (prefer pastels for easier readability). The number of copies of the Daily Bulletin shall be determined by the TC.

All issues shall have the District 4 logo on the front page. Paper shall be 8-1/2 x 14 (legal size). Each issue shall have a front page for “open” players followed by Open Event results moving inwards, and shall have the back of the last page be an actual “front page” for I/N players followed by I/N Event results moving inwards. Except for the first-day issue, the number of copies should be approximately 2-3 times the number of tables in play in that day’s first main session. Sponsor advertising is permitted – its income shall be included in the Final report. Advertising for future District 4 Regional Tournaments should be included.

In addition to the first-day issue, the tournament’s “ground rules” should be published in at least several later issues during the week. This should contain:

- 1) Entry fees as established by the District 4 Board of Directors. Entry fees for all events will be the same except for the first full day free entry for 0-5 master points I/N players only.
- 2) Special youth discounts.
- 3) Players with non-ACBL master points must inform the Director before entering any flighted, stratified, bracketed, or handicapped event so that proper placement can be made. Failure to do so may result in disqualification and loss of any master points won;
- 4) Cell phones and pagers must be turned off – first infraction will be penalized in accordance with ACBL Guidelines. For emergency situations, leave the cell phone with a Director;
- 5) Bid boxes must be used in all events unless pre-approval has been obtained for sight- or handicap problems – if so, explanatory cards obtained from the Tournament Office must be displayed during play;
- 6) Required carding and bidding-convention pre-announcements (*e.g.* highly irregular opening leads);
- 7) ACBL 4 Zero Tolerance Policy;
- 8) Use “please” when calling for a Director or caddy;
- 9) Bridge is a timed event – slow play will be monitored, and penalties may be assessed when appropriate warnings are not heeded;
- 10) Hospitality breaks will be one per session in a Pair event.
- 11) Smoking is allowed only in designated areas, and never in any playing room;

- 12) Recorder's name, location of Recorder forms (usually Information Table or Tournament Office), and that completed forms may be returned to any Director;
- 13) No pets, except for service animals;
- 14) No children unless caddying, competing, or following strict kibitzer rules;
- 15) No guns, knives, explosives, or other instruments of weaponry;
- 16) Excessively strong fragrances or poor personal hygiene may lead to refusal of admission to-, or removal from-, the playing area;
- 17) No sleeping in hotel lobbies or common areas;
- 18) Explanations of Knock-out and Side Game Series Events are always welcome.
- 19) The TC also should publish daily information in each issue, including:
 - a) Today's and tomorrow's event schedules/locations;
 - b) Tonight's "hospitality" (food, etc.), or location of Hospitality Suite;
 - c) When pertinent, the date/time/location of District 4 Board meetings;
 - d) When pertinent, the date/time/location of other District 4 member meetings, such as, NABC, Tournament, Nominating, etc.
 - e) Appropriate I/N news in the I/N section (event schedules, results, hospitality, guest speakers, etc.).

4. Hospitality:

A large part of the Prize & Entertainment allotment is usually spent on "hospitality." Frequently this takes the form of food (and drink) served by the hotel after the evening session in a common area where all players can easily partake.

In some hotels where "catered" food prices are prohibitively high, the TC may instead operate an Open Hospitality Suite (with hotel knowledge/permission). When this is done there shall be No Smoking, and if alcoholic beverages are served there shall not be anyone under age 21 present without their parent or guardian.

The TC may choose to provide extra gifts distributed to the players during a playing session in the form of tangible gifts or Snack Bar tickets (for the latter, be sure to arrange with the hotel for their collection and subsequent counting and payment).

5. Miscellaneous Expenses

- 1) Intermediate/Newcomer Party: The TC shall arrange with the I/N Chair to provide a special "hospitality" for the I/N players, which works best if done in the I/N playing room itself. This is often a party cake or hors d'oeuvres plus soft drinks during a high-attendance session (*e.g.* Thursday afternoon), but could be special snacks throughout (most of) the week.
- 2) Workers' Parties: The TC should provide a special event (lunch, party, etc.) for Committee Chairmen and pertinent other workers. This could profitably be used to include a short work session to plan activities before- or evaluate performance after- the tournament.
- 3) Tips: Exceptional service deserves to be rewarded – several hundred dollars of Prize & Entertainment money is often reserved for outstanding hotel service employees. In addition, the Chief Director will similarly reward excellent service for card-table handling and general set-up and take-down;

- 4) Additional I/N promotional advances (see I/N Program, p.15);
- 5) Other expenses that may be encountered include printing of restaurant guides and posters, rental of extra easels and/or bulletin boards, caddy recruiting, badges for Committee Chairs and caddies, etc.

VI. TOURNAMENT BUDGET & FINAL REPORT

TOURNAMENT NAME: _____

DATES: _____ CHAIR: _____

	<u>ESTIMATE</u>	<u>ACTUAL</u>
<u>DISTRICT ADVANCE:</u>	_____	_____
<u>INCOME:</u>		
Entry fees		
Number of Tables: _____ x \$52.00	_____	_____
Cash over/short:	_____	_____
Miscellaneous:		
Concessionaire sales:	_____	_____
Other (specify):	_____	_____
	_____	_____
<u>TOTAL AVAILABLE CASH:</u>	_____	_____
<u>EXPENSES:</u>		
Registration Gifts:	_____	_____
Prizes: Section tops:	_____	_____
Stratum tops:	_____	_____
Daily Bulletin:	_____	_____
Entertainment:		
Hotel Food:	_____	_____
Hospitality Suites:	_____	_____
Other (specify):	_____	_____
_____	_____	_____
_____	_____	_____
I/N Program:		
Prizes:	_____	_____
Party:	_____	_____
Other (specify):	_____	_____
Caddy Committee Expenses:	_____	_____
Restaurant Guides:	_____	_____
Publicity (local):	_____	_____
Workers' Rooms:	_____	_____
Workers' Party:	_____	_____
Take-home or Daily Gifts:	_____	_____
Snack Bar Tickets:	_____	_____
Tips:	_____	_____
Miscellaneous (specify):	_____	_____

Administrative Expenses:	_____	_____
Chairman Mileage Allowance	_____	_____
(Tournaments under 1000 Tables are entitled to \$300 maximum allowance. Tournaments with two TC's or a TC and Business Manager are entitled to \$175 each, maximum)		
Other (specify): _____	_____	_____
 TOTAL EXPENSES:	_____	_____
 SUB-TOTAL BALANCE:	_____	_____
CARRY-OVER TO NEXT REGIONAL (max. \$1,000):	_____	_____
BALANCE TO DISTRICT 4 TREASURER:	_____	_____

Send a copy of the preliminary budget 3-6 months before the tournament to the District 4 Treasurer, District Tournament Committee Chair and District 4 President.

Send a copy of the Final Report within 90 days after the tournament to the District 4 Treasurer (currently Rick Rowland, rick.rowland@verizon.net), District Tournament Committee Chair (currently, John Marks, jgmmarks@aol.com) and the District 4 President. Also send to the District 4 Treasurer a check for the balance, copies of receipts (save originals for your file), and any unawarded District 4 Event-winner Certificates plus an accounting of those that were awarded.

CADDY RATE: _____ (currently \$25 per session – any higher rates need Approval from the Finance Committee)

Submitted by,

Tournament Chairperson

VII. DISTRICT 4 TOURNAMENT RESPONSIBILITIES

1. Advertising

The District 4 President annually appoints a Publicity Chair. The Publicity Chair shall report annually on the current status plus recommendations for adjustment of District 4 advertising and publicity, including:

- 1) Changes in ACBL advertising policies and pricing;
- 2) New ideas for promoting DISTRICT 4 Regional Tournaments.

District 4 utilizes the Publicity Chair, who works with TCs to provide adequate advertising for District 4 Regionals *via*:

- 1) Two-color flyers for distribution at clubs, sectional, regionals, and NABCs;
- 2) A tournament ad in the ACBL Bulletin 3-4 months before the Regional;
- 3) Smaller ads listing up-coming Regional Tournaments in the ACBL Bulletin.

The Publicity Chair (currently Joann Glasson) is provided free entries to all district events (Regionals, GNT and NAOP).

2. District 4 Suite

The District 4 President or designee may host a No Smoking hospitality room at each District 4 Regional. It should be open beginning shortly after the evening session for hospitality of all bridge players. District 4 pays for provided food and beverages. When alcoholic beverages are being served, anyone under 21 years of age must be accompanied by a parent or guardian.

The District 4 Hospitality Suite shall also be available at any time to conduct District 4 business (*e.g.* committee meetings), which at times may need to exclude guests. Use of the accompanying sleeping room is at the discretion of the District 4 President. Smoking is not allowed.

3. Entry Fees

The District 4 Board of Directors determines entry fees, which currently are \$12.50 per player per session except for special situations:

- 1) Players with 0-5 master points play free for the first full day of each regional;
- 2) Youths 21 or younger may play at a reduce rate that shall be established by the TC.

The reduced prices must be claimed at the time of entry-purchase. The Director selling entries shall keep records of these discounted entries, and may require proof of age.

4. Seeding

The TC shall appoint a Seeding Chairman, whose responsibility is to provide a seeder at the entry desk for each two-session pair game (and also BAM events when appropriate). At smaller two session pair games the director selling the entries can do the seeding.

The Director selling entries shall be responsible for all money collected. The seeder is responsible for assuring that the strong players are evenly distributed throughout the event. For smaller events the

Director shall provide seeded entry-forms for the seeder to allot as stronger pairs buy their entries. For larger events the Director shall retain the seeded entry forms, and the seeder shall create a list of seeded pairs as they pay for their entries. At the conclusion of selling, the seeder shall rank the seeded pair list, and the Director shall then assign the entry forms by that ranking in order to distribute the seeded pairs as evenly as possible.

5. Caddy Policies & Guidelines

The TC may choose to appoint a Caddy Recruitment Chairman (CRC) to obtain the required caddies. Caddies frequently are students (especially home-schooled ones for tournaments during normal school days), members of local church- or activity- groups, and local players. Experienced caddies are always preferred. In the unusual cases where an insufficient number of caddies can be recruited from the local area, out-of-town caddies shall be provided local housing and shall receive IRS allowable *per diem* as part of their compensation.

At the larger regionals, the TC may recruit a Head Caddy (HC). The HC shall have supervisory responsibilities and may receive extra compensation.

When the DIC has defined the number of caddies required in each playing session, the CRC or HC shall establish a schedule for the recruited caddies, and shall maintain a master list of those caddies including the sessions of their availability for emergency call-in. (Be sure every caddy has the CRC's tournament phone number to call in case of emergency cancellation.) Once the tournament starts, only the TC, CRC and DIC have the authority to fire a caddy.

The CRC and DIC shall maintain records of each caddy's sessions worked, and shall be responsible for paying them (usually after their final work session, but preliminary payments may be made when necessary). Cash to make these payments shall be obtained from the DIC upon request. After the tournament, a tabulated final accounting shall be provided to the TC and DIC. If a caddy has exhibited unacceptable performance, or if disciplinary action has been required, a report shall be prepared for presentation to the District 4 Board of Directors.

The CRC shall establish rules and restrictions for the caddies, and shall ensure that each caddy understands and abides by them (at risk of reduced pay or termination if violated). Typical caddy rules include:

- 1) Arrive 10-30 minutes before game time as appropriate in order to receive assignment, location, and work instructions;
- 2) Appropriate dress code;
- 3) Be courteous to all, but do not allow players' requests to interfere with required work;
- 4) Remain in work area (notify co-worker when restroom breaks are needed);
- 5) At end of work session, ensure that all instructed clean-up and re-arrangements of equipment and supplies have been made;
- 6) Do not travel alone, and always use appropriate caution when interacting with people you don't know personally -- there are those who have radically different life-styles.

The CRC shall maintain frequent communication with the DIC in order to be thoroughly knowledgeable about which sections are to be included in each event for the up-coming session and what kind of

(re)arrangements will be required for the next session. The CRC shall ensure that all caddies understand their work requirements for each session, which may include collecting/sorting entries, transferring boards for team games, and collecting/sorting/submitting pick-up slips for pair games. Occasionally table gifts (*e.g.* snack-bar drink tickets, candy, etc.) shall be scheduled to be distributed during a specific round in the middle of a session – caddies shall be instructed to do this at the beginning of that round, retaining some extras for the Directors and for players who complain that they did not get one.

Special caddy work sessions will also occur before the first playing session and after the final one. Caddies may be assigned to set-up/take-down stanchions, bid-boxes, bid-box brackets, duplicate boards and table cards. Ensure that each of these assignments is adequately explained

Caddies are scheduled for purposes of working, and thus should not be considered available to play. Occasionally an emergency occurs when one is needed to complete a partnership – never should two be recruited to make a complete table, and never should any be used if the remaining caddy staff will be overwhelmed by the amount of work to be done. Caddies who do play shall do so at no entry fee, shall receive their regular pay for the session, and shall be expected to carry out the clean-up requirements of their area after the session.

6. Appeals

The TC shall appoint an Appeals Coordinator to be responsible for providing Appeals Committees when requested. When Directors receive requests for Appeals Committees, they shall ask the Appeals Coordinator for a three-person committee of qualified players who are not competing in the involved event. District 4 Appeals Committees shall carry out their function in accordance with ACBL regulations. When the Appeals Coordinator is not present and has not provided a designee, the highest-ranking District 4 officer shall be asked to fill that role.

7. Conduct & Ethics

Any Conduct & Ethics (C&E) Committee hearings held at a Regional shall be reported to the Chief Director, who shall then report them to the involved District Recorder for their reporting to the involved Unit Recorder. Reports of such hearings, whether or not disciplinary action is taken, shall also be reported to the ACBL Recorder.

8. Intermediate/Newcomer (I/N) Program

The Intermediate/Newcomer (I/N) chair shall contact the TC and Publicity chairs to strongly advertise the 0-300 “tournament within a tournament” in order to maximize attendance and build local enthusiasm. Contact the Chair of the District 4 Publicity Committee (currently Joann Glasson 609-737-1805) for publicity ideas and techniques. Special I/N features should be emphasized:

- 1) 0-5 master point players receive free entry on the first full day of the tournament.
- 2) Trophies are presented to winners of several special Trophy Events.

The I/N Chair shall:

- 1) Run the I/N events;
- 2) Bring and award the special event trophies

- 3) Bring a camera and film for winners' pictures;
- 4) Award section tops provided by the TC;
- 5) Hire guest speakers from tournament attendees for talks starting 30 minutes immediately before the afternoon and evening sessions. Speakers should be encouraged to keep talks at the Intermediate/Newcomer level. TC's should feel responsibility to recruit audiences, not only from the players participating in the I/N program, but also among all players at the tournament.

9. Compensation (Free Rooms and Entries):

- 1) Free suites, if available, for the duration of the tournament be limited to:
 - a) District President (including meals)
 - b) Tournament Chairpersons
 - c) Daily Bulletin Editor(s) (or a double room)
 - d) Hospitality Chairpersons
- 2) Free single room allowance be provided for:
 - a) District Director (including meals) – 2 days only
 - b) Intermediate / Newcomer Chairperson
 - c) Hospitality Chairperson (If a suite is not available)
 - d) Pre-Duplicator (if Applicable)
 - e) Caddy Master
 - f) Partnership Chairperson
 - g) District Secretary and Treasurer – 1 day only
 - h) Business Manager (NY only)
- 3) Free Plays should be provided to the following players for any of events they play:
 - a) Tournament Chairpersons (2)
 - b) Hospitality Chairpersons (2)
 - c) Partnership Chairpersons (2)
 - d) Intermediate / Newcomer Chairpersons
 - e) Daily Bulletin Editor(s)
 - f) Caddy Master
 - g) Pre-Duplicator Person
 - h) District President
 - i) District Director
 - j) Business Manager(NY only)
- 4) Special Free Plays should be provided to the following:
 - a) Publicity Chairperson (all events)
 - b) District Tournament Coordinator (two days or 4 entries)
 - c) District Vice Presidents (one day only, 2 entries)
 - d) District Secretary (one day only, 2 entries)
 - e) District Treasurer (one day only, 2 entries)
 - f) Grand National Chairmen (Pairs and Teams) (one day only, 2 entries)
 - g) Speakers for I/N lecture or general bridge program (one single session entry per lecture)

10. Education Courses

Courses will be sponsored by the appropriate District or Unit at DISTRICT 4 Regionals when warranted by need or desire. Such sponsorship shall include any accompanying financial gain or loss. Those courses to be held should be advertised in the tournament flyer, and may include:

- 1) CDIN – Club and Cruise Director with Intermediate/Novice Accreditation;
- 2) TC/DIN – Tournament Coordinator/Director of I/N Programs;
- 3) TAP – Teacher Accreditation Program.

Successful participants shall receive District 4 accreditation. District 4 will provide advertising for CDIN and TAP courses, and will contribute \$25 per District 4 member toward the cost. District 4 members who attend these courses at other regional tournaments or NABCs may apply to District 4 for reimbursement of \$25. Another course which District 4 will sponsor at no cost to District or Unit is the Club Director Refresher Course – the Host Organization shall attempt to obtain free space for it, but if necessary District 4 will pay the room cost.

11. Miscellaneous

Conditions of Contest are available to TCs upon request to the Director in Charge.

When there are only enough teams in a Knockout event for two brackets, the top bracket of the event will be handicapped. Conditions of Contest for KO Events will be posted at all District 4 Regional Tournaments. All KO Events should be advertised as “Handicapped at the DIC and TCs discretion”. Note that top brackets where all the teams have in excess of 10000 master points shall not be handicapped and bottom brackets where there are teams that are over 4000 master point shall always be handicapped.

Swiss Team events on the final tournament day shall have a 30-minute lunch break at times designated by the DIC. There must be ample food available for the break at the tournament site. Breaks shall be scheduled such that all players are not breaking simultaneously.

Bridge-related advertising/publicity from non-District 4 locations is encouraged for display on our information tables.

Pre-duplicated boards are highly recommended. Charges shall be as follows per set of thirty six (36) boards:

- 1) Machine– \$3.00
- 2) Set of Boards – \$3.00
- 3) Operator – \$6.00
- 4) Total: – \$12.00 per set of boards

The use of “Bridgemates”, “Bridgescorer” or similar scoring devices are highly recommended. Discussion with DIC about available devices and charges should be held prior to budget submission.

Local clubs and organizations will not be reimbursed for any loss of revenue during a regional.

