



Guide to Running a Tournament

Duties

Responsibilities

Guide to Running a Tournament for clubs

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1. Responsibilities of the Match Committee

- Who will be on the Match Committee ?
- Match Committee needs to meet at least 5 weeks prior to start of tournament.
- Decide on the flyer information and give details to club Secretary to create the flyer.
- How much is Regional Committee contributing (in the case of regional tournaments)?
- What catering? Lunch? Morning and afternoon tea? After play? Self-service or to tables? When will the bar open?
- How much will the entry fee per team/pair be? You need to cover club costs, catering, prizes and the director /caddies plus any profit.
- Who is to be the Director? How much will they be paid? Is one Director enough?
- Do you need caddies (for teams events)? How much will they be paid?
- Rough format decided. To be confirmed closer to the tournament with the director depending upon entry numbers.
- Match Committee should personally promote the event at their club.
- Who will welcome players, open the event and do brief OSH/bathroom talk?
- Who will give out prizes/ trophy and close event?
- Who will take photos?
- Where is the trophy? Organise for it to be returned so can be presented on the day.
- What are the prizes? Who will receive prizes?
- Who will organise the prizes on the day?
- Who will collect the table money, count it and where is it being kept? (If there is only one director they may need assistance with this task).
- Support your director on their authority, decisions and rulings.

See 03. Directors Responsibilities for details to organise with the director.

➤ **Flyer information to include:**

- Venue with street address
- Entry cost
- Date and Day
- Tournament rating (i.e. 5A)
- Start time and approximate finish times (if possible)
- Format with approximate session times
- Catering provided (or not)
- Name of Director
- Entry details and contact
- Closing date for entries
- A note that Systems cards are required
- Entries to include a players computer number, grade and rating points and any seating or catering requirements from players

2. Responsibilities of the hosting club

- **Before the tournament**
 - Create a flyer advertising the tournament. The Match Committee will provide the information for the flyer.
 - Send out the flyer to clubs in your Region and the secretary of the Regional Committee, 4-6 weeks before the entries close.
 - When players enter the tournament, acknowledge their entry has been received by email or other means.
 - If overseas players enter without NZ computers numbers contact the secretary of NZBridge for help.
 - If players enter who have no computer number and are unaffiliated notify them that they must be affiliated to play in a tournament and offer them membership!
 - Promote the event in your club.
 - If not catering, provide information for players regarding nearby restaurants/cafes and let the restaurants know they will be busy at a certain time (i.e. the hour of the dinner break).
 - Provide bridge pads and other technology where possible (may need to liaise with Match Committee).
 - Provide a quote to run event for rooms, catering and staff (if applicable for regional tournaments).
 - After entries close, provided the director with a list of entries including each player's computer number, grade, rating points and any seating requirements.
 - Make sure there is enough paper and ink for the photocopier.
 - Will you run a raffle on the day and beforehand in your club? What if someone forgets his or her tickets?
 - Venue considerations:
 - Can you open all doors and windows?
 - Where is the first aid kit?
 - Does the heating need to be on early?
 - Is there enough toilet paper, soap etc?
 - Is there somewhere for people to put coats?

➤ **On the day**

- Provide:
 - Bidding pads
 - Stop cards
 - A phantom table sign
 - Pencils/pens, rubbers and twink/white out (if using pens)
 - Rubbish bins
 - Table slips
 - Different coloured table cards for different sections
 - Envelopes for money
 - Personal scores sheets
 - Blank systems cards
 - Teams scoring sheets and VP tables (for teams events)
 - A directors Law book
- Provide catering as discussed with Match Committee.

- Provide staff for catering, kitchen and manning bar.
- Open and close up rooms.
- Turn on air conditioning/ heating etc.
- Provide dealt boards (may need to liaise with the Match Committee).
- Provide hand records with deep finesse (enough for one per player). If teams or rounds are being played, hand records need to be cut up so available after each set.
- Provide an area to display results such as a white board.

➤ **Following the tournament**

- Provide timely feedback to the Match Committee on the event following its completion in regard to cost of event, any problems, successes and general comments.
- Write up/send results to NZ Bridge in the week following the event.

➤ **Catering suggestions**

The type and amount of catering is up to the hosting club and Match Committee. However from feedback we have received from players, the type of catering and food available at tournaments often contributes to a player's sense of enjoyment of that tournament.

Players enjoy continuous food available from when they arrive in the morning to after play.

- Home baking, treats, fresh sandwiches, sweets, chocolate, fresh fruit, nuts, vegetables and dips are always welcome. Although savouries, bought biscuits and muffins do the job, combining these with fresher fare is a good idea.
- As well as continuous tea, coffee and water provide some sort of juice. Milo or hot chocolate too?
- Can the players buy soft drinks from the bar at lunchtime (if the bar is otherwise not open)?
- If your players have a long way to drive home after play they will appreciate substantial after play catering so that they don't have to stop for dinner.
- It is normal to provide the director and caddies with lunch. Notify them if they have to bring their own.
- Make sure your table fees cover the catering costs fairly.

3. Director Responsibilities

In liaison with Match Committee

➤ Before the tournament

- What will the format be? Agree final format with Match Committee once entries close. What are the start and finish times? Break times?
- Prepare a seeding list if required.
- Inter-Club teams - Who will manage the team lists to try and ensure an even number of teams?
- Who will deal boards? Do they need assistance? Ensure boards are dealt with deep finesse and if teams or rounds, hand records need to be cut up so available after each set. (May need to liaise with Match Committee if boards are required from other clubs)
- What technology is required? Source? Ensure all technology is working. Ensure bridge pads have a computer they can work on. (Set up and test the day before).
- Be able to provide ongoing up to date scores throughout the day in Teams and Swiss Pairs. On an OHP or TV so all can see if possible.
- Results system to be set up prior to tournament.
- Consider what to do if there is a late pair/a no-show or change or partner.
- If tournament is over-subscribed agree cut off method with the Match Committee.

➤ On the day

- Prepare player seating requirements.
- Space out tables and sections as much as possible.
- Ensure a seating plan is displayed before players arrive.
- Display a list of what grade players are in (For All Grade tournaments).
- Make sure personal score sheets/ teams score sheets are available.
- Can you work the photocopier?
- Manage the format so people do not play the same people over and over or keep starting with same pair.
- Before play organise players who could form an appeals committee if required.
- Who will help distribute boards?
- Notify players when lunch/tea breaks will be before play starts.
- When will the raffle be drawn?
- Decided how long each round will be and a cut off time for final board to be played. Notify players clearly about this at the beginning of play.
- Manage noise between sections and talking between boards.
- Manage slow play effectively-keep things moving along.
- Manage unacceptable behaviour effectively.
- Provide ongoing up to date scores throughout the day in Teams and Swiss Pairs. On an OHP, whiteboard or TV so all can see if possible.
- Provide Datums and personal scores per session for each pair/ team so they can check scores. Decide on the cut off time for scores to be final. Notify players clearly about this at the beginning of play.
- Who will double-check the results are final and correct?
- Give a copy of the session/rounds results and overall results to the hosting club for results writing up at end of event and post results on the Website
- Provide timely feedback to the Match Committee on the event, problems and successes.