

## ***District 18 Regionals: Planning Policies & Guideline***

Where 'Policy' the item is underlined and italicized; otherwise it's 'Guideline

(\*See also ACBL's 'Resource Guide for Planning Sectional and Regional Tournaments', available at

<http://web2.acbl.org/documentlibrary/units/TournamentGuide.pdf>)

District 18 schedules, organizes and funds 3-4 Regional Tournaments each year within the district. About 18 months in advance of the event a sanction number is obtained by the District 18 Tournament Coordinator and the Regional is scheduled. At this time the District, in discussion with the respective host Unit a Tournament Chairperson(s) is appointed by the District 18 Board. the Tournament Chairperson assembles a Planning Committee to organize and execute the Regional on behalf of District 18.

The Tournament Chairperson is awarded one (1) free play per session to be used at his/her discretion. If the chairperson chooses to distribute some of these free plays with his/her committee members, this can be done in advance, by providing them with written vouchers (available from the local District Rep) that are to be turned in when registering for a session.

### **1. Tournament Venue:**

The D18 Area Rep, or designee, is responsible for contracting a host hotel/Venue approximately 2-3 years before the Regional. Room rates, hospitality charges, lighting, parking and room space are all factors in selecting the most suitable venue. Rent for the playing venue is paid directly by D18. The Board discourages the arrangement whereby hotel rooms are guaranteed for certain minimums and this is tied to the rental rates.

The Tournament Chairperson should contact the host hotel (or alternate venue), making solid linkage with the appropriate person

and touring the playing site. Arrangements must be made for the coffee, water, directors' selling and scoring tables, hospitality tables, partnership table, microphones, trash cans in the playing area, supply room for directors and caddies, and clean up between sessions and after the games. Review the contract and if additional items (flip chart, projector, etc.) are needed, in discussion with the D18 Area Rep, try to negotiate these into the rental contract. The hotel should be advised to arrange for additional staff in their restaurants during peak hours, i.e., before and after sessions. In addition, arrangements should be made for the playing area to be locked and secured after the evening session to prevent theft of supplies, etc. The hotel should provide the Tournament Chairperson with the name of a contact person to be available at all times in the event of an emergency. No one other than the Tournament Chairperson (or D18 Area Rep or Director in Charge in discussion with the Tournament Chairperson) should give further direction to the host hotel. District 18 has adopted the ACBL's zero tolerance policy for all of its tournaments. In addition, smoking/perfumes are not permitted in the playing area. In addition to this, a minimum area of 10 yards/metres beyond any area doorway leading into the playing site should be designated, with signage if possible, as a Non-Smoking/no perfumes

2.

Committee's

(Typically identifying a Chairperson to head each sub Committee): The Chairperson selects and appoints a Regional Planning Committee to achieve the following functions

**A. Hospitality:** Hospitality and entertainment are a key component of any Regional. The budget for hospitality is \$5.25 per table US (for Regionals in the US) and \$6.25 per table CDN (for Regionals in Canada) and the Director in Charge provides

an estimate (based on the previous year's experience) before the tournament to use for hospitality budgeting. By Wednesday of the week of the tournament, the Director in Charge will review the estimate and if the table count is increased or decreased the budget will be adjusted accordingly. Any increase in hospitality expenses must be obtained from the D18 Area Rep. Hospitality, when provided, is for all players at the tournament rather than for a select group. Hospitality is best accentuated during peak attendance, i.e., towards the end of the week. One suggestion is that in terms of food, coffee, etc., it might be better to order a limited amount each time and 'when it's gone, it's gone' rather than, say 'endless coffee'. The Hospitality Desk might wish to have a (optional) player registration as this information can be helpful if an urgent call is received looking for a specific player. The Tournament Chairperson shall liaison with their D18 Area Rep prior to the commitment of any financial undertakings.

### **B. Caddies:**

Caddies are hired for Swiss Team events only. The actual number depends on factors such as type of game, configuration of the room, caddy skill, etc.

The Director in Charge pays (\$40.00 US per session at US Regionals and \$50.00 CDN per session at Canadian Regionals). At the game, the caddies take their direction from the Head Director. If a caddy has no assigned duties at the beginning of the Regional, caddies might be given other duties such as have him/her sharpen all the pencils.

### **C. Partnerships:**

The partnership chairperson's name and email/contact number should show on the flyer. At the Regional, the partnership desk should be staffed at least one hour prior to game time. 'Stand By's are a specific type of Partnerships and are helpful in the case of

last-minute urgencies such as a partnership team member caught in a traffic jam, or a last minute illness. In case a Stand By is required to complete a partnership, the Stand By receives a free play for that game.

#### **D. Publicity:**

Flyers with approved schedules of events are posted on the ACBL at least one year prior to the Regional. Printed flyers are made to be available at the playing site...

Once the organizing Committee makes decisions with respect to averaging or not for team or pairs entries, this decision needs to appear in the brochure.

Advertising of Regionals is done using Pianola about 9 months before event and again about a month in advance. **Entry fees are published in the pianola publication.**

In preparing the flyers for the events the following guidelines shall be used with respect to stratification: Effective January 1, 2015 the strats are as follows:

**Gold Rush Pairs: Strats 750 /  
500 / 200 Open events: Strats  
3000+/ 3000/1500**

Other information to be on the flyer is location (city and venue), date of Regional, Director in Charge, room rates and phone number of the venue, stratifications (strat and stratiflighted) whether averaged or not, Swiss scoring method, contact persons (Tournament Chairperson and Partnerships Chair) email and phone, and information on specific events (novice and senior games, etc.) Final approval of the flyer is obtained from the

Director in Charge. The Tournament Chairperson then forwards, for posting, a copy and to ACBL (Doug Rankin)

***CHANGE: Grass Root Fund Games now replace the Charity Game(s) on Monday***

The budget for advertising the Regional is **\$50.00 US/CAN** (including the cost of producing the flyer).

The publicity chairperson will be responsible for blanketing respective units via pianola.

**F. Panel Show:** Some Regionals have created and scheduled an evening Panel Show and these can be popular.

### **3. ENTRY FEES:**

Entry fees for ACBL members are established by the district 18 Board. Given currency fluctuations in recent years the Board only commits to an entry fee for the following calendar year. Non and unpaid ACBL members are charged an additional **\$4.00 US/CDN** per entry. Tournament chairs should consult with the Board for their specific entry fee. 'Junior' players (those under age 26) play free. They simply identify themselves to the Director handling the session and the fee is waived. You may want to advertise the 'Junior' player fee reduction in your daily bulletin.

### **4. FINANCIAL:**

This section offers budget planning guidance to assist organizers in their financial decision-making process. Most importantly, planners should understand their finances before negotiating their

playing venue cost, as overpaying for the venue usually means failing to meet tournament financial goals. The guidance addresses revenues, costs and the district's financial goal. First, three definitions:

1. Revenue is the total amount of money received.
2. Cost is the total amount of money spent.
3. The district's financial goal is for each tournament to generate 10% more in revenue than it cost to produce.

Revenue depends largely on two factors: the number of tables sold and the revenue per player. For example, if you sell 600 tables at \$20.00 (\$\_\_\_\_\_ CD) per player, your total revenue would be:  $4 \times \$20.00 \times 600 = \$48,000$ . However, if you offer "free plays," your revenue per player will be reduced.

Whatever your estimated table count, this is the formula to use in estimating revenue.

Cost depends on many factors. Some costs are based on the number of tables you sell, some costs are fixed amounts suggested by the District. You can expect to incur costs for your directors, ACBL sanction fees, ACBL charity fund contribution, hospitality, intermediate and newcomer promotions, advertising, supplies, bridge mate rental, dealer rental, caddies, hand records, the District goal, and your venue. Below we provide pricing guidance (Canadian dollars in parenthesis) for all but your venue cost.

#### Bridge Mate Rental

Hand Duplication (\$US10/\$Cdn12 set)

The DiC will often take up the hand duplication task and should be consulted ..this provides maximal security. Consult with the DiC to ascertain Director costs

Caddies: \$US40/\$Cdn50/ per caddie per session..Caddies are only required for Swiss events unless space is limited to require caddies for KO events.

Hand Records: \$180 (\_\_\_ CD)

The two largest costs are for the venue and directors.

Venue costs are highly variable and deserve special attention, The ACBL has a Comprehensive Liability Insurance Policy that covers all Regionals (and Sectionals) it sanctioned. Proof of insurance coverage is available from the District 18 financial representative.

As always, tournament activities should be accomplished in coordination with your D18 Area Rep and the Director in Charge. Please feel free to contact your D18 Area Rep at any time. All District 18 Board Members names and contact numbers are listed on the WASUMI.org website. Upon receiving the name of the chairperson(s) the D18 Area Rep and the Director in Charge will also make themselves known to the chairperson(s) and maintain contact.

#### **5. EQUIPMENT & SUPPLIES:**

The D18 Area Rep will have coordinated a supplies agreement with interested parties to provide necessary supplies such tables (delivery, usage, pickup, storage), table covers where needed, bidding boxes, boards, cards, table markers, regular and Swiss convention cards, pencils, Swiss teams pairing rack, pairs and team entry forms, Swiss teams! record cards, and Swiss teams reporting slips.

The Director in Charge will advise on the supplies required.

District 18 provides a budget (calculated as replacement of worn/torn cards, broken tables, and lost items). \$1.00 US/Cdn per achieved table per session, inclusive of all of the aforementioned items, including

The Tournament Chairperson/local Unit needs to arrange for, and provide a local crew to set the tables up on Monday, and then take them down after the final Sunday session.

#### **6. DAILY INFORMATION BOARD:**

The Tournament Chairperson should arrange for a person(s) to manage and maintain a board for daily posting of information of interest to tournament participants. Tournament results should be a central part such as Life Master, upcoming special events, and any other pertinent information. of the bulletin. This board should show results of the previous days' games, today's schedule, milestones

At the conclusion of a tournament, results are posted on ACBL site.

#### **7. PHOTOGRAPHER:**

A local volunteer photographer should be selected to take photos of new life masters, event winners and multiple winners. One set should be mailed to WASUMI for inclusion on our website.

#### **8. VOLUNTEER RECOGNITION:**



Volunteers, starting with the Tournament Chairperson are critical to the future of Regionals. A wrap-up of the tournament is advised to be sent to members via pianola and can cover thanks to the volunteers.

9. **TOURNAMENT FEEDBACK:**

Please send any feedback or recommendations that arise from your Regional to D18 Area Rep.

10. **DATE OF APPROVAL: This Guideline is effective Nov 2024**