

# ***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 4 Regional Tournaments each year within the District. About 3 years in advance of the event a sanction number is obtained by the District 18 Tournament Coordinator and the Regional is scheduled. No less than 18 months before the Regional, in discussion with the host Unit Board of Directors a Tournament Chairperson(s) is appointed by the District 18 Board. (Two additional ACBL Tournament roles, 'Tournament Correspondent – the official email contact between ACBL and the Planning Committee, and 'Tournament Contact' – the person identified as the contact for information about the tournament, are typically also done by the Tournament Chairperson. ACBL has a direct loading protocol at [https://fs3.formsite.com/acbl/form256811417/secure\\_index.html](https://fs3.formsite.com/acbl/form256811417/secure_index.html) to make changes to these roles as the planning proceeds). In adherence with this guideline, and in consultation with the local Unit, 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 Head Director) that are to be turned in when registering for a session.

## **1. HOST HOTEL:**

The D18 Area Rep, or designee, is responsible for contracting a host hotel approximately 3 years before the Regional. Room rates, hospitality charges, lighting, parking and room space are all factors in selecting the most suitable host hotel. 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, 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 is not permitted in the playing area. In addition to this, a minimum area of 10 yards/metres beyond any doorway leading into the playing site should be designated, with signage if possible, as a Non-Smoking area.

## 2. COMMITTEES:

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

**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 CAN (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, with the exception of novice functions. 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. Novice Program:**

District 18 promotes the possibilities of new players in duplicate and provides a dedicated budget of \$500.00 US/CAN over and above the hospitality budget for special hospitality for novices such as trophies, receptions etc.

### **C. Caddies:**

The caddy chairperson consults with the Director in Charge to determine how many caddies are needed and arranges for enough caddies for each session. The actual number depends on factors such as type of game, configuration of the room, caddy skill, etc.

The Director in Charge pays (\$35.00 US per session at US Regionals and \$40.00 CAN per session at Canadian Regionals) the caddies at the session they work. Caddies should be trained, be aware of their duties and responsibilities, and be appropriately dressed. It can be helpful if at least one caddy is a duplicate player as in the case of an emergency, that person can complete a partnership. 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, have him/her sharpen all the pencils.

### **D. Partnerships:**

The partnership chairperson's name and email/contact number should show on the flyer. At the Regional, the partnership desk/partnership desk should be staffed at least one hour prior to game time. 'Stand Bys' 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.

### **E. Publicity:**

Flyers with approved schedules of events are to be printed and distributed to all Units in District 18 and to tournament directors at least one year prior to the Regional. Previous District 18 Regionals have found that printing somewhere between 2,500 and 3,500 flyers is about right depending on catchment area for the Regional (each year, more players access the flyer through the Internet).

Printing might be a better option than photocopying.

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. Also, the brochures for every District 18 Regional should show the following:

**'On the playing floor: No smoking, No cell phones, No pagers.  
Please no scented products such as perfume or after shave'**

**Given currency fluctuations in recent years, the Board only commits to an entry fee for the following calendar year – please do not show an entry fee in the Regional brochure.**

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 / 300 / 100  
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, entry fee (include junior and non member fee), 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 seniors games, etc.) Final approval of the flyer is obtained from the Director in Charge. The Tournament Correspondent (more often than not, also the Tournament Chairperson) then forwards, for posting, a copy of the finalized program to the District 18 WASUMI Webmaster (Claire Jones: stats@accesscomm.ca) and to ACBL (currently Debbie Vicknair, Bridge Administration).

It is understood that flexibility in the program is required as the Regional commences, and if an additional event needs to be added (such as adding a 1 session Swiss to accommodate participants) or changed, that decision would be made by the Tournament Coordinator in discussion with the Head Director.

Averaging to Determine Stratification. ACBL regulations allow stratifying by the top player's points, or by the average of the points of the pair or the team. The tournament program has to indicate if average points are used, otherwise it is assumed that the highest points determine the stratification. The decision to use highest or average stratification is a local option.

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

The budget for advertising the Regional is **\$750.00 US/CAN** (including the cost of producing the flyer). Location of where and how to advertise is up to the organizing committee. Possibilities include a direct mailing to participants at previous D18 Regionals, ads in newsletters of relevant community and charity organizations, etc. Prior to the expenditures of monies other than for flyers that state the location and the events for the tournament, the Tournament Chairperson shall consult with the D18 Area Rep.

The publicity chairperson will be responsible for mailing an article with a list of events, to be approved by the Director in Charge, to the District 18 Webmaster – Mr. Claire Jones, 2708 Lakeview Ave., Regina, Saskatchewan, S4S 1G3, Ph. (306) 584-3516, email [stats@accesscomm.ca](mailto:stats@accesscomm.ca)

**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/CAN per entry. Tournament chairs should consult with the Board for their specific entry fee. Please do not show an entry fee in your Regional brochure. 'Junior' players (those under age 26) receive a fee reduction in each session they play. They simply identify themselves to the Director handling the session and the fee reduction is achieved. You may want to advertise the 'Junior' player fee reduction in your daily bulletin.

Local organizers might also want to build into their program a couple of games that are 'free plays' if both partners have 5 or less Masterpoints. These are often scheduled on Tuesday and Thursday evenings at times when there is a restricted game in which the newcomers will be a fit.

Entry fees with a compulsory increment for prepaid lunches and the like shall not be provided.

Opportunities for optional prepaid lunches and dinners as part of the hospitality program are desirable and often included in a Regional schedule (especially at the mid way part of a last day Swiss Teams game where a short break for lunch is important).

0 to 5 Free Play Incentive. There is no limit to the number of free entry novice (usually 0 to 5 MPs) games run at a regional. The goal should be to schedule enough game to pique the interest of these players, without scheduling too many of them. Encourage these players to attend the tournament, without instilling the expectation that they should always play for free. If at all possible, the 0 to 5 'Free Play' games should be stand- alone events. If necessary, include them in with a 49er game, but not in the regular 199er pairs for two reasons: firstly, the level of competition and pace of play in the 199ers may be too high for brand new players, and secondly, if these new players want to enter the 199ers, then they should pay full fare. It is not necessary to provide free play coupons; the directors can handle selling such an event without those. However, it might be a good way to advertise the game if free plays are handed out in advance to players at the clubs, or in lessons.

#### 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 \$14.00 (\$\_\_\_\_\_ CD) per player, your total revenue would be:  $4 \times \$14.00 \times 600 = \$33,600$ . However, if you offer "free plays," your revenue per player will be reduced. In the following, we use \$14.00 per player as the price to play, we assume "free plays" are given, and we use \$13.50 as the expected revenue per player. Your expected revenue in the above example would be  $4 \times \$13.50 \times 600 = \$32,400$ . 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.

Director Cost: \$4,500 cost per director (\_\_\_ CD)  
ACBL Sanction Fees: \$4.40 per table (\_\_\_ CD)  
ACBL Charity Fund Contribution: \$4.25 per table (\_\_\_ CD)  
Hospitality: \$5.25 per table ((\_\_\_ CD)  
Intermediate/Newcomer Promotions: \$500 (\_\_\_ CD)  
Advertising: \$750 (\_\_\_ CD)  
Supplies: \$3.00 per table (\_\_\_ CD)  
Bridge Mate Rental: \$160 (\_\_\_ CD)  
Dealer Rental: \$300 (\_\_\_ CD)  
Caddies: \$35.00 per caddie per game (\_\_\_ CD)  
Hand Records: \$180 (\_\_\_ CD)

District Goal: 10% of revenues

Venue: Variable

The two largest costs are for the venue and directors. Director needs are based largely your schedule and your physical layout (that is, the number of playings rooms and their proximity), so you will need to work with your director-in-charge to balance your schedule against expected director needs.

Your table count will vary with conditions, of course, but your your director-in-charge will provide your table count estimate. You will use that number, or your own estimate.

Venue costs are highly variable and deserve special attention. Your cost depends on your negotiations. However, as noted above, planners cannot begin venue negotiations without a clear understanding of the entire picture, that is, their estimated revenues and costs. Accordingly, planners should use this guidance to develop their budget before attempting to negotiate venue costs. Subtracting expected costs from expected revenues gives planners the “bottom line” number to spend for the venue.

The Financial Plan below puts revenue and cost information in a sensible format to help with decision-making. It also includes three example “scenarios” (expressed in US dollars) to give you an idea of how your situation might compare with tournaments that sell 400, 600 and 800 tables. Revenues and costs are as stated above. Your plan goes into the first column.

Planning begins with your expected table count and expected revenues. Next, include costs per the guidance. Finally, calculate the Amount Available for Venue to estimate the amount you can spend on your venue. Canadian planners will adjust to the Canadian dollar pricing above.

Finally, as your tournament incurs actual costs, the treasurer should capture these in the appropriate line in a separate “Actual Cost” column (not provided). Tracking actual cost as they are incurred gives the organizers the most effective means to monitor progress against the plan. It also gives the best possible information on which to base financial decisions that arise as the tournament nears or is in progress.

As the tournament nears, team members will likely incur costs for which they should be reimbursed. For example, team members may have paid for printing flyers, or purchased hospitably items. To receive reimbursement, the coordinator has two options. Costs may be reimbursed as they are incurred, or they can be reimbursed after the tournament is over. The tournament coordinator ensures the reimbursements are appropriate and supported by receipts. The coordinator sends the reimbursement request to the district treasurer. The district treasurer writes the checks and sends to the coordinator.

As financial questions arise throughout the process the tournament coordinator consults the D18 Area Rep for advise and consent. In some cases, the coordinator and Area Rep may also consult the District treasurer.

Additionally, to enhance the hospitality, additional local fund raising may be undertaken. In other cases, the host unit or nearby units may also make a financial contribution. Donations such as discount coupons at local businesses (restaurants, etc.) to use as

### Financial Plan

	Your Plan	400 Tables	600 Tables	800 Tables
Revenue (\$13.50 net revenue per player)		\$21,600	\$32,400	\$43,200
Costs				
Directors (\$4,500 each)		\$9,000	\$13,500	\$18,000
Sanction (\$4.40 per table)		\$1,760	\$2,640	\$3,520
Charity Fund (\$4.50 per table)		\$68	\$90	\$112
Hospitality (\$5.25 per table)		\$2,100	\$3,150	\$4,200
Intermediate/Newcomer (\$500)		\$500	\$500	\$500
Advertising (\$750)		\$750	\$750	\$750
Supplies (\$3 per table)		\$1,200	\$1,800	\$2,400
Bridge Mates (Variable)		\$38	\$45	\$60
Dealer		\$200	\$200	\$200
Caddies (\$35 each per game)		\$280	\$350	\$420
Hand Records		\$160	\$180	\$200
District Goal (10% of revenue)		\$2,160	\$3,240	\$4,320
Total Cost		\$18,216	\$26,445	\$34,682
Amount Available for Venue (Revenue Minus Cost)		\$3,385	\$5,955	\$8,518

Lucky Draws are often solicited, sometimes dedicating them to events such as the novice games. In a few cases more significant fund raising is done, usually by including a fund raising chairperson on the Planning Team. Acknowledge all donors in some way.

The ACBL has a Comprehensive Liability Insurance Policy that covers all Regionals (and Sectionals) it sanctions. 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](http://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 occasional 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, stanchions, pick up slips, 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 \$3.00 US per achieved table per session, inclusive of all of the afore-mentioned items, including replacement of worn/torn cards, broken tables, and lost items).

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 of the bulletin. This board should show results of the previous days' games, today's schedule, milestones such as Life Master, upcoming special events, and any other pertinent information.

At the conclusion of a tournament, results are posted on WASUMI.org, and where internet access is favorable, results are posted to WASUMI during the tournament. In the event the D18 webmaster is not attending that Regional, one person in the Tournament Planning Committee should be assigned to contact the webmaster and make arrangements to forward results to WASUMI so they can be posted.

The Tournament Chairperson (or designee) can also make arrangements with the WASUMI webmaster to post the daily bulletin to WASUMI.

## **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. Some suggestions for recognition include: display the name of every single person that volunteers at the Regional; acknowledge them in the daily bulletin; and also ask them to stand and be recognized in a game late in the Regional. Keep a list and be careful not to forget anyone.

## **9. TEACHER ACCREDITATION PROGRAM:**

Growing the base of bridge players is a District 18 priority, and the provision of up to 1 Teacher Accreditation Program (TAP) per year is one way of addressing this objective. TAP programs are often linked to Regionals, frequently at the beginning. If a Planning Committee would like to host a TAP, please contact your D18 Area Rep to discuss the possibility. A TAP should have some prospect of financially breaking even and hence should have a minimum number of 12 participants. District 18 provides a fee subsidy for TAP participants who reside within and are ACBL members of the District.

## **10. TOURNAMENT FEEDBACK:**

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

## **11. DATE OF APPROVAL: This Guideline is effective August 2019**