

**UNIT 429 SECTIONAL TOURNAMENTS**  
**(Revised January, 2016)**

We currently hold 5 sectional bridge tournaments each year. They are held in Campbell River (January), Duncan (March), Qualicum (May), Nanaimo (August), and Courtenay (October)

**GUIDELINES FOR SECTIONAL TOURNAMENT CHAIRS:**

1. Confirm the site rental. When the rental is confirmed, contact Jack Bradshaw at [cmjcbadshaw@gmail.com](mailto:cmjcbadshaw@gmail.com), in order for him to apply for an ACBL sanction. He will need the dates and the name and address of the playing site. The unit sectionals which have been sanctioned are listed in Appendix B.
2. Select a tournament committee: co-chair (if required), partnership chair, and hospitality chair.
  - a. Duties of the co-chair, which may include the hospitality chair, shall be delegated by chair.
  - b. Partnership chair, prior to the tournament, will please try to have at least one local duplicate player on standby each session. If required to play, a standby receives a free play for that session. The partnership desk must be opened at least 30 minutes before game time.
3. Contact a selection of local hotels and motels and request a special rate for bridge players during the tournament. If these rates are available, the flyer should list the name of hotel, address, and phone number.
4. Produce the flyer with: stratifications, dates, playing site, events, and name and phone number of chair, co-chair, and partnership chair. **(Duncan's flyer will include notice of UNIT ANNUAL GENERAL MEETING to be held in Duncan in March).**
5. **SIX (6) months** prior to the event, or sooner if possible, a copy of the flyer IN DIGITAL FORMAT (PDF, Word or MS Publisher) must be sent to **Linda Marinus ([playbridge@shaw.ca](mailto:playbridge@shaw.ca))** for Unit 429 website and send a digital format of the flyer to **John Godfrey ([jdgodfrey@shaw.ca](mailto:jdgodfrey@shaw.ca))** for the FYI. Also, send the PDF version of the flyer to the ACBL at [tournaments@acbl.org](mailto:tournaments@acbl.org) and enter the information into TourneyTrax. (See Appendix A for using TourneyTrax)  
You should also send a copy of the flyer to D19 for their website. Currently, just send it to Marv Norden at [marv.norden@gmail.com](mailto:marv.norden@gmail.com).
6. Distribution of flyers **THREE(3) or FOUR(4) months** prior to the Sectional Tournament: About 300 flyers shall be given to the head tournament director in our area. Another 200 flyers shall be sent or given to the club managers of the Unit bridge clubs. A good idea is to take these to the first Unit Tournament after the flyer is created.
7. Arrange for suitable hotel accommodation for the tournament directors if they require you to do this. Book rooms in their names.
8. Arrange with the local bridge club managers to provide bidding boxes and Bridgemates for the tournament. Obtain assurance that the Bridgemates have the most recent updates. If the Club Manager is not sure that their Bridgemates have the most recent updates, have them contact Linda Marinus ([playbridge@shaw.ca](mailto:playbridge@shaw.ca))
9. Provide adequate coat racks.
10. The director in charge will probably require a microphone.
11. Organize donations of goodies for the coffee table for each day, including fruit and muffins for Sunday AM.

12. Organize volunteers to arrive early to put the coffee on, and arrange the donated goodies.
13. Arrange for a plate of assorted sandwiches, and coffee, for about 10 people, at least one half hour before Saturday afternoon game time, for members attending the Unit Board meeting. This is a Unit expense.
14. The bridge tables and chairs must be set up at least two (2) hours before the first session.
15. The Director in charge requires two (2) long tables and several chairs for his work area. Both the hospitality and partnership areas require tables and chairs.
16. The Sectional chair will provide the Tournament Coordinator (See Contact page of [www.unit429.com](http://www.unit429.com) for contact information of current Tournament Coordinator) with relevant information to complete the next year's Sanction application. It is very important that this info be given during or IMMEDIATELY following the present tournament. The ACBL requires the sanction application to be sent in as soon as possible.
17. Book the site for next year. Ask for a letter of confirmation with dates and the agreed upon rent.
18. It is the responsibility of the local Unit Supply Officer to make sure the Unit supplies remaining at the end of the tournament are repacked, and taken to be stored until the next Tournament.
19. Arrange for caddies to work each session on Friday (if required), Saturday (if required), and the Sunday team game. The caddies should be eager to work and will come to work alone (ie will **NOT** bring a friend with them). They should dress neatly, and wear quiet, comfortable footwear. A caddy's first responsibility is to the Director in charge. Remember, if you do not have caddies, you must arrange for someone else to pick up boards at the end of each session! If you have only one Director, you will probably need a caddy for each session.
20. The caddy's duties are:
  - a. Distribute supplies to the card tables about 30 minutes before each session
  - b. Collect score slips from the tables in pair's games (if needed).
  - c. Move duplicate boards in team games.
  - d. Run errands for directing staff. Run errands for players if it does not interfere with regular duties.
  - e. Assist in keeping the playing area and coffee area clean and tidy during free time. Also, help clean up all coffee cups etc. after each session.
  - f. Obtain permission from Tournament Director before leaving the playing area.
  - g. Caddies will be paid the current ACBL rate.
21. If requested, the Unit Treasurer will forward a cheque for up to \$250.00 to the Tournament Chair six (6) weeks, or earlier, before the date of the Sectional. This advance is to cover preparation expenses. Receipts of expenditures are given to the Unit Treasurer.
22. If requested, the Unit Treasurer will provide Tournament Chair with the previous year's financial statement that includes the number of tables.
23. Hospitality and incidental expenses should not exceed \$4.00 times previous year's total table count. Example: \$4.00 X 200 tables = \$800.00. All receipts are given to the Unit Treasurer. Coffee, tea, sugar, milk, etc. is a separate expense to Unit 429. Those supplies are not included in the hospitality budget of a tournament.

24. When Sunday lunch is provided on site, the directors and caddies lunch will be paid by Unit 429.
25. The Unit will provide boards, playing cards, convention cards, guide cards, pencils, scoring materials and tablecloths.
26. The Unit Treasurer will supply twelve free plays to the Tournament Chair
27. A stratified novice game for players with 0-20 masterpoints will be held at every Unit429 Sectional Tournament. Players with 0-20 masterpoints will not be required to pay an entry fee. Novice player eligibility shall be determined by the Director. Trophies may be given to the winners, and the Unit will pay up to \$50.00 (fifty dollars) upon presentation of an invoice.

Any questions or problems may be referred to the Unit President. Financial questions may be referred to the Unit Treasurer. Advice or assistance may be obtained from the previous Tournament Chair. Any ideas not covered in these guidelines should be brought to the Unit Board before implementation.

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## APPENDIX A

Flyers are available when units send to tournaments administrator at [acbl.org](http://acbl.org) or use the new web-based administrative feature linked below. This information linked from this page will be updated automatically when the Tournament Coordinator sends Flyers to [tournaments@acbl.org](mailto:tournaments@acbl.org).

If you are a tournament coordinator please send me your flyer to archive when approved. The TourneyTrax system Login for Tournament Coordinators is [HERE <<--](#)

The ACBL has more tournament information and links at <http://www.acbl.org/play/tournaments.html>

The ACBL has just launched its NEW TourneyTRAX information system.

Click for the latest Schedules Flyers and Results - More info and Video Links for Tournament coordinators are below.



[ACBL Tourney Trax](#)

I typed this up from the December 2012 Bulletin Page 55

### **TourneyTRAX Debut**

When 2013 rolls around in about a month, a significant change in tournament operation will take place. It's the debut of a new ACB tournament system that will be used to manage and coordinate the multitude of ACBL tournaments. Ken Horwedel, project manager, says work on the new system began November 2011. Henry Caspar, a systems developer/analyst, was recruited to work on developing the massive ACBL databases that will house all of the information about ACNL tournaments, along with developing a robust application system to access and manipulate the data.

Horwedel says most regular members of the ACBL will see the differences in the tournament calendars they consult, with more information available and easier-to-read schedules.

Regular tournament goers will see more consistency in schedules and how they are posted. The new tournament system is just the first step in the rapidly evolving technological capacity of the ACBL. Future enhancements made possible by the tournament system will include an online partnership desk for all ACBL events, more attractive and desirable tournament schedules, and more sophisticated and enhanced results displays for ACBL players.

With the new, improved reporting capabilities that come with the TourneyTRAX, tournament organizers will be better able to market their events and more easily determine what stratifications should be used.

Better information will help tournament organizers identify which events are popular with the players they serve - and which do poorly. Organizers will have information they need to schedule events that assure better attendance.

Tournament coordinators will be trained on utilizing the new system, including applying for a tournament, reviewing tournament calendars, developing their tournament schedules and analyzing past tournament data.

The system will make ACBL tournament data more accessible to those who are involved in organizing and marketing tournaments. Says Horwedel, "Enabling tournament coordinators and tournament chairs to access data in real time is critical to the continued success of ACBL tournaments."

Horwedel says all TD's will be trained on using the new system, which will facilitate assignment of TD's to tournaments, getting them where they are assigned and maintaining contact with ACBL Headquarters.

### **More info via mobile devices**

Improvements to tournament management are not the only items on the ACBL list for updating. IT manager Bruce Knoll says his department is working on expanding the breadth of information available to tournament players in real time via mobile devices and tablets.

Knoll says his department is doing research to determine the best tools to accomplish the goals, with the aim of rolling out improvements in stages at NABC's in 2013.

And this is from the ACBL site at <http://www.acbl.org/tourneytraxvideos/>

### **Section One: LOGGING INTO TOURNEYTRAX**

[Demo #1: Logging into TourneyTRAX](#)

[Demo #2: Forgotten Password Tutorial](#)

[Demo #3: Using TourneyTRAX](#)

### **Section Two: FILLING OUT THE TOURNAMENT APPLICATION**

[Demo #4: Tournament Application – Part One](#)

[Demo #5: Tournament Application – Part Two](#)

### **Section Three: TOURNAMENT SANCTIONING PROCESS**

[Demo #6: Tournament Sanctioning Process](#)

[Demo #7: Checking on the Status of Your Tournament Applications](#)

### **Section Four: CREATING A TOURNAMENT SCHEDULE**

[Demo #8: Selecting Your Tournament Strata – Part One](#)

[Demo #9: Selecting Your Tournament Strata – Part Two](#)

[Demo #10: Selecting Your Tournament Times](#)

[Demo #11: Adding Event Locations](#)

[Demo #12: Adding the Morning Open Pairs](#)

[Demo #13: Adding the Morning 299er Pairs](#)

[Demo #14: Adding the Afternoon Open Pairs](#)

[Demo #15: Adding the Sunday Swiss](#)

[Basic Steps for Filling Out a Tournament Schedule](#)

[Error in Sign in](#)

[New User](#)

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# APPENDIX B

01/03/2015

ACBL Tournaments :: My Tournaments

## My Tournaments

Click on below button(s) to see list of tournaments

UTC		Sanction#	Type	Category	City	State	Tournament Dates	District	Unit
<a href="#">View</a>		1503071	Open	Sectional	Duncan	BC	Mar 6-8, 2015	19	429
<a href="#">View</a>		1505073	Open	Sectional	Qualicum	BC	May 1-3, 2015	19	429
<a href="#">View</a>		1507047	Open	Sectional	Nanaimo	BC	Jul 24-26, 2015	19	429
<a href="#">View</a>	LANC	1509078	Open	Sectional	Powell River	BC	Sep 18-20, 2015	19	429
<a href="#">View</a>		1510115	Open	Sectional	Courtenay	BC	Oct 23-25, 2015	19	429
<a href="#">View</a>		1603035	Open	Sectional	Duncan	BC	Mar 11-13, 2016	19	429
<a href="#">View</a>		1605044	Open	Sectional	Qualicum	BC	Apr 29-May 1, 2016	19	429
<a href="#">View</a>		1608023	Open	Sectional	Nanaimo	BC	Aug 5-7, 2016	19	429
<a href="#">View</a>	LANC	1609033	Open	Sectional	Powell River	BC	Sep 16-18, 2016	19	429
<a href="#">View</a>		1610046	Open	Sectional	Courtney	BC	Oct 28-30, 2016	19	429
<a href="#">View</a>		1703018	Open	Sectional	Duncan	BC	Mar 10-12, 2017	19	429
<a href="#">View</a>		1704035	Open	Regional	Victoria	BC	Apr 17-23, 2017	19	429
<a href="#">View</a>		1708010	Open	Sectional	Nanaimo	BC	Aug 4-6, 2017	19	429
<a href="#">View</a>	LANC	1709017	Open	Sectional	Powell River	BC	Sep 15-17, 2017	19	429
<a href="#">View</a>		1710027	Open	Sectional	Courtney	BC	Oct 27-29, 2017	19	429
<a href="#">View</a>		1810014	Open	Sectional	Courtney	BC	Oct 26-28, 2018	19	429

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[GNT/NAP Application](#)

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