

District 10 Regional Tournaments Policies and Procedures

Adopted September 20, 1997
Last Amended September 16, 2016

Regional Tournament Governance

Regional tournaments belong to the district. The district organization is responsible for all facets of regionals, including the host selection, the schedule of events, and financial success. Units within the district are selected to serve as hosts for these regionals to act on behalf of district organization. The host unit is responsible for organizing the tournament, including the appointment of the tournament chairperson, the recruitment of volunteers, and all local operations associated with the tournament.

District 10 Tournament Oversight Committee (“TOC”)

The TOC is the entity assigned by the District Board to:

1. Ensure all existing district regulations and policies regarding regional tournaments are followed.
2. Provide guidance to local volunteers, who might not have a lot of experience in running regional tournaments.

TOC is a three to five member committee appointed by the District President each year. One of the members must be selected from the District Executive Committee. No member of TOC may be a member of any unit that hosts an annual regional. The District Tournament Coordinator serves as a non-voting advisor to TOC.

District Policies on Regional Tournaments.

General Policies

1. By ACBL Regulation, sanction applications must be submitted at least three years in advance of the dates they will be held.
2. All district regionals will provide pre-duplicated boards for all pair games (and BAM). Any costs associated with this requirement will be the responsibility of the hosting tournament site. Units are encouraged to do the same for sectionals.
3. There will be no D-10 regional scheduled within six weeks of another D-10 regional. However, this may slide to as few as four weeks if the Tournament Coordinator and the TOC agree.
4. District fees for single site regionals are ½ of the net profit, or for split sites, \$1 per table, \$0.50 for NLM regionals. One half of the collected District fees are distributed to all units not hosting a full or split regional within the year, based equally upon unit membership and unit participation in that year’s district regionals.
5. A financial report to both the District Secretary and TOC must be submitted 6 weeks after completion of the regional. It will be submitted on the pro forma format

- provided by TOC. Once the report is approved by the TOC, a check for the District fees must be sent to the District Treasurer, along with a copy of the financial report.
6. A full novice/IN schedule emphasis must be provided and highlighted separately in all ads and flyers.
 7. The District 10 Board of Delegates may request that certain individuals be assigned or not be assigned to staff any District sponsored event. Any such determination must be approved by a majority vote of the Board of Delegates. The requests and the reasons for them will be put in writing and sent to the ACBL Tournament Department, however, the primary responsibility for compliance with a district regulation is the Tournament Chairperson ("TC"). The TC also has the option to make specific requests regarding the directing staff for the tournament. Once the Director-In-Charge ("DIC") has been appointed by ACBL and accepted by the TC, both are responsible for making contact to discuss tournament matters including staff. However, the ACBL has the final authority for assigning staff members.
 8. If the District 10 GNT/NAOP Coordinator is an ACBL tournament director, the TC for the district finals of either the Grand National Teams or the North American Open Pairs will request that person to serve on staff for that tournament.
 9. Repeat matching of teams in a KO will be avoided until as late in the event as possible.
 10. All regional tournaments must be run by salaried or full time directors.
 11. No District 10 sectional, including limited MPs sectionals, will be sanctioned in conflict with a District 10 regional.
 12. All District regionals will use Fast Results.

Hotel Contracts

1. The contracts with the playing site and/or host hotel(s) must be submitted to TOC 24 months in advance. TOC will be flexible with this deadline, allowing for special circumstances of tournament locals.
2. The contracts must include room rate, comp room policy and playing space charges.

Budget.

1. A pro forma budget must be submitted 12 months in advance in the format approved by the District Board. That format can be obtained from the TOC Chairperson. The budget must account for all expenses directly related to the tournament.
 - a. Registration gifts (recommended, but not required)
 - b. Daily bulletin
 - c. Entertainment/Hospitality
 - d. Advertising (including flyers, mailings, etc.)
 - e. Novice/IN program
 - i. Trophies
 - ii. A party (not required, but strongly encouraged)
 - iii. Lectures

- f. Caddies
 - g. Prizes. Overall and section top prizes are suggested, but not required.
 - h. Meeting room for the District Board Meeting (if scheduled). Cost is deducted from the District's share of the profits.
 - i. Hotel room and free plays for ACBL President (if attending)
 - j. Free plays for District Officers. Costs are deducted from the District's share of the profits.
 - i. District Director (All sessions)
 - ii. District President (All sessions played in any 2 days)
 - iii. District Vice President, Treasurer, Secretary (All sessions played in any 2 days only if a District meeting is scheduled)
 - k. Free plays for committee chairs and unit volunteers as the Tournament Chairman deems appropriate. Local free plays will be debited against the host unit's share of profits.
 - l. Any other expenses associated with the actual play (director's fees, sanction fees, hand records, computers, supply fees, etc.). The District Tournament Coordinator will supply estimates of these fees based on projected table counts.
2. Target profits for regionals should be between 5% and 18%.
 3. Only indirect costs that are directly traceable to "traditional tournament expenses" are chargeable to a regional. Items purchased by a unit which might be used at other times are NOT approved as expenses of district sponsored tournaments. For example, this policy allows for renting tables, bid boxes, bridge pad/mates, and dealing machines, but not for buying same. (Units are encouraged to share bid-boxes for district regionals)
 4. Suggested entry fees are \$12/person/session except for under 100 MP games (\$9) and for District 10 residents 21 years of age or younger (\$5). TOC may grant exceptions upon request by the Tournament Chairperson.
 5. The district will reimburse the Host Units of D-10 Regionals for novice promotion expenses, up to \$1,500.

Schedule of Events

1. The schedule must be submitted to TOC for approval 12 months in advance.
2. Hosts have the option of using the 20- or 30-point victory point scale for their team events. Most hosts have chosen the 30-point scale.
3. Tournament advertising must state: The top bracket of knockout events may be handicapped.
4. TOC will not approve a schedule that has two regional championships starting opposite the first or second round of a knockout when the total expected attendance is fewer than 1400 tables.
5. The Morning/Afternoon schedule is recommended, but not required.
6. If ACBL Mid-Chart Conventions are allowed, it must be stated in all advertising.