



Canterbury Regional Committee of  
New Zealand Bridge Inc

## **How to run a tournament**

Tournaments are an important part of many bridge players game. Tournaments are the only competitions that offer a genuine competitive environment. While players enter tournaments for different reasons they all want to have a great enjoyable day of bridge and you can help provide this.

Running a good tournament is not difficult and is a good way for clubs to generate revenue. If you run a great tournament players will come back in droves!

In this package there are guidelines on how to organise and run a successful tournament. For the beginner it is a comprehensive list of what to do. For those already running tournaments it is a refresher and reminder of what needs to be covered.

You can print off these pages and use them as a checklist.

If there is any further assistance you as a club or individual require the CRC is here to help and we look forward to assisting you.

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## **1. Responsibilities of the Match Committee**

- Who will be on the MC?
- MC 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 CRC 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? (Please see creating a budget)
- 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.
- MC 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?
- Create a list of people to thank and give to the person giving out the prizes.
- 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 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
- Please encourage players to enter on line via the tournament entry function on the Regional website, otherwise: 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 Canterbury and the CRC secretary 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 (see National tournaments below).
- After entries close, provided the director with a list of entries including each player's computer number, grade, rating points and any seating requirements. If entries have been made on line, download the CSV file with this information.
- Provide a spare Pair/Team to make up numbers or in an emergency.
- Make sure there is enough paper and ink for the photocopier.
- Do you have change for entry fees?
- Will you run a raffle on the day and before hand 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 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 (or photocopied) so available after each round.
- Provide:
  - Bidding pads
  - Stop cards (enough for two per table).
  - A phantom table sign
  - Pencils/pens, rubbers and twink (if using pens)
  - Rubbish bins
  - Table slips
  - Different coloured table cards for different sections
  - Envelopes for money
  - Personal scores sheets
  - Full blank systems cards
  - Teams scoring sheets and VP tables (for teams events)
  - A directors Law book
- Provide an area to display results and directors information such as a white board.
- Send a copy of the results ASAP to the CRC Secretary following the end of play. ([ftemple@snap.net.nz](mailto:ftemple@snap.net.nz) )

### 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 MC. 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, canapés, 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 MC 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 MC 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 through out 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 MC.

##### 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 through out 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? Do not leave without the results being completed, correct and upload to the web (if this facility is available).
- Email/ deliver the overall results to the CRC secretary immediately at the end of the tournament. ([ftemple@snap.net.nz](mailto:ftemple@snap.net.nz))
- Give a copy of the session/rounds results and overall results to the hosting club for results writing up at end of event.
- Provide timely feedback to the MC on the event, problems and successes.

## **4. National Tournaments**

When you run a National (or large Regional) Tournament it is on behalf of the Regional Committee or NZBridge. There are some extra requirements for these larger tournaments as well as all the points above.

### Match Committee

- Agree basic start and finish times giving out of town players time to travel home after the final day of play.
- Send out flyer with accommodation details as well in advance as possible to give out of town players time to book flights.
- The prize pool needs to be allocated at an appropriate level for the grade of the tournament and number of entries. Confirm the prizes after entries close and give the hosting club a list for them to make up the prizes. If you are not sure find out from past organisers what the prizes were.
- If you have a special prize for lower graded players based on rating points check the RPs information is correct from the 1<sup>st</sup> January. Advertise this extra prize clearly.
- Prize tiers: all people in the final, all people in the plate, winner of the flight, and winner of the regional prize. Prizes should be money not wine etc.
- Create a list of people to thank. There are often many volunteers involved. They all need to be thanked.
- Make sure the directors are able to upload results to an on line website or platform and that the address is advertised to the players and a link available through the hosting club website.
- Organise an official scorer to assist the director (if not supplied by NZBridge).
- Provide for the club to print out and display: 'A' point scale, special prizes flyer (and table flyers for those teams/players who qualify for special prizes).
- Provide the director with a final entries list after entries have closed.

### Hosting Club responsibilities

- Ensure you have completed all tasks allocated to you by the Match Committee
- Arrange to have a standby pair and individual available in case of emergencies on the day of play.
- For teams events: after entries have closed provide a club/volunteer team of 4 so that the number of teams entered is an even number.
- Provide billets to those who need them.
- Provide details of nearby accommodation to players who ask.
- Discuss with the MC what sort of menu/catering should be provided.
- Liaise with the director to help provide the necessary technology.
- Provide volunteers to – help the director set up the rooms/tables/display board the night before (advise the director on the best table lay out for your club) – keep the rooms tidy – deal extra boards (for 15/20A Teams tournaments) – help in the kitchen.
- Provide volunteer caddies from club directors. 2 per day for 15/20A teams and Swiss Pairs. 1 per day for pairs.
- Make a display board for players to see upon entering the club that includes: a welcome sign for the top of the display board – first round seating plan – start finish times – teams name list – 'A' point scale - format (this information all to come from the director or MC).
- Make up the prize envelopes as per the MC (for large amounts this needs to be double checked by two people).
- Provide envelopes for players to put their entry money in. Name these so it is easier to identify non-payment later.
- Provide VP scales for teams matches, one per table.
- Arrange for the boards to be dealt according to the director's instructions. Please notify the MC if your club does not have enough boards.
- Set up a link on your website for the results.
- Send any entries you receive directly to the MC entries person.
- Notify the MC of any difficulties that may arise.
- Optional: provide flowers etc for your rooms.

Director responsibilities

- Provide the club with a teams/players list for display
- Provide the club with the seating list for the first round for display.
- Provide the club with the format for display.
- Notify the club well in advance of any technology, special requirements
- Ensure all results are complete and uploaded before leaving at the end of the tournament.

Creating a budget for National and Regional tournaments

The budget needs to be accurate, as the entry fee will be set to cover the costs. If the entry fee is not set correctly your club may run at a loss.

Your budget needs to cover:

- Directors fee
- Scorer fee
- Assist director's fees
- Caddies fee (if not volunteering)
- Room hire
- Dealing
- Stationary and photocopying
- Prizes
- Masterpoint charges
- Contingency for free entry for emergency volunteer players.
- Any equipment hiring
- Wages: admin, cleaning, kitchen staff, bar staff.
- Catering: establish the numbers of people you are catering for and do a price per head. Do not forget to include helpers who need feeding and the directors, caddies etc. Ask the MC for an estimate on the number of players/teams.