

DISTRICT 6

POLICIES AND PROCEDURES

May 2015

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Changes must be approved by the District 6 Board of Directors, and incorporated immediately into this document with an annotation of the month and year of approval. The District Secretary shall be responsible for maintenance of this document and shall make a copy available for posting on the District website.

This document codifies the policies and procedures of District 6. It supplements the Bylaws. Appendix A.1, Abbreviations, contains a list of all acronyms used in this document.

1. OVERVIEW

District 6 is one of 25 districts of the American Contract Bridge League (ACBL).

D6 is a 501(c)(4) organization chartered in the State of Virginia. The Articles of Incorporation and the Bylaws are posted online at www.districtsix.org.

The boundaries of D6 are defined by the ACBL and include the District of Columbia, the State of Virginia, most of the State of Maryland east of Cumberland, and a small portion of the State of North Carolina. There are eight member units:

- 109 Richmond Bridge Association
- 110 Virginia Peninsula
- 135 Maryland Bridge Association
- 139 Virginia Piedmont
- 146 Virginia State Bridge Association
- 147 Washington Bridge League
- 218 Northern Virginia Bridge Association
- 231 Southwest Virginia

The fiscal year is from September 1 to August 31.

D6 maintains formal relationships with the ACBL (Section 1.3), the Mid Atlantic Bridge Conference (MABC, Section 1.4), and District 7 (D7, Section 1.5).

1.1 Organization

D6 is governed by a Board of Directors (BoD) as defined in the Bylaws. In addition, the Bylaws mandate one standing committee, the Executive Committee. The Bylaws allow for the creation of additional committees as may be needed.

Section 2 details the structure of the organization including all committees.

D6 is primarily a volunteer organization. Volunteer services include those provided by officers, committee chairs and members, tournament chairs, and tournament workers. In consideration for services that require considerable amounts of work, free plays to D6 events are given commensurate with the work performed (Section 2.3.6).

Some services are performed by a contractor for monetary compensation (Section 2.3.8).

1.2 Bridge Activities

D6 conducts bridge events sanctioned by the ACBL, in particular:

- Regional Tournaments

- Grand National Team (GNT) Qualifying Games
- North American Pairs (NAP) Qualifying Games
- Sectional Tournaments at Clubs (STaC)

All D6 events and activities are conducted under the rules and regulations of the ACBL.

The District is the financial center for these bridge events.

In addition, D6 provides support for North American Bridge Championships (NABC) held within the district.

D6 produces a quarterly magazine, TableTALK. [\[\[Quarterly approved Richmond 2015 in separate vote. \]\]](#)

1.2.1 Regional Tournaments

The ACBL allocates regional tournaments to the Districts based on membership and regional attendance. D6 is allocated 4 regionals per year.

The location and times of regionals are recommended to the BoD by the Regional Rotational Committee in consultation with the units. All regional ACBL sanctions are secured by the District Tournament Coordinator (DTC). The unit encompassing the location of the proposed regional recommends a tournament Chair to the BoD. When these elements are in place overall responsibility for their conduct is assigned to the Regional Management Committee.

1.3 ACBL

D6 is represented at the ACBL through a District Director (DD) who serves on the ACBL BoD, and three representatives who serve on the ACBL Board of Governors (BoG).

The DD meets with the ACBL Chief Executive Officer, key ACBL managers, and the other 24 DDs three times annually, for four days before each NABC. The DD acts as a liaison between ACBL management and D6, and is a conduit for suggestions from the district to ACBL and for conveying reasons for and understanding of ACBL BoD-enacted policies back to the district. In the event the DD is unable to attend a meeting, the First Alternate will attend, and if the First Alternate is unavailable, the Second Alternate will attend.

The BoG is composed primarily of the two DD Alternates and the three BoG representatives from each of the 25 ACBL districts. These five members from each district are all voting members of the BoG. It is the responsibility of the BoG to review reports of actions taken by the ACBL BoD and, as appropriate, to request reconsideration of any actions taken before they are put into effect. The BoG meets three times annually, on the first Sunday of each NABC.

The DD, two alternates, and three representatives are elected under ACBL rules by the D6 unit BoDs.

Through these elected representatives, D6 provides input to effect changes in all aspects of competitive bridge play.

1.4 Mid Atlantic Bridge Conference

The MABC supports D6 and D7 in running Regional Tournaments. They are tasked through joint directives of both districts to:

- Maintain a store of supplies and equipment to be distributed to the Regional locations. This includes tables, stanchions, electronic scoring devices (Bridgemates), bidding boxes,

boards, clocks, stanchions, and various consumables (e.g., convention cards, score sheets, pencils, pick up slips)

- Oversee publication and distribution of regional flyers and advertisements.

1.5 District 7

D6 is authorized to enter into an agreement with D7 to cooperate on matters of mutual interest.

1.6 Educational Foundation

District 6 has also created an independent 501(c)(3) Educational Foundation. The Articles of Incorporation and the Bylaws for this Foundation are posted online at www.districtsix.org. The objectives of the Foundation are:

- To engage in educational activities in order to inform students (elementary school through college) and the general public about the intellectual and competitive activity of playing contract bridge
- To increase the skill levels of people who play bridge
- To prepare and distribute educational materials and bridge equipment in furtherance of the educational purpose of the Corporation; to accept, hold, administer, invest and disburse, for the charitable and educational purposes set forth herein
- From time to time make financial contributions, give grants or assistance to or for the benefit of students

Contributions to the Educational Foundation may be tax advantaged subject to IRS regulations.

2. ORGANIZATIONAL STRUCTURE AND POLICIES

2.1 Board of Directors

2.1.1 Members

The voting members of the Board of Directors (BoD) are defined in the Bylaws. They are:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President
- One representative from each Unit
- ACBL DD
- Two Alternates for the ACBL DD
- Three Representatives to the ACBL BoG

The current tournament venues and associated units are:

- Hunt Valley (135)
- Bethesda (147)
- Reston (218)
- Richmond (109)
- Williamsburg (110)
- Virginia Beach/Norfolk (146)
- Chesapeake (135)
- Charlottesville (139)

2.1.2 Officers

Four positions, together with their principal responsibilities and functions, are defined in the Bylaws: President, Vice President, Secretary, and Treasurer.

The President and Vice President should not be from the same unit. The BoD shall endeavor to choose successive presidents from varying geographical areas.

2.1.2.1 President

The President shall perform all duties defined in the Bylaws.

2.1.2.2 Vice President

The Vice President shall perform all duties defined in the Bylaws. In addition, the Vice President shall:

- Conduct a monthly review of financial transactions
- Support the RMC following consultation with the RMC Chair
- Act as Chair of the Advertising and Communications Committee for the duration of this office

2.1.2.3 Secretary

The Secretary shall perform all duties defined in the Bylaws. In addition, the Secretary shall:

- Send notices to all BoD members of upcoming meetings including an Agenda
- Produce and email minutes of Board of Director meetings to the BoD within 30 days
- Provide copies of proposed changes to the Bylaws and Policies and Procedures
- Produce an annotated copy of BoD-approved changes to the Policy and Procedures and deliver an electronic copy to the webmaster for posting
- Print and distribute yellow D6 free play certificates (See Section 2.3.6)

2.1.2.4 Treasurer

The Treasurer shall perform all duties defined in the Bylaws. In addition the Treasurer shall:

- Maintain separate checking accounts, one for conducting basic district business and one for handling of regional tournament receipts and disbursements
- Ensure that signers on the D6 checking and other bank accounts are current and have been approved by the BoD
- Maintain communication with persons responsible for collecting funds to ensure their timely deposit
- Pay all obligations and comply with government regulations in a timely manner
- Disbursements shall only be made when proper documentation (receipts) are on file

2.1.3 Meetings

At the start of each fiscal year, the D6 President shall announce the locations and dates for that year's BoD meetings. Meetings are generally held on Saturday mornings of D6 regionals.

2.2 Committees

2.2.1 Executive Committee

The duties and functions of the Executive Committee are defined in the Bylaws.

2.2.2 Finance Committee

The Finance Committee shall consist of a Chairman appointed by the President and approved by the BoD. The Treasurer shall be a member of the Committee. Other members are appointed by the Chair.

The Finance Committee shall:

- Assist the Treasurer and RMC to ensure adherence to standard accounting principles and sound business and record keeping practices and procedures
- Develop an annual budget and present it at the annual meeting
- Track and analyze actual expenditures vs budget and recommend policy changes
- Recommend methods for investing district funds
- Track cost of supplies used at sectional tournaments
- Track cost of schleppage of supplies and equipment for sectionals and recommend compensation levels
- Keep a record of all D6 service contracts (Section 2.2.2.2)

- Review and recommend BoD action on regional tournament budgets and financial reports
- Review and recommend BoD action on the Treasurer’s annual financial reports
- Arrange for an annual external review of financial accounts

Annual Financial Statements shall be posted on the D6 website.

2.2.2.1 External Review

A person external to the D6 BoD shall conduct an annual fiscal year review of financial accounts and present the results to the BoD at the first meeting following the close of the fiscal year. The Finance Committee Chair shall ensure that this report be posted on the D6 website.

2.2.2.2 Contracted Services

D6 has entered into a number of formal and informal agreements with individuals and companies to assist the district in providing services to its members. These agreements—most direct, but some through the MABC—commit D6 to payments for the services provided. Currently, these commitments include:

- Production of TableTALK
- Printing and distribution of TableTALK
- Production of flyers and advertisements
- Distribution of flyers and advertisements
- Storage of fixed assets (e.g., tables, bidding boxes, Bridgemates)
- Purchase, storage, and distribution of consumables

See Appendix A.2, Vendor Contracts, for details concerning these agreements.

2.2.3 Regional Management Committee

The RMC shall consist of a Chairman appointed by the President and approved by the BoD. Other members are appointed by the Chair.

The RMC is responsible for all D6 activities pertaining to organization and operation of regional tournaments. See Section 3 for full details.

2.2.4 District Tournament Coordinator

The DTC is appointed by the President and approved by the BoD.

The DTC shall:

- Review and coordinate scheduling of all District events and Unit sectionals to minimize conflicts within the District and with events in adjoining districts
- Inform Unit/TC of potential calendar conflicts; attempt to resolve conflicts; attempt to avoid two events within short distance whose proximity may adversely affect attendance at the events
- Support TCs in acquiring sanctions from the ACBL for all D6 regionals, sectionals, STaCs, and district GNT and NAP finals
- Maintain a Master Calendar of events – scheduled and pending

2.2.4.1 Unit Tournament Coordinator

Each Unit in District 6 is responsible for appointing a Unit Tournament Coordinator (UTC) to oversee the scheduling of tournaments by that Unit in consultation with the DTC.

The Unit Tournament Coordinator should work with the tournament chairs in their Unit to choose tournament dates, secure venues and enter the tournament in TourneyTRAX. (Note: per ACBL procedures, all tournament sanction applications from each Unit go through the UTC for review and approval in TourneyTRAX before they go to the District Tournament Coordinator for final review, or if the DTC originates the application, they go to the UTC for review/approval before ACBL will sanction the tournament.)

2.2.5 Regional Rotation Committee

The Regional Rotation Committee shall consist of a Chairman appointed by the President and approved by the BoD. The DTC shall be a member of the committee. Other members are appointed by the Chair.

The Regional Rotation Committee shall:

- Review frequency, timing, and locations of all D6 regionals on a regular basis
- Suggest to the Board new locations, discontinuance of existing locations
- Maintain list of site criteria, including size and configuration of playing space, parking, number of available rooms
- Review any proposed site that has not been previously used for a D6 Regional taking into account the need for the following; at least 12,000 square feet of playing space is needed for a 2,000+ table Regional. Lighting (especially night-time), configuration of space, and parking are key considerations. The playing site should be a single facility unless otherwise approved by the D6 Board. Sites must be in compliance with the *Americans with Disabilities Act* or have a legally recognized exception.

2.2.6 Advertising and Communications Committee

The Advertising and Communications Committee shall consist of a Chairman—this role is filled by the District Vice-President for the duration he is in that office. The President also appoints a D6 Advertising Liaison to the MABC as a member of this Committee. The Chair of the D6 Publications Committee and the D6 Webmaster are members of this Committee. Other members are appointed by the Chair.

The Advertising and Communications Committee shall perform the oversight functions required to ensure that both printed and online regional and sectional flyers/ads are produced/posted as soon as all information has been approved by ACBL and the TC has approved the final graphics and layout of the event schedule information. Specific duties of this committee are contained in Appendix A.3, Advertising and Communications Committee—Roles and Responsibilities.

2.2.7 D6 Advertising Liaison to the MABC

The D6 liaison to the MABC Advertising Committee shall assist the Advertising and Communications Committee Chair through interactions with the MABC Advertising Chair and communications with the regional and sectional TCs throughout the district to help ensure timely and correct publication of advertising materials. Specific duties of this position are contained in Appendix A.3, Advertising and Communications Committee—Roles and Responsibilities.

2.2.7.1 D6 Regional Graphic Designer

The D6 Regional Graphic Designer shall, as appropriate, participate in the activities of the Advertising and Communications Committee and perform specific duties as contained in Appendix A7.

2.2.7.2 TableTALK

TableTALK is the D6 magazine. It shall be published quarterly and contain a tournament calendar, advertisements for upcoming sectionals and regionals, listings of winners, listings of D6 officers and TableTALK Editorial Board, articles of bridge interest, and other notices as needed.

TableTALK shall be mailed to all D6 members and selected bridge officials. Extra copies may also be available at D6 tournaments.

The TableTALK Committee is responsible for producing and circulating the publication. As part of this Committee, TableTALK has a graphic designer, who puts together the publication and submits it to the printer for printing and distribution to the snail mail recipient list, and a managing editor, whose job is currently split into two parts and performed by two people. One collects the columns and other information included in the publication, submits edited versions of columns and articles to the graphic designer and proofs the entire publication. The other, which is currently held by the graphic designer, collects the sectional advertising and maintains communication with the sectional chairs. The Committee also includes additional proof-readers, a publisher, an associate editor, a circulation manager and a mailing list producer. Due to the amount of work involved in this quarterly effort, the graphic designer and the managing editor are paid positions. All other positions on the Committee are volunteers and receive no compensation.

2.2.7.3 D6 Webmaster

The D6 website is www.districtsix.org. The Webmaster shall participate in the activities of the Advertising and Communications Committee and shall post timely information to inform the membership on bridge-related activities including:

- Lists of D6 NAP qualifying games and D6 final results
- Lists of D6 GNT qualifying games and D6 final results
- Links to Unit web pages
- STaC games
- Links to information on upcoming tournaments (Regionals, Sectionals, STaCs)
- Local Clubs
- District officials and volunteers
- Committees
- Public copies of related documents including the Bylaws and the Operational Policies and Procedures manual
- BoD Meeting minutes
- Reports from the District Director
- Annual financial statements
- Other as approved by the D6 Advertising and Communications Chair

2.2.8 Appellate Committee

The Appellate Committee shall consist of a Chairman appointed by the President and approved by the BoD and a maximum of fifteen D6 members appointed by the Chairman.

The Chair shall consult with unit Presidents to obtain names of potential committee members. The Chair shall attempt to include at least one member from each unit in the final committee composition.

The duties and responsibilities of an Appellate Committee are specified by the ACBL and the Committee serves a defined role in the ACBL appeals process. When an Appeals Committee is convened in accordance with this process, its members shall be members of the Appellate Committee if possible. If necessary, additional persons may be empanelled for a specific appeal.

The Appellate Committee shall:

- Ensure that enough players are available at each regional from which panels can be constituted
- Convene panels to hear appeals arising from director rulings at D6 regionals
- Convene panels to hear appeals of rulings from both district and unit Disciplinary Committees
- Select and train players to be able to serve on future panels

2.2.9 Disciplinary Committee

The Disciplinary Committee shall consist of a Chairman appointed by the President and approved by the BoD and a maximum of fifteen D6 members appointed by the Chairman.

The duties and responsibilities of a Disciplinary Committee are specified by the ACBL and the Committee serves a defined role in the ACBL conduct and ethics process. The Disciplinary Committee shall:

- Hear matters concerning alleged incidents of conduct and ethics arising at regional tournaments
- Report panel findings to the D6 President

2.2.10 Competition and Conventions Committee

The Competition and Conventions Committee shall consist of a Chairman appointed by the President and approved by the BoD. Other members are appointed by the Chair.

The Competition and Conventions Committee is responsible for:

- Recommending to the BoD Conditions of Contest to be used for D6 regionals
- Recommending to the Grass Roots Events Committee conventions appropriate for district-level events (e.g., GNTs, NAPs, STaCs)
- Assigning personnel to perform seeding at regional open and A/X pair events

2.2.10.1 Seeding

The Competition and Conventions Committee shall also be responsible for appointing a Seeding Chairman whose responsibility is to provide a seeder at the entry desk for each two-session pair game and all BAM games when appropriate. The Chair may be someone who acts as the seeder at most events, but this person is also responsible for ensuring that a seeder is available to serve if and when the Seeding Chair cannot. The seeder must ensure that the strong players are evenly distributed throughout the event. For smaller events, the Director shall provide seeded entry-forms for the seeder to allot as stronger pairs buy their entries. For larger events the Director shall retain the seeded entry forms, and the seeder shall create a list of seeded pairs as they pay for their entries. At the conclusion of selling, the seeder shall rank the seeded pair list, and the

Director shall then assign the entry forms by that ranking in order to distribute the seeded pairs as evenly as possible.

2.2.11 Grass Roots Events Committee

The Grass Roots Events Committee shall consist of a Chairman appointed by the President and approved by the BoD. In addition, the GNT Coordinator, NAP Coordinator, and STaC Coordinator are recommended by the Chair in coordination with the President and approved by the BoD. Other members are appointed by the Chair.

The Grass Roots Events Committee shall:

- Conduct the district finals to select the D6 participants who will compete at the national GNT and NAP finals
- Establish Conditions of Contest for all Grass Roots events, in accordance with the national Conditions of Contest prescribed by the ACBL (if any)
- Establish seeding protocols for Grass Roots events
- Coordinate with the DTC regarding sanctions and avoiding scheduling conflicts
- Establish conditions for club participation in STaCs in accordance with ACBL regulations

2.2.11.1 GNT Coordinator

The GNT Coordinator acts as TC for the GNT District finals. The GNT Coordinator in coordination with the Grass Roots Events Committee Chair shall:

- Set event dates
- Request that the DTC to obtain a sanction
- Obtain a venue and oversee its proper use
- Request specific directing staff from the ACBL
- Hire cadies
- Propose updates to the D6 Conditions of Contest including stipends
- Coordinate advertising
- Encourage clubs to hold qualifying games and publicize these games
- Promote Grass Roots Fund games at sectionals and clubs
- Coordinate with the Finance Committee to ensure obligations are paid and accounts balance
- Notify ACBL of participants to expect at the national finals
- Arrange hospitality
- Send congratulatory letters to the winners including details on NABC participation

2.2.11.2 NAP Coordinator

The NAP Coordinator acts as TC for the NAP District finals. The NAP Coordinator in coordination with the Grass Roots Events Committee Chair shall:

- Set event dates
- Request that the DTC to obtain a sanction
- Obtain a venue and oversee its proper use
- Request specific directing staff from the ACBL

- Hire cadies
- Propose updates to the D6 Conditions of Contest including stipends
- Coordinate advertising
- Encourage clubs to hold qualifying games and publicize these games
- Promote Grass Roots Fund games at sectionals and clubs
- Coordinate with the Finance Committee to ensure obligations are paid and accounts balance
- Notify ACBL of participants to expect at the national finals
- Arrange hospitality
- Send congratulatory letters to the winners including details on NABC participation

2.2.11.3 STaC Coordinator

The STaC Coordinator acts as TC for Districts STaCs. The STaC Coordinator shall:

- Request specific directing staff from the ACBL
- Act as liaison between club managers and the ACBL tournament director
- Assist clubs when requested
- Coordinate STaC participation with neighboring Districts

D6 STaC rules:

- Club managers who play in the event shall be eligible for overall awards if they do not hand-duplicate the boards
- Individual club games may be scored across more than one session at the discretion of the club manager

2.2.11.3.1 STaCs

D6 runs 4 STaCs per year. The BoD may authorize additional STaCs.

Unless the BoD specifies otherwise, the proceeds from the first three STaCs are allocated to the D6 general fund. The proceeds from the fourth STaC are allocated to support NABCs run within the District.

2.2.12 Goodwill Committee

The Goodwill Committee shall consist of a Chairman appointed by the President and approved by the BoD. Other members are appointed by the Chair. It is preferable to have one committee member devoted to recruiting and retaining volunteers.

The Goodwill Committee shall:

- Maintain updated list of existing Goodwill members by Unit
- Work with TC's on Goodwill Day offerings/events at tournaments
- Plan and host function(s) to honor volunteers and Goodwill members
- Develop plans for the recruitment of volunteers
 - Compile ideas and develop materials for distribution throughout the District
 - Develop proactive outreach programs to solicit volunteers
 - Coordinate with Finance Committee on budget

2.2.13 Charity Committee

The Charity Committee shall consist of a Chairman appointed by the President and approved by the BoD. Other members are appointed by the Chair.

The Charity Committee shall:

- Recommend distribution of any charitable funds allocated to the District by the ACBL, as appropriate
- Recommend contributions to local charities
- Track local charities designated by TCs and supported through events at district regionals

2.2.14 Intermediate/Newcomer Committee

The Intermediate/Newcomer (I/N) Committee shall consist of a Chairman appointed by the President and approved by the BoD. Other members are appointed by the Chair.

The I/N Committee shall:

- Solicit ideas on how best to recruit and retain new players
- Reach out to players and teachers on services most needed and wanted
- Prepare materials for distribution throughout the District on above subjects
- Compile and distribute ideas on educational programs enjoyed by novices
- Solicit ideas on educational materials to be printed and distributed as gifts to players
- Convey ideas and requests to ACBL through the D6 DD to the ACBL Marketing and Education Directors
- Review funding levels for I/N marketing; develop and maintain guidelines on expenditures of these funds
- Inform TCs of funds available for I/N events. The I/N Committee Chair is authorized to approve up to \$500 additional I/N funds per regional.

2.3 Policies

2.3.1 Entry Fees

The policies for entry fees are:

- \$11 per person per session for Open Events
- \$6 per person per session for I/N events with a 0-20 masterpoint limit
- First or second full-day free entry for players with fewer than 5 masterpoints
- Players under the age of 20 play free
- Players between age 20 and 25 who are fulltime students receive a \$5 discount per session
- Discounts shall not apply to professional bridge players of any age who are receiving direct financial benefit from participating in the event
- Reduced prices must be claimed at the time of entry-purchase
- The entry seller shall keep records of these discounted entries
- Proof of age may be requested
- The standard ACBL fee of \$4 per person per session shall be charged for non-ACBL members and non-dues paying LMs per ACBL regulation; fee is retained by the Sponsor

2.3.2 Knockout Events

The policies for regional knockout (KO) events are:

- Each event is bracketed by the masterpoint average of all team-members
- Pairings for every round are determined by random-draw
- If there are only enough teams for one or two brackets, the event will be handicapped
- Conditions of Contest for KO events will be posted at all district regionals

2.3.3 Swiss Team Events

The policies for regional Swiss team events are:

- Two-session Swiss events shall be played in seven seven-board rounds or six eight-board rounds
- 56 minutes per round shall be allowed from posting of the previous assignment until results are due for seven-board rounds. 65 minutes per round shall be allowed from posting of the previous assignment until results are due for eight-board rounds.

2.3.4 Pair Events

The policies for regional pair events are:

- Open and A/X events are to be seeded
- 24 boards shall be played except when there is a sit out, in which case 26 (two-board rounds) or 27 (three-board rounds) boards shall be played
- 15 minutes per round shall be allowed for two-board rounds. 21 minutes per round shall be allowed for three-board rounds.

2.3.5 Conventions and Alerts

D6 regionals shall adhere to ACBL guidelines on the use of conventions and alerts. When local tournaments are allowed to deviate from these guidelines the deviations must be approved by the BoD and stated in these D6 Policies and Procedures. Approved variations are:

- 2♦ over 1NT showing one major (requires a pre alert)

2.3.6 Free Plays

D6 awards free plays (non-redeemable in cash) to volunteers as follows:

- Officers: All sessions at D6 regional tournaments
- DD: All sessions at D6 regional tournaments
- Web Master: All sessions at D6 regional tournaments and district-level GNT and NAP finals
- TCs: 30 for each tournament chaired, good at D6 and D7 regional tournaments
- RMC Chair: 30 per year, good at D6 and D7 regional tournaments
- GNT Coordinator: 30 per year, good at D6 and D7 regional tournaments plus GNT district finals
- NAP Coordinator: 15 per year, good at D6 and D7 regional tournaments plus NAP district finals
- DTC: 12 per year, good at D6 and D7 regional tournaments
- Seeder: 3 per D6 regional at which seeding services are provided

- Recorder: 2 per D6 regional attended, good at that tournament only
- D6 Representatives on MABC Board (D6 President, D6 Vice President, and one Representative elected by the D6 BoD) and DD: 6 per D7 regional attended to be used at that regional only

Additional free plays for extraordinary service may be given at the discretion of the President.

Free plays expire 2 years from the date of issue.

Free plays are also given by TCs to regional tournament volunteers (Section 3.1.9).

Free plays awarded by the MABC and D7 shall be honored.¹

2.3.7 Invited ACBL Dignitaries

Upon agreement of the TC, the D6 District Director may invite the ACBL President or the ACBL CEO to attend a D6 Regional. D6 will provide pay for a hotel room and free-plays for the invited guest. D6 may also host a reception for the invited guest(s). Invitees should include the D6 District Director, the D6 Officers, the TC(s), and other guests as appropriate, including spouses or significant others.

2.3.8 Workers' Free-plays (White Certificates)

TCs are allocated single-session free-plays, to be used to thank volunteers, as follows:

- 175 for up to 2000 tables
- 200 if over 2000 tables

These are distributed by the TC to volunteers based on activities performed.

Free plays should normally be awarded for up to 13 sessions for Committee Chairmen (*e.g.*, Partnerships, I/N, Hospitality, Registration, and Prizes) and one per two work-sessions or equivalent for volunteer workers.

Additional free-plays (up to 50) may be requested from the RMC for workers in an Open Hospitality Suite (or in other capacities) when warranted by special circumstances.

The TC shall obtain a free-play template from the RMC Chair for duplication on white paper cut to dollar-bill size. These free-plays must be numbered and the recipient's name must be filled in. They are not transferable, and may be used only at that tournament. If more than the allotment is used, the value of the excess will be deducted from tournament P&E funds.

2.3.9 Overall Awards

Overall winners of gold-point events shall be awarded D6 one-session free-play certificates on the basis of:

- 8 per bracketed or flighted KO team (4 sessions) (each bracket or flight)
- 8 per stratified or strati-flighted Swiss team (each flight)
- 4 per bracketed Swiss team (2 sessions) (each bracket)
- 4 per compact KO team (or KO < 4 sessions) (each bracket)

¹ These include pink free plays issued by the MABC prior to 2015 to TCs, and free plays (color TBD) issued by the MABC after 2015 to current Mid-Atlantic Officers as well as green free plays issued by D7, to be charged back to MABC and to D7, respectively.

- 4 per two-session stratified and strataflighted pair (each stratum)
- 2 per side game series (single session winners get section tops)

In case of a tie(s) in a pair or Swiss team event, each winner gets one (1) certificate.

The TC shall receive an allotment of these numbered D6 certificates about one month prior to the tournament and, after the tournament, shall return the excess to the D6 Prize Chair along with an accounting of those awarded. (These overall awards are separate and apart from the prizes that the TC may award for section tops and stratum winners, which are part of the P&E Budget.)

2.3.10 Other Policies Specific to Regional Tournaments

Regional-specific policies are:

- Players with non-ACBL masterpoints must inform the Director before entering any flighted, stratified, bracketed, or handicapped event so that proper placement can be made. Failure to do so may result in disqualification and loss of any masterpoints won
- Except for health-related equipment, or by permission of the DIC, cell phones, audible pagers or similar equipment may not be operated or operable in any manner in the playing area during a session of play. Any such equipment must not be visible during the session and must remain off at all times. A first infraction will be penalized by $\frac{1}{4}$ of a board in a MP event, 1.5 IMPs for a 6- or 7-board match, 3 IMPs for a 12-board match, or 6 IMPs for a 24-board match. For purposes of assessing penalties, a three-way pairing shall be considered a 24-board match.
- Bid boxes must be used in all events unless pre-approval has been obtained by a physically impaired player. Explanatory cards can be obtained from the DIC or Tournament Office and must be displayed during play.
- D6 Zero Tolerance Policy is in effect at all times
- Bridge is a timed event – slow play will be monitored, and penalties may be assessed when appropriate warnings are not heeded
- There will be two hospitality breaks unless the director deems otherwise
- Smoking is allowed only in designated areas, and never in any playing room
- Recorder forms shall be available
- No pets except service animals are allowed in the playing areas during sessions of bridge play
- No children are allowed in the playing areas during sessions of bridge play unless caddying, competing, or following strict kibitzer rules
- No guns, knives, explosives, or other weaponry unless prior permission has been granted by the DIC or his designee
- Strong fragrances or poor personal hygiene may lead to refusal of admission to, or removal from, the playing area
- Sleeping in hotel lobbies or common areas is not permitted; first offenders shall be issued an immediate Zero Tolerance penalty and reported to the TC and DIC; repeat offenders may be subject to sanctions under district Conduct and Ethics rules

2.3.11 Other Policies

Other D6 policies are:

- D6 customer service policy is that regionals shall be staffed with a goal of an average of 20 tables per director (TPD), including all director and administrative sessions, as such staffing is calculated and shown on the final ACBLScore Tournament Worksheet. Deviations from this policy (due to inconvenient site layouts or unusual or unexpected tournament sizes) shall be coordinated through discussions between the Director-in-Charge (DIC) and the RMC Chair.
- All expenses (other than incidental expenses, e.g., tips, shall be paid by check after review of supporting documentation
- Motions involving the expenditure from the general funds of more than \$250 shall be included in the written agenda
- Sectional Tournaments
 - Sectional TCs/host units may set their entry fees at whatever price they determine is needed to cover sectional expenses and/or to provide a certain minimal profit/sustain an acceptable loss
 - Out of the entry fee charged, the sectional shall pay the MABC a supply fee of \$1.00 per table to cover the consumables and non-consumables that the DIC needs to ensure are on-site for each sectional
 - Out of the entry fee charged, the sectional shall also allow for a “schleppage fee” of 40 cents per table that the DIC allocates to the director(s), or reimburses back to the host unit, for carrying to the tournament site bid boxes, clocks, and consumable supplies
- Local clubs and organizations will not be reimbursed for any loss of revenue during a regional
- A Regional DIC may reward (out of District funds) excellent service for general set-up and take-down to hotel facilities staff

3. Regional Activities

There are three major components to a regional:

- District 6 responsibilities
- Tournament Chair (TC) responsibilities
- ACBL responsibilities

Regional tournament success is dependent on the active coordination of all individuals involved in the process of running a regional. A table showing the actions of these organizations and the responsible individuals within them is included as Appendix A.4, Regional Tournament Checklist.

3.1 ACBL Responsibilities

The ACBL sanctions all regional tournaments and is directly responsible for director assignments at all ACBL sanctioned tournaments.

The ACBL appoints a DIC to manage all director assignments and activities, including ensuring availability of appropriate supplies. The DIC works with the RMC Chair and TC to determine staffing levels within ACBL guidelines and district customer service policies.

3.2 District Responsibilities

The District is responsible for site selection, contract negotiation, budget approval, setting entry fees, seeding, delivery of tables, appeals, conduct & ethics, and final financial accounting.

The RMC Chair, in coordination with the TC, shall request that the ACBL assign a particular Director in Charge to a regional and recommend a goal for the number of tables per director for that regional.

Primary concern should be player enjoyment rather than attendance or profitability.

The BoD shall designate a host unit for each Regional. The host organization must provide a tax ID number to the D6 Treasurer. The host organization shall recommend a TC or Co-Chairs, who must be approved by the D6 Board. The TC shall be the primary contact with the tournament site, and can seek assistance from the RMC, the DIC, or the chairman of the Contracts Subcommittee for questions in their areas of expertise.

3.2.1 Contracts

Any hotel commitment must be by contract, which may be signed only by the D6 President.

Guidelines for negotiations are located in Appendix A.5, Hotel Contract Guidelines.

In addition, negotiations should address the items in the D6 Addendum (see Appendix A.6, District 6 Addendum to Contract).

3.2.2 Host Allocation Payment

In consideration of unit support for regionals in their area, a host allocation of \$1250 is given to the host unit for each such regional.

This allocation less any lateness penalties is paid by the D6 Treasurer upon receipt and approval of the TC's Final Report.

3.2.3 D6 Hospitality

The D6 President or designee shall host a hospitality room at each D6 Regional. This room should, at the President's discretion, be open for approximately two hours beginning shortly after the evening session or at other times as appropriate. Guests may include BoD members, invitees of BoD members, tournament volunteers, ACBL directors, TCs, officials from neighboring districts, and visiting ACBL dignitaries. Signs appropriate to each regional shall be used to indicate date and shall include the statement "By Invitation." Cost of the room and the hospitality is the responsibility of D6 and does not affect the P&E budget. Special guest nights are encouraged, e.g., Goodwill Night, Volunteer Acknowledgement Night, Sponsor Night. A budget of \$600 for each regional is recommended.

The D6 hospitality room shall also be available to conduct private D6 business meetings. Arrangements should be made in advance with the D6 President.

Use of the accompanying sleeping room, if any, is at the discretion of the D6 President.

3.2.4 Alcohol

D6 policy is that no alcohol may be served in an open hospitality suite unless the TC has complied with any local laws regarding the serving of alcoholic beverages, including obtaining any license required for distribution of alcoholic beverages. When alcoholic beverages are being served, anyone under 21 years of age may not enter the Hospitality Suite unless accompanied by a parent or guardian.

If the host hotel is contracted to serve alcohol, then it becomes its responsibility to observe local laws.

3.3 Tournament Chair Responsibilities

TCs are responsible for non-bridge playing activities not specifically allocated to the district. A detailed discussion of TC responsibilities together with useful templates and required forms is included as Appendix 7, Tournament Chair Manual.

General TC activities include:

- Developing an event schedule in coordination with the RMC Chair
- Preparing marketing materials for the tournament in coordination with the Advertising and Communications Committee
- Budgeting all non-bridge activities for the tournament, based on a per-table allocation of funds (called the “Prize and Entertainment” or P&E budget) from the district for these activities. Upon approval of the budget, the TC will be given an advance and may proceed with spending.
- Selecting a Chief of Support Operations (CSO) to oversee caddies and board duplication as appropriate
- Recruiting volunteers to help in all activities
- Acting as the primary contact with the host hotel
- Coordinating with the DIC and any external organizations as needed to ensure that Fast Results or a similar program is available for posting game results at the conclusion of each session
- Distributing and accounting for volunteer free plays and D6 Overall Award prize coupons
- Submitting a final report accounting for all expenditures

Appendices

A1. Abbreviations

ACBL – American Contract Bridge League
BoD – Board of Directors
BoG – Board of Governors (of the ACBL)
CSO – Chief of Support Operations (Caddies and Duplication)
D6 – District 6 of the ACBL
D7 – District 7 of the ACBL
DD – District Director
DIC – Director-in-Charge
DTC - District Tournament Coordinator
FC – District 6 Finance Committee
GNT – Grand National Teams
MABC – Mid-Atlantic Bridge Conference
NABC – North American Bridge Championships
NAP – North American Pairs
P&E – Prizes and Entertainment
RMC – D6 Regional Management Committee
STaC – Sectional Tournament at Clubs
TC – Tournament Chair

A2. Vendor Contracts

A2.1 Production of TableTALK

Contractors: Donna Rogall, Lucy McCoy

Each issue (6 issues/year):

Donna Rogall:

Design and Production 24pp 9" x 8.5" \$1350.00 2014)
The base charge for design and production goes up by \$50 with the Feb/Mar issue each year.

All sectionals (color pdf) provided for production of flyers..... \$25.00

Sectional Ad Interface plus (design portion of Managing Editor job)..... \$150.00

Lucy McCoy:

Non-design portion of Managing Editor job..... \$150.00

As requested:

Donna Rogall:

Pdf of a black & white version of a sectional ad for the TC..... \$25.00
(\$15 from the unit, \$10 from D6)

Pdf of a single color sectional ad separated and cropped for the TC..... \$5.00

A2.2 Printing and Distribution of TableTALK

Contractor: George Lewis

A2.3 Production of D6 Flyers

Contractor: Clare Boyle

Per double-sided half-page regional ad/flyer designed..... \$100.00

Discretionary services upon request up to \$50 may be approved by the Advertising and Communications Chair without Board approval

A2.4 Storage and Delivery of Tables, Stanchions, and Struts

Contractor: Kloke-Mayflower Moving & Storage, Richmond, VA, Steve Andersen, National Accounts Manager

Current fees paid by MABC under District-MABC Function Agreement include storage of 240 tables for \$75/month and delivery rates to regionals ranging from \$1100 (Richmond) to \$1700 (Chesapeake)

A2.5 Purchase, Storage, and Distribution of Consumables

Contractor: MABC (Purchasing) / D6 (Storage and Distribution)

Per District-MABC Function Agreement, MABC assesses each district a per table usage fee for regional materials with end-of-year reconciliation for costs.

D6 pays for storage and distribution of consumables under the regional schleppage fees charged at regionals—40 cents for tables up to 2000 and 20 cents for tables over 2000 at any regional.

A2.6 District Tournament Coordinator Job

Contractor: Lucy McCoy

\$50.00 per month (See Section 2.2.4)

A3. Advertising and Communications Committee—Roles and Responsibilities

The Advertising and Communications Committee shall perform the following:

- Recommend appointment of the D6 Regional Graphic Designer for D6 regional flyers to the BoD for approval
- Ensure that processes are in place to distribute flyers and other materials for D6 regionals and sectionals, STaCs, NAP and GNT D6 Finals, and other D6-sponsored events throughout the district to Units, regional and sectional TCs, directing staff, and others as appropriate
- Coordinate with the D6 Supply Manager (designated member of the directing staff), Volunteer, or vendor) to identify effective distribution channels for D6 advertising materials including:
 - For Regional flyers to Regionals, if not handled through MABC as is current practice, the D6 Supply Manager should have enough flyers for all D6 and D7 Regionals on hand to include with the supplies provided to each Regional and ensure that the flyers are in place on the first day of the tournament
 - For Regional flyers at Regionals, if not handled through MABC as is current practice, the D6 Supply Manager should coordinate with the TC and local club and sectional directors during the tournament to ensure that flyers are made available to them for upcoming club games and sectionals. The Supply Manager will retrieve all remaining flyers from the Information table prior to his/her departure from the tournament and retain those flyers in the D6 Supply Inventory.
 - If not handled through MABC as is current practice, the D6 Supply Manager shall report on the status of the Regional Flyer Supply Inventory to the D6 Advertising Liaison following each regional so that adjustments can be made as needed in the number of flyers requested from the printer and MABC Advertising Committee
 - For Regional flyers to Sectionals, in addition to checking with local directors at each Regional, the D6 Supply Manager will include Regional flyers as part of the supply checklist sent to each Sectional DIC and provide flyers with each annual order/request. In addition, as new Regional flyers are received, the D6 Supply Manager shall periodically send these flyers out to Sectional DICs using a network of both directors and players who attend sectionals as well as the US mail.
- Send periodic emails to sectional TCs encouraging them to distribute their sectional flyers to local clubs and to other units/sectionals and providing names and contact information
- Review distribution processes at least quarterly to correct problems and improve processes
- Provide guidance and communicate requests to the D6 Advertising Liaison to the MABC Advertising Committee pertaining to MABC advertising production (e.g., number of regional flyers needed) and distribution policies and procedures (e.g., D6 regional flyers to D7 regionals and D7 regional flyers to D6 regionals, number of flyers sent to TCs for their distribution to clubs and sectionals)
- Communicate with D6 Sectional TCs to ensure that their sectional event schedules have been accurately entered into Tourney Trax. (ACBL staff performs data entry.) Any corrections needed shall be communicated directly by the TC to ACBL.

- Oversee the process of ensuring that ACBL receives appropriately formatted sectional tournament flyers for posting to the ACBL Tournaments website
- Ensure that D6 and Unit Webmasters are notified when sectional tournament flyers are available on the ACBL website
- Perform annual cost/benefit analyses of both print and online advertising and publications; determine most effective size and content of D6 regional ads in ACBL publications
- Report to the BoD annually on cost of flyers and paid advertisements in ACBL and/or other district publications
- Analyze and develop suggested guidelines for advertising-related revenue, including event naming rights for regionals and sectionals, ads in D6 publications, D6 regional Daily Bulletin ads, other
- Provide oversight of D6 website (including quarterly review of the website for current and accurate information/links concerning D6 regionals, sectionals, special events, educational programs/materials, time-sensitive ACBL/D7/MABC notices), and recommend appointment of and compensation for D6 Webmaster annually to the BoD

The D6 Advertising Liaison to the MABC Advertising Committee shall perform the following:

- Work closely with the D6 Advertising and Communications Chair to ensure current distribution of Regional flyers to regionals and to sectionals is working as intended and suggest alternatives as appropriate
- Coordinate with the D6 Supply Manager (or currently, MABC Operations Manager) to ensure that the numbers of Regional flyers provided for each regional are adequate but not excessive
- Coordinate with the D6 Regional TCs to suggest distribution venues for the flyers for their respective tournaments that they receive from the printer and monitor number used/sent out in advance and available on-site at the TC's regional
- Provide input to the MABC regarding the number of flyers being sent from the printer to the D6 TCs and the D6 Supply Manager
- Send all regional event schedules to ACBL for approval
- Provide final regional flyer electronically to the MABC Advertising Chair and through the Chair to the MABC Advertising Coordinator for inclusion in the monthly *ACBL Bulletin* (in size requested by D6)
- As policies and procedures change within D6, inform the MABC Advertising Committee/Chair of changes and assess potential impact on overall MABC advertising policies and procedures
- Work with the MABC Advertising Committee and Chair to ensure all advertising of D6 Regionals in ACBL publications is occurring as intended, including provision of final ad copy to the MABC Advertising Coordinator in accordance with MABC and ACBL requested deadlines
- Recommend compensation for D6 Regional Graphic Designer to the D6 BoD

The D6 MABC Regional Graphic Designer shall:

- Using appropriate MABC template, develop two-page flyer in full-page or half-page format as requested
- Work with the D6 RMC Chair and the D6 Advertising Liaison to ensure that the event schedule being included on the flyer is current and correct and has been approved by the ACBL (including bulleted language on second page of flyer)
- Coordinate with the TC on preferred or required graphics to be used on the front page of the flyer
- Send draft flyer to TC, RMC Chair, and D6 Advertising Liaison for review and approval prior to providing final version to D6 Advertising Liaison
- Upon inclusion of all changes/corrections to draft flyer, send final flyer to D6 Advertising Liaison for forwarding to ACBL

A4. Regional Tournament Checklist

District 6 Regional Tournament Checklist			
Regional Name/Location		Dates:	
Site/Hotel		Date Contract Signed:	
Site Layout -Brief description of playing space			
Director-in-Charge assigned			
Category	Activity	✓ When Done	Primary Responsibility/Oversight
ACBL Sanction	Requested & received from ACBL		D6Scheduler/DTC
Table Estimate	Based on 95% of previous year		RMC/DIC
Schedule/Flyer	Proposed schedule submitted		TC
(10-18 months in advance)	Schedule approved		SCH Com
	Sent for ACBL approval		Adv Coor
	Sent to printer/flyer printed		AdvCoor/Printer
	Link to flyer posted to websites		Webmaster
	Review of all web postings		Adv Coor/TC
Flyer Distribution	To regionals, sectionals, events		Adv Coor
P & E Budget			
(estimated tables x \$10 to \$11)	Submitted to RMC		TC
(due 90+ days in advance)	Approved by RMC		RMC
	1st Draw (\$10,000) Sent		RMC/Treas
P & E Actual/Final Report	Submitted to RMC with P&E refund		TC
(due w/in 90 days of tourney)	OA Scrip returned to Prize Comt		TC
	Approved by RMC		RMC
	Thank-you check to local Unit		RMC/Treas
CSO/Duplication Plan	Options conveyed to TC		RMC/TC
(see CSO/Dup options)	On- or Off -site duplication		TC/RMC/convey to DIC
(2015 rate = \$7/set off-site)	CSO chosen (as needed)		TC/RMC/convey to DIC
(submit with P & E budget)	Duplication arranged		TC/RMC/DIC
Caddy Plan	Session list given to TC		DIC
(2015 Caddy Comp =	TC/Committee finds caddies		TC
\$35 per session or \$80	Training by TC as needed		TC
for 2+ sess per day)			
Director Sessions	List sent to ACBL/Tourney Trax		DIC
	Estimate sent to TC/RMC		DIC
	Disc re assignments (as needed)		RMC/DIC
Table Delivery	Arrangements confirmed		RMC/MABC/SupplyCoor
Supplies	Arrangements confirmed		RMC/MABC/SupplyCoor
Equipment	Arrangements confirmed		RMC/MABC/SupplyCoor
Final Tournament Worksheet	Settlement check to TC		RMC/Treas
(due within 48 hours)	Submitted to Treas/RMC		DIC
	Review by RMC		RMC/Treas

A5. Hotel Contract Guidelines

Contracts shall include the following features:

- A reasonable sleeping-room rate for single or double occupancy, with special charges for extra features negotiated ahead of time. Attempts should be made to obtain even lower rates for tournament staff
- The hotel may require room blocks with so-called cut-off dates, but they must honor the bridge rate upon request until the end of the tournament if any rooms are available when requested. The hotel must guarantee that the contract bridge rate is the lowest available rate during the tournament including AARP, AAA or hotel loyalty plan members with the exception of regular contract groups whose rates are not available to the general public. Any rooms being sold below the bridge rate will nullify the room block requirements of the contract. TCs should periodically check total room-night reservations and available rooms, and should periodically obtain room reservation lists.
- The hotel may require penalties for premature check-out from sleeping rooms or for cancellations close to the starting date of the tournament. If so, they must inform all hotel guests upon making their reservations, and the DIC must be careful with staff reservations
- Any room (or revenue) guarantee is waived due to circumstances caused by “Acts of God” (such as flood, tornado, hurricane, earthquake, snow or ice storm)
- Free parking for all participants unless that would require unreasonably higher room rates (negotiate for best scenario possible.)
- Free Wi-Fi should be provided for all bridge playing hotel guests.
- Complimentary Rooms: The TC should negotiate for 1) a large suite with adjoining sleeping room for the D6 President (or his designated District Suite Manager;) 2) a Tournament Hospitality suite; and 3) comp rooms (as many as reasonably possible) for the TC and other key Committee Chairs. If possible at no extra cost, the DIC’s room should be upgraded to a suite in order to run meetings
- Function rooms blocked and assigned for District use for every day of the Regional unless the DIC releases excess space. If space is to be leased to other organizations, their use must be compatible with bridge
- No charge for playing space in hotels. D6 will pay costs for playing space at other sites, but these costs must be carefully considered before approval of the Regional
- No charge for a Tournament Office conveniently located near the playing rooms, or for a caddy/supply room and a Prize Room. A sufficient number of keys shall be provided
- A room suitable for District meetings
- Ample waste cans provided free of charge in playing rooms. Rest rooms cleaned and supplies replenished frequently as needed
- Water and ice stations with flat-bottomed cups provided, checked frequently, and maintained as needed -- at least one station per 2500 sq. ft. of playing space and one per smaller room
- Snack bar operating at reasonably thorough hours (ideally open ½-hour before game times and close after the last hospitality break) providing food, coffee, and soft drinks at

reasonable prices. Hours of operation shall be posted, and announcement made in playing areas 30 minutes prior to closing

A6. District 6 Addendum to Contract

1. Hotel to run cash sales throughout the tournament with food, soft drinks and coffee at reasonable rates.
2. Several Water stations with separate bins of ice and at least 7 ounce (flat, non-coned) cups will be provided by the hotel. Water stations should be strategically placed throughout the playing rooms. Replenishment will be frequent as needed.
3. If Hotel cannot guarantee that the bridge rate is the lowest available rate during the time period of the tournament, Hotel will provide to Group a list of all rooms coded to Group on its peak night. Group will compare the peak night rooms occupied list of attendees coded to Group with Group's list of registrants. The list of those meeting attendees not identified on the Hotel's group list will be submitted to the Hotel and the Hotel will check that list against its total in-house list for that peak night. Any room occupied by an individual on Group's exception list, but not coded to Group within the Hotel's system will be credited to Group's pickup.
4. The playing rooms and the restrooms will be cleaned after each bridge session. Restroom supplies and cleanliness will be checked frequently. A generous supply of waste cans in public areas will be provided at no charge.
5. The hotel recognizes that tournament bridge is a game requiring intense concentration and it would not be appropriate to put any loud meeting, i.e., a dance, next to the bridge tournament (with a shared wall).
6. Self-Parking will be free to all participants. Complimentary Valet Parking will be provided to Group's attendees with a valid vehicle Handicap Placard.
7. Hotel will provide two microphones and two blackboards or white erase boards, plus at least eight 6-8 foot skirted tables and several easels all at no charge
8. District 6 will provide bridge tables and the Hotel will provide chairs and meeting tables. Setup and take down of the tables, chairs and bridge standards will be by the Hotel at no charge. Bridge tables and standards will be delivered to, and picked up from, Hotel loading dock. These items may be delivered up to three days before the start of the tournament and collected up to one day after the conclusion of the tournament at no charge. Hotel will also accept delivery of all District 6 supplies up to one week prior to the opening date of the tournament at no charge. Additional deliveries will be accepted up to two weeks prior to Group's arrival date. Hotel will waive receiving/storage charges for the first (2) two pallets received for Group (separate from bridge tables and standards).
9. The Hotel will hang up to 10 banners within the tournament playing area at no charge. Size, content and location of banners must be pre-approved by Hotel.
10. Any reservation request received after the cut-off date or after the room block has been filled (including "walk-ins") will be accepted on a space available basis at the bridge rate, until the Hotel achieves 90% occupancy over Group's peak dates. If Group fills the contracted guest room block prior to the cut-off date and Hotel has achieved 90% occupancy over Group's peak dates, Hotel will allow the room block to be increased by addendum for up to an additional 25 rooms per night at the contracted group rate of \$ single/double occupancy, standard guest room.

- 11. In the event of a cancellation by District 6, the hotel does hereby agree to take any and all reasonable steps and acts to mitigate its damages or any cancellation penalty, and any cancellation penalty will be adjusted to reflect the actual loss sustained by the hotel.
- 12. The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, contagious diseases, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or which materially affects a party's ability to perform its obligations under this Agreement.
- 13. Free guest room internet access will be provided as part of the room rate.

This Addendum shall supplement the attached Group Sales Agreement and these terms shall govern if different from the Group Sales Agreement.

Accepted By: District Six of the ACBL, Inc.	
Name:	_____
Title:	_____
Signature:	_____
Date:	_____
Accepted By:	_____
Name:	_____
Title:	_____
Signature:	_____
Date:	_____

A7. Tournament Chair Manual

The items and activities addressed in this appendix are details that augment the discussions of basic D6 policies in the body of this document. A timeline for TCs that summarizes the activities that should be performed and the general timeframe when they should be performed is included as Appendix TCM-A.1, Suggested Timeline for TCs.

Budget:

Budgets are based on table count multiplied by an amount per table. The allocated amount is determined by the Finance Committee (FC) in consultation with the RMC and TC (currently from \$10 to \$11 per table). The RMC Chair will provide a preliminary estimate of attendance (total tables) and the allocated amount per table.

The TC shall prepare, in consultation with the RMC Chair, a proposed budget for spending the entire P&E allotment. The RMC Chair is authorized to review and approve the budget and report its actions to the BoD.

The proposed budget shall be submitted 3-6 months before the tournament.

Failure to do so by 90 days prior to the tournament start date shall result in a penalty to the Host Unit of \$125 for the first month and \$50 for each subsequent month for each late document.

The TC shall establish a dedicated Tournament Checking Account or use the Host Unit's bank account provided the funds are accounted for separately and are easily accessible to the TC.

TCs shall receive monetary advances as required to prepare for the tournament, including a total advance of \$10,000 immediately upon approval of the budget. TCs shall pay for their expenditures, and save all receipts and include copies with the final report to the RMC Chair.

If it becomes apparent during the tournament that actual attendance will exceed the estimate, the TC should, in consultation with the RMC Chair or the D6 President, develop a plan for spending additional P&E funds for player benefit (e.g., snack bar coupons, last day lunches).

After the tournament the TC shall prepare a Final Report by completing the "ACTUAL" column of the approved Budget Form. When all of the P&E money has not been spent, TCs who have another regional scheduled within the next two years may retain up to \$2000 for use in preliminary expenditures for the next regional. The TC shall submit:

- A check (payable to District 6) for any remaining P&E money
- A copy of the Final Report
- Copies of receipts for all expenditures (keep originals in TC's tournament file)
- Remaining D6 event-winner free-play scrip with an accounting of those awarded to the D6 Prize Committee Chair

Failure to send the Final Report by 90 days after the tournament shall result in a penalty to the Host Unit of \$125 for the first month and \$50 for each subsequent month.

The budget form to be used is included as Appendix TCM-A.2, Tournament Budget and Final Report.

Event Schedule and Flyers:

The event schedule details the events (bridge games) that will be played at the regional. It includes the type of game (pair, team), the level of competition (open, stratified, NLM and MP limits), the number of sessions, and the date and starting time(s). The schedule is used to produce flyers and for advertising. A sample template is provided in Appendix 8. Every attempt shall be made to fit the guidelines for D6 regional tournaments recommended by the BoD.

TCs shall submit the recommended event schedule to the RMC for review and approval approximately 12 months prior to the tournament.

Events may be named by the TC; if events are named for a person, the TC must obtain prior permission of that person or their family. Events named for places or things do not need any approval. Entire tournaments may be named for an individual or sponsor with prior permission of that person or their family and approval of the BoD.

A flyer shall be two sided on 5½ by 8½ inch paper. One side contains the schedule, the other general information.

The event schedule side of the flyer (see sample included as Appendix TCM-A.3, Template—Sample Schedule (Three Start Times, 2x3 Strats) shall include:

- A listing by date and time of all events including masterpoint limits (if applicable)
- A bulleted list of general conditions of contest
- Swiss Team events shall state where possible the number of matches planned (usually 7 or 8) and whether play-through or with a break (if break, state how long)
- Note stratification by average if applicable

The general information side shall include:

- The tournament title and statement of D6 sponsorship (A Mid-Atlantic Regional Hosted by District 6)
- Host hotel address/phone-number/rate/cutoff date, airport shuttle service
- Information required to allow players to easily request the bridge rate at the host hotel (recommend using “Bridge”) and that the TC should be consulted for any other housing questions
- At least three months before the tournament the TC shall acquire information about alternative hotel housing. This information should be placed on the D6 website when the host hotel becomes sold out.
- Area attractions, unique “selling points” for the tournament
- Names, e-mail addresses, and phone numbers for Tournament, Partnership, and I/N Chairs
- Url for online Partnership Desk being used for the regional
- Use of Fast Results at D6 Regionals

- CDIN, TAP, EZ-Bridge, or other special courses to be offered. If these are not specified, then the statement should be included that “For all other information, including directors classes or courses, see the D6 website at www.districtsix.org”
- Any special entertainment or hospitality features planned

Prizes:

The Tournament Prize Committee Chair is appointed by the TC. The Prize Chair shall:

- Decide on the prizes to be given to section and stratum winners
- Arrange for their purchase and delivery
- Maintain a Prize Room
- Arrange staffing, including schedules for the Prize Room
- Arrange with the DIC to have results available on a daily basis
- Award section/stratum tops as well as Overall Award Certificates to winners as designated on results summaries
- Account to TC for all Overall Award Certificates distributed using form provided as Appendix TCM-A.4, District 6 Overall Awards – Free Play Certificates.

Hours of operation for the Prize Room: typically 45-60 minutes before main sessions and as long as possible on the last tournament day. Prize Room operating hours shall be prominently posted.

Caddies:

The TC shall identify a Chief of Support Operations (CSO)—formerly the position termed “Chief Caddy”—and work with a volunteer Caddy “Master” and the DIC to ensure there are sufficient caddies on-site to accomplish standard caddy duties as well as board duplication if duplication has not been accomplished in advance. The TC shall coordinate the requirements for advance duplication with the DIC, and may enlist the services of the Caddy “Master” to help with on-site caddy management. Detailed duties of these positions are included in Appendix TCM-A.5, Board Duplication and Caddy Management.

Bulletin:

The Tournament Bulletin Committee Chair is appointed by the TC.

A pre-published First Day Bulletin should be available for the first day, and should include a welcoming letter from the TC and D6 policies (see Section 2.3.10). About 400 copies should be sufficient for most tournaments.

After the first day, the TC may opt NOT to publish a Daily Bulletin, in which case the TC must develop a plan for getting relevant information to the players. This plan should consider use of hotel stanchions and signage (including electronic signage and screens), D6-provided “stand-up banners” and white-board signs to highlight daily-specific information, and other methods as available. Consult the RMC Chair for a complete list of current D6 signage and equipment.

The Tournament Bulletin Committee Chair shall:

- Obtain printing equipment and supplies

- Identify a bulletin editor and other contributors
- Arrange for timely printing and delivery

If the TC chooses to have a Daily Bulletin, then the following shall apply:

- The second day may be skipped and those results to be reported in the next issue. Each subsequent day shall have a Daily Bulletin with at least the first page having a different pastel color than all other issues.
- All issues shall have the Tournament logo on the front page. Paper shall be 8-1/2 x 14 (legal size). Except for the first day issue, the number of copies should be approximately 2-3 times the number of tables in play in that day's first main session. Sponsor advertising is permitted and income shall be included in the Final Report. When space is available, advertising for future D6 Regionals should be included.
- The bulletin may also include:
 - Today's and tomorrow's event schedules/locations
 - Evening hotel provided refreshments or location of Hospitality Suite
 - Date, time and location of meetings
 - Appropriate I/N news (e.g., event, hospitality, and guest speakers)

Hotel Liaison and Master Account:

The TC shall establish a Master Account with the tournament hotel to guarantee Directors' and workers' rooms and to record hotel expenses incurred. At the end of the tournament all Directors and workers are individually responsible for their room and associated charges. If necessary, the TC shall have the D6 Treasurer provide assurances of payment to the hotel.

The TC shall request from the DIC a list of the proposed directors and their room preferences and shall make hotel reservations on their behalf. In addition the TC shall make reservations for the CSO (if one), and tournament workers. All reservations are guaranteed by the Master Account, but to be paid by the individuals. The TC shall also reserve a suite with separate sleeping room for the D6 President (or designee). Rooms are also reserved for local workers whose presence is required for efficient operation of the tournament – usually the TC, Partnership, I/N, Hospitality and Daily Bulletin (optional), and Prize Desk Chairs. If a TC needs more workers' rooms than are complimentary, they shall be paid for from the P&E budget.

Hospitality:

The major part of the P&E allotment is usually spent on hospitality. This may include:

- Food (and drink) served by the hotel after the evening session in a common area where all players can easily partake
- Extra gifts distributed to the players during a playing session in the form of tangible gifts or Snack Bar tickets. For the latter, be sure to arrange with the hotel for their collection and subsequent counting and payment.
- An open non-smoking hospitality suite (with hotel knowledge/permission) after afternoon or evening sessions. If alcoholic beverages are served, the D6 alcohol policy must be followed.

Section/Stratum Tops:

Costs are usually \$2-\$4. Different prizes for lower stratum tops may cost \$1-\$2. As a rule, two session pair events have only one or two sections, which means that the maximum for each event would be 48 prizes (16 section tops and 32 stratum tops). Thus a typical tournament with three starting times would require approximately 400 prizes, while a tournament with five starting times would require about 500 prizes. Because of overlapping strata, fewer sections, or disinterest, only about half of these estimates are claimed.

The TC will also need about 100 prizes for I/N section/stratum tops, and may use the same or a different prize for the I/N games. The I/N Director will award the I/N prizes directly to the players, along with the overall I/N trophies that the I/N Director will have procured before the tournament.

Avoid dating gifts and prizes so that leftovers can be used at subsequent tournaments.

Registration Desk and Gifts:

A Registration Desk is optional as are registration gifts.

If gifts are to be given then an estimate of how many will be needed can be based on the following:

- Players' average participation is about 7 sessions.
- A 2000 table Regional will have approximately 1000 different people playing sometime during the week, thus use ½ the estimated table count
- Approximately 2/3 of those players will register and 90% of those will take the gift.

Partnership Desk:

The Partnership Chair (PC)'s duties include responding to pre-tournament phone calls and e-mails. At the tournament the PC shall maintain a partnership desk before each session, beginning one hour before the main daily session and ½-hour before all other sessions. He shall maintain a list of players, including their masterpoint holdings, the events requested, and contact number. The PC shall match partnerships and teammates according to masterpoints. The PC may have a stand-by player readily available for times when a requester remains unmatched. The stand-by player receives free entry for the played session(s). He may also be given a free play to compensate for those times he is available on site and does not play. I/N partnerships are generally handled by the I/N Chair unless other arrangements have been made.

Intermediate and Newcomer:

The tournament I/N Chair shall plan a program to enhance the experience of I/N players and the host unit should strongly advertise the I/N events available in order to generate local enthusiasm.

A TC may request an extra \$500 in addition to the regular P&E money in order to provide additional I/N advertising or player amenities. When the request has been approved by the D6 I/N Committee Chair, the Treasurer will provide the extra money to the TC. At the end of the tournament the TC shall report to the D6 I/N Chair on how the money was spent and provide receipts.

D6 authorizes specially trained Tournament Directors (I/N Specialists) to run its Regional I/N Programs. The I/N Specialist ensures that the I/N programs—all events with a 300-masterpoint-

or-under limit—are run in a professional but friendly environment. The I/N Specialist procures and awards trophies (if applicable), awards tournament-provided section top prizes, brings a camera and takes photos of winners for posting on a Winners' Board, and assists the I/N Chair in recruiting guest speakers for talks appropriate for I/N players prior to afternoon (and evening if desired) sessions.

I/N speakers shall receive a \$20 honorarium per lecture. A speaker may designate a charity to receive the honorarium and, if not specified, the money shall go to the District's Educational Fund.

Concessionaires (Vendors):

The TC shall arrange for a bridge book dealer, who should be given ample space in a prominent area. Other concessions are allowed at the discretion of the TC, making sure that sufficient space is available and traffic is not impeded. Merchandisers usually pay either 10% of gross sales (which may be hard to monitor), or the TC may make other arrangements, such gifts, prizes, or flat fees. All revenues shall be included as income in the TC's Final Report.

Special Meetings:

The TC shall consult with the D6 and local Unit Presidents about any planned on-site meal-meeting or any "Dignitary Dinner." The TC shall provide menu choices and prices to the President and shall handle meal arrangements.

Workers' Appreciation:

The TC should provide a special event (e.g., lunch, party) for Committee Chairmen and pertinent other workers. This could be used for planning before the tournament or evaluation after the tournament.

Tips:

The TC should budget approximately \$400 in the P&E budget for tips to reward hotel employees or other vendors for exceptional service.

TCM-A.1 Suggested Timeline for TCs

12-18 months	Decide event schedule and submit to Regional Management Committee (RMC) chair; prepare flyer front
11-12 months	Follow up to ensure that flyer has all approvals and has gone to printer
9-11 months	Determine key Hospitality, Partnership, Prize and I/N Chairs and Daily Bulletin Editor (optional)
7-9 months	Decide on registration gifts (optional), table gifts, I/N prizes, section top prizes, etc. Contact and enter into agreements with outside vendors Request 50 additional MABC white free plays if applicable
4-6 months	Get director list from DIC to make room reservations (guaranteed by Master Account but ultimately paid by D6) Reserve rooms for Committee Chairs Choose CSO and decide on board duplication – coordinate with DIC Submit P&E Budget to RMC. Request advance on approved budget if needed for purchase of prizes, etc. Begin to arrange for any meetings or meals for District or Unit
2-4 months	Monitor room reservations and communicate with DIC regarding numbers. This should be done several times a week from now on. Purchase prizes and table gifts Meet with volunteers to confirm responsibilities
2 months	Develop blast email content and determine audience; contact ACBL and request email be sent
1-2 months	Prepare white free plays, name badges, signs, as needed Prepare work schedules for volunteers; prepare Info Packet for volunteers as needed
Last Month	Communicate with hotel on any reservation issues, space issues, food issues. Review costs and menus for hotel provided food. Obtain Overall Award coupons and have Tournament Prize Chair prepare envelopes for distribution to winners
	RELAX AND ENJOY!!!
Post Tourney	Prepare final accounting and submit along with receipts to the RMC Chair

TCM-A.2 Tournament Budget & Final Report

Tournament Name _____	Dates _____ - _____	
Chairman _____		

	<u>ESTIMATE</u>	<u>ACTUAL</u>
INCOME:		
Prize & Entertainment Fund		
Number of tables _____ x \$ _____	_____	_____
Balance from previous regional	_____	_____
Miscellaneous		
Concessionaire sales	_____	_____
Other (specify) _____	_____	_____
TOTAL INCOME:	_____	_____

EXPENSES:		
Registration Gifts	_____	_____
Prizes: Section tops	_____	_____
Stratum tops	_____	_____
Daily Bulletin	_____	_____
Entertainment:		
Hotel food	_____	_____
Hospitality Suites	_____	_____
Other (specify) _____	_____	_____
I/N Program:		
Prizes	_____	_____
Party	_____	_____
Other (specify) _____	_____	_____
Caddy Committee expenses	_____	_____
Restaurant guides	_____	_____
Publicity (local)	_____	_____
Workers' Rooms	_____	_____
Workers' Party	_____	_____
Take-home or Daily Gifts	_____	_____
Snack Bar tickets	_____	_____
Tips	_____	_____
Miscellaneous (specify) _____	_____	_____
_____	_____	_____
Administrative Expenses:		
Chairman Mileage Allowance	\$175.00	_____
Other (specify) _____	_____	_____
TOTAL EXPENSES:	_____	_____

SUB-TOTAL BALANCE (Income – Expenses):	_____	_____
Carry-over to next Regional (max. \$2,000):	_____	_____
BALANCE to RMC Chair:	_____	_____
ADVANCE:		
Amount requested: _____	Payee _____	

(\$10,000 or up to 50% of Budget) Dedicated (non-personal) account

Mail to: _____

Send a copy of the preliminary Budget 3-6 months (no less than 90 days) before the tournament to the RMC Chair and D6 President.

Send a copy of the Final Report within 90 days after the tournament to the RMC Chair (currently Shawn Stringer) and the D6 President. Also send to the RMC Chair a check for the P&E Balance and copies of receipts (save originals for your file). Send any unclaimed D6 Overall Award Certificates plus an accounting of those that were awarded.

Penalties for violating the pre- and post-90-day periods are \$125 for first month plus \$50 for each additional month (assessed to Host Organization's final payment.)

TCM-A.3 Template – Sample Schedule



District 6 SampleTemplate Five Start Times--mh edits.pdf

TCM-A.4 District 6 Overall Awards – Free Play Certificates



D6 Overall Prize Awards.pdf

TCM-A.5 Board Duplication and Caddy Management

The TC, upon consultation with the RMC Chair and the DIC, shall choose a person to serve as Chief of Support Operations (CSO), with support operations to include caddying and duplication of boards throughout the tournament. The TC shall choose among these options:

Option 1:

CSO will handle duplication of boards on site plus oversight of caddies.

Duties include: duplication, monitoring playing site at beginning of sessions; caddy assignments and instruction; handling caddy compensation and recordkeeping; obtain funds from the DIC to pay caddies; prepare final accounting of caddy sessions worked and payments made

Compensation: \$980 per week (\$140 per day for less than full week); hotel room as needed; travel expenses as needed

Option 2:

CSO spends most of his time as caddy and oversees other caddies and duplication.

Duties include: caddying, usually two sessions per day; oversight of duplication to ensure that boards ready when needed, caddy assignments and instruction; handling caddy compensation and recordkeeping; obtain funds from the DIC to pay caddies; prepare final accounting of caddy sessions worked and payments made

Compensation: \$980 per week (\$140 per day for less than full week); hotel room as needed; travel expenses as needed

Additional Option 1/Option 2 Expenses and Information:

Duplicating Machine: \$200 to be paid to local Unit for use of its machine

Duplication off Site: If the TC opts to have the boards duplicated off site, then the CSO shall perform the duties listed in Option 2 and shall verify that the duplicated boards arrive on time. The CSO shall also assist in case of unexpected glitches with the duplication.

Tournament Chair: The TC/Caddy Recruiter shall draft a schedule of sessions to be worked, after input from the DIC. If necessary, the TC/Caddy Recruiter shall arrange a training session and the CSO may assist with training.

Fees for Duplication: Onsite, when the boards are duplicated by person(s) other than the CSO, the duplicator(s) shall be paid the equivalent of the caddy session rate. Offsite, the fee shall be \$7.00 per set of boards.

Caddy Compensation: For 2015, the caddy rate shall be \$35 per single session. The rate shall be \$40 per session if two or more sessions worked in one day. Caddy payments are made by the CSO from funds provided by the DIC and are not part of the P&E funds.

Caddy Policies and Guidelines

After the tournament Event Schedule has been approved and the table estimate prepared, the TC shall consult with the DIC to determine the number of caddies needed for each session. The TC may choose to appoint a recruiter to obtain caddies, who may be students, members of local church or activity groups, and local players. Experienced caddies are always preferred.

The CSO and the caddy recruiter shall establish a schedule for the recruited caddies, and shall maintain a master list of caddies including their availability for emergency call-in. Every caddy should have the CSO's tournament phone number to call in case of emergency cancellation. Once the tournament starts, only the CSO and the TC have the authority to terminate a caddy.

The CSO shall establish rules for the caddies, and shall ensure that each caddy understands and abides by them (at risk of reduced pay or termination if violated). Typical caddy rules include:

- Arrive 10-30 minutes before game time as appropriate in order to receive assignment, location, and work instructions
- Dress appropriately
- Be courteous to all, but do not allow players' requests to interfere with required work;
- Remain in work area (notify co-worker when restroom breaks are needed)
- At end of work session, ensure that all instructed clean-up and re-arrangements of equipment and supplies have been made

The CSO shall maintain frequent communication with the DIC to know which sections are to be used in each event for the upcoming session and what kind of arrangements will be required for the following session. The CSO shall ensure that all caddies understand their duties for each session, which may include collecting/sorting entries, transferring boards for team games, and collecting/sorting/submitting pick-up slips for pair games. Occasionally table gifts (snack-bar tickets, candy, etc.) will be distributed during a specific round in the middle of a session. Caddies shall be instructed to do this at the beginning of that round.

Additional caddies may be needed before the first playing session and during and after the final one. Caddies may be assigned to set-up/take-down stanchions, bid-boxes, bid-box brackets, duplicate boards and table cards.

Caddies are scheduled for purposes of working, and should not be considered available to play. Occasionally an emergency occurs when one is needed to complete a partnership. Two caddies should not be used to make a complete table. Caddies should not play if the remaining caddy staff will be shorthanded. Caddies who are fill-ins shall not be charged, shall receive their regular pay, and shall be expected to carry out the clean-up requirements of their area after the session.