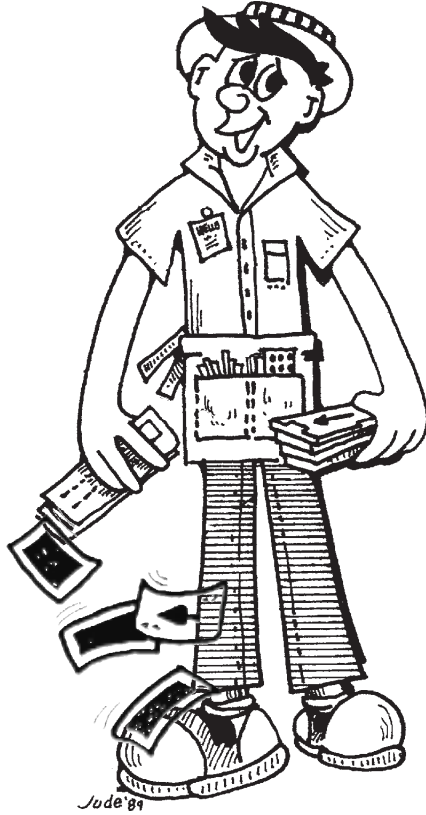


*Caddy Master's Guide  
for  
Training*



**TOURNAMENT  
CADDIES**

**A Guide  
for  
TOURNAMENT  
CADDY MASTERS  
and  
CADDIES**

*Thanks for taking on this responsibility!  
We are confident that you and the  
tournament staff will work together  
to produce a great tournament.*

Please contact the  
ACBL Tournament Department  
if you have any questions  
or need assistance.

You may call 662-253-3100, ext. 3162  
or e-mail [butch.campbell@acbl.org](mailto:butch.campbell@acbl.org).



# CONTENTS

<b>INTRODUCTION</b> .....	5
<b>THE CADDY MASTER</b> .....	6
<b>THE HEAD CADDY</b> .....	6–8
Duties	
Before the Tournament .....	7
Tournament Preparation .....	7
Tournament Layout .....	7
Supply Room .....	7
Assignments of Caddies .....	8
During the Session .....	8
Checking Up .....	8
Non-Section Work .....	8
After the Session .....	9
Releasing the Caddies .....	9
Checking the Supplies .....	9
When a Caddy Requests to Leave Early .....	9
As Caddies Check Out Following a Session .....	9
Stand-bys .....	9
Extra Work .....	9
<b>CADDIES</b> .....	10–16
Characteristics of a Caddy .....	10
Bridge Tournament Caddies .....	10
Age Requirements .....	10
Rate and Method of Payment .....	11
Recruiting and Staffing .....	11
How Many Caddies Will Be Needed .....	11
Duties and Responsibilities of a Caddy .....	14
Primary Responsibilities of a Caddy at a Bridge Tournament ....	14
Dress .....	14
Reporting for Work .....	14
Pre-Tournament Briefing .....	15
Reporting for Work .....	15
<b>THE BRIDGE TOURNAMENT</b> .....	16–23
Tournament Events .....	16
Pair Events Contrasted with Team Events .....	16
North-South & East-West .....	17

Team Game .....	18
Equipping the Sections .....	19
Color Codes .....	19
During the First Round .....	19
Entry Blanks .....	19–20
Pair Games .....	20
Team Games .....	20
After Each Round .....	20
Collecting the Scoreslips .....	21
Arranging the Scoreslips .....	21
Taking the Scoreslips to the Director/Scorer .....	22
Corrections .....	22
During the Round .....	22
After the Last Session .....	22
Computer Sheets .....	22
After Each Session .....	22
Boards .....	23
Table Indicator Cards .....	23
Scoreslips, Pencils and Private Scorecards .....	23

## INTRODUCTION

A successful bridge tournament is the result of months of planning and the efforts of a professional, hardworking team composed of volunteers, paid unit/district workers and ACBL employees.

The caddy master is an important member of this team and so are the caddies. Together they work to assist the directors in preparing the room for tournament play, collecting the participants' results in order to determine the winners and getting ready for the next session.

This booklet should be used as a guide for orientation/training meetings with caddies before the tournament begins and as a reference during the tournament.

Two pages are included in the center of the booklet which are referred to as "Instant Caddy." They may be detached, copied and distributed for the caddies to use as they learn their duties.

ACBL would like to thank Jackie Matthews, the ACBL NABC Caddy Master for her assistance in preparing this material.

The Tournament Department is just a phone call away if you have any questions or need assistance. We'll be happy to give you a hand. 662-253-3100, ext. 3162. Or e-mail [butch.campbell@acbl.org](mailto:butch.campbell@acbl.org).

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## THE CADDY MASTER

At the NABCs the caddy master is provided by ACBL. The NABC host organization will appoint a caddy chairman. At a sectional or regional tournament, the sponsoring organization (unit or district) should make arrangements to provide someone to perform these duties. Financial arrangements, if any, should be agreed upon by the caddy master and the sponsoring organization.

At the NABCs this is *more* than a full-time job requiring many hours of work. At a regional, one or more head caddies may be hired to enable the caddy master to take a more supervisory role. At a sectional, depending on the attendance, the caddy master may be able to handle these duties while participating in the tournament.

### PRIMARY RESPONSIBILITIES OF A BRIDGE TOURNAMENT CADDY MASTER

#### *Before the Tournament*

- ◆ Recruit the caddies needed for the tournament.
- ◆ Hold an orientation meeting to train the caddies assigned to the tournament.
- ◆ Assign the caddies to the various sessions of the tournament.

#### *During the Tournament*

- ◆ Set up the supply area and see that the caddies keep it neat.
- ◆ Check the caddies in and out before and after each session.
- ◆ Check with the director to make certain enough caddies have been assigned.
- ◆ Keep daily financial records for the caddies.
- ◆ Keep caddy morale up!

## THE HEAD CADDY

One of the more experienced caddies may be designated as head caddy. At larger tournaments there may be several head caddies, each assigned to a specific area or site, and there may even be a caddy master in charge of the head caddy(s).

The head caddy has a very responsible job, and how that job is performed has much to do with the smooth functions of the tournament. In general, the head caddy must help train and

supervise the other caddies and see that their work is properly done.

The head caddy must remain eager to learn to do the job better, assign caddies to do all the required work, but must also be willing to do the task requested if no one else is available.

Many bridge players unthinkingly make work difficult for caddies. The task of keeping morale up is largely up to the head caddy, who must be quick to notice and comment when work is well done. He or she must learn to be friendly and constructive, never bossy, when pointing out errors. Under no circumstances should staff members lose their tempers or blame others for their own mistakes. A good head caddy is a great help to the tournament; a poor one should be replaced quickly.

Head caddies should arrive one hour and 15 minutes early for regionals and 30 minutes early for sectionals.

## **BEFORE THE TOURNAMENT**

### ***Tournament Preparation***

The head caddy and one or more of the other experienced caddies may be asked to help with the preparations for the tournament, ranging from helping with decorations to setting up tables and unloading, unpacking and checking supplies.

### ***Tournament Layout***

While the tournament preparations are being made, and not later than two hours before the scheduled starting time of the first session, the head caddy should get to know the layout of the tournament rooms.

The head caddy must know the location of the supply area, the location of the scoring computer for each playing area, and where the various events will be held. After table indicator cards have been placed, the head caddy should walk through the playing rooms to become familiar with the exact location of each section. Since the layout of sections often changes from session to session, the head caddy must keep track of the location of the sections.

### ***Supply Room***

At a small tournament, the supplies will be stored in the playing area. If the tournament warrants a large amount of supplies, there will be a separate supply room. The head caddy will normally be given free access to this room and is responsible for it during the



course of the tournament. The head caddy is expected to assist the caddy master and Director-in-charge (DIC) in setting up the supply room and is also charged with seeing that all supplies are kept neat and orderly at all times. The head caddy must be familiar with the supplies and be able to locate the scoreslips, private scorecards, pencils, table indicator cards, recap sheets and other miscellaneous items when called upon to do so.

In smaller tournaments all caddies usually have access to the supply area, in which case each caddy is responsible for placing the correct color pickup slips to match the table card, and must see that other required supplies are distributed, as ordered by the DIC.

When only the head caddy has access to supplies, it is usually more convenient to issue the pickup slips and other supplies when giving out the section assignments.

### ***Assignment of Caddies***

One hour before the session is scheduled to start, the caddies should be assigned to their sections as they arrive. Check with the DIC to see which sections are being sold. Instructions for equipping the sections must be given at this time. Each caddy is responsible for his assigned section(s).

## **DURING THE SESSION**

### ***Checking up***

Less experienced caddies will often find the work confusing during the early rounds, therefore, as far as the size of the tournament permits, the head caddy should check to see how the caddies are getting along. A little help or advice to a caddy falling behind will not only boost the caddy's morale, but will be much appreciated by the scorer and the players.

### ***Non-Section Work***

In large tournaments, the DIC will often want one or more caddies made available to run errands, carry messages to other areas of the tournament, help with score corrections, or other non-section work. If specific caddies are requested, the head caddy should comply.

## **AFTER THE SESSION**

### ***Releasing the Caddies***

The head caddy should make sure that caddies understand they must get approval before leaving the playing area.

### ***Checking the Supplies***

As the caddies ask to leave, the head caddy must check to make certain all equipment in their section(s) has been picked up, as instructed. It is not necessary to physically check the sections personally to be sure they have been cleared unless this is easily done. The boards should be checked to see that they are all in board cases and that each one has a card turned face up in the South hand.

### ***When a Caddy Requests to Leave Early (with valid reason)***

- ◆ Assign someone else to collect and return the section supplies.
- ◆ Instruct the caddy leaving early when to report back for the next session.
- ◆ If this is the last session of work, make certain the caddy is paid at that time.

### ***As Caddies Check Out Following a Session***

Tell caddies when to report for the next session. It is frustrating for caddies to be prompt in reporting back to work only to find out no one is present to assign the work.

### ***Stand-bys***

If a caddy is not assigned for the next session, the head caddy should ask if they want to be called if they are needed. **IF THE ANSWER IS YES, GET A PHONE NUMBER WHERE THEY CAN BE REACHED.**

### ***Extra Work***

If the head caddy or any of the other caddies has any extra time, that time should be used in sharpening pencils, replacing cards in boards as needed, or other work suggested by the caddy master, the DIC, or the tournament chairman.



**CADDYING  
IS A  
JOB!**

## **CADDIES**

**AS GO THE CADDIES –  
SO GOES THE TOURNAMENT!**

*This can't be over emphasized.*

*Caddies can either add to the success of a tournament, or...*

### **Characteristics of a Caddy**

- ◆ Responsible, eager, enthusiastic, cooperative nature, with a good attitude toward people and work. A good sense of humor is also helpful.
- ◆ Able to sit quietly when not performing caddy duties. (Often homework or a book helps to pass the slack time.)
- ◆ Views caddying as a real job. Stays on top of the duties, does not miss rounds and is at the right place at all times.
- ◆ Has a desire to SERVE.
- ◆ Able to perform duties without constant correction. No one at a tournament has the time to constantly unscramble scoreslips or to babysit.
- ◆ Previous experience is beneficial but not essential except for supervisory positions such as head caddy or runner.

### **Bridge Tournament Caddies**

There are four (4) different caddy jobs at large tournaments:

**Head caddies** — supervise caddies assigned to a certain area (see page 8).

**Bridge tournament caddies** — take care of assigned sections (described on page 14).

**Runners** — speed up communications and scoring between the directing staff office, the computer scoring area, and the playing area.

**Bulletin workers** — assist in the collating and distribution of the *Daily Bulletin*.

### **Age Requirements**

The sponsoring organization sets the age requirements, which must always be in compliance with local laws regarding working conditions for minors. Age 14+ or a mature 13 is minimum. Younger ones get too tired and tend to be too immature for the job, too restless and may find it boring to sit quietly in the playing areas.

### ***Rate and Method of Payment***

Caddies are hired by the session and are paid at the conclusion of their last scheduled session. The rate of pay is established by the sponsoring organization. Caddies asked by local organizers to perform extra duties should receive extra pay.

**NOTE:** *A caddy master may choose to pay all caddies at the end of each session if arrangements have been made in advance with the DIC.*

### ***Recruiting and Staffing***

School pep clubs, bands, service clubs, etc., are good sources for caddy recruitment.

A caddy should be expected to work two sessions a day, but no more than that. For better continuity, always assign caddies to two *consecutive* sessions. (Don't have a different group of caddies for each session.)

Avoid weekend warriors. Recruit dedicated caddies — those who will be willing to give up one afternoon of school. These should be given priority over those who just want to work evenings or one session a day. **A GOOD CADDY SHOULD NOT BE LAID OFF TO MAKE ROOM FOR A “ONE” SESSIONER !!!**

Don't overstaff. One caddy per section is a waste of money and can result in discipline problems. A busy caddy is much more productive. Idle caddies tend to be bored and get into mischief. Encourage them to bring a book for the quiet times. Discourage noisy card games and boom boxes.

Don't be pressured by parents just because *they* want the job for their child. Instead, hire the young person who wants the job and is willing to work.

### ***How Many Caddies Will Be Needed!***

A general rule of thumb:

<b>PAIRS</b>		<b>TEAMS</b>	
Tables	Caddies	Tables	Caddies
0–30	1	0–20	1
30–60	2	20–35	2
60–90	3	35–50	3
		50–70	4

## INSTANT CADDY

**BRIDGE:** A card game of great FUN — much strategy and thinking — four players to a table.

**CADDY:** A person who helps with the mechanics of running a bridge tournament — bright, hardworking, polite, reliable, enthusiastic.

**PAIRS:** Two partners who challenge all other pairs in the event. You will be caring for two sections (14 or so tables). *You Will:*

- A. Set out supplies (scoreslipss, board boxes).
- B. Pick up entries (names & player numbers on all).
- C. Pick up scoreslips after every round, usually one per table, arrange them in order numerically, by table numbers and take the completed set as quickly as you can to your scorer. There are usually 13 rounds of 15 minutes in one session — e.g., the afternoon or evening work period.

**AMERICAN CONTRACT BRIDGE LEAGUE**

<b>N - S PAIR</b>	ALL DEALS PLAYED THIS ROUND WILL BE SCORED ON THIS CARD. CIRCLE DIRECTION OF DECLARER.				<b>E - W PAIR</b>				
<b>2</b>	<table border="1" style="margin: auto;"> <tr> <td style="text-align: center;">E - W OK</td> <td style="text-align: center; font-size: 2em;"><b>13</b></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 2em;"><b>CH</b></td> </tr> </table>				E - W OK	<b>13</b>	<b>CH</b>		
E - W OK	<b>13</b>								
<b>CH</b>									
N - S SCORE	DOWN MADE	N - S CONTRACT	BOARD NUMBER	E - W CONTRACT	DOWN MADE	E - W SCORE			
		N S	<b>3</b>	E W		<b>110</b>			
		N S	<b>3N</b> <b>4</b>	E W		<b>100</b>			
		N S		E W					

*Completed scoreslips will have*

- ① N-S & E-W pair numbers
- ② Board numbers
- ③ An E-W okay
- ④ Some scores

Arrange by the N-S pair which are the same as all the tables in your section. Take to your computer operator. Make sure all board numbers are in sequence.

- D. After all your scoreslips have been turned in for the last round, pick up all extra supplies and pencils from your section, and put boards back in their boxes and return all supplies to the supply room.

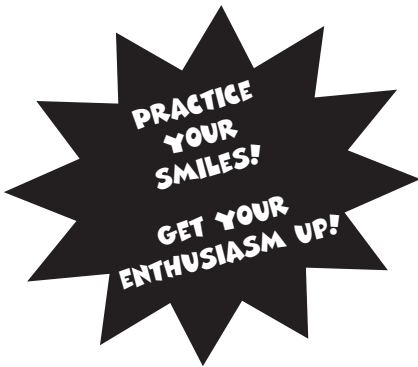
**TEAMS:** Four to six people make up a team. Two teams will play seven or so boards (hands of bridge) against each other.

Your job is to:

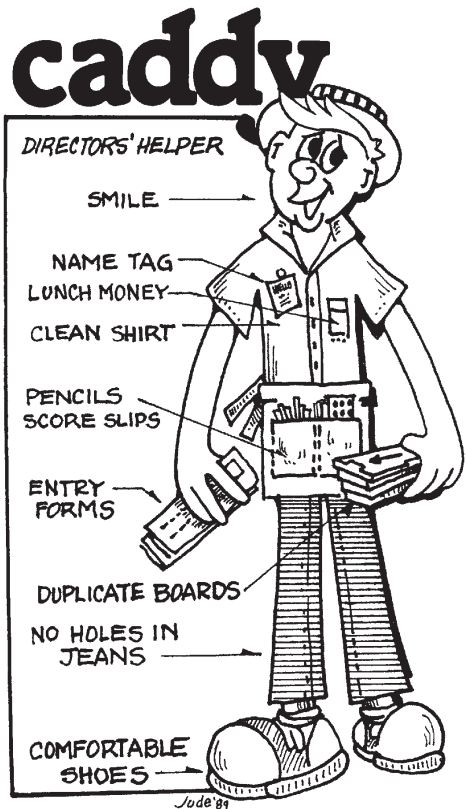
- A. Switch the boards between the two tables where the four players on the team are sitting, one pair N-S, one pair E-W. (Just watch the table numbers; A-2 will change the B-2, etc.)
- B. Pick up completed entries.
- C. Pick up supplies and return to supply room.

**DRESS:** Neat and clean — and very comfortable shoes!

**TIME:** Report 45 minutes prior to afternoon session — 30 minutes before morning and evening sessions. (Plan to work from 12:15 PM to 11:30 PM with a break between 5:30 to 7:30 PM.)



**HERE WE GO!**



**HAPPY CADDYING!**

## ***Duties and Responsibilities of a Caddy***

Caddies should be provided a checklist of their duties. If the local committee has duties other than caddying for these workers (*i.e.*, check water stations, serve coffee, etc.) a list should be provided along with a suggested time schedule.

### ***Primary Responsibilities of Caddies at a Bridge Tournament***

- ◆ “Dress” the card tables with supplies approximately one hour before each session.
- ◆ Collect scoreslips from the tables in pair games or move duplicate boards in team games.
- ◆ Assist directors in investigating incorrect scoreslips and obtaining verification of changes.
- ◆ Run errands for the directing staff (and players if it does not interfere with regular duties).
- ◆ Collect and return supplies to proper place at the end of each session.
- ◆ Post results (press sheets) in a designated area when requested by a director.

### ***Dress***

**CADDIES MUST BE APPROPRIATELY DRESSED.** Clothes must be neat and clean. Special aprons, hats, etc., may be provided for identification. Avoid fashion extremes. Some sponsors will prohibit shorts and blue jeans. Clothing should be practical.

Since caddy work requires a good deal of walking, comfortable shoes are a must. When the tables are crowded together, as they often are, caddies have to be able to squeeze between the chair backs and weave through the sections. Dangling belts, loops, etc., that might catch on the chairs or distract players, should be avoided. The players tend to be so preoccupied with the game that they won't even realize that they are blocking the aisle.

### ***Reporting for Work***

Caddies should be informed as to where to “check in” and whether or not there will be a briefing. Either the caddy master, the head caddy, or the DIC will make the pre-game, game time and after-game assignments.

### ***Pre-Tournament Briefing***

Whenever possible, the caddy master will arrange a pre-tournament meeting with the caddies. This is particularly helpful when there are a number of new caddies. The meeting may take place immediately prior to the tournament or the morning before an afternoon start-up.

During the briefing the caddies should be told about the work they will be doing, when and where to report for work, and what must be done at the end of the session before they leave. The assignments may be distributed at this time.

### ***Reporting for Work***

A caddy may be either formally hired or simply told by a local tournament official that “You may work at the tournament.” If the caddy does not receive a call or specific assignments no later than two days before the tournament, they should contact the person who “hired” them.

**ALL CADDIES ARE EXPECTED TO ARRIVE 30-45 MINUTES EARLY**, unless very specific instructions are received (e.g., “See Bill Jones, Room 104, Civic Auditorium 12:45 PM tomorrow.”). For regionals, caddies should arrive at the tournament site 45 minutes before the scheduled starting time for the first session, and for sectionals, 30 minutes prior. Upon arrival, they should go to the playing area and ask where to report.

During the first session, assignments may be given for the remaining sessions of the tournament.

Caddies receive their work orders from the head caddy. At a larger tournament there may also be a caddy master to serve over the head caddy(s). At smaller tournaments, there may not be a head caddy, in which case, the work orders will be given by the DIC or one of the assistant directors. The DIC is the overall authority and has the final responsibility for the staff at a tournament, so any order or request from the DIC supersedes that of anyone else. (In the case of a conflict, the person attempting to give the conflicting orders should be asked to get permission from the DIC.)

The bridge players in a tournament tend to concentrate on the game. People who at other times are very reasonable may sometimes appear most inconsiderate when they are playing bridge. No matter how uncooperative or cranky the players may appear to be, a caddy is expected to remain cool and courteous.



Players do not have a right to **order** a caddy to do anything, but whenever possible, a caddy should help out by responding to **reasonable** requests by players as long as it does not interfere with the work.

Any problem that arises, such as a player being abusive or a member of the staff acting in an unreasonably arbitrary or disrespectful manner, should be reported to the DIC.

## THE BRIDGE TOURNAMENT

There are three types of ACBL sanctioned tournaments. The major difference involves size and duration.

	<i>Average Tables</i>	<i>Typical Duration</i>
NABCs	15,000	10–11 days
Regionals	800	6–10 days
Sectionals	200	3–5 days

People gather from all over North America and sometimes foreign countries to play competitive duplicate bridge.

### *Tournament Events*

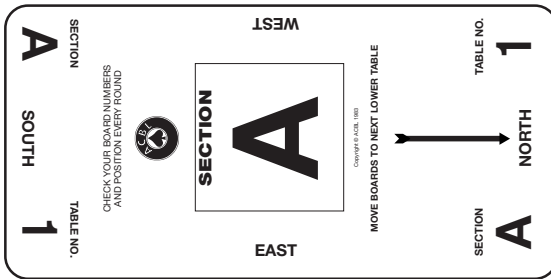
There are many different events for the players each afternoon and evening for the duration of the tournament. Special events are often held in the mornings or may start at midnight. These may be **championships** (Master Pairs, Mixed Pairs, Swiss Teams, etc.), or **secondary** events (side games) being conducted at the same time.

All events are of equal importance to caddies. They are expected to do their best no matter where they are assigned.

### *Pair Events Contrasted with Team Events*

Each event is divided into groups called sections. An event may have only one section or as many as thirty. Each table in each section is marked with a colored table indicator card which gives the name of the section (usually a letter of the alphabet) and the number of the table in that section. For instance, Table B-11 is Table #11 in Section B, and Table J-3 is Table #3 in Section J.

Each table of bridge has four directions:



### **North-South**

The table indicator cards have an arrow pointing toward one end, which is designated as the *North* position. The player sitting opposite North is *South*. (Compass directions are printed on the table indicator cards.)

The North player normally does the scoring. Small cards, known as scoreslips, usually color-coded with the color of the section table indicator card, are used to record the results of the boards played at each table during each round. Generally, the results are confined to one scoreslip per round, but sometimes it will require two.

These scoreslips are what the caddy must collect, put in order, mark section letter and round number, caddy's initials, and deliver to his director after each round change is called. (For the first round, however, the caddy should sign full name.) The completed scoreslips for the round will often be found face down at North's end of the table. Sometimes they will be half tucked under the table card. At times the caddy will have to ask the North player for help in locating the scoreslip.

### **East-West**

The players sitting opposite the North-South players are the East-West players. In pair events the East-West pairs normally move to the higher numbered table at the end of each round while the North-South pairs remain stationary at the same table for the entire session. Caddies are expected to check each scoreslip for an "OK" indication by the East-West player before taking the slip(s) from the table. If the round has been called, the East-West players will have moved. Caddies should ask only the North player for help in locating his opponents if the scoreslip has not been okayed.

## **Rounds**

In pair events the session is divided into rounds. Each round normally consists of two deals, but in small sections (11 tables or fewer) the round may consist of more deals. The scorer, a director who is recording the scores for one or more sections, usually on computer, will tell the caddies assigned to his/her sections how many scoreslips to pick up from each table in a section each round.

## **Swiss Team Games**

In Swiss team games the rounds last from 45 minutes to over an hour. A team is composed of two pairs playing at the same time at different tables opposite two pairs of an opposing team.

Each round, each team plays against one other team. Usually the two tables used by the competing teams have the same table number in paired sections (*i.e.*, A-1, B-1). The paired sections remain the same throughout the session (*i.e.*, A with B, C with D, E with F, etc.).

Each team plays six or more boards against its opponents for that round. The caddy's job is to move the played boards to the corresponding table in the paired section, but only when requested to do so by the players. **To avoid confusion, a caddy should exchange only one group of boards at a time to the correct table number in the correct paired sections before picking up another group of boards from a different table number.** If players at other tables call impatiently, they should be acknowledged and told that they will be helped shortly.

**During Swiss team games, caddies never seem to have much spare time.** Teams finish playing at different times and the playing room becomes noisy and full of confusion, however, at the same time some teams are still trying to complete the round and other teams may be starting the next round early. By the time the whole room is again engaged in play, the early teams will be ready for an exchange of boards. **During a Swiss team event, it is necessary to stay in the playing room at all times and answer early calls quickly.**

## **Special Work**

Caddies are asked to help keep their sections tidy. When asked, a caddy must be ready to pick up trash, used coffee cups, etc. This type of work is usually done by the maintenance staff, but the caddies will be asked to help.

## **EQUIPPING THE SECTIONS**

Each caddy will be assigned to one or two sections, each marked by table indicator cards bearing the section letter, which will be set up by the DIC or an assistant director.

Each caddy will be told the type and quantity of material that must be put on each table in the assigned section(s). All tables in pair games are to be set up with scoreslips and pencils. Convention cards are to be placed on the tables only when requested by the director. Work should begin as soon as assignments have been made.

Sometimes one caddy will be in charge of distributing pencils to all sections, while another will pass out convention cards, and perhaps a third will distribute the scoreslips. When the work is finished, caddies are responsible for verifying that the assigned sections are properly set up well in advance of game time. Caddies who have completed their set-up can help other caddies who need assistance.

### ***Color Codes***

The table indicator cards, entry slips and scoreslips in each section are all the same color. The same colors are always used for the same section letters (except in emergencies).


<b>COLOR</b>	<b>SECTIONS</b>
White	A, G, M, S, Y
Yellow	B, H, N, T, Z
Green	C, I, O, U
Orange	D, J, P, V
Blue	E, K, Q, W
Pink	F, L, R, X

## **DURING THE FIRST ROUND**

### ***Entry Blanks***

Each pair or team entering an event is given an entry blank on which they must list the names, addresses, and ACBL player numbers (a seven-digit number which may sometimes begin with a letter) for all members of their team or pair. Many players use printed address labels that include their player number.

As soon as the players begin the first round, caddies should begin picking up the entry blanks from their assigned sections. Caddies should check each entry blank for names and player

	<b>TOURNAMENT ENTRY</b> <small>AMERICAN CONTRACT BRIDGE LEAGUE          6575 Windchase Blvd., Horn Lake MS 38637-1523</small>											
NAME _____	Membership Number	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">TABLE</td><td style="width: 100px; height: 40px;"></td></tr> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">SECTION</td><td style="width: 100px; height: 40px;"></td></tr> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">ID USE</td><td style="width: 100px; height: 40px; text-align: center; font-size: 2em; font-weight: bold;">A</td></tr> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">STRAT</td><td style="width: 100px; height: 40px;"></td></tr> <tr><td style="writing-mode: vertical-rl; transform: rotate(180deg);">TABLE</td><td style="width: 100px; height: 40px;"></td></tr> </table>	TABLE		SECTION		ID USE	A	STRAT		TABLE	
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<small>The submission of this entry blank constitutes an agreement binding on all players listed hereon: that this contest is governed by the rules, regulations and procedures of the ACBL, and that all players listed hereon waive all rights of legal or other action against the ACBL and any person, committee or entity acting in an official capacity in the conduct of this contest, excepting those challenges, appeals and procedures specified in or sanctioned by the rules, regulations and procedures of the ACBL.</small>												
NAME _____	Membership Number											
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eMAIL _____		N/S <input type="checkbox"/> E/W <input type="checkbox"/>										

ACBL Form 102 Printed in the USA by ACBL

numbers and that they are reasonable legible. If not completely filled out, players should be requested to complete the form before the caddy collects it. If the player doesn't cooperate, instead of arguing, the caddy should initial the corner of the entry form and tell the director to whom he reports.

**Pair Games**

In pair games the caddy will have two sets of entries for each section: one set for North-South players and one for East-West players. All entries are clearly punched or marked to show which is which. The entries should be separated and put in numerical order with all N-S entries in one stack and E-W in another. The N-S entries should then be placed on top and turned in to the caddy master or scoring director.

**Team Games**

Team games will have only one entry for each table. If a table has no entry on it, caddies should check with the North player. The entry may be on the table where his teammates are playing. Teams will have four to six names on the entry. The team number will usually be in the upper right hand corner. Entries collected should be arranged in numerical order with #1 on top, and taken to the director at the reporting station.

**AFTER EACH ROUND**

Rounds are approximately 15 minutes long in pair games. There is ample time to collect the scoreslips (even if one or more tables are slow), check them, put them in order and deliver them to the scoring area.

AMERICAN CONTRACT BRIDGE LEAGUE						
N - S PAIR	ALL DEALS PLAYED THIS ROUND WILL BE SCORED ON THIS CARD. CIRCLE DIRECTION OF DECLARER.					E - W PAIR
<b>2</b>					E - W OK <b>CH</b>	<b>13</b>
N - S SCORE	DOWN MADE	N - S CONTRACT	BOARD NUMBER	E - W CONTRACT	DOWN MADE	E - W SCORE
		N S	<b>3</b>	E W		<b>110</b>
		N S <b>3N</b>	<b>4</b>	E W		<b>100</b>
		N S		E W		

### Collecting the Scoreslips

As each new round is called, the caddy should pick up the scoreslips from the round just completed. Each slip must be checked for completeness before the caddy leaves the table. The N-S pair number will usually be the same as the table number.

### Arranging the Scoreslips

As the completed scoreslips are collected from each section, they should be arranged in numerical order by the N-S pair number, with the N-S pair #1 on top. It is usually easier to do this by starting with Table 1 and putting them in order as they are collected.

In summary, the following four steps should be taken with scoreslips before they are turned in to the scoring director: (Refer to the Instant Caddy page in the center of this book for a diagram of a scoreslip).

1. Arrange by N-S pair number (#1 on diagram, making sure the full complement of tables is represented. The set must be complete.
2. Check to be sure board numbers (#2 on diagram) are in numerical order. There may be two scoreslips on the table and each scoreslip must fall into sequence.
3. Note that the E-W pair numbers (#1 on diagram) are also in sequence.
4. Verify that each slip has an "OK" by one of the E-W players (#3 on diagram). If the "OK" is missing, check with the North player since the E-W players may have already moved to their next table.

### *Taking the Scoreslips to the Director/Scorer*

Unless otherwise instructed, the complete round of scoreslips, which have been properly checked and placed in numerical order, should then be bound with a rubber band, have the round and section numbers noted on the back of the last slip, and placed near the scorer's computer.

### *Corrections*

If the scorer finds an error, the caddy may be asked to return to the playing area and give it to the floor director to have the slip corrected. **Show the slip to the NORTH player ONLY, if requested.**

## **DURING THE ROUND**

The last two rounds of a session are the most important because they are the SCORING ROUNDS.

Caddies must be prepared to assure speedy pickup of the results during these rounds. The scoring director may give special instructions but will usually want a COMPLETE section as early as possible. Caddies should rush the first completed section to the scoring area and return for the slower section, being alert to all tables, fast or slow, gathering scoreslips as quickly as possible. Caddies should only collect supplies and clear sections after all scoreslips have been given to the scoring area.

## **AFTER THE LAST SESSION**

### *Computer Sheets*

The director may request that the computer score sheets be taken to the playing area by the caddies, and if so:

- ◆ Caddies should wait for the director to produce the computer sheet.
- ◆ Hang the sheet in the area designated for that particular section and direction. There will be N-S scores and E-W scores, usually on separate sheets.

## **AFTER EACH SESSION**

### *Responsibilities of caddies after each session*

- ◆ After pair games, the boards, pencils and extra scoreslips will be picked up.

- ◆ After team games, the boards will remain on the tables between sessions.
- ◆ After the evening session, all supplies will be picked up. Check with the head caddy or caddy master concerning the table indicator cards.

### ***Boards***

- ◆ Pick up all boards from all tables in each assigned section.
- ◆ Turn the top playing card in the South hand face up in each board.
- ◆ Arrange the boards in numerical order with number one on top and place so that South is pointing in the same direction for all boards.
- ◆ Replace all the boards in their proper case and return the case(s) to the supply area.

### ***Table Indicator Cards***

Check with the head caddy or caddy master to see if the table cards are to be collected at the end of the session. Often they are either left out in the afternoon for the evening session, or handled by one of the directors.

If the table indicator cards are to be picked up, arrange them in numerical order with #1 on top, and North pointing in the same direction.

When the table indicator cards have been properly arranged, return them to the supply area. **Do not put them into the board boxes.**

### ***Scoreslips, Pencils and Private Scorecards***

- ◆ Unused scoreslips and private scorecards must be cleared from all the tables in each assigned section.
- ◆ Supplies should be returned and neatly placed in their proper places in the supply area (*i.e.*, pencils should be returned to the pencil boxes).



# NOTES

***Any questions?***

If so, ask the caddy master.

Or, you may call ACBL

662-253-3100, ext. 3162

or e-mail *butch.campbell@acbl.org*.

We will be happy to help you  
plan a great tournament!



**AMERICAN CONTRACT BRIDGE LEAGUE**

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