

## **CHAPTER 7 - GENERAL TOURNAMENT INFORMATION**

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## **Chapter 7 – GENERAL TOURNAMENT INFORMATION**

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This chapter deals with the general rules and regulations that govern the operation of sectional and regional tournaments, from tournament organization through tournament and post-tournament management. For more details on the operation of tournaments, see the *Resource Guide for Planning Sectional and Regional Tournaments* on the ACBL website.

### **SECTION ONE: ADVANCE ARRANGEMENTS**

Some items must be addressed well in advance of a tournament. Proper care in selecting both a site (geographic location) and a facility (hotel, convention center, etc.) is necessary in order to host a successful tournament.

#### **I. SITE SELECTION**

In selecting a site for your tournament, some items to consider are:

- Ease of access, mainly by car but for some tournaments air travel is also important
- Food service, both proximity and suitability to various budgets and lifestyles
- Lodging, both at the facility (if applicable) and nearby
- Other local attractions
- Playing facilities available
- Sufficient restrooms
- Adequate accommodations for players with physical handicaps

More information about the playing facility may be found in Chapter 6.

#### **II. TOURNAMENT BUDGET**

A budget, outlining anticipated revenue and expenses, should be drawn up well in advance of the tournament. Your site and facility selection may depend on availability of budgeted funds. A preliminary working budget should be established prior to making any firm arrangements with a facility.

#### **III. TOURNAMENT DATES**

Before considering dates for a tournament, it is often helpful to check the tournament schedule on the ACBL website to note tournaments scheduled throughout the ACBL as well as your immediate area. Specific dates need to be cleared by unit and district coordinators and ACBL.

### **SECTION TWO: TOURNAMENT ORGANIZATION**

#### **I. TOURNAMENT CORRESPONDENT**

The tournament correspondent is the person designated to receive and distribute all written information from ACBL Headquarters. A sponsoring organization should designate a correspondent who will remain constant over a period of time and must have email access.

## **II. TOURNAMENT CHAIRMAN**

The tournament chairman is, among other things, the liaison with the Director-in-Charge (DIC) and the sponsoring organization. The ACBL Tournament Department is available to answer any pertinent questions. The tournament chairman should discuss specifics with the DIC at the proper times. It is important for the tournament chairman to put together an effective team of volunteers for committees such as publicity, entertainment, and prizes.

### **A. PRE-TOURNAMENT ARRANGEMENTS**

The tournament chairman directs all pre-tournament arrangements for the sponsoring organization and is responsible for the sponsor's compliance with all ACBL rules and regulations. The tournament chairman may delegate duties and authority but has final responsibility for all decisions regarding the tournament.

### **B. SITE MANAGEMENT**

The tournament chairman works with facility management to make sure the facility fulfills all contractual agreements and provides all services in a timely, satisfactory manner. Liaison between the DIC and the tournament facility manager is the responsibility of the tournament chairman.

### **C. HOSPITALITY**

Any hospitality arrangements which affect the tournament playing area or timing should be discussed with the DIC to make sure that these arrangements mesh with the orderly progress of the tournament. Food and beverage services (snack bars and cocktails) are hospitality items that some players view as necessities.

### **D. SPONSOR OPTIONS**

Some of the sponsor's options are listed below (for more information consult the *Resource Guide for Planning Sectional and Regional Tournaments* on the ACBL website).

- Staff - request DIC (and sometimes also request specific staff members)
- Finances - receive and disburse funds throughout the tournament or settle with the DIC at the conclusion
- Caddies - hiring arrangements, training and payment
- Approval of player's checks
- Free plays, if any - how they are to be handled
- Number of boards to be played in newcomer/intermediate games and special novice promotions, if any
- Prizes and section top awards - provision and distribution
- Daily Bulletin

- Post-tournament publicity - request needed information from DIC
- Hospitality breaks
- Swiss team scoring (Victory point or win/loss)
- Seeding - directors or seeding committee

The tournament chairman should discuss these options and other areas of responsibility with the DIC prior to the tournament.

### **E. TOURNAMENT RECEIPTS**

The tournament chairman should consult with the DIC about decisions that deal with the financial aspects of the tournament operation. The DIC will be responsible for the collection and disbursement of money during the tournament and will be responsible for tournament funds for the duration of the tournament unless the tournament chairman informs the DIC that the sponsoring organization will appoint someone to receive funds after each sale and disburse funds as necessary. In either case, selling shortages are the responsibility of the sponsoring organization.

Routine sale shortages will not be replaced by ACBL; however, substantial shortages from theft or criminal negligence will be covered by ACBL. The funds will normally be stored in the hotel safe deposit facility. Unless the sponsoring organization has assumed the handling of funds, the DIC must:

- Be the custodian for all funds collected
- Pay all staff
- Make all authorized disbursements
- Give the tournament chairman (or other designated person) a complete financial report and any funds due the sponsor immediately after the tournament is over
- Get a check from the tournament chairman (or other designated person) for the amount due ACBL

If another person has been given the responsibility for tournament finances, this person must arrange to:

- Receive the funds collected by the entry sellers
- Pay for all staff costs and expenses
- Ensure the security of the receipts
- Have a check for the funds due the ACBL ready for the DIC at the conclusion of the tournament
- Sign the tournament balance sheet

### **III. TOURNAMENT DIRECTORS**

Active tournament directors rated by ACBL are ACBL employees. ACBL has the following ranks listed in ascending order: Local, Associate Tournament Director, Tournament Director, Associate

National and National. Each tournament director has a Field Supervisor as immediate supervisor. ACBL management and the tournament department manager are next in the chain of authority.

Each tournament needs a director-in-charge and sufficient staff to support the tournament. See Section Two.

#### **IV. DIRECTOR-IN-CHARGE (DIC)**

The director-in-charge (DIC) of the tournament is, among other things, responsible for ensuring that the tournament is conducted within the rules and regulations of the ACBL. The DIC assigns or delegates duties, runs scheduled events according to regulations, and works with the tournament committee in conducting the tournament. He is also an additional link in the chain of authority placed just before the Field Supervisor.

If a question arises on interpretation of an ACBL regulation, the DIC's interpretation prevails for the duration of the event. If, for example, there is a question about whether a particular procedure is mandatory or optional, the DIC interprets the regulation and makes the decision.

##### **A. SELECTION**

Whenever practical, the DIC of a sectional tournament must hold the rank of Tournament Director or higher and be a full-time ACBL employee. Exceptions are made for some tournaments with low upper masterpoint limits or under extraordinary circumstances. The DIC of a regional tournament must be of National or Associate National rank and must be a full-time ACBL employee. Any exceptions must be approved by the Field Supervisor and ACBL management. The DIC is assigned to a tournament on the basis of the sponsor's request, proximity to the tournament site, employee status (salaried or part-time), prior assignments to a particular tournament, general tournament schedule, expertise, and personal workload. DIC assignments are reviewed by the appropriate Field Supervisor, prior to sponsor notification.

##### **B. TOURNAMENT OPTIONS**

The DIC must discuss all options for the tournament with the tournament chairman and come to agreement on what the procedures will be. The DIC should get these instructions in advance of the tournament whenever possible, but certainly in advance of any event where they may arise. Many sponsoring organizations establish standing instructions that apply to all of their tournaments.

A sponsor who wishes to make a major departure from previously recognized tournament methods should notify ACBL (usually through the DIC) of that desire well ahead of the event. ACBL welcomes new ideas and suggestions for improvement. Thus, ACBL may permit a tournament to try a new event experimentally which the DIC could not allow without having written permission from ACBL before arriving at the tournament.

##### **C. ENFORCEMENT OF ACBL REGULATIONS**

The DIC is responsible for enforcing all ACBL regulations and seeing that all staff members conform to ACBL standards of conduct. Some important considerations are choice of movements, conditions of contest and maintaining order.

**CHOICE OF MOVEMENTS:** ACBL permits some variation in the physical setup of games and in the selection of movements at sectional and regional tournaments. The DIC usually runs the game(s) using common, proven methods. When no standout choice exists, the DIC should explain the pros and cons of each possible choice to the tournament chairman and make a recommendation. The chairman makes the decision from the menu of choices offered.

**CONDITIONS OF CONTEST:** Conditions of contest are set by ACBL regulations. Once the DIC announces the conditions of contest and the event begins, neither the players nor the tournament chairman may revise conditions of play. The Tournament Committee may modify or revise conditions only under extraordinary circumstances.

**MAINTAINING ORDER:** “The Laws of Duplicate Bridge” specifically empower the DIC to suspend a player for the current session, or any part thereof, or to assess penalties in points as necessary to maintain order and discipline. The DIC’s decision in such cases is final.

The DIC may not abridge or modify ACBL regulations by request or instruction of the tournament chairman. If any deviation from ACBL regulations occurs, purposeful or otherwise, the DIC must report the deviation and the circumstances to the ACBL management. The report must state the reasons for the deviation and must accompany the tournament report sent to the ACBL office at the conclusion of the tournament.

**FLIGHT AND STRAT ELIGIBILITY:** The Director-in-Charge of an ACBL sanctioned tournament may require an ACBL member to enter a Flight, Strat or Bracket above that dictated by his ACBL masterpoint holding if the member is deemed to have equivalent bridge experience. The DIC may require a non-member to enter a Flight, Strat or Bracket equivalent to that non-member’s past bridge experience. The DIC may require any entrant who is a member of another NBO to play in Flight A if a lower status is not confirmed by the other NBO.

Units and Districts have the same authority regarding NAP and GNT participation at any level under their jurisdiction.

#### **D. STAFF VOUCHERS**

The DIC is responsible for approving all staff vouchers. Any disagreements between the DIC and staff as to expenses or charges will be resolved according to the DIC’s interpretation of regulations. Unresolved disputes will be settled by ACBL.

#### **E. REPORTS AND MONIES**

An important responsibility of the DIC is to send the tournament results and funds to headquarters in as timely a fashion as possible. In addition to sending in the financial report and the actual tournament results, DICs must include any other information (such as hotel statistics) requested by ACBL management. Refer to Appendix G for information on fees and charges.

#### **V. TOURNAMENT STAFF**

##### **A. TOURNAMENT DIRECTORS**

Units or districts, through their tournament chairman, may request specific directing staff for their tournaments. However, since tournament directors are ACBL employees, the final authority for assigning staff remains with the ACBL. In the event of staffing conflicts among tournaments (for example, two requests for the same tournament director at the same time), the ACBL Tournament Department will give priority to tournaments that have met the time guidelines, set forth in Chapter 6, for entering sanction applications.

All staff requests by the DIC are subject to review by the tournament chairman. Units or districts may have specific requests for the ACBL Tournament Department to assign or not assign particular individuals to staff their tournaments. Units or districts should send such requests and the reasons for making them to the ACBL Tournament Department in writing.

The DIC is responsible for the proper conduct, appearance and demeanor of the tournament directors assigned.

**ASSIGNMENTS:** The DIC requests tournament staff based on the number of tables anticipated, the proximity of the proposed director's residence to the tournament location, expertise or rank of the proposed director, overall staff harmony, sponsor request, employee status (salaried, full or part-time), and general workload of specific tournament directors. Matters not related to any of the foregoing should not be considered.

The DIC submits a staff request to the ACBL Tournament Department indicating which tournament directing personnel he/she would like assigned to the tournament and the sessions each director would be working. After a review of the staff by the appropriate Field Supervisor, the Tournament Department makes the assignments. When more than one tournament requests a particular director, the DICs involved, the requested tournament director, the tournament director Field Supervisor, the local tournament committee, and the ACBL Tournament Department work together to resolve the problem.

**SESSION FEES:** Tournament sponsors pay a set fee to ACBL for each session a tournament director works at a tournament. These fees are based on the tournament director's rank.

ACBL is directly responsible for paying tournament directors.

**PER DIEM:** Tournaments in the continental United States (conUS), including Alaska and Hawaii, will pay the tournament director the IRS allowable per diem. The per diem rate charged for all non-conUS locations of the US will be equal to but not greater than the highest conUS rate.

Per diem rates in Canada can be found at <http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng>

**TRANSPORTATION:** Tournament directors residing more than 150 miles from the tournament site will be reimbursed the cost of a supersaver air ticket plus reasonable ground transfers at each end when they fly to the tournament. Tournament directors residing more than 150 miles from the tournament who choose to drive will be reimbursed actual mileage multiplied by the current IRS rate, plus tolls and parking. This sum is limited by the amount it would have cost the director to fly to the tournament (this includes supersaver airfare plus reasonable ground transfers).

Tournament directors who reside within 150 miles of the tournament site will be reimbursed actual mileage multiplied by the current IRS rate, plus tolls and parking.

Commutation mileage at the tournament site is also reimbursed at the current IRS rate.

Except for sectionals that are charged a surcharge. See Appendix G, the tournament sponsor is responsible for tournament director transportation expenses at all other tournaments. Whenever a surcharge is required, ACBL pays the transportation expense of the "nearest director of highest rank" (usually the DIC), and the sponsor pays all other transportation expenses.

**LODGING:** Tournament directors who live more than 25 miles from the tournament site may qualify for individual rooms at the tournament site. If the site is not a hotel, the sponsoring unit houses the tournament directors at the nearest hotel or motel and provides ground transportation where necessary.

Tournament DICs may stay at the tournament hotel and be compensated for lodging, even if they live within 25 miles of the tournament site. The DIC is also entitled to a room the night before the tournament whenever the tournament starts in the morning or afternoon. Staff directors must notify the DIC if rooms are needed the night before the tournament starts.

Any director who resides more than 150 miles from the tournament site may be reimbursed for lodging for the last night of the tournament. This applies to a hotel room while in transit on the last night of the tournament. This sum shall not exceed the rate at the tournament hotel. In no case shall reimbursements exceed the director's actual lodging costs.

After the directing staff has been assigned, the staff assigned and hotel requirements (if any) will be sent to the tournament correspondent. ACBL regulations require that tournament directors be provided single rooms at the playing site (when the tournament is held at a hotel) or similar rooms in a nearby hotel.

## **B. TOURNAMENT ASSISTANTS**

Tournament sponsors may choose to hire a tournament assistant to work at their tournament. He or she must have passed the ACBL tournament assistant accreditation exam and meet the approval of the tournament DIC. All employment issues such as compensation, payroll taxes, insurance, etc. are the responsibility of the sponsoring organization. A form must be submitted to ACBL acknowledging acceptance of these employment issues.

## **C. CADDIES**

The number of caddies required and other special caddy considerations should be worked out prior to the tournament.

A pamphlet on the management of tournament caddies is on the ACBL website. The sponsor will provide a local volunteer to organize and train caddies prior to and/or during the tournament.

## **D. VOLUNTEERS**

There are many members of the tournament committee staff who are usually volunteers but they may be paid by the sponsor or given benefits such as a complimentary room or free plays. Some of these positions are:

- Daily Bulletin editor
- Partnership desk
- Caddy organizer
- Prize desk
- Registration desk
- Information/Hospitality desk

A complete listing and discussion can be found in the *Resource Guide for Planning Sectional and Regional Tournaments* on the ABL website.

## **SECTION THREE: TOURNAMENT PROCEDURES**

### **I. TOURNAMENT ENTRY SALES**

Signs listing the event(s) being sold and cost of entry should be prominently displayed. There should be sufficient room to accommodate a “crush” of players. Since money will be changing hands the area should offer a measure of security (should not be easily accessible to outside exits, etc.).

### **II. TOURNAMENT SEEDING**

To allow players an approximately equal chance to win masterpoints, each field of play and/or comparison within an event should be roughly equal. To accomplish this, either a seeding committee or the directing staff places entrants so that approximately the same number of strong

and weak players, partnerships or teams play in each field. If a seeding committee is employed, they will have the authority for seeding decisions unless the DIC determines that the committee's exercise of its authority is detrimental to the orderly progress of the event or tournament.

Usually Swiss team events at tournaments are not seeded (opponents are randomly chosen) for the first match of the event. Subsequently teams are matched according to their record.

The tournament chairman, in consultation with the DIC, will determine the procedures for seeding. Guidelines for seeders, if seeding is done by other than the tournament directing staff, are as follows:

- Seeders should arrive in a timely manner
- Seeders should accept advice from the director selling entries
- Seeders should keep the lines moving (avoid lengthy deliberations)
- Seeders must not handle money

### **III. STARTING EVENTS ON TIME**

Events should start at the scheduled time. In order to accomplish this, the DIC must close the sale of entries. This does not mean the DIC may arbitrarily refuse to accept a late entry. However, after play has begun a director may not restart the game under any circumstances to enable a late entry to play.

The tournament chairman and the DIC should make starting time changes only in cases of emergency, since some people may arrive based on the published time, unaware of any change.

When a starting time change affects the second session of a two-session event, the DIC must announce the new time just before the first session ends, explaining the reasons for the change and asking that all players start the next session at the new time.

### **IV. DUPLICATION**

Duplication of boards is required for all championship matchpoint events at regional and sectional tournaments unless some exceptional circumstance makes duplication impractical or impossible.

Duplication of boards can be accomplished using hand records supplied by the ACBL. It is recommended that all tournament events use hand records for duplication so that the players can be provided with printouts of the hands following the session.

### **V. OPENING ANNOUNCEMENTS**

Announcements should be made at the start of each session welcoming the players to the tournament and detailing any specific conditions of the events being played. It is especially important to be very clear about any masterpoint requirements for each event to ensure that all players are in the proper event.

In particular the DIC or his/her designee should announce the eligibility rules for participation in each event, the top on each board, Zero Tolerance if applicable, and other pertinent information. In a qualifying session the DIC must also announce the conditions of qualification for the final session or sessions. This announcement should be made as soon as possible, usually not later than halfway through the session.

### **VI. LENGTH OF SESSIONS**

Tournament participants usually play 24 boards per session. Regulations allow some exceptions for pair, novice, and teacher's games in secondary events at tournaments. ACBL regulations state that no fewer than 18 boards may constitute a session. In addition, introductory games (e.g. Bridge Plus+) have a 10-board minimum.

In team events with IMP scoring, participants sometimes play more than 30 boards per session. However, ACBL regulations permit no more than 36, except when a two-session Swiss team game is played as one long session. Any departure from ACBL's length stipulation requires the approval of the tournament chairman and the DIC. At the beginning of every session the number of boards to be played should be announced.

In a pair game, ACBL generally requires participants to play at least two boards per round. However, one-board rounds are permissible in one-session board-a-match team events, individual events, and introductory games.

The international time limit is seven and a half minutes per board (except under special circumstances such as the use of screens). Participants are usually allowed 15 minutes to play a two-board round and 20 minutes for a three-board round in pair games. For Swiss teams, the commonly allowed time for a seven-board match is 45 minutes. The DIC should enforce whatever limits are set. Specific regulations on slow play can be obtained from the Tournament Department or the DIC.

## **VII. CLOSING ANNOUNCEMENTS**

Near the end of each session the DIC should announce the starting time of the next session. If the next session is a continuation of the event, the director should caution the players that the Laws of Duplicate provide penalties for tardiness. The DIC must regulate this situation in a firm but objective manner.

## **VIII. INTERMISSIONS AND BREAKS**

### **A. INTERMISSIONS**

There are no regulations governing length of intermissions between sessions of the same or different events. Care should be taken to allow participants sufficient time to relax and/or eat as appropriate. In situations where there is to be either no intermission or only a short one, advertisements should make this point clear.

### **B. BREAKS**

During the course of a session of pair type play, it is customary to give one or two short breaks in order that players may have some non-playing time to attend to personal comfort or just to relax for a moment or two. These have come to be referred to as hospitality or smoking breaks. Swiss or Knockout teams have natural breaks at the end of rounds or segments of play.

## **IX. SPECTATORS**

Spectators (kibitzers) may attend all ACBL tournaments except those at which the privilege of watching is specifically curtailed. The DIC may impose restrictions on spectators, as necessary, to preserve the orderly conduct of the game. He or she should, for example, disallow standing spectators. The DIC may limit the number of spectators at a given table, may forbid spectators from moving from one table to another, and may remove any or all spectators from a room.

Tournament players must extend the same reasonable privileges to spectators that the tournament officials grant them. While a player may not bar all spectators from the table, he or she may bar one spectator (excluding tournament officials, the recorder or his designee, or officially approved members of the press) without having to state any reason. If a player objects to the presence of other spectators, he or she must tell the DIC the reason(s) and request their removal from the table. If the DIC considers the request justified, appropriate action will be taken. The player must accept the DIC's ruling on the matter for the session in question.

## **X. RULINGS AND PENALTIES**

All ACBL events are run under the Laws of Duplicate Bridge. Chapter X of the Laws discusses the Tournament Director (DIC) responsibilities generally and then specifically in regard to such items as rulings and penalties. A director should have in his or her possession a current copy of the Laws of Duplicate Bridge.

The director should make a ruling at the playing table only when necessary for play to proceed or when the ruling is clearly stated in the Laws. In other cases, the director should defer the ruling in order to consider the facts and consult with other staff. The director should make the decision as soon as possible, but oftentimes it is appropriate to allow participants some "cooling off time".

The director should inform the participants in contested rulings or rulings which involve an adjusted score of their right to appeal.

## **XI. PLAYER'S RIGHT OF APPEAL**

Law 92 A. of the Laws of Duplicate Bridge states, "A contestant or his Captain may appeal for a review of any ruling made at his table by the Director."

The remainder of Law 92 addresses timing of appeals, lodging of appeals, and concurrence of participants when necessary.

## **XII. APPEALS COMMITTEES**

### **A. APPOINTMENT**

The tournament chairman, in consultation with the DIC, appoints the Tournament Appeals Committee unless the sponsoring organization has a standing committee. In the absence of an official tournament committee or chairman, the DIC should appoint an Appeals Committee, if needed.

### **B. MEMBERSHIP**

The Appeals Committee should consist of an odd number of respected, knowledgeable members who represent all classes of players and all geographical areas of the sponsoring organization. The committee is the sole judge of its membership.

### **C. TIMING**

The Appeals Committee should meet at the earliest possible time to hear a case. However, the DIC is responsible to see that committee meetings do not interfere with the orderly progress of the tournament or event or impose any undue hardship on the committee members. Normally, most Appeals Committees meet following the evening session. For qualifying events and for Swiss teams, the committees should meet prior to any subsequent sessions of play.

### **D. PROCEDURES**

Once the Appeals Committee convenes (a committee chairman is usually named by the tournament chairman), it follows the procedures outlined in the *ACBL Guidelines for Tournament Appeals Committees*, which appears as Appendix B of this Handbook.

The DIC must inform the committee of its rights or powers as well as its limitations. Law 93 B.3 of the Laws of Duplicate Bridge defines these items.

The Appeals Committee must hear every case that is brought before it. However, if the committee judges the grounds given for the appeal are substantially without merit, it may and should assess a matchpoint penalty or other discipline upon the appellant, partner and teammates.

The Appeals Committee must give the DIC a written report of its official action on an appeal. The DIC must submit the decision with the tournament report. The tournament appeal form should be used for this purpose and a complete write-up of the situation should be included on the form.

Law 93 of The Laws of Duplicate Bridge addresses appeals procedures and committees.

### **XIII. CONDUCT AND ETHICS MATTERS**

The Tournament Disciplinary Committee at each tournament has jurisdiction over all cases that involve conduct and/or ethics (all forms of impropriety).

The DIC is responsible for bringing cases before this committee (the tournament recorder may suggest that cases be heard).

The Tournament Disciplinary Committee may assess disciplinary penalties in conduct and ethics cases. Further information concerning sanctions can be found in the *ACBL Code of Disciplinary Regulations*. See Appendix C.

Tournament Disciplinary Committee members need not tolerate any form of verbal or physical abuse from players. ACBL defines as gross misconduct all derogatory statements to a committee member and all disrespectful statements about a committee, its members, or its rulings.

Refer to Chapter 11 of this handbook for more information. Additional copies of disciplinary materials are available at [www.acbl.org](http://www.acbl.org).

### **XIV. CORRECTION AND APPEAL PERIODS**

#### **A. KNOCKOUT TEAMS**

In knockout team play, the score correction period for player and scorer errors expires 30 minutes after the completion of the match, at the start of play at either table of a playoff, or at the announced starting time of the next match, whichever is earlier.

The appeal period for or of a director's ruling in knockout team events expires 30 minutes after the completion of the segment, at the start of play at either table in the next segment, or at the start of play at either table of a playoff, whichever is earlier.

A segment of a match is completed when the teams have agreed upon a score.

#### **B. SWISS TEAMS**

In Swiss team events, the score correction period for players' errors is as follows; no increase in score will be granted unless the director's attention is called to the error prior to the announced starting time of the next match or 30 minutes after the completion of the match, whichever is earlier.

For scorers' errors, decrease in score due to players' errors and mis-reporting the agreed result of a match: expires one hour prior to the announced starting time for play on the next day of the same event, 24 hours after completion of the event, or 30 minutes after completion of the last event of the tournament, whichever is earlier.

Notwithstanding the foregoing, the tournament director may decline to amend the overall rankings if the team could have known at the time that one or more pairings were made based on an incorrect cumulative total. In any case, all matches played prior to correction of an error stand as played.

The appeal period for or of a director's ruling expires 30 minutes after the completion of the match or at the start of play in the next match, whichever is earlier. When an appeal will not be heard prior to the playing of one or more matches, each of the teams will be credited, for pairing purposes, with a score reflecting a favorable ruling.

A Swiss team match ends for a pair when all boards scheduled for play are completed and they leave the table or meet with their teammates.

### **C. INDIVIDUAL, PAIR, BOARD-A-MATCH TEAM, AND TEAM-OF-TWO PAIRS EVENTS**

For players' errors: for play-through events, no increase in score will be granted unless the director's attention is called to an error prior to completion of play of the session following the one in which the error occurred and, for the last session, 30 minutes after that session.

For director errors, the correction period expires 24 hours after the completion of the event or 30 minutes after completion of the last event of the tournament, whichever is earlier. The DIC in consultation with ACBL management, however, may in unusual circumstances elect to make a correction of a director error at a later time.

Qualifying events (other than final session[s]): the score correction period for scorer and player errors expires one hour before the announced starting time of the session following a qualification.

The appeal period for or of a Director's ruling expires 30 minutes after the completion of the session or at the announced starting time of the next session, whichever is earlier.

### **XV. TOURNAMENT RECORDERS**

A tournament recorder is an official of the sponsoring organization and he or his designee is expected to be available at the tournament. Districts and units must have a recorder. The purpose of the recorder is to examine complaints received from players (usually concerning conduct and ethics matters), to respond to such complaints in an appropriate and timely manner, and to keep records.

Tournament recorders do not supersede tournament directors but provide additional educational and recording functions. Generally, the recorder will review the complaint with the other player(s) involved, explain the proprieties to those who may not be aware of them and advise the complainant as to his findings.

While tournament recorders have no independent disciplinary authority, they can refer a matter to the DIC with a request for a disciplinary committee. Additionally they may refer a matter to the sponsoring organization.

Recorder forms (or player memos) are available throughout the tournament from the directing staff. A player with a grievance may fill out a memo and return it to a director. The director turns it over to the DIC who either turns it over to the tournament recorder or talks to the players

involved and mails the recorder form with the tournament report. For more information on recorders, see Appendix C.

## **SECTION FOUR: TOURNAMENT PROMOTION**

### **I. ADVERTISING**

ACBL must approve all tournament schedules before advertising is printed and distributed. Advertisements should include schedule, location and starting times. No tournament publicity can occur until the schedule is approved by ACBL.

Sponsoring units may produce fliers or brochures, locally, to advertise their tournaments.

Units or districts may advertise their tournaments in the Bridge Bulletin at discounted rates. Complete information on advertising in the Bridge Bulletin is available through the ACBL Editorial Department. See Appendix G for fees and rates.

### **II. BULLETIN CALENDAR**

In order to receive a sanction, a regional or sectional must be included in the tournament listing of the Bridge Bulletin at least one month prior to the date of the tournament.

### **III. SPONSORSHIP**

ACBL encourages sponsorship of ACBL-sanctioned tournaments but advises that tournament organizers should exercise careful judgment in selecting sponsors.

### **IV. PUBLICITY MATERIALS**

The DIC is responsible for having publicity items such as membership applications, upcoming NABC information, etc., at the tournament. A DIC will take fliers for future tournaments upon request.

### **V. POST TOURNAMENT**

The computer-scoring program used by ACBL tournament directors to score the tournament events can provide lists of event and masterpoint winners for the tournament. The masterpoint lists can be sorted by unit membership.

It is important to send lists of winners and articles from the tournament to unit and district publications, local newspapers and anywhere else that can give your tournament publicity.

## **SECTION FIVE: POST-TOURNAMENT FINANCES**

### **I. MONIES DUE ACBL**

All monies due ACBL must be in U.S. funds (or in Canadian funds at the current exchange rate) and must be included with the DIC's tournament report to ACBL. The ACBL Board of Directors sets all tournament fees.

Refer to Appendix G for complete information concerning fees.

### **II. MONIES DUE SPONSOR**

A complete report along with all monies due must be given to the sponsoring organization by the DIC at the end of the tournament.

