GUIDELINES AND PROCEDURES FOR SEEDING AT NABCs

SECTION 1: GENERAL

The purpose for seeding an event is to help balance the field in pair events so that all fields have about the same number of good pairs and no one section is weak or top-heavy. The operative word is “balance” which is the fairest conditions for all players, good and bad.

The Chair of the seeding committee will be responsible for recruitment, scheduling and assignment of committee members. Seeders will be informed the previous day which Director they will be working with and where the entries will be sold.

At this time, seeders will be provided for all Regional and National pair and Board-A-Match team events with no masterpoint limits. All Swiss teams are random draw and knockouts are done in advance based on seeding points.

In general, entries go on sale one hour before game time. Seeders need to be there five to ten minutes earlier to get set up – make the chart, find a chair, arrange the entries. On the day(s) one is scheduled to seed, arrangements should be made with their partner to pick up the entry, tell them where to go, and help make boards since one should not plan on being at the table until 5 minutes after game time.

Seeders are happy to accept advice from the Director with whom they will be working, especially in Regional events where there may be only one seeder and no one knows everybody.

The Chair, in consultation with the staff, will determine how many seeds (best guess) will be sold in each section.

KEEP THE LINES MOVING. These guidelines are designed to help seeders do a proper job as quickly as possible. It is very important that the seeder never holds up the line.

Make a reasonable decision quickly and live with it.

Stationary pairs must be covered by an equivalent pair. Directors should be alerted to any stationary need.

SECTION 2: NATIONAL EVENTS:

There will be three seeders in all unlimited National-rated events, ideally one from each section of the country. Blank entries will be sold to all of the top seeds. The seeding Chair and staff will try to GUESS how many entries will be needed. However, if there are too few, get more from the Director selling. Unused entries will be returned.

During the sell, the Director will take the money and the seeder or the Director will write both first and last names of the pair on the back of the entry blank at the top. The three seeders will then put them in order. The entries should be placed with the names face up with the 2nd best pair entry overlapping the first, the 3rd overlapping 2, etc., so that all names can be seen at once and new entries inserted in the proper order. It is essential that this be done as they are sold so they can be ready at the end.

The Director will ALWAYS write the table assignments on the entries. He will ask for them in groups according to how many sections have been sold (e.g., if eight sections have been sold, there will be groups of 16). Within the group, the seeder should give entries to the Director in order (when the entries are turned over, the number one pair will be on top) as he will write the entries A to H for the top group, then H to A for the second group.

After the entries have been assigned table numbers, the seeders can help spread them out for pickup and help players find their entry. If this method is followed, entries should be ready for pickup within 5 minutes after the announced starting time.

SECTION 3: REGIONAL EVENTS

There will be at least one seeder for each Director selling entries. The seeding Chair and/or the Director will inform the seeder how many and what numbers are being used for seeds. Generally, the total number of tables being seeded per section will be between one and four. Entries should be organized before selling. Seeded entries will be in front of or beside the seeder, and other entries will be in front of the seller.

In order to do a proper job, it is necessary to keep written records. The Seeding Chair will make out the seeding charts with appropriate sections and fields for each days' events. The numbers being used for seeds can be written vertically on the left side of the sheet, but boxes should NOT be made in order to (a) be able to scan each field quickly and (b) know where to put late buyers or seeds from a collapsed section.

It may be helpful to write the color of the entry blank next to the section letter. Smoking/non-smoking requests will be honored as though seeding two separate events.

Names of the first and second seeds should be written on the form. Do not worry about first and last names, just write names which identify the pair. If it is impractical to write the third and fourth seed names, the seeder may wish to make some notes, using any comfortable system such as check marks or pluses and minuses. When dealing with only one or two seeds, specific table numbers should be recorded. To minimize people movement at the end of the sale, two-seeds should be sold in the reverse section order from the one-seeds. For example, in a Section ABCD sell, the two-seed from Section D east should be the first two-seed sold, if A north is the first one seed. Do the same with the three and four seeds.

During the sell, ONLY the Director handles the money. The seeder pulls the entry, and hands it to the Director who collects money and gives the entry to the player. The seeder then writes the names on the form. Some Directors prefer that the seeder tell them the section, number and direction, and they find the entry to give to the player. This is also an acceptable method.

Toward the end of the sale, the seeder should scan the chart for balance to know where to put the seeds who purchase late entries. Or, if a section is added and there are not enough late-purchasing seeds, the seeder needs to know where to pull one out to send to the new section. Sections should not be left without a seed. This type of switch is necessary but, in general, switches should be avoided.

SECTION 4: SEEDING CHAIR DUTIES AND RESPONSIBILITIES

The Seeding Chair will recruit seeders, make out the schedule of all events to be seeded and assign an appropriate number of seeders to each. The Chair will work with all appropriate Directors in planning for each event to be seeded. This includes location of selling stations, expected attendance, and other details.

The Chair will prepare seeding charts for appropriate events, material to be given seeders, and articles for the Daily Bulletin and will train seeders as necessary. Each seeding day, the Chair will oversee seeding, fill in, help, and check on each selling area. In addition, the Chair will assist with the seeding for the second and third days of National events.

The Chair is responsible for obtaining scrip from the ACBL Finance Officer, paying each seeder after their work is finished, and keeping records. A report is to be prepared at the end of the tournament and given to ACBL management.