

CHAPTER XIII – GENERAL TOURNAMENT INFORMATION

G. TOURNAMENT DIRECTORS, FINANCE and TOURNAMENT ASSISTANTS

Section 1 – Duties, Responsibilities and Remuneration

- 1.1 ACBL management is charged with the ultimate responsibility for determining the rating and quantity of Tournament Directors assigned to a tournament, subject however to the proviso that, whenever possible, individuals so assigned shall be those living in the closest proximity to where the tournament is held. This shall not supersede existing regulations giving the sponsor of a tournament the right to refuse to accept for cause any staff member thus assigned.
- 1.2 Tournament Directors shall be required to wear their name badges at every tournament and should be introduced prior to play.
- 1.3 TDs may dress in ACBL shirts approved and used for other days at NABCs.
- 1.3 An individual may not play professionally at a tournament at which he is assigned or employed as a Tournament Director.
- 1.4 Salaried employees of the ACBL are prohibited from campaigning for or against a candidate in the election of District Directors and Alternate District Directors. Nothing herein shall be deemed to deprive such employee of his right to vote.
- 1.5 The ACBL shall not engage for compensation, in any capacity whatever, any individual who himself or herself is a member of the Board of Directors of the ACBL or a candidate for such position.
- 1.6 Active, rated Tournament Directors may not serve on Unit and District boards as a voting member.
- 1.7 An active, rated Tournament Director may not serve as a proxy to vote at Unit and District meetings.
- 1.8 ACBL management is given the authority to include or exclude the Director-in-Charge in considering the staffing guideline for larger tournaments.
- 1.10 Each Tournament Director will be required to be certified in accordance with his rank.
- 1.11 Morning and midnight games are excluded for the purpose of calculating the tables/director session statistic (including morning knockout sessions).

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Section 2 – Finance

- 2.1 The ACBL shall absorb the cost of providing Tournament Directors for the charity games that are held on the Thursday evening prior to the commencement of each NABC.
- 2.2 The Board of Directors adopts the following goal: revenues from tournaments will recover all direct costs, excluding any indirect cost allocations, attributable to tournament operations.
- 2.3 Compensation for all Tournament Directors will be as with other ACBL employees and will follow normal budgetary procedures.
- 2.4 Sponsor fees will be reviewed on an annual basis as a part of the ACBL budget.
- 2.5 The Director-in-Charge fee will no longer be a separate fee charged to the tournament sponsor. The Tournament Director fees charged to the sponsor will be increased to cover the Director-in-Charge fee across the board.
- 2.6 When non-salaried Tournament Directors are assigned as the Director-in-Charge, the tournament invoice will reflect the Director-in-Charge fee and such fee will be paid to the Tournament Director. The salaried Tournament Director's annual salary includes an amount to cover serving as DIC.
- 2.7 Tournament Directors are entitled to single rooms. These rooms shall be located in the facility, except for American Plan or resort hotels or where the facility is not a hotel. In such cases, Tournament Directors are entitled to single rooms at a hotel or motel in close proximity to the facility or, if provided elsewhere, suitable transportation arrangements must be made. Arrangements made for accommodations of Tournament Directors are subject to ACBL management's review. The ACBL will designate arrival and departure times when it forwards the list of the assigned staff.
- 2.8 Tournament Directors who choose to drive rather than fly to tournaments shall be entitled to travel reimbursements of either (a) mileage at IRS allowable rates plus tolls or (b) a reasonably priced available airfare (travelling at reasonable hours), plus ground transportation fare at both ends of the trip, whichever is less. In cases of disagreement, the final decision will be made by ACBL management.
- 2.9 Units may request Tournament Directors of their choosing, given cause. When the sponsor of a Sectional tournament requests and receives approval to have a Tournament Director other than one who would have been assigned by the ACBL (the nearest Director of highest rank), that sponsor will assume the

financial responsibility for the difference in the transportation expenses.

2.10 Tournaments will be charged IRS allowable per diem as paid to the Tournament Director in the US.

2.10.1 Tournament directors will be paid, and tournaments will be charged, the per diem amount specified as allowable by the Canadian Revenue Agency in Canada.

2.11 In Mexico and Bermuda, the per diem amount paid to Tournament Directors and charged to the tournament will be the rate approved by the appropriate local taxing authority, not to exceed \$42.00. If there is no approved rate by local taxing authority, the charge will be \$42.00. The per diem rate charged for all non-continental US locations of the US will be equal to but not greater than the highest continental US rate.

Section 3 – Tournament Assistants (formerly titled Tournament Computer Operator Technicians in Canada)

Tournament Assistants (TAs) are contractors/employees of the Unit or District sponsoring a tournament and are not employees of the ACBL. ACBL's Tournament Directors are not to assist the Tournament Sponsor in recruiting, determining pay rates, scheduling and/or paying TAs, Caddies or other employees, contractors, or volunteers of the Unit/District.

Use of Tournament Assistants

- TAs must have passed the ACBL Tournament Assistant accreditation exam and meet the approval of the tournament Director-in-Charge (DIC).
- TAs will not be included or noted as staff in ACBL's tournament management systems such as TourneyTRAX, nor in tournament advertising.
- The specific work assignment of the TA can be defined by the DIC. The ACBL's Tournament Directors may convey their scheduling needs and preferred qualifications to the Tournament Sponsor in advance of hiring any employees.
- TAs are not to be used in lieu of part-time or full-time ACBL Tournament Directors who do not incur hotel or significant transportation expenses or when such expenses are nearly equivalent.
- A TA may not be used when, in the opinion of ACBL Tournament Management, that use precludes the use and training of an ACBL-employed Tournament Director without providing the sponsor with a substantial financial benefit or substantial increase in directing capability. The determination of "substantial" rests with ACBL Tournament Management.
- If tournament attendance is lower than expected, the DIC will discuss with the Tournament Sponsor the laying off Tournament Assistants before Tournament Directors.

Tournament Sponsor Acknowledgement Form

- The ACBL will provide this document, which must be completed for all tournaments using TAs. The document must be signed by the District/Unit President or by the Tournament Chairperson, indicating that:
 - The sponsor recruited and arranged for the TA work with no involvement from an ACBL employee.
 - The TAs and any other employee or contractor hired by the Unit/District will be paid directly by the sponsor.
 - The sponsor is responsible for, and will ensure that, all required reports including 1099/W2 tax reporting documents are filed with the proper agencies. All employment issues such as compensation, payroll taxes, insurance, etc. are the sole responsibility of the sponsoring organization.