

# PLEASE, WHATEVER YOU DO, DO NOT READ ANY OF THESE INSTRUCTIONS!!

(OK, if you got here, you are already not following the instructions for this STaC. Let this be the only time. ☺)

- Having results sent to incorrect email addresses. How hard is it to read or type %^#@zzz.com?
- Receiving result emails with no game file attachments, receiving files that aren't gamefiles (BWS, LZH, HTM, or TXT) or receiving games from the wrong date (do you really want your gamefile from three months ago in this STaC??!!). Before you hit send, look at the name of the attachment on the email. If the first 6 numbers aren't the date of your game and the last three letters aren't ACM (morning), ACA (afternoon) or ACE (evening), you are about to send the wrong file. It may get you a starring role on America's Funniest Bloopers, but...
- Not responding to an email asking a question about the file you sent. During STaC week, you must read your emails, or, if you want questions sent to someone else, put their name and contact info in the text of your email. No one likes to be ignored. During STaCs, ACBL directors are bored and need human contact.
- Not being notified about a registered game that is not held. Just like the proverbial bride or groom left at the altar, if you register for a game, we expect to get it and are full of anticipation. If you don't hold the game, let us know immediately. No one likes to be stood up when they expected a hot date.
- Receiving a call that a club can't register for a game or download handrecords...10 minutes before the game starts!!! Sorry, last minute surprises may be fun for birthdays but not STaCs.
- Setting up the game incorrectly. The instructions, including stratum limits, how the game should be stratified (by average or by higher player), sanction number, event codes, etc., are all in the Game Setup & Reporting Instructions. Download them and, even more novel, read them. We promise, they are not written in Klingon. And, when you set up the game, any game, be sure you set it up as a Mutli-site event. Otherwise, your players will think they are getting tons of points they really aren't. Sorry, there are limits to what the ACBL silver mines can produce each week and it is our job to make sure you don't give away too many.
- Putting in the wrong name of the director in the game setup. When the director is setting the game up in ACBLscore, and sees a name that is not their own, they should change it. The odds that Mr. or Ms. Various is actually directing the game are very small, and no parent named their child Fred/Melissa/George. And, dead people don't direct games (at least not well). So, only one name please, preferably, the actual director's.
- Make sure your ACBLscore database is up to date. If Jeff Meckstroth and Eric Rodwell come to play in your game, and your computer thinks they belong in strat C, it is probably out of date. And, if an out-of-towner comes to play, and they aren't in your database, ask them how many points they have and get their ACBL number. Then, put that number, or any player's number you don't already have, into your database for the future.
- When the STaC is over, send money promptly to the unit treasurer or wherever your instructions designate. It is very frustrating for the volunteer treasurer to have to "beat up" the clubs to get the money for the STaC fees so they can be sent to the ACBL, so be considerate and send them the money quickly.

And the #1 Pet Peeve of STaCs is...

- If you are having problems with your game or your internet, call and let us know. We can have the patience of Job if we know there is a problem and, believe it or not, we may actually be able to help solve it. We get paid whether you call us or not, so you might as well use the services available to you.

**Instructions May 2015 STaClet**  
**Friday, May 29 - Sunday, May 31, 2015**  
**SANCTION # ST1505191**  
**DIC: Marilyn Wells**  
**Email: marilynwells@optimum.net**

**This is the only email that results and questions are to be sent to. Emails sent to other/former email addresses may not be received and therefore may not be processed.**

Thank you for participating in the **May 2015 Sectional Tournament at Clubs** for unit 242. PLEASE read these instructions carefully before you run your game. Even if you have run STaC games before, PLEASE read these instructions. **In order to make this event work, it is very important that you follow all instructions carefully!**

**HAND RECORDS:** Must be downloaded from the ACBL website link for this STaC and used for all pair games. You may not use "common game" hands. If you need help in registering your club or in downloading the necessary files, please contact Marilyn Wells, the Director in Charge at **973-585-7816** or **marilynwells@optimum.net**. Please note – this is a relatively new email address.

**HELP!!!** If you need assistance with any problems, questions or rulings that come up during the game, **Marilyn Wells** is the Director in Charge of the event and will be on call. Reach her at **973-585-7816** or **marilynwells@optimum.net**. The director **MUST** be notified immediately in the case of any problems or irregularities, such as, but not limited to, the use of wrong hands. Please make this notification **PROMPTLY!**

**REMINDER:** ALL games must play 20 boards.

**PLAYING DIRECTORS:** Non-playing directors are encouraged, but not required for games with no more than once section of 17 tables or less. Non-playing directors are **REQUIRED** in games larger than 17 tables or with two or more sections. **If a director does play in a one section game with 17.0 tables or less, the director and partner will be eligible for session, not overall awards. In any case, a director may not play if they have participated in pre-duplicating the boards.** (Pre-duplication by machine does not disqualify a director from playing in the game.) **As such, it is necessary for the club to correctly record the name of each game's director in the ACBLscore setup information.**

**GAME NOT HELD:** If a game for which you have registered is not held, please be sure to notify the ACBL director as soon as possible. Delaying notification will also delay processing the overalls for all other clubs.

**AFTER THE GAME:**

- Type "**BACK**" at the command line (or if using the Windows editions of ACBLscore, select "FILE" then "BACKUP") Save the file to your hard drive or flash drive. E-mail the file you just created as an attachment to the following address: **marilynwells@optimum.net**. **For morning games, please send the .acm file, for afternoon games – send the .aca file and for evening games – send the .ace file.**
- **DO NOT SEND:** lzh, txt, bws or htm files. They are NOT game files and cannot/will not be processed.
- Subject Line: please include club name, unit number, day and session. Example: Bob's Club, Unit 555, Thurs Aft
- The game file should be sent as soon as possible, but **MUST BE SENT** within 24 hours after the game to be included as part of the STaC. If you have an emergency reason why you are not sending your game file in a timely basis, you must contact the Director-in-Charge.
- **IMPORTANT: SUNDAY game files MUST be sent within 12 hours of completion.**

**CORRECTIONS:**

- **The correction period expires 24 hours after the end of the session.**
- If you have already submitted your results, but have a score correction to report within the time limit, **E-MAIL ONLY THE CORRECTION, with the board and pair numbers, and the correct score to Marilyn Wells. Do NOT re-send the game file ... please!**

**SETTING UP THE GAME IN ACBLscore:**

Start out by setting up your game using ACBLscore in the usual manner ... However ...

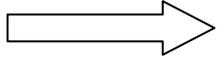
**EVENT RATING:**

Select (9) Sectional Tournament at Clubs (STaC) or Prog Sectionals  
Then (1) Sectional Tournament at Clubs

Associate the STaC with a club? YES, then select your club and session number

**STRATIFICATION:**

If you want your game to be eligible for overall awards, you MUST set the strata to the right numbers. If you are running an invitational or a masterpoint-limited game, you may choose other strata.



**use OPEN/2000/750 as the correct strata. Stratify by higher player**

**UPDATE YOUR CLUB DATABASE!!** If you do not know how to do this, call Marilyn and she will help you. It is important that you put your players in the correct strat.

**RESTRICTIONS:**

Choose "0" if you are running an open game;

Choose "1" if the game is invitational (not open to the general public) Masterpoint restrictions are handled elsewhere.

**CHAMPIONSHIP RATING - YES**

**NUMBER OF SESSIONS – 1**

**MASTERPOINT RESTRICTIONS** : none, if running an open game, otherwise, input the limits for your game.

**IS THIS A MULTI-SITE EVENT? – YES –** You must choose yes to avoid generating overalls at your club.

**TOURNAMENT DATA:**

**EVENT NAME:** Include the day and session (Morn, Aft or Eve) e.g. "Tues Aft Pairs"

**SANCTION:** For this STaC, all units will use the same sanction number. It is **ST1505191**

**EVENT CODE:**

The first 2 digits are the club session number (Monday morning is 01, Friday evening is 15, etc)

The next 2 digits are OP for open pairs, IP for invitational pairs, LP for limited (by masterpoints) pairs,

T1 for one session Swiss and T2 for two session Swiss. For example, 07OP is Wed AM Open Pairs

**NOTE: If there are fewer than 5 tables in your game, the game is sectional rated, but will be scored as a separate event unless there are other under five table games to combine with.**

**MORNING? AFTERNOON? EVENING?** Games beginning before Noon are counted as morning sessions. Games starting between Noon and 5 PM are afternoon sessions. Those starting 5 PM or later are evening sessions. Please be sure to register for the correct session and to use the correct hand records for your session

**ENTERING PLAYER'S NAMES:** Please try to get ACBL numbers for all players. If you are CERTAIN that a player is not a member put NM for his ACBL number. If a player comes to your club who has an ACBL number but does not know what it is, or if you are unsure if he is an ACBL member, leave his number blank or put NA (for "not available") **DO NOT ENTER THEM AS NON-MEMBERS.**

**TABLE MOVEMENTS – The use of hand records is required in this STaC**  
**For STaC games using hand records**  
**(not shuffled or using pre-duplicated boards)**  
**If using shuffled or pre-duplicated hands, use your regular movements**

**NOTE: Before distributing hand records, PLEASE seed/balance your game so that you have approximately the same number of pairs in each stratum, in each section and direction. It is not acceptable to have “a weaker section” or “the pro section”.**

- 5 TABLES: E-W pairs up one table, boards down one table. (For SEEDING: have EW seeded pairs sit one table below NS seeded pairs during duplication). 6 boards per table, 4 rounds
- 6 TABLES: Boards down one table, skip after round 3, 5 boards per table, 5 rounds
- 7 TABLES: E-W pairs up one table, boards down one table. (For SEEDING: have EW seeded pairs sit one table below NS seeded pairs during duplication). 4 boards per table, 6 rounds
- 8 TABLES: Boards down one table, skip after round 4. 4 boards per table, 6 or 7 rounds
- 9 TABLES: E-W pairs up one table, boards down one table. (For SEEDING: have EW seeded pairs sit one table below NS seeded pairs during duplication). 3 boards per table, 8 rounds
- 10 TABLES: Boards down one table, skip after round 5. 3 boards per table, 8 or 9 rounds.
- 11 TABLES: Boards down two tables, 3 boards per table, 8 or 9 rounds
- 12 TABLES: Boards down two tables, skip after FIFTH round, 3 boards per table, 8 or 9 rounds
- 13 TABLES: E-W pairs up one table, boards down one table. (For SEEDING: have EW seeded pairs sit one table below NS seeded pairs during duplication). 2 boards per table, 12 rounds
- 14 TABLES: Boards down one table, skip after round 7, 2 boards per table, 12 or 13 rounds
- 15 TABLES: Boards down two tables, 12 or 13 rounds
- 16 TABLES: Boards down two tables, skip after SEVENTH round, 12 or 13 rounds
- 17 TABLES: Boards down two tables, 12 or 13 rounds
- 18 TABLES: Boards down two tables, skip after SEVENTH round, 12 or 13 rounds

NOTE: For small (3-6) table games, you may run Howell movements as long as the boards have been pre-duplicated by a non-playing director or other club official.

Submitting Table Fees:

Please send one check for all STAC games held, after your last game.  
Make the check payable to your unit unless specified differently below  
**ALL CHECKS SHOULD BE POSTMARKED BY June 7, 2015 AT THE LATEST.**  
Please send a check for the table fees as follows:

Unit 242: \$7.00/table      Dave Schwartz  
7 Maxwell Court  
Huntington, NY 11743

2015  
General Conditions of Contest and Guidelines for  
Sectional Tournaments at Clubs (STaCs)

Sectional Tournaments at Clubs (STaCs) provide bridge players with the opportunity to win Silver Points at their local clubs. All of the ACBL's rules, regulations, and procedures for running a Sectional tournament apply to the organization and management of a STaC. ACBL's current STaC guidelines and fees will apply.

Sponsoring organizations may, with ACBL approval only, amend these conditions for a specific event. Such amendments should appear in all printed tournament schedules and be posted prior to the start of event.

The Director in Charge shall make the final decision on any item in these conditions. Furthermore, the Director in Charge will resolve any issue not specifically covered.

**SPONSORING UNIT**

1. A STaC may be scheduled for up to seven consecutive days, but may include only one weekend - however, Management may grant an exception to the weekend requirement for cause. A sanction application must be sent to the appropriate District Tournament Coordinator at least 12 months prior to the scheduled tournament date. The ACBL may sanction a STaC when it receives the sanction application with fewer than 12 months advance notice if there are no scheduling conflicts and the STaC can be advertised in "The Bulletin" calendar schedule at least one month prior.
2. While only Units may apply for a sanction to hold a STaC there is no objection to a Unit nominating a District or Districts to conduct the tournament. In District-wide STaCs all clubs within the District(s) must be offered the opportunity to participate. Participation is at the club level when sponsored by a District. If a Unit outside of the sponsoring District wants to participate, all clubs within that Unit must be invited to participate (The unit must receive approval from it's district coordinator).
3. A sponsor may schedule morning, afternoon and/or evening sessions. For the purpose of determining in which session a club should participate use the standard club session designations. The local sponsor must designate the sessions to be scheduled. As an example: Morning games would be those starting prior to 12:00 local time, afternoon games start prior to 18:00 local time, and evening games 18:00 and later. Morning and afternoon games may not be combined as day games nor may afternoon and evening games be combined.
4. STaC sessions may be scheduled at any participating club for any session that the club has a regularly sanctioned game at that club. Additional games may be held at the option of the sanctioned club. However, when a scheduling conflict exists, preference shall be granted to the club that holds a regularly scheduled game (within a 25 mile radius) at the time in question. The STaC sponsor has the final decision.
5. Each Sponsor must develop a schedule of games and Conditions of Contest. This schedule and the CoC will be posted on ACBL's web site. Open and limited Stratified Pair and Swiss team events may be scheduled. All pair events are single-session events. Team games shall be stand-alone events at the site played.
6. All masterpoints awarded are silver **and 90%** sectionally rated. For any games that are combined

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from multiple clubs, masterpoint will be based solely on the number of tables in the combined games, with no credit for any other concurrent games. **However, for Swiss Team events, which are never combined across clubs, or open events with only one club participating, the tables used to calculate awards for the open event will be the sum of those in the open and the concurrent limited event at that club, if one is held.**

7. The use of hand records is encouraged but not required. For a STaC using hand records, games at sites not using hand records will be entered as a side game for ranking and masterpoint awards (65% of sectional rating).
8. Masterpoint levels and strat limits will be set by the STaC sponsor. The strat levels will be the same for all open pair games and for like limited pair games. Swiss team events are at club option.
9. The sponsor is responsible for notifying all club managers to register for the upcoming STaC. An e-mail blast may be requested for those managers with an address on file. Snail mail notification will need to note that they must register online and submit results by e-mail to participate.
10. The organization receiving the sanction (sponsoring organization – ‘SO’) is responsible for the collection of any fees due from a participating ACBL sanctioned game. Each participating club is responsible for submitting all fees to the sponsoring organization in a timely manner. The ‘SO’ is also responsible for ensuring that all fees due the ACBL are remitted in a timely manner. Should a participating club owe a debt to a unit, district, conference or ACBL, the ‘SO’ may ask Management for assistance in collection as permitted by ACBL regulations.

### PARTICIPATING CLUBS

1. Any club within the area of the participating Unit may hold a STaC game in lieu of its regularly scheduled club game. Additional games may be held, as noted above.
2. The ACBL General Convention Chart will be used unless the sponsor specifies and advertises otherwise.
3. A minimum section size of 10 pairs is needed to be included in the Championship session. Sections with fewer than 10 pairs may be reported, combined, and included as a separate Sectionally rated Championship event. This restriction may be modified or waived, prior to the start of the tournament, at sponsor option.
4. Invitational (not masterpoint limited) games will be scored and ranked as stand alone sectionally rated Championship event with 1 restriction (80% sectional rating) unless these games are opened to all players and advertised as such. Invitational clubs will use the same limits as the open event and will be combined for overall ranking.
5. Limited masterpoint games will be scored and ranked alone unless a like limited masterpoint game is held at one or more other STaC sites. In this case, these games will be scored together for overall rankings and masterpoint awards.

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6. Playing directors may not duplicate the boards by hand in games using hand records. The club director of such a game may play only with the consent, in advance, of the DIC of the STaC. However, duplication by machine does not disqualify a director from playing in a game in which they would otherwise be allowed to play.
7. Non-playing directors are encouraged but not required for games with no more than one section of 17 tables or fewer. Non-playing directors are required in games larger than 17 tables or with two or more sections.
8. In games of one section and 17.0 tables or less, a playing director and his/her partner (or teammates) are not eligible for overall awards but will receive session (or match win) awards at the local club. This restriction may be waived by the STaC sponsor **for all games in the STaC (not on an individual club basis)** to allow playing directors and partner to receive overall awards, but such waiver will only apply to single section games of 17.0 tables or less. (Games of two sections or more, or more than 17.0 tables, cannot have a playing director at all, and, if the director does play, the director and partner would not be eligible for masterpoints at all.) **To implement this rule, it is mandatory that each club list the name of the person directing each club's game when setting up the ACBLscore game information.**
9. Each club must report its results to the (DIC) within the designated time limit. The time limit is 24 hours from the end of its game unless the sponsor specifies an earlier time limit. In no case may this time limit be less than 12 hours from the end of the game. Club games not reported within the time limit will be scored, ranked, and issued masterpoints as a sectionally rated side game if received prior to the final reporting period.
10. Reporting will be by e-mail attachment of the gamefile. At sponsor option, special reporting arrangements may be made for games with fewer than 17 tables. Reporting procedures will be posted with the sponsor's STaC Conditions of Contest.
11. The final reporting period for the STaC ends 12 hours after the last event ends. Later reports will be returned to the club, to be reported as a regularly scheduled club session.
12. The correction period at each club is the same as the reporting time limit. A club must post a copy of the recap for inspection at the end of each session.
13. The club manager must register for all sessions to be held using the registration process available on ACBL's web site at least two days prior to the start date of the STaC. Late registrations are at the discretion of the DIC.
14. The club must notify the STaC DIC of any scheduled session that is canceled within one hour of the start time for the session.
15. The STaC sponsor may require clubs to download hand record files from ACBL's web site.
16. In order to be eligible for overall awards in a STaC, or any event that is scored across more than one club, the minimum number of boards played is set at 20.

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**Director-in-Charge**

1. The DiC of a STaC must be an ACBL Tournament Director or higher rank.
2. The DiC of a STaC, and the sponsor, will develop reporting guidelines and specific conditions of contest to be posted on ACBL's web site at least six weeks prior to the start of the STaC..
3. The DIC of a STaC will label hand records when used.
4. The DiC will organize and provide results to participating clubs for each session after the deadline for reporting the game results.
5. The DiC will create reports at the end of the STaC as requested by the sponsor.
6. The DiC will provide standard Sectional tournament reports.
7. In addition to the expected functions of a DIC, the DIC may be asked to perform a variety of additional tasks. Typical tasks may include distribution of hand record printouts, pre-tournament advertising, or a post-tournament bulletin. The DIC and the sponsor will determine the time and fees for these tasks.