

Tournament Chairperson

The Tournament Chairperson shall be responsible for the Sectional Tournament held over the Memorial Day weekend and the 299er Tournament held jointly with San Diego Unit 539. Duties include:

1. Secure a Sanction, including suggesting a Director in Charge, from ACBL one year in advance of the Tournament.
2. Prepare a Tournament Schedule.
3. Secure a site for the Tournament. (Ensure adequate tables and chairs along with supplies)
4. Order an "e-mail blast" from the ACBL if needed.
5. Arrange for Caddies. (not too many)
6. Arrange for Unit members to maintain a partnership desk. (for all levels of play)
7. Arrange for bridge supplies including table markers, pencils, sharpener, entry forms, pickup slips, convention cards, Swiss entry forms, Swiss pickup slips, microphone, tables, chairs, boards, and cards. These are the normal responsibility of the Club Manager.
8. Arrange for clean up.
9. Arrange for hospitality at each session. Coordinate support as required.
10. If lunch is served, arrange for a team to run the lunch each day.
11. Arrange for security of the building.
12. Oversee discipline of errant players.
13. Keep a record of game results.
14. Prepare and submit to the Treasurer a financial report for each Tournament.