

Victoria, BC – Unit 431
Job Description – Tournament Coordinator



General

The Tournament Coordinator (TC) ensures all Unit 431 tournaments are properly registered with ACBL and that dates, venues, sanctions and Directors-in-Charge are arranged at least six to twelve months in advance of each tournament.

Specific tasks

Dates

1. For tournaments requiring other than a local Director (e.g. Spring and Fall Sectionals), propose appropriate dates after consultation with Unit 431 Board of Directors. Discuss proposed dates with District 19 Director of Tournaments (*2011 Matt Koltow*) and Director-in-Charge (*2011 Matt Smith*) and agree on dates that can be submitted to ACBL for approval.
2. For tournaments requiring coordination with another Unit's event date (e.g. Christmas Bridge Party), ensure that Unit 431 is included in that event (e.g. Western STAC).
3. For tournaments requiring only a local Director (e.g. Annual General Meeting, Ace of Hearts, Ace of Spades, Newcomers' Game, Mentor Games), propose appropriate dates after consultation with Unit 431 Board of Directors and Chairs of the various events. Agree on dates with local Director(s) and Club Owners, as appropriate.

Venues

1. For Spring and Fall tournaments, reserve facility after date is confirmed by ACBL.
2. For all other tournaments, reserve facility at least six months in advance of planned event date.

Sanctions

1. Obtain sanction numbers for all tournaments from ACBL (*2011 via Van Buchanan*).
2. For Christmas Bridge Party, obtain sanction number and special number applicable to the Unit's location from the Western STAC organizer (*2011 via Matt Smith*).
3. For Mentor Games, ensure that sanction numbers are obtained as a series. (*2011 via Van Buchanan*).

Directors

1. For Spring and Fall tournaments, confirm availability of Director-in-Charge (*2011 Matt Smith*).
2. For Christmas Bridge Party, confirm availability of preferred Director-in-Charge (*2011 Matt Smith*). If preferred Director-in-Charge is not available, confirm availability of preferred Local Director (*2011 Merv Adey*). If neither is available, discuss with Unit 431 Board and engage an alternate Director.
3. For Ace of Hearts and Ace of Spades games, confirm availability of preferred Local Director (*2011 Merv Adey*). If he is not available, discuss with Unit 431 Board and engage an alternate Director.

4. For Mentor Games, there is no role for TC. Mentor Games organizer (*2011 Alison Campbell*) finds volunteer Directors and confirms them a minimum of two months ahead.
5. For other Unit 431 games (e.g. AGM game, Newcomers' Game), discuss with Unit 431 Board and engage an appropriate local Director.

Create flyers

1. For Spring and Fall tournaments, create flyer(s) and discuss with relevant event Chair before sending to ACBL for approval.
2. For all other Unit 431 games, create flyer(s) and discuss with relevant event Chair before sending to ACBL as information and for posting on ACBL website.
3. Send ACBL approved flyer to District 19 webmaster for posting on website.
4. Send email notice to ACBL at least four months in advance to be distributed to District 19 members electronically before the sectional tournaments.

Create / Update Event Planning Document

1. At least three months in advance of each tournament / event (except Mentor Games), provide an updated Tournament / Event Planning Document to tournament / event chair.
2. After each tournament / event debrief, incorporate improvements / changes into the relevant Tournament / Event Planning Document.

ACBL Contact person

1. Act as ACBL contact person for tournament-related matters.

Other tasks

As assigned by the Unit 431 President from time to time.