



## **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 six to twelve months in advance of each tournament.

### Specific tasks

Choosing dates for tournaments is an iterative process. Check ACBL calendar for conflicts, check venue availability and director availability, before committing to dates. Details below.

### Dates

1. Review ACBL Calendar of Events on ACBL Tourney Trax system to ensure proposed dates do not conflict with other nearby events or STACS.
2. Identify director availability with ACBL, there are no ACBL directors on Vancouver Island so they have to be brought in and housed.
3. For tournaments requiring only a local director (e.g., Annual General Meeting, Ace of Hearts, Ace of Diamonds, Ace of Spades/Rookie Game, Mentor Games), consult with Unit 431 Board of Directors, to confirm what events the Board wishes to run each year. Try to avoid conflicts with local club games, and if conflict is unavoidable, give local club owners advance notice. Agree on dates with local Director(s) and Club Owners, as appropriate.

### Venues

1. For Spring and Fall tournaments, reserve facility after date is approved by ACBL. It is recommended that venue availability be confirmed before applying for an ACBL sanction. It may be that venue availability limits the choice of tournament dates.
2. For all other tournaments, reserve facility six months in advance of planned event date.

### Sanctions

1. Apply for sanction numbers for all tournaments from ACBL, using ACBL Tourney Trax system.
2. For Mentor Games, ensure that sanction numbers are obtained as a series.

### Directors

1. For Spring and Fall tournaments, confirm availability of ACBL directors.
2. For Christmas Bridge Party, consult with Board of Directors to determine Director. Confirm if Director is available.
3. For Ace of Hearts, Ace of Diamonds, and Ace of Spades tournaments, confirm availability of local Director.
4. For Mentor Games, there is no role for Tournament Coordinator aside from obtaining sanction. Mentor Games organizer finds volunteer Directors and confirms them a minimum of two months ahead.
5. For other Unit 431 games (e.g., AGM game), discuss with Unit 431 Board and engage a local Director.

### Chairs

1. Confirm Chair for all tournaments.
2. Provide tournament planning spreadsheet from Unit shared files to the assigned Chair.

### Flyers

1. For Spring and Fall tournaments, create flyer, obtain approval of Unit 431 President and Treasurer, and discuss with relevant event Chair before sending to ACBL for approval.
2. Send ACBL-approved flyer to District 19 webmaster for posting on website.
3. 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.
4. Send approved flyer to Unit Webmaster to post on Unit 431 website.
5. Ensure flyers are delivered to local clubs (usually by Chair of event.)
6. Send email notice to ACBL at least four months in advance to be distributed to District 19 members electronically before the sectional tournaments.

### Event Planning Document and Tourney Trax

1. At least three months in advance of each tournament or event (except Mentor Games), provide an updated Tournament or Event Planning Document to the Chair
2. After each tournament or event debrief, incorporate improvements or changes into the relevant Tournament or Event Planning Document.
3. Complete tournament evaluation form on Tourney Trax after each tournament.

### ACBL Contact person

Act as ACBL contact person for tournament-related matters.

Other tasks as assigned by the Unit 431 President from time to time.