



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. Review ACBL Calendar of Events on ACBL Tourney Trax system to ensure proposed dates do not conflict with other nearby events or STACS.
2. For tournaments which may require 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 local Director-in-Charge (Matt Smith or alternate) and agree on dates to be submitted to ACBL for approval. To minimize costs, it is preferable to have local directors run tournaments when possible.
3. 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) if possible.
4. 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), 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. Note: Coordinating the venue and tournament dates is iterative. 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 at least six months in advance of planned event date.

Sanctions

1. Apply for sanction numbers for all tournaments form ACBL, using ACBL Tourney Trax system.
2. For Christmas Bridge Party, obtain sanction number and special number applicable to the Unit's location from the Western STAC organizer if applicable.
3. For Mentor Games, ensure that sanction numbers are obtained as a series.

Directors

1. For Spring and Fall tournaments, confirm availability of Director-in-Charge.

2. For Christmas Bridge Party, consult with Board of Directors to determine preferred Director. Confirm if preferred Director is available. If not, 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. If they are 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 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 an appropriate local Director.

Chairs

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

Create and distribute 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.

Create / Update 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

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

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