**Sectional Tournament Chair Responsibilities**

sectional@denverbridge.org

* Obtain ACBL sanctions for all Sectional, I/N Sectional, I/N Regional and open Regional tournaments.
* Ensure that all ACBL requirements for tournaments are met.
* Ensure the appointment of tournament directors by ACBL for all Sectional and regional tournaments.
* Coordinate the obtaining and set-up of necessary equipment at the tournament sites, e.g. tables, chairs, mike, etc
* Coordinate with the Supplies Chair to ensure that the necessary tournament supplies and equipment are delivered in a timely manner to the tournament site and are packed and crates loaded and returned to the storage company.
* Ensure that the tournament directors have available all the pertinent supplies.
* Organize volunteers to help with tournament set-up and check-in procedures as needed.
* Coordinate with the Hospitality Chair in setting up for all catering needs.
* Ensure that the Communications Chair has all the necessary information required for producing tournament flyers.
* Work with the site personnel in organizing the event site.

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| **Author/Revised by** | **Date** |
| Kathleen Kelly | March 30, 2023 |
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