

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.

Author/Revised by

Kathleen Kelly

Date

March 30, 2023