

IN Tournament Chair Responsibilities

intermediatenovice@denverbridge.org

1. Venue
 - a. Identify a venue consistent with size of event and budget. Coordinate terms of contract with Board President and Tournament Chair.
 - b. Determine what items to be supplied by venue and items needed to be provided by unit.
 - c. Coordinate with venue re: Unit set up process.
 - d. Coordinate with supply chair If supplies are needed from Cowboy.
 - e. If supplies are needed to be purchased/ordered, make sure this is done.
 - f. Create a budget for tournament.
2. Tournament Director and Partnership Chair Responsibilities
 - a. Procure a Tournament Director well in advance and coordinate with ACBL and Tournament Chair for IN regionals to request a specific director
 - b. Discuss what support the TD needs with him/her.
 - c. Work with Partnership Chair as needed re: partnership duties.
3. Publicity
 - a. Create flyer with publicity chair and get appropriate number of copies made.
 - b. Get Board approval for flyer.
 - c. Assist Unit Secretary in flyer distribution.
4. Recommendations for Publicity:
 - a. If possible, play in surrounding clubs to make announcement for upcoming tournament.
 - b. Check in with outlying clubs to make sure flyers were received and check on address and contact person for delivery.
 - c. Deliver flyers to local teachers, especially teachers of beginning classes.
 - d. Make sure that flyer is posted on website and in latest copy of Table Talk.
 - e. Ask communications chair to utilize the pianola system to email flyer to members with limited points who qualify for the tournament. Possibly do this twice, once in advance, and once closer to date of tournament. Coordinate this with communications chair.
5. Registration and lunches
 - f. If appropriate, ensure that the registration form is activated on the website, and monitor signups.
 - g. Arrange for lunches.

Author/Revised by

Kathy McMahon

Date

March 30, 2023

