



## **PART B – TOURNAMENT ORGANISATION**

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# ORGANISATION AND RUNNING OF CLUB TOURNAMENTS

Each year, the Board of NZ Bridge publishes a schedule of Tournaments approved for the award of A Points and B Points. Details of the type of Tournaments run at all levels can be found Part E of this manual.

The overwhelming criterion of the success of any Tournament is “enjoyment of the players” and Tournament Organisers should always keep this in mind. Efficient and effective organisation of a Tournament does not happen automatically and, given the keen competition between Clubs and Regions, extra effort and good planning will usually pay off by attracting full and strong fields.

It is hoped that the following information will assist in the running of successful Tournaments. Reference should also be made to Part E of this manual for information on Tournament Grading and Master Point awards.

The planning and running of a Tournament falls into four broad headings:

1. Preparation and distribution of the Tournament Notice.
2. Acceptance of entries.
3. Running of the Tournament.
4. Preparation and distribution of Tournament results.

### **Phase 1: Agenda of Tournament Subcommittee**

1. Preparation and distribution of the Tournament Notice.
2. Appointment of a Tournament Organiser.
3. Appointment of a Director and a Chief Scorer.
4. Catering arrangements.

### **Phase 2: Acceptance of Entries**

1. Receive entries.
2. Prepare list of acceptances.
3. Define policy regarding replacements.
4. Prepare draw.
5. Confirm appointment of Director and Chief Scorer.
6. Decide on the movement.
7. Check that the right number of boards, for the type of Tournament being run, will be played with the movement selected.

### **Phase 3: Running of the Tournament**

1. Set up the room.
2. Welcome by President of Organising Body.
3. Tournament Director's Remarks.
4. Announce Appeals Committee.
5. Scoring.
6. Set up the room for the following session.
7. Prize money.
8. Synchronise the refreshments and prize giving.

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### **Phase 4: Preparation and Distribution of Tournament Results**

1. Prepare and distribute copies of the Tournament results to the following:
  - one copy to each of the Clubs who have members participating;
  - one copy to the Regional Committee Secretary;
  - two copies to the NZ Bridge Secretary.

The result sheet should show full names (first and surname) of the players gaining awards with Club affiliations in final placings.

2. Prepare results for the award of Master Points and forward to the NZ Bridge Secretary within one calendar month of the date of the Tournament. (These results must include details of all sessions – computer numbers and names – as well as final overall placings with computer numbers.) Clubs not using the NZ Bridge Scoring Program must also provide a Tournament Master Point Input Sheet for all Pairs events and a Teams Result Input Sheet for all IMP-scored events.

## **ORGANISATION AND RUNNING OF 10A AND 15A TOURNAMENTS**

### **15A (North, South and Centre Island Pairs and Teams Events)**

Outside of the National Congress, these are considered to be the premier events on the NZ Bridge Calendar. NZ Bridge is concerned that the technical management and the conditions of contest for these Tournaments are of the highest standard.

Although the running of these events is delegated to the Regions (who in turn may ask one of their Clubs to host the event), NZ Bridge reserves the right to approve the appointment of the Director and the format. Therefore, we urge organisers (the Match Committee) to consult with the Board if there is any doubt as to the appropriate format. The Secretary of NZ Bridge has a list of contact details of NZ Bridge Officials who can assist.

Every effort should be made to appoint a National Director to officiate or at the very least be present in an official capacity to assist a Tournament Director. If a National Director is not available, prior approval for a Tournament Director to officiate alone must be sought through the Secretary of NZ Bridge (see Tournament Director's Policy, page D36).

From time to time, NZ Bridge may wish to use the Tournament to assess someone sitting his/her National Director's Examination. This will be done in full consultation with the Region. The Director must have full control of technical and administration issues for the whole event, in particular, setting the format. If the Region or host Club has any concerns as to what the candidate proposes, these should be raised with the appointed examiner without delay.

### **Additional Organisational Requirements for 15A Point Tournaments**

The host Region may request a Club to host the event on its behalf.

The host Region must appoint a Match Committee, including:

- A representative from the host Club
- A representative from the host Region
- The Director (and, if applicable, the Supervising Director)

and must formally advise the composition of this Committee to the NZ Bridge Secretary.

The Match Committee is responsible for:

- Ensuring that all the requirements for the successful organisation and running of a Tournament described in this section of the manual are met.
- Establishing a suitable format – this should be over at least four sessions and, wherever possible, should include a final. For additional guidance with the format for Teams events, see below.  
**Note:** Where a Supervising Director is used, he/she must sign off on the format (see Tournament Director's Policy, page D36).
- Seeding the field.
- Appointing the Appeals Committee (see page C10).

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## **Additional Organisational Requirements for 10A Point Tournaments**

Regional Committees have full control over the organisation and running of 10A Point Tournaments, provided they comply with the minimum number of boards as set out in Part E of this manual and the Tournament Director's Policy (see page D36).

Nevertheless, NZ Bridge requires Regions to provide the necessary oversight of the event by appointing a suitably qualified Match Committee as described for 15A Point Tournaments above.

# GUIDELINES FOR TEAMS TOURNAMENTS

The planning and the running of a Teams Tournament follow the same general concepts as outlined on pages B3–B6. With many variations of playing format available, additional consideration must be given to this aspect of the event. It is important that the general format is included in the Tournament Notice, e.g. Round Robin or Swiss (depending on entries), Qualifying Rounds followed by a cut-off into Final/Plate sections etc.

### General Considerations

1. **Length of Tournament** – The format chosen will depend on the time available for the Tournament – whether it is one or two days. For one-day events, typically a 5A Point Tournament played over 60–80 boards, a Round Robin or Swiss format is recommended.
2. **Number of Teams** – An even number of Teams is preferable but not essential; with an odd number of Teams, the bottom three Teams in each round can play a triangular movement.
3. **Length of Matches** – For 10A Point Tournaments and above, a minimum of eight boards per match should be played. This is also suggested for 5A Point Tournaments.
4. **Number of Rounds in a Swiss Format** – The number of rounds played should be one-third to (at most) one-half of the number of teams in the field.

### Typical Formats

Details of suggested formats are provided on the NZ Bridge website, [www.nzbridge.co.nz](http://www.nzbridge.co.nz), in the Tournament section.

### Further Consultation

With such a wide variety of formats available, it is recommended that consultation as to a suitable format be considered, particularly for 10A and 15A Point Tournaments.

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## **GRADING FOR TOURNAMENT PLAY**

### **Junior Tournaments**

A Player holding not more than 5 A Points and 30 Rating Points at 1 January will be eligible to play in Junior Tournaments for all that year.

### **Intermediate Tournaments**

A Player below the rank of Provincial Master and holding not more than 100 Rating Points at 1 January will be eligible to play in Intermediate Tournaments for all that year.

### **Overseas Players**

Overseas visitors are welcome to contest Tournaments on the NZ Bridge Schedule. All such, visiting Players are graded as Open, unless they can provide clear evidence to the contrary.

Players now resident in New Zealand, who formerly belonged to an overseas WBF-affiliated bridge organisation, are automatically graded as Open for Tournament play upon joining the NZ Bridge Master Point scheme, unless they can provide clear evidence to the contrary (see also Overseas Master Points on page E8).