

Guidelines for Running East District Events.

1. General
 - 1.1 Prior to the Competition
 - 1.2 On the Day
 - 1.3 After the Competition
2. Teams Competitions
3. Pairs Competitions
4. Individual Competitions
5. Appendices.

1. General.

1.1 Prior to the Competition

1.1.1 Find out how much the host club require as table money – see Appendix 1.

Note the SBU entrance fee, which is generally available in the Scottish Bridge Union - Handbook and Competition Brochure for SBU Events, or the East District Summary of District Events for District Competitions.

1.1.2 At least four weeks prior to the event, prepare a “flyer” selling the tournament to prospective players. Ask all entrants to e-mail you (or telephone for those without e-mail), so that you have a good idea of the number of entries. Include the total entrance fee (above), the date, time, venue, approximate number of boards, and details of any subsequent rounds. The deadline for entries should be one week prior to the competition.

1.1.3 Ask Club Secretaries to notify you of any entries on their Notice Boards on the deadline date, and to remove the Notices.

1.1.4 About one week before the competition, advise the host Club of the approximate number of players for catering purposes.

1.1.5 Contact the Melville or Carlton Card Convenor at least a week prior to the event, to organise pre-dealt boards and hand records.

1.1.6 Determine how the competition is to be scored, e.g. by utilising BridgeMates or manually. If using BridgeMates, ensure you are familiar with their operation, and who to contact in the event of a problem. If competition is to be scored by computer ensure that you have access to the relevant program and that you are familiar with its operation.

1.1.7 Ensure that you know the location of any movement cards you may require. Consider how you will cope with slight changes to the expected number of Teams/Pair/Individuals as there may be no-shows or late entrants. Note that the SBU website, under Support/ Resources contains useful information on movements.

1.1.8 Consider whether you can act as sole organiser/ tournament director, or whether help is required.

1.1.9 Ensure you have telephone numbers for key personnel at the host Club, the East District and the SBU whom you may have to contact on the day. See Appendix 4.

1.2 On the Day

- 1.2.1 Arrive in good time to ensure that everything is set up correctly
- 1.2.2 Try to accommodate Teams/Pairs/Individuals who turn up without having previously registered.
- 1.2.3 Ensure there are travellers, table numbers, movement cards and score-cards at each table. Make sure the boards for the event are ready to put out and have any additional hands manually dealt if necessary.
- 1.2.4 Ensure you have a copy of the Rules of Bridge and permitted conventions.
- 1.2.5 Advise all players of the entry-fee, any limitations on permitted conventions, the movement, number of boards, and likely meal-break time.
- 1.2.6 If using BridgeMates, set them up and test they are functioning correctly. Consider whether manual records need to be kept as back-up.
- 1.2.7 Pay the Club their Table money, including any charges for use of pre-dealt Boards, and/or use of BridgeMate equipment. Note that there is a Booking Form for the Melville and Carlton which will be provided for the Convener and assists with determining the costs to be paid to the club.
- 1.2.8 Score the competition and print copies of the results for the participants.
- 1.2.9 Announce the results.

1.3 After the Competition

- 1.3.1 **For East District Events** - Send a complete list of results to the Secretary of the East District and the ED Website Controller.
Send the entry fees along with a competition statement to the East District Treasurer.
Send a copy of the results to the East District Master Point Secretary.

For National Events - Send a complete list of results to the Competition Convener, along with the entry fees.
Send a copy of the results to the SBU Master Points Secretary - ensuring Master Point Numbers are quoted.
- 1.3.2 Retain a copy of the results, including the travellers to resolve any disputes and possibly split any ties.

2. Teams Competitions.

- 2.1 Watson Trophy
- 2.2 Atholl Cup
- 2.3 Edinburgh Congress Trophy (and Rayne Cup Qualifier)
- 2.4 Hunter Cup
- 2.5 Jacqueline Bruce Smith Vase (Women's Teams)
- 2.6 Charles Bowman Trophy (Men's Teams)

2.1 Watson Trophy

The Watson Trophy is an Open Multiple Teams of Four Championship. This is the traditional opening event for the season. The date, time and venue for the competition are held on the East District Summary of District Events. The entry fee includes table money and a pre-event drink - prior to the event, purchase a suitable quantity of red & white wine and soft drinks. These should be laid out in the venue ready for the first players to arrive.

Once the number of teams are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for teams turning up on the day without having pre-entered.

On the day, take entry fees from all teams as they arrive and have them draw for table number at the same time.

Allocate one third of the entry fees, after deduction of table money, duplication costs, SBU Master Point Fees and inclusive drink charges, as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

2.2 Atholl Cup

This is the East District Teams Championship, and all participants must be members of the District. It is a Knock-out pivot Teams of Four where the Captain plays one-third of the boards with each of his team members. Matches consist of 30 boards (in 3 sets of 10) although in the Final, 48 boards may be played by agreement. The two Captains play against each other throughout.

No set dates, each round to be played within a specified period by mutual agreement. The venue is chosen by Home Captain.

There are no particular entrance qualification requirements for the Atholl Cup. The entry fee and dates will be found in the East District Summary of District Events.

The draw is seeded according to the following rules:

Assuming all are present, last season's Winners must be in the other half of the draw from last season's Runners Up. In addition, both of these teams must be in the opposite side of the draw from the teams they faced in the previous season's Semi Final. These four teams should be seeded such that they do not play each other until the Semi Final. After these conditions have been met the draw is open.

Encourage all teams to complete their ties on time. Allow extensions only where there are extenuating circumstances. Substitute players are acceptable subject to the following:

- (a) the opposing team captain agrees to the change in advance
- (b) there is no other way to have the fixture completed within an acceptable timescale
- (c) the substitute must not be of a clearly higher standard than the player they are replacing
- (d) only one substitute may be used during the course of the tournament (though they could appear more than once if necessary e.g. to cover for a prolonged absence)

In the event of a team winning the trophy having utilised a substitute in any match, the original four team members are seen as the winning team for the purposes of engraving and record keeping.

Advise the winners of each tie of their next round opponents and the deadline date. Knock-out pivot Teams of Four where the Captain plays one-third of the boards with each of his team members. Matches consist of 30 boards except in the Final, when 48 boards are played. The two Captains play against each other throughout.

No set dates, each round to be played within a specified period by mutual agreement. The venue is chosen by Home Captain.

There are no particular entrance qualification requirements for the Atholl Cup.

The entry fee and dates will be found in the East District Summary of District Events.

Encourage all teams to complete their ties on time. Allow extensions only where there are extenuating circumstances.

2.3 Edinburgh Congress Trophy (and Rayne Cup Qualifier)

The Edinburgh Congress Trophy is the District Multiple Teams Championship held over two Wednesday evenings for teams of four, and also counts as the East District's Qualifying for the Rayne Cup.

The entry fee will be found in the SBU Handbook and Competition Brochure. Depending on the number of teams, request in advance for duplication of sets of boards for the two evenings with appropriate hand records. For Master Point allocation purposes keep a record of the players each night and the results of every match - this allows Master Points to be allocated by the SBU along Swiss teams lines, with points being awarded for wins and draws, not just for the final position. Results should be forwarded to the SBU Convener (see the SBU Handbook and Competition Brochure), who will inform you in due course how many teams qualify for the finals.

2.4 Hunter Cup

The Hunter Memorial Cup is a one day event run as a Swiss Teams if there are 16 or more teams entered. Otherwise it is run as a Multiple Teams event with a Swiss style master point allocation. If run as a Swiss Teams, you will need to organise a Tournament Director in advance with appropriate charge (SBU rates). Once the number of teams are known place a request for the relevant number of duplicate boards to be duplicated, with appropriate hand records. Allocate one third of the entry fees, after deduction of table money, duplication costs and any TD fees as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

2.5 Jacqueline Bruce Smith Vase (Women's Teams)

NOTE – This competition is open to ladies only. Teams may have 6 members of whom any 4 (unchanged) may play on each of the three nights. The dates, times, venue and entry fee for the competition are held on the East District Summary of District Events. Once the number of teams are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for teams turning up on the day without having pre-entered. Allocate one third of the entry fees, after deduction of table money and duplication costs as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

2.6 Charles Bowman Trophy (Men's Teams)

NOTE – This competition is open to men only. Teams may have 6 members of whom any 4 (unchanged) may play on each of the two nights.

The dates, times, venue and entry fees for the competition are held on the East District Summary of District Events.

Once the number of teams are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for teams turning up on the day without having pre-entered.

Allocate one third of the entry fees, after deduction of table money and duplication costs as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

3. Pairs Competitions.

- 3.1 Women's National Pairs
- 3.2 Men's National Pairs
- 3.3 East Simultaneous Pairs
- 3.4 Cowan Cup
- 3.5 National Pairs Quarter-final
- 3.6 McGregor Cup (Mixed Pairs)
- 3.7 Jesner/Johnston/Kennedy Pairs
- 3.8 No Fear/Next Step Pairs
- 3.9 Allan Fritch (Married Couples)
- 3.10 District Swiss Pairs

3.1 Women's National Pairs

This is the National Women's Pairs event for the Cyril Breene Cup , played all over Scotland. The Final (of about 45 boards) is held at Perth Bridge Club starting at 1.00 pm. In the East District only one heat is held, and all women in the District are eligible to enter. The date, time, venue and entry fees for the competition are held on the East District Summary of District Events.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs turning up on the day without having pre-entered.

One third of the pairs qualify for the Final (rounded up to the next whole number) - e.g. 13 pairs playing would allow 5 pairs through to the next round.

3.2 Men's National Pairs

This is the National Men's Pairs event for the Buchanan Cup , played all over Scotland. The Final (about 45 boards) is held on at Dundee Bridge Club starting at 1.00 pm. In the East District only one heat is held, and all men in the District are eligible to enter. The date, time, venue and entry fees for the competition are held on the East District Summary of District Events.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs turning up on the day without having pre-entered.

One third of the pairs qualify for the Final (rounded up to the next whole number) - e.g. 13 pairs playing would allow 5 pairs through to the next round.

3.3 East Simultaneous Pairs

This is the East District Simultaneous Pairs played in several clubs in the East District. Heats are held in Clubs on the 1st Monday in November (though with prior agreement clubs may arrange to play on another night that week, ensuring due security of the hands to be played). The principle of this competition is that pairs in clubs play with a Scottish International Team of the past where that team has done fairly well (this is an attempt to ensure that all participants achieve fairly good or good scores). Liz McGowan (when asked)

will make up hands for this event (from some previous international) with score sheets showing the results achieved by the international team mates. Players then score up, using imp's, as if they had played a team match. Winners in clubs are based on these results. Players should also complete travellers for each board played and these should be forwarded to the overall scorer (currently Donald Denoon) with a detailed indication of the movement used. These results are entered into the computer scoring program and a comparison made over the whole field using Butler scoring - this simulates a team environment, but allows for an overall ranking list to be produced. Overall results will be sent to each club who entered the competition, once they have been finalised.

3.4 Cowan Cup

This is the East District Pairs Championship for the Cowan Cup, with heats being held in many clubs all over the East District. Heats are held in Clubs before 14th December and results are sent to the Convener. Once all the heat results are received the Convener decides on how many pairs from each Club will qualify for the Final and informs each Club of this number.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs calling off, at any time before play starts in the final.

This competition is the district qualifier for the Spence Cup - where each district gets two qualifiers through to that competition. The names of the two qualifying pairs for the East District should be communicated to the Spence Cup convener.

3.5 National Pairs Quarter-final

This is the SBU National Pairs event for the Scotsman Trophy, played all over Scotland. Heats are held in Clubs before 31st December. In the heats 50% (rounded up) qualify for the quarter-final. The Semi-finals (two 24 pair events) are held at Dundee Bridge Club and Stirling Bridge Club starting at 12.00 noon. Eight pairs from each semi-final will qualify for the Final at Stirling Bridge Club starting at 12.00 noon.

In the East District only one quarter-final is held. Clubs holding heats of the National Pairs will communicate details of their heat with full results of the pairs playing and their position in that heat.

Once the number of pairs in the quarter-final are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs not turning up.

The results of the quarter-final should be forwarded to the convener, also indicating how many pairs played in all the heats played in the district.

In due course the convener will let the East District know the qualifiers for the semi-finals, and which venue for each pair.

3.6 McGregor Cup (Mixed Pairs)

This is the East District Mixed Pairs played at the Melville Bridge Club.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs turning up on the day without having pre-entered, or for late call-offs of pairs. Two sections are usually required and as far as possible pairs should be pre-drawn into one of these sections beforehand. This helps with the set-up time at the club. On arrival at the club, players should register their presence (including any pairs not pre-entered) and pay their entry fees. The pairs will proceed to their section and table, based on the pre-drawn lists. Any no-shows or pairs not entered in advance should be communicated immediately to the Director for the event. This will allow the computer scoring program to be set up correctly and the relevant BridgeMates set up (if they are being used).

Allocate one third of the entry fees, after deduction of table money, duplication costs and BridgeMate costs as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one pair in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

3.7 Jesner/Johnston/Kennedy Pairs

These Pairs events are National Ranked Pairs tournament with simultaneous heats held in Districts.

The Jesner Pairs is for Masters Star Masters and Senior Masters

The Johnston Pairs is for District Masters

The Kennedy Pairs is for Club and Local Masters and registered players

- with the proviso that if one player is in a particular category, their partner may be of any lower rank. (Note that players may only enter one ranked pairs event per season).

The East District run a simultaneous heat with the Jesner run as one section, and the Johnston/Kennedy as a second section.

The date, time, venue and entry fees for the competition are held on the East District Summary of District Events.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs turning up on the day without having pre-entered.

Once all results are scored these are sent to the National Convener for scoring over the whole field in Scotland.

3.8 No Fear/Next Step Pairs

The No Fear and Next Step Pairs are East District MP Pairs played over one session. Depending on numbers, the events may be run as separate competitions (Preferred option) or as one amalgamated tournament. The tournaments are run over one session of about 24 - 28 boards. Entry is open to all players up to Local Master level. The No Fear event is aimed at players who are in classes and have little or no experience of playing in tournaments. The Next Step is aimed at players who are more familiar with playing in events, probably run as part of their bridge teacher's curriculum.

The date, time, venue and entry fees for the competition are held on the East District Summary of District Events.

Once the number of pairs are known, make plans for the number of boards to be played and request the requisite number of hand records. Make allowance for pairs turning up on the day without having pre-entered.

Both events should be run with a suitable tolerance of inexperienced players in terms of playing speed and infringements of laws and ethics, and emphasis should be placed on making the tournaments enjoyable to play in.

3.9 Allan Fritch (Married Couples)

This is the East District Married Couples Pairs Tournament played over one session on a Saturday evening. Entry is restricted to married couples. There could be a wide range of

standard of couples playing in this event, so tolerance should be shown in terms of speed of play and knowledge of laws and ethics. The emphasis in this tournament should be on creating a friendly atmosphere for everybody.

Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Make allowance for pairs turning up on the day without having pre-entered.

Allocate one third of the entry fees, after deduction of table money, duplication costs and BridgeMates costs as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).

3.10 District Swiss Pairs

The Swiss Pairs is open to all players. It is scheduled to coincide with a Camrose International Trial so prospective and current international players will be expected not to play in the event (though they are not specifically excluded) - hence calling this event the "Shark Free" Swiss Pairs. The event is "red pointed" and is one of several events like this run in the seven Scottish Districts.

Because of the nature of Swiss Pairs events an external Tournament Director is required. Once the number of pairs are known, make plans for the number of boards to be played and request the duplication of the requisite number of boards with hand records. Note that a large number of boards are required to allow for simultaneous play of every board at every table. The TD should be able to help with estimation of board requirements, based on the expected number of pairs. Make allowance for no shows by pairs by having a pair on stand-by to play or not play as required. Allocate one third of the entry fees, after deduction of table money, duplication costs and TD fees as prize money. Allocate silver and bronze prizes as required. As a guideline, there should be more than one team in each category to qualify for a prize. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie). It will be helpful for the convenor to produce a list of starting positions once the entries have been finalised. This assists the allocation of any non-moving positions for the mobility impaired and late entries start at the bottom of the field. Try to organise a spare pair to turn up and be prepared to leave if there is an odd number of pairs starting. Once this starting positions list is prepared, it needs to be e-mailed to the TD. Being a National Open tournament an excel file for the entries needs to be produced (John Wilson will provide) and this excel file re-sorted after the event for forwarding to Janet Rixon in winning position order. The convenor should then approach a suitable "worthy" to ask if they will present the

prizes (try to get the President to attend) and the convenor should expect to have to make the prize presentation speech. Tournament surplus then to be sent to Tim Wickens at the SBU.

4. Individual Competitions.

- 4.1 Faie Rosebowl (East District)
- 4.2 Harrison/Shenkin/Fairlie Qualifying

4.1 Faie Rosebowl (East District)

This is the East District Individual Championship played as a straight final. No heats are played beforehand. For Individual Competitions numbers are critical as $4N - 1$ players is impossible to run (where N is the Number of tables). The ideal number for the competition is 25, though many other numbers can be accommodated. It is essential to have reserves in attendance to cater for players not turning up or turning up without entering.

Book venue, Carlton or Melville in alternate years

There are a nucleus of players who join this event. Reg Drysdale started an e-mail address book for those who played in the FAIE in 2006 and 2007 and they should be contacted to remind them of this years event.

It appears there are approximately 20 entries with normal effort BUT the important number is 25. Speak to past and possible entrants throughout the year and keep a careful note of them and have a list of those willing to help out if you are stuck!

Reserves on the day are particularly important as it is not like a pairs event where one "drags" the other along and the 25 is so important to make a good day for all. The competition is divided into 5 x 10 board sessions, it is possible to score on the Scorebridge programme as each round of 10 is completed, in effect only leaving the last 5 boards to be scored as play is finishing...so the result is out within a few minutes of everyone finishing. It is not advised that the director play as he is required for the scoring.

GUIDE CARDS....these can be printed out from Scorebridge. Get the players to draw one for their starting position. and they then use it as their movement and score card.

TABLE CARDS...Also printed from Scorebridge.

TRAVELLERS.....To make scoring at the table easier...it is important to have travellers columns N E S W as on the table cards and movement cards. (Individual travellers can be headed N S E W) OR vice versa table cards as the travellers.

"Allocate one third of the entry fees as prize money

There is a "set system" (Reg Drysdale produced). This has eliminated discussion after every 2 boards. Send a copy to each entrant and they are all familiar with it before they arrive....this

has gone down well and helped to improve the day.

Master points are also an extra cost....they are awarded to the top 9 places and therefore cost the ED £1-80

4.2 Harrison/Shenkin/Fairlie Qualifying

These are the qualifying competitions for the three National Ranked Individual Tournaments. The rankings for each tournament are found in the Scottish Bridge Union Handbook and Competition Brochure. Like all individual tournaments, numbers are critical as $4N - 1$ players is impossible to run (where N is the Number of tables). It is essential to have reserves in attendance who are prepared to play or not play, depending on actual numbers on the day. Ideally three qualifying heats should be held - one each for the Harrison, Shenkin and Fairlie - but this may not be possible. Depending on numbers in each category, any two, or all three tournaments may be combined.

GUIDE CARDS....these can be printed out from Scorebridge. Get the players to draw one for their starting position. and they then use it as their movement and score card.

TABLE CARDS...Also printed from Scorebridge.

TRAVELLERS.....To make scoring at the table easier...it is important to have travellers columns N E S W as on the table cards and movement cards. (Individual travellers can be headed N S E W) OR vice versa table cards as the travellers.

After scoring the event or events, produce a list of players in each category showing their overall position in their category (even if 1 overall combined event is run) and forward this to the National Convener. They will then inform the East of qualifiers for the final of each event (once they have received results from all Districts). The qualifiers should then be informed.

5. Appendices.

5.1 Club Table Money

Up to 32 Boards - £3.00

More than 32 Boards - £4.50.

5.2 Duplimation Costs (Note that 32 Boards are kept at the Melville and Carlton)

Using East Boards - 10p per board

Using Club Boards - 20p per board

In addition there is a charge of 4p per Board if using a Club Member to do The Duplimation.

5.3 BridgeMate Costs

Per Table - £2.00

This includes a Club Member to assist with set up etc.

5.4 Club Contacts

Carlton Secretary (David Liggat) - 555 2595

Melville Secretary (Donald Denoon) - 445 1799

Carlton Card Convener (Emma Watson) -

Melville Card Convener (Damien Byron) - 225 9548

Carlton Bridge Club - 552 3122

Melville Bridge Club - 337 1102

5.5 District Contacts

Secretary (Anne Perkins) - 539 6634

Treasurer (Jim Herbert) - 449 5566

Chairman (Liz McGowan) - 667 2432

Matchpoint Secretary (Reg Drysdale) -

5.6 SBU Contacts

President (Fiona Abbott) -