

# **Guidelines for Running East District Events**

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# 1. General

## 1.a) **Prior to the Competition**

1. Find out how much the host club requires as table money – see Appendix 1 Note the SBU entrance fee (if appropriate.)
2. 4 – 6 weeks prior to the event, prepare a ‘flyer’ to advertise the tournament to prospective players, emphasizing the fact that Silver and Bronze prizes are available. Ask all entrants to enter online but also give an email and/or phone number for queries. Include the total entrance fee, the date, start time venue, approx. number of boards and details of any subsequent rounds. The deadline for entries should be one week prior to the competition, but in reality they are taken up to the actual day. The flyer should be emailed to the Tournament Secretary and League Secretary for distribution around the District. A copy should be emailed to the Webmaster so information can be made available on the ED website, and so that he can set up an online entry form for the event. The poster should include arrangements for /availability of food and an approximate finishing time.
3. Print A5 posters to go out on the tables at the Carlton and the Melville and ask Club Secretaries to display notices.
4. About one week before the competition, advise the host Club of the approximate number of players for catering purposes.
5. Contact the Melville or Carlton Manager at least two weeks prior to the event, to organize duplicated boards and hand records.
6. Most competitions are scored using Scorebridge but occasionally EBU Scorebridge is used. Ensure the TD is familiar with the programme and who to contact in the event of a problem – see Appendix 2
7. Ensure you know the location of any movement cards you may require. Consider how you will cope with slight changes to the expected numbers. Commonly used movements are shown on the scoring programme and movement cards can be printed from the programme.
8. Consider whether you can act as sole organizer / tournament director, or whether help is required. See list of ED TDs in Appendix 4.
9. Be mindful of any mobility issues that may necessitate a player being seated throughout.
10. Arrange to get the trophy from Sandy Kirkwood or Julie Choudhury for presentation at the end of the event to the winner, and have a camera to record the presentation.

11. Ensure you have phone numbers for key personnel at the Host Club, the East District and the SBU whom you may have to contact on the day – see Appendices 2, 3 and 5.
12. Check that a Masterpoint licence has been obtained for the event. (The tournament secretary will usually arrange all the licences at the start of the season)

### **Guidelines for Awarding of Silver and Bronze Prizes for East District Events**

We try to encourage entries for our East District events by having Silver and Bronze prizes for less experienced teams. The ranking of a team is based on the ranking of the 2<sup>nd</sup> highest ranked player in a team.

- Event posters should use a form of words such as “Silver and Bronze prizes will be awarded if there are sufficient teams in these categories”
- A category prize should always be awarded to the top team if there are 3 or more teams in the category. E.g. in the Watson recently we had 3 bronze teams and awarded a prize to the best placed of these teams.
- If there are 1 or 2 teams in a category then a prize should be awarded to the higher placed of the teams as follows :
  - Silver - only if the top team is in the top half e.g. 7<sup>th</sup> or better in a field of 15 teams
  - Bronze - only if the top team is in the top two-thirds e.g. 10<sup>th</sup> or better in a field of 15 teams
- The prizes awarded should be at least the amount that the players have paid to enter the tournament (as long as this allows the tournament to run with a sensible profit). Where finances are difficult convenors could consider bottles of wine as prizes rather than cash.

#### **1.b) On the Day**

1. Have change and spare envelopes available.

Ensure there are score cards, table numbers and movement cards (if relevant) at each table.

2. Ensure you have a copy of the ‘The laws of duplicate bridge 2017’.
3. If using Bridgemates, set them up and test they are functioning correctly.
4. Calculate the amount of money due to the host club, but don’t pay them on the day; instead wait for the club to send a bill to the ED treasurer.

5. If employing a Tournament Director, pay their fee (currently £32/session (32 boards) If more than 32 boards are played the TD receives a double fee.
6. Allocate approximately 25% of the entry fees after deduction of table money (and TD fees if appropriate) as prize money. Allocate Silver and Bronze prizes as required. The Silver category includes Scottish and National Masters, Bronze all categories up to Scottish Master. In team events, the category of the 2<sup>nd</sup> highest ranked person in the team is the ranking of that team. See guidelines given above. Prepare envelopes suitably labelled (although be prepared to change this in the event of a tie).
7. Score the competition, print copies of the results, and publish online.
8. Announce the results and issue prizes. Photos are taken and published online.

### **1.c) After the Competition**

1. **For ED Events** - email a copy of the results to the ED Webmaster. Complete a Competition Statement – Appendix 6 – and send with entry fees (after deduction of prize money, table money, TD fee (if appropriate) and any other allowable expenses) to the ED Treasurer. Email a copy of the results file to the Master Point Secretary.
2. **For National Events** – send / email the results to the National Tournament Convener along with the entry fees. Email a copy of the results to the SBU Master Point Secretary ensuring Master Point numbers are quoted. The TD will upload the results to the SBU website
3. Retain a copy of the results to resolve any disputes and possibly split any ties.

## **2. East District Congress**

1. **Watson Trophy** (Swiss Teams of four) This is a one day/two session event, run as part of the ED congress. It is likely that a non-playing TD will be needed to run this event. Once the approximate number of boards is known, make plans for the number of boards to be played but prepare for teams turning up on the day who have not pre-booked. Arrange a standby team to avoid a triple. Red points are awarded to the top 25% of the field, but not for winning individual matches.
2. **Chalmers Trophy** (Swiss Pairs) This event is also a one day/two session event as part of the ED congress. A non-playing TD will be required. Once the approx. number of pairs is known, inform the TD who will be able to help with estimating the number of sets of boards required. (Note a Swiss event requires a large number of boards because of the number of duplicate sets required) A stand by pair are essential. . Red points are awarded to the top 25% of the field, but not for winning individual matches.

3. **McGregor Cup** (Mixed Pairs) Match pointed, black pointed, single session mixed pairs event played as part of the ED congress. Divided into one or two sections depending on numbers; but scored over the field. Be prepared to incorporate any players who turn up on the night or any last minute withdrawals, and immediately notify the TD of these so that the computer is correctly set up.

### **3. Teams Competitions**

1. **Atholl Cup (Pivot Teams of Four)**
2. **Edinburgh Congress Trophy (and Rayne Cup Qualifier)**
3. **Hunter Cup (Swiss Teams)**
4. **Jacqueline Bruce Smith Vase (Women's Teams)**
5. **Charles Bowman Trophy (Men's Teams)**
6. **Senior Teams > Multiple Teams**
7. **Watson Trophy (see ED congress above)**
8. **SBU Thea Teale Bronze teams heat**

#### **Atholl Cup**

Knock-out pivot Teams of Four where the Captain plays one-third of the boards with each of his team members. The two Captains play against each other throughout. The venue is chosen by the Home Captain.

Matches consist of 30 boards – except in the Final, when 48 boards are played. Note that by agreement between the two captains, the Final may be run over one 36 board session. There are no set dates, but each round is to be played within a period specified by the Convener and displayed on the ED Website.

There are no particular entrance qualification requirements for the Atholl Cup apart from all players being members of the East District. Team Captains must be clearly identified when submitting the list of players. The entry fee and closing date for entry will be found in the ED Tournament Flyer, or on the website. The winners of each round must notify the Convener of the outcome, when they can be advised of their next round opponents and the deadline date.

The Atholl Cup is a seeded competition, so when the draw is made the previous year's finalists must be placed in opposite sides of the draw. In addition, the two losing semi-finalists should also be placed in whichever side of the draw keeps them apart from the team which beat them last year until the final. The remainder of the draw is kept open.

As entry money (see ED Tournament Flyer) is due at the beginning of the event, all entry fees should be submitted to the Treasurer as soon as possible, and prizes will be issued at or around the AGM.

### **Edinburgh Congress Trophy (and Rayne Cup Qualifier)**

This is a two session event for Teams of Four, is usually held at the Melville over two Wednesday evenings and also counts as the East District's Qualifier for the Rayne Cup.

For Master Point allocation purposes, keep a record of the results of every match – this allows allocation of Master Points by the SBU along Swiss teams lines, with points awarded for wins and draws as well as final position – these should be forwarded to the SBU Master Point Secretary.

Results should be forwarded to the SBU Convener who will inform you in due course how many teams qualify to the Final in Dundee.

### **Hunter Cup**

The Hunter Memorial Cup is a one day teams' event run as a Swiss if there are 16 or more teams entered. Otherwise it is run as a Multiple Teams event but with Swiss style master point allocation. The date, time, venue and entry fee per team (all inclusive) are listed on the ED Tournament Flyer.

If run as a Swiss Teams, you will need to organize a Tournament Director in advance. He/she will be able to advise on the number of sets of boards needed for a Swiss event.

### **Jacqueline Bruce Smith Vase (Women's Teams)**

This competition is open to women only. Teams may have 6 members of whom any 4 (unchanged) may play on each of the two nights. The date, time, venue and entry fee per team (all inclusive) are listed on the ED Tournament Flyer.

Once the number of teams is approximately known, make plans for the number of boards to be played but be prepared for teams turning up on the day without having pre-entered.

### **Charles Bowman Trophy (Men's Teams)**

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 date, time, venue and entry fee per team (all inclusive) are listed on the ED Tournament Flyer.

Once the number of teams is approximately known, make plans for the number of boards to be played but be prepared for teams turning up on the day without having pre-entered.

### **Bronze Challenge Teams**

This event is usually run on the day before the Hunter Cup and is exclusively for Bronze players. It will probably be a multiple teams' event unless there are sufficient entries to allow a Swiss event to run.

### **Senior Teams**

This event can include Bronze teams if there are sufficient entries

### **SBU Thea Teale Bronze Teams heat**

## **3. Pairs Competitions**

- 1. East Simultaneous Pairs**
- 2. Cowan Cup**
- 3. National Pairs District Final**
- 4. District Swiss Pairs**
- 5. Bronze Challenge Pairs**
- 6. Allan Fritch (Married Couples)**
- 7. Freddy Short Quaich (Senior Pairs)**
- 8. Johnston / Jesner Simultaneous Ranked Pairs**
- 9. Kennedy. Senior Bronze Simultaneous Ranked Pairs**
- 10. Chalmers Cup (Swiss Pairs) played as part of the ED congress (see above)**
- 11. McGregor Cup (Mixed Pairs) Played as part of the ED congress (see above)**
- 12. Thea Theale Bronze Pairs ED Heat**

### **East District Simultaneous Pairs**

This is the East District Simultaneous Pairs played in several clubs in the East District. Heats are held in Clubs on the first 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 date and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer.

The principle of this competition is that pairs in clubs play with a Scottish International Team of the past where the team has done fairly well (this is an attempt to ensure that all participants achieve fairly good or good scores). Liz McGowan will make up hands for this event 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, or – if preferred by the Club – they may simply score it using the clubs' usual scoring system. A copy of the results and travellers (paper or electronic) should be sent / emailed **immediately** to Alan Officer so that an overall result can be produced based on Butler scoring.

The overall list will be sent to participating Clubs and displayed on the ED Website. Winners will receive their trophy and prizes at the ED AGM – the remaining prizes will be distributed ASAP.

### **Cowan Cup**

This is the East District Pairs Championship run as a two session event.

The date, time, venue and entry fee per pair (all inclusive) are listed on the ED website. Make plans for the number of boards required, but be aware that call-offs frequently happen.

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 from the East District should be communicated to the Spence Cup convener (see SBU website or diary).

### **National Pairs District Final**

In the East District only one district final is held. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED flyer and website. The result of the district final, with MP numbers should be forwarded to the Masterpoint secretary. In due course, the Masterpoint secretary will let the ED tournament secretary know the number of qualifiers for the finals. The finals are usually held in Glasgow.

### **District Swiss Pairs**

The Swiss Pairs is open to all players. It is scheduled to coincide with an International Trial, so prospective and current international players may be absent but not specifically excluded. The event is 'red-pointed' and is one of several events like this run in the seven Scottish Districts.

The convenor will need to organise a TD. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED website. Once the number of pairs is roughly known, inform the TD who will be able to help with estimating the number of sets of boards required (note a Swiss event requires a larger number of boards because of the number of duplicate sets needed).

It is essential to have a pair on stand-by to play or not as required. If the stand-by pair are not needed they are given free entry to the next single session ED event of their choice.

After the event, results with MP numbers and number of matches won should be sent to the SBU MP Secretary.

### **Bronze Challenge Pairs**

Match-pointed pairs aimed at all Bronze players. Played over one session, depending on numbers, the events is run as one amalgamated tournament, with prizes for each category of player.

The date, time, venue and entry fee per pair (all inclusive) are listed on the ED website and tournament flyer.

An expert written commentary should be organised. The author may or may not be available on the day for questions.

### **Allan Fitch (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. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer.

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.

### **Freddy Short Quaich (Senior Pairs)**

This is the East District Senior Pairs Tournament played over one session on a Tuesday afternoon. Entry is restricted to pairs who have reached their 62<sup>nd</sup> birthday by January 1<sup>st</sup> of the year of the event. If numbers permit, there will also be a Bronze section.

The date, time, venue and entry fee per pair (all inclusive) are listed on the ED website.

### **Johnston / Jesner Simultaneous Ranked Pairs**

Johnston is for District Masters or Local Masters

Jesner is for Masters and Senior Masters

The date, time, venue and entry fee per pair (all inclusive) are listed on the ED website..

‘Mixed partnerships’ are allowed but the partnership must play at the ranking of the higher ranked player.

A file of the hands for the events should be sent from the SBU tournament Convener to the designated venue for duplimation. The Johnston and Jesner have the same hands and will usually be played as one tournament.

A copy of the results file should be emailed **immediately** to the Convener.

This event can take place at different venues throughout the week of 16<sup>th</sup>-20<sup>th</sup> March (2020 dates) It is important not to upload results until all events have been played.

## **Kennedy Simultaneous Ranked Pairs**

For Club Masters and Novices

This event can take place at different venues throughout the week of 16<sup>th</sup>-20<sup>th</sup> March (2020 dates) It is important not to upload results until all events have been played.

## **Thea Theale Bronze Pairs ED Heat**

### **4. Individual Competitions**

#### **1. Faie Rosebowl (East District) and Bronze individual**

This is the East District Individual Championship played as a straight final.

For Individual Competitions numbers are critical as  $4N-1$  players is impossible to run (where  $N$  = 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.

Score the event on Scorebridge.

Table Cards and Guide Cards – can be printed out from Scorebridge – Guide Cards are drawn by players for starting positions, and used as their movement and score card.

There is a ‘set system’ to eliminate discussion at the start of every round. Copies of this should be available for all participants. The system is to be found on the ED website.

Generally a separate Bronze individual event is played at the same time so two sets of boards are required; probably about 24-28 for the Bronze and 50+ for the Faie.

## **5. Appendices**

### **1. Club Table Money**

Carlton and Melville both charge a flat fee of £75 PLUS £1.50 per player. The charge will be less if there are fewer than 10 tables. The tournament convenor will give these details if required. There may be additional charges for pre-dealt boards and duplimated hand records. The club manager will provide the necessary details of these costs.

Find out if the club would like you to pay the club table money on the day of the event; or if they would prefer you to wait for an invoice to be sent to the ED treasurer. If you make a cash payment on the day please obtain a receipt.

### **2. Club Contacts**

Carlton Bridge Club. [carltonbridgemanager@outlook.com](mailto:carltonbridgemanager@outlook.com)

Melville Bridge Club. [manager@thenewmelvillebridgeclub.co.uk](mailto:manager@thenewmelvillebridgeclub.co.uk)

### **3. District Contacts**

Chairperson (Anne Perkins)

Treasurer (Julie Choudhury)

Tournament Secretary (Fiona Greenwood)

MP Secretary (Alison Carmichael)

### **4. ED Tournament Directors**

Christine Walker

Mike Baron

.....Jane Carnegie

Julia Palmer

Hasan Choudhury

### **5. SBU Contacts**

Tournament Convener (Fiona Greenwood)

## SBU – East District Competition Statement

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Venue(s): \_\_\_\_\_

Numbers Taking Part \_\_\_\_\_ Teams/Pairs/Individuals

Entry Fee (including table money)        £ \_\_\_\_\_ per Team/Pair/Individual    (NB - table money should be paid to hosts on the day)

Total Entry Fees Collected £ \_\_\_\_\_

Deduct: Table Money £ \_\_\_\_\_ Duplimation    £ \_\_\_\_\_

Deduct: Expenses (Attach Receipts) Total Expenses = £ \_\_\_\_\_

### Prizes (List)

Gold	Silver	Bronze

Net Surplus / Deficit = £ \_\_\_\_\_

Any Explanatory Notes:

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Signed: \_\_\_\_\_ (Convener)

Raffle Income = £ \_\_\_\_\_ less expenses £ \_\_\_\_\_ (if applicable)

**Please return to Treasurer ASAP after the event – Pref. by email**

**Note:** A spreadsheet version of this statement (which does all the calculations) is available from the tournament secretary if required.