

Australian Bridge Federation Incorporated

ARBN 053 651 666

ANC Handbook

Latest revision – January 2020

After each ANC is complete, the Organising Committee is asked to forward detailed suggestions for the amendment of the Handbook to the ABF National Event Coordinator (NEC). The Handbook will be updated as appropriate before it is handed over to the next State in the ANC rotation cycle.

Contents

1 Responsibility for Convening the ANC

- 1.1 Organising Committee and Key Personnel
- 1.2 Tournament Organiser
- 1.3 Secretary
- 1.4 Treasurer
- 1.5 Tournament Manager
- 1.6 Hospitality Coordinator
- 1.7 Tournament Staff
- 1.8 Volunteers/Assistants and Caddies

2 Program / Timetable

- 2.1 ANC Events
- 2.2 Interstate Teams Championship – Open, Women's, Seniors', Youth
- 2.3 Interstate Pairs Championship – Open, Women's, Seniors', Youth
- 2.4 ABPC and ANC Swiss Pairs
- 2.5 ANC Congress Events

3 General Organisation

- 3.1 ABF Requirements
- 3.2 Venue
- 3.3 Board Preparation
- 3.4 Hospitality Desk
- 3.5 Catered Functions
- 3.6 Welcome Function
- 3.7 Victory Dinner
- 3.8 ABPC Presentation

4 Publicity and Communication

- 4.1 Publicity Strategy and Schedule
- 4.2 Promoting the Butler and Congress Events
- 4.3 Printed material
- 4.4 ANC Website
- 4.5 Bulletin

5 Entries

- 5.1 State Entries
- 5.2 Fines
- 5.3 Late ANC Nominations by the State
- 5.4 Late Distribution of Systems by the State
- 5.5 Withdrawals from ITC
- 5.6 Butler and Congress Entries
- 5.7 Discounts for Early-Bird Entries

6 Bridge Base Online (BBO)

- 6.1 Online presentation
- 6.2 VuGraph presentation

7 Trophies and Medallions

- 7.1 ANC Trophies
- 7.2 Medallions

8 Miscellaneous

- 8.1 Welcome Folder/Bags
- 8.2 Commemorative Items
- 8.3 Regulations
- 8.4 Special Events
- 8.5 Masterpoints
- 8.6 Scoring
- 8.7 Captains' Meeting
 - 8.7.1 Roll call
 - 8.7.2 TO
 - 8.7.3 CTD
 - 8.7.4 NEC (or ABF On-Site Representative) re Captain's Responsibilities
 - 8.7.5 Other matters

Appendix 1 – BBO and VuGraph Requirements

Appendix 2 – Equipment and Stationery Check-List

Appendix 3 – Signage Checklists

Appendix 4 – Example Playing Schedule

Appendix 5 – Eligibility Conditions

1 Responsibility for Convening the ANC

The Host State has the primary responsibility for convening and conducting the ANC.

The ANC is convened by the Host State under licence from the ABF. All profit or loss associated with the conduct of the ANC is the responsibility of the Host State. This financial arrangement encourages the host to seek sponsorship and to conduct an efficient event, knowing its efforts will be rewarded by maximum impact on profitability.

As at September 2019, the ANC consists of:

- Interstate Teams Championship (ITC) – Open, Women's, Seniors', Youth
- Interstate Pairs Championship (IPC) – Open, Women's, Seniors', Youth
- Australian Butler Pairs Championships (ABPC) – Open, Women's, Seniors', Restricted
- ANC Swiss Pairs
- ANC Congress events as determined by the Tournament Organiser

The ABF sets the entry fees to be paid by each State for the ITC at the ABF AGM held in March each year. (Entry fees are currently set at \$35,200 in total, with any subsidy on behalf of the smaller states paid by the ABF.)

Fees for the ABPC, ANC Swiss Pairs and ANC Congress events are set by the Host State who may or may not decide to award prizes other than those currently sponsored by the ABF.

The ABF MC encourages each Host State to forward their proposed budget and list of event staff to the NEC for consideration well in advance of the event.

Any other sponsorship from the ABF will be determined on a year by year basis.

1.1 Organising Committee and Key Personnel

The ANC Committee should be kept relatively small (preferably five, or at the most, six people) who might be:

- Tournament Organiser
- Secretary
- Treasurer
- Tournament Manager
- Hospitality Coordinator

If the event is held in a hotel, it is strongly recommended that one of the Tournament Organiser, Secretary, or Treasurer stay at the venue for the duration of the event. If applicable, this should be provided for as part of the negotiations with the host hotel.

1.2 Tournament Organiser

The State Association should appoint the Tournament Organiser (TO) at least two years before the event. The rest of the Committee may be appointed as required.

The TO has overall responsibility for the event and should virtually be given *carte blanche* by the State Association – although obviously the TO should liaise with the State Association to make maximum use of existing skills and resources.

It is best to have a small Committee with specialist sub-committees as required. Each member of the Committee will be responsible for liaising with the TO.

In addition to being the representative of the State Association, the TO represents the ABF and should liaise with the ABF through the National Event Coordinator (NEC).

Note: It is very difficult for the TO to play in more than the odd event.

Some of the TO's tasks may include:

- in conjunction with the Treasurer, create a budget
- visit the previous year's ANC and take extensive notes of positive and negative features. Costs associated with this trip should be charged against the ANC budget
- communicate at length with the NEC and the previous year's TO
- be familiar with the structure of all ANC events
- conduct all negotiations with the venue, after consultation with the ANC Committee, State Association, and NEC on requirements
- appoint tournament personnel, following consultation with NEC
 - Chief Tournament Director (CTD)
 - Scorer or Scorer/Director
 - Congress CTD
 - Other Directors
 - Other Congress staff as required
- supervise arrangements with the CTD and NEC – including planning layout/use of venue
- arrange personnel for specialist functions including:
 - Bulletin editor
 - BBO personnel – in conjunction with the ABF BBO Coordinator.
 - BBO commentators
 - Publicity/promotions and Sponsorship
 - Appeals Committee Convener, Appeals Consultants and Recorders for the ANC/ABPC events in consultation with the NEC
 - Appeals Committee Convener, Appeals Consultants and Recorders for the Congress events (these may be the same as the ANC personnel)
- provide the ABF Management Committee (ABF MC) with regular updates on ANC progress up until the event. These meetings are typically held approximately every two months.
- produce a detailed report and Profit and Loss Statement as soon as possible after the event. This report should include problems and successes for the NEC and for the next year's TO. Copies of the report must be sent to:
 - to the ABF Secretariat, for consideration by the ABF MC
 - the NEC
 - the TO of the next year's ANC

1.3 Secretary

The Secretary must work as part of a team with the TO. For this reason, it is essential that the TO and Secretary have a good working relationship.

The Secretary will be responsible for a wide range of administrative tasks which may include:

- project management and general organisation, including arranging and minuting committee meetings and actions, detailed event planning (activities, timings, logistics etc.)
- liaison with ABF and State webmasters to arrange web site content
- dealing with correspondence
- pre-event communications with participants (particularly Interstate Teams captains) regarding attendance at functions, participation in secondary events, preparing phone lists etc.
- organising transport of trophies (including identifying their current locations if not at ABF Headquarters) and medallions
- responsibility for engraving medallions and trophies and forwarding to the next state in the rotation

1.4 Treasurer

The Treasurer should:

- develop and manage the ANC Budget
- arrange for the use of Credit Card and other suitable methods for payments
- at the conclusion of the event, prepare a properly audited financial statement for inclusion in the TO's report

In addition to obvious duties, it is recommended that the Treasurer manage the processing of all entries. Entry management needs to be extremely well-ordered to avoid haphazard recording of information on entry and payment status. It may be appropriate to appoint an Entries Manager to assist with this activity because of the time consuming nature of the processing. Online systems are available to assist in this process.

1.5 Tournament Manager

The Tournament Manager will be responsible for all matters relating to the smooth conduct of the ANC Congress events, and for aspects of other events as agreed with the NEC. Responsibilities may include the following:

- prepare tournament timetable after agreeing timings with the NEC
- manage dealing of boards.
- arrange design and printing of personal scorebooks. Score books are used for all major events. Appropriate designs may be obtained from the previous TO. The format of the events must be confirmed with the NEC. Copies of score books should be sent to the NEC for proofing before they are printed. Scorebooks can be handed out at the start of the event or, for the ITC, included in welcome bags. Ideally score books should include:
 - session times
 - procedures for finals (ITC) / next stage (ABPC)
 - sponsor logos
- liaise with Congress Directors. This should include clarification of their duties – eg. does the directing fee include room set-up, scoring and masterpointing, or are additional staff/volunteers required for those tasks?
- plan and manage details of room layout after discussion with the NEC
- manage the Congress events including creation of Supplementary Regulations. These may be based on the Host State's regulations or on the ANC Supplementary Regulations. The NEC will be available to provide advice and assistance if required
- print and display the Supplementary Regulations for all events
- supervise other tournament-related personnel including dealers, caddies, etc.

1.6 Hospitality Coordinator

The Hospitality Coordinator will be responsible for making the tournament an enjoyable event. This person should be a competent organiser with influence over a wide range of local bridge players. Tasks/responsibilities (with lots of help from others) will include the following:

- identify what helpers are needed, including at least:
 - stand-by pairs for every (pairs) event including the IPC, ABPC and ANC Swiss Pairs
 - help desk and hospitality teams
 - caddies
 - volunteers to set up and take down at the venue at the start and end of the event

- find and schedule volunteers, arrange training/coaching, and provide supervision/support
- arrange accommodation deals and publish accommodation options on the web and/or in brochures
- arrange functions, including welcome function, victory dinner, and other ancillary hospitality
- prepare welcome kit etc, including information about locality / accommodation
- arrange venue catering eg: tea/coffee, sweets/fruit/biscuits, etc.

1.7 Tournament Staff

The responsibility of the ABF is to maintain high standards throughout both the Championship events and the Congress Events. This responsibility is exercised through the ABF Management Committee (MC) and the ABF Tournament Committee (TC).

The TO is responsible for appointing the following staff, following approval by the NEC:

- CTDs for the ITC, IPC and ABPC
- Scorer or Scorer/Director
- Congress CTD

(Note: the CTD for the ITC, IPC and ABPC may be different. However, it is a requirement that the CTD of these events is a National 1 Level Director.

In addition, the TO appoints the following:

- Other Directors
- Other Congress staff as required

The Championship Tournament Staff members include:

- NEC or the ABF On-Site Representative
- CTD
- Scorer
- Other Directors

The Congress Tournament Staff members include:

- Congress CTD
- Congress Scorer (if appointed)
- Other Directors
- Other Congress staff as required

The Championship Tournament Staff are responsible for the running of all stages of the ITC, IPC and the ABPC. The Congress Tournament Staff are responsible for the running of all Congress events. The conduct of the ANC Swiss Pairs may be undertaken by either the Championship or Congress Staff as considered appropriate, following consultation between the TO and the NEC.

For the ABPC, the CTD and NEC (or ABF On-Site Representative) are jointly responsible for preparation of movements and seeding of fields. The TC may appoint other person or persons to assist in these tasks.

The NEC or ABF On-Site Representative checks that all entrants to the ABPC and ANC Swiss Pairs satisfy the eligibility requirements as set out in the Supplementary Regulations.

It is the responsibility of each State to confirm that the players they nominate for the ITC are eligible to represent that State, and that each player satisfies all requirements in terms of gender, age and residency. Current eligibility conditions for the ITC and ABPC appear in Appendix 5.

The NEC or ABF On-Site Representative carries the authority to make day-to-day decisions that ensure the smooth running of the tournament and solve unexpected problems (e.g. replacement of a set of hands, alterations to playing area, movements or session times etc.). This supervision includes but is not limited to:

- prior to the event:
 - advice on playing areas, lighting, floor areas, etc.
 - approve flyers, brochures, programs and entry forms
 - interpret the ANC Handbook with the Convener
 - distribute entry forms for the ANC events to the States
 - collect States' entries and entry fees
 - prepare Supplementary Regulations
- during the event:
 - seed fields
 - validate ABPC movements
 - arbitrate disputes over system classifications
 - make day-to-day decisions concerning ABF policies
 - verify list of winners of trophies and medallions

1.8 Volunteers/Assistants and Caddies

Assistants are needed to:

- load and unload equipment
- organise the tables/table clothes/chairs in the room at the commencement of the tournament, all changes of Stage or event or whenever the set up of the room is altered
- set up and remove the partitions between the Open and Closed rooms
- set up screens for the finals
- clear the room at the conclusion of the tournament.

Caddies are required to provide the CTD with assistance such as board distribution, movement and collection and the tidying and dressing of the tables between rounds. Caddies or hospitality volunteers also need to clean the playing area between sessions.

Approximate requirements for caddies are:

- ITC - one caddy during the Round Robins and Finals unless the Open and Closed Rooms are separated or there are more than 2 rooms in which case 2 or 3 are required.
- IPC - one caddy per 25-30 tables
- ABPC – one caddy per 25-30 tables (Open, Women's, Seniors', Restricted, ANC Swiss)
- Congress events – one caddy per 25-30 tables

The number of BBO operators required is determined by the number of tables being displayed. If more than 4 tables are being displayed, it is likely that there will be a need for a BBO supervisor in addition to an operator for each table.

2 Program / Timetable

2.1 ANC Events

The key timetabling decision is whether to put the ABPC before or after the ITC. Make this decision early so players can plan accordingly. Both approaches have been successful.

The main timetabling decision is whether to have play at night. The current policy is to avoid night play wherever possible for the Championship events, however there is no policy in place for the ANC Congress events.

A Welcome Swiss Pairs can be held on the day before the main events commence as a warm up for interstate players. This event works well when the ITC is scheduled first.

The playing schedule and session times for the ITC and the ABPC is determined following consultation between the TO and the NEC. It will be published on the ANC web site well in advance of the commencement of the event. An example of the current playing schedule (Melbourne 2019) is included in Appendix 4.

2.2 Interstate Teams Championship – Open, Women's, Seniors', Youth

For 5 or 6 teams there is a triple round robin. For 7 or 8 teams there is a double round robin. Matches are of 14 board duration.

The Finals of most divisions are over 60 boards, played in 5 stanzas of 12. Customarily, the first 12 boards are played on the late afternoon following the conclusion of the Round-Robin Qualifying Stage, with the concluding 48 boards played the next day, preceeding the Victory Dinner/Presentation Function in the evening.

Note that all Finals are conducted with screens. Considerably more room per table is needed to provide adequate space for screens.

Where possible a place for viewing BBO presentations of the Finals should be provided as a climactic feature of the tournament.

With this in mind, if only some tables in the finals are broadcast on BBO, the program should provide for flexibility regarding which Final/s are featured. This decision is made by the TO in conjunction with the ABF On-Site Representative. 12 boards of a close Final can be far more exciting than 24 boards of a Final where the margin is wide.

2.3 Interstate Pairs Championship – Open, Women's, Seniors', Youth

The IPC is an open-entry event where each member of the partnership must be from the same state. It comprises of a single field made up of partnerships eligible to contest at least one of the four divisions, but the entrants are first required to pre-nominate which specific divisional title they intend to contest.

Pairs who fail to qualify for the later stages of the ITC may play in the IPC. The IPC uses a flighted Matchpoint Swiss Pairs format comprising 10 x 10-board matches played over two days. Players who have contested one of the Finals or those who have been from any other divisional stage that concludes on the Thursday are entitled to drop into the IPC.

2.4 ABPC and ANC Swiss Pairs

The ABPC (including the ANC Swiss Pairs) is the biggest event in the ANC, both in size and length.

Open

The Open Butler currently has 2 stages and runs for a total of 6 days (2 and 4 days respectively).

Seniors' and Women's

The Women's and Seniors' Butlers are over 2 stages running alongside Open Stage 2. Pairs can choose to play in Open Stage 1 and may declare themselves non-contending, before then entering in the Women's or Seniors' Butlers.

Restricted

The Restricted Butler is a stand-alone event, running alongside Open Stage 1, or with an alternative timing as agreed upon by the TO and the NEC.

ANC Swiss Pairs

The ANC Swiss Pairs runs for either 2, 3 or 4 days alongside Open Stage 2. The number of rounds to be held is agreed upon by the TO and NEC.

2.5 ANC Congress Events

Things to consider are:

- Consider programming Congress events for the length of the Championships. An exception may be made during the time when the second stage of the Open and Women's Butler Pairs and the Seniors' Butler Pairs are being held. The ANC Swiss Pairs is an attractive consolation event for those pairs who fail to qualify for the final stage or are ineligible for the Seniors or Women's, as well as for any other pairs who would like to experience a premium multi-session event.
- Add a variety of events to the Congress events (Matchpoint Pairs, Swiss Pairs, Teams) to make them attractive to as many players as possible.

The practice of gaining local sponsors for events provides for a successful formula. Some states have successfully used the formula of getting local bridge clubs to sponsor one session events.

3 General Organisation

3.1 ABF Requirements

The ABF requires that all brochures, entry forms and scorebooks include the acknowledgement "Australian Bridge Federation Incorporated", together with the ABF logo and ABN as appropriate. Similar acknowledgement is required in any publicity dealing with the ANC.

3.2 Venue

Ideally, the venue should be close to public transport and affordable parking, and a range of accommodation options and prices. A good range of quality restaurants with a variety of prices is essential.

Whilst ABF policy is that the ANC be held in a first class hotel, current market conditions and costs are generally prohibitive and TO's are looking to venues other than conference hotel areas. Any plan to modify the policy will need specific prior approval from the ABF MC. Such a proposal must address issues such as player transport, player comfort and conveniences, on-site relaxation areas for players and officials and questions of excessive profit when requesting approval.

Booking should be placed in the hands of a good negotiator capable of driving a sensible, if not hard, bargain. If you feel the need for experienced support in this very critical phase of ANC planning, it may well be worth bringing the NEC to your State to be a participant in the negotiation process.

Book the venue early and get a fixed price for both the playing area and hotel rooms. **Ensure that all agreements are in writing - or confirmed subsequently by you in writing.**

Ensure that, as part of the basic negotiations over the venue, there will not be other functions in the same or adjacent areas that might conflict with bridge tournament requirements, e.g. disco/loud music. Confirm that any internal canned music speakers can be turned off in all playing areas.

Booking 15 months in advance is the bare minimum; in some States and for specific venues, the booking process may need to be initiated even further in advance - perhaps as much as two to three years.

If the event is held in a Hotel, emphasise that you can guarantee 30+ room booking for the ABPC week, and 65+ rooms for the ITC week. This provides a strong bargaining base for the room rates.

Negotiate for several free suites (ideally, at least 4), and possibly a Bulletin Room and/or access to a Board room. As a general guide expect one free room/suite per 25 room booking. An office area with access to telephones, preferably with some storage space (if not a separate Store room) is desirable.

Any interstate Tournament personnel (and maybe also some locals) need to be provided with accommodation, normally on site. If the TO is staying on-site, they should attempt to organise to have a suite, which may also be used for hospitality purposes.

Check the venue for size:

- Recent ANC venues have had a total area of about 600sq m – each table requires 6.5sq m as a minimum with 8sq m optimum and a linear allowance of 2.5m per side.
- The recommended minimum space for the Interstate Teams week in its current format (30 teams) is 330 sq m.
- Remember that the space for the finals with screens is considerably larger and must be estimated from the dimensions and configuration of the screens.
- Partitioning the room (e.g. to provide for the Open and Closed Rooms) reduces the playing space. Allow for this in calculating space requirements for the ITC.
- Be aware of space constraints resulting from the need to deal with traffic in doorway areas, columns in the rooms and the need to provide water/coffee stations.
- The area set aside for the Open Room needs to be larger than the Closed Room to allow additional space for spectators.
- Keep the Open Room as uncluttered as possible to maximise space for both players and spectators.
- Space must be provided for the Director's table and scoring area. Consult with the CTD and Scorer when

appointed to determine the area required. (At times in the past up to 10sq m, sufficient for 4-5 trestles, has been needed.) The scoring area will need to have easy access to power points.

- Check the availability of wifi network for both officials and players
- Secure areas are required for the storage of boards, valuable equipment and stationery.

Presentation of the finals on BBO requires a suitable area out of earshot of the Closed and Open Rooms and internet connections in the auditorium and the playing rooms.

It is important to provide information to players as to where smoking is permitted at the venue. When BBO is broadcasting, additional security measures need to be carefully considered to cover players leaving the playing area during session time.

Check the availability and suitability of power for computers, photocopiers, etc. Where a photocopier is being utilised, check the availability and access to the breakdown/maintenance service, particularly out-of-hours.

Check the lighting. Intensity and an even spread of light is a critical matter for bridge players. Get several opinions if in doubt! The NEC can provide advice on expected minimum levels of lighting. Supplementary lighting may be a solution to particular problem areas – but check with the venue that the power supply can cope with the additional load.

Check air-conditioning and ventilation.

Identify area(s) for:

- Distributing hand records (Hand records are a useful magnet for drawing the early finishers away from the playing area to control noise!).
- score up by players and teams. There may be separate areas for Congress events and Championship events. Tables and comfortable chairs are important.
- display of the results for all events (at least 4-6 boards, upwards of 2m, soft cork for short pins). This might be in the score-up area. Such results should be posted and available for inspection throughout the Championships.

A comprehensive noticeboard system may be hired and prepared well with headings and format. The display quality is an important factor in overall presentation.

It may be advisable to obtain separate sound systems for the Championship and Congress events. This can minimise the problem of players being interrupted by announcements meant for the other players.

Check the arrangements for cleaning up. Bridge players are extremely messy and management should be asked (at minimum) to provide a clean up after each session and glass collection during sessions. Waste baskets near every table may alleviate the problem.

Check for mirrors in awkward places. All mirrors in the playing area will need to be covered.

Check the bar facilities - players like to drink after sessions. Ideally the bar should be available to bridge players only and be open until at least 1 to 2 hours after play finishes (depending on finishing time). If the management will not accept that this will be profitable, encourage a trial period on the week-end. Explain that experience proves that any additional costs will be offset by the sales. Prices charged by venues may be a problem if they consider the players to be captive and charge exorbitant prices. If bar prices are not competitive, players are likely to take their custom elsewhere.

Check the venue's food and restaurant facilities. Provide the venue with a timetable of periods of likely greatest demand. Stress that meal service will be under severe strain as lots of people arrive at once all with the same time constraints. You may like to suggest that a special restricted bridge players' menu be made available to allow for speedy service. Similarly, you might discuss the possibility of the venue providing sandwiches/rolls in the area of the playing rooms for lunches. Remember to ensure that vegetarian options are available. A hot food option is appreciated in the cooler climates

Players will also appreciate access to quick and cheap tea, coffee etc during sessions. Discuss with the venue how/whether this can be provided. If a charge is involved, ensure that workers (for example people wearing official name tags) get cups free.

WiFi access at events of this nature has become more and more a need rather than a "nice to have". Consider negotiating with the hirer of the venue to have this type of facility with the issue of the password to gain

access resting with the TO.

Get to know the venue's contact person(s) well in advance, to ensure that you can get supportive, speedy service if you need it.

3.3 Board Preparation

Pre-dealt boards and hand records are required for all events. This requires a large number of boards and a significant effort in replication. It is recommended that the TO seek advice from the NEC regarding the number of boards likely to be required.

The deals for all Championship events are required to be generated by the ABF computer program. The TO should order these from the ABF Secretariat, when requirements are known. The NEC will provide advice and assistance as needed in this area.

Boards can be replicated and hand records prepared under the control of the Tournament Organiser for an agreed fee (refer to the ABF Remuneration Policy). Boards may be prepared locally if the Host State has sufficient resources, but must use carefully standardised procedures to ensure that errors are minimised (aim for less than 5 replicating errors) and that the security of information is maintained.

Congress boards and hand records are prepared as desired by the Host State.

3.4 Hospitality Desk

You should provide a Hospitality/Enquiries Desk throughout the ANC, to provide services such as:

- taking entries and entry fees
- selling parking tickets, if you have arranged a deal with a local carpark
- local entertainment / restaurant / tourist information
- program details
- stationery (standard system cards, coloured spots, plain labels, score sheets, etc)
- lost and found
- possibly, local telephone access and a message board.

Minimum staffing required is:

- 1 person to work at the Enquiries Desk through a bridge session, plus 1 person for general back-up purposes.
- Extra people are needed in the 15-30 minutes at the start and end of each session.
- You will require another person if you wish to serve tea/coffee.

Some tips:

- Organise 'hospitality teams' to be at the venue for 4 to 6 hour shifts. Affiliated metropolitan Clubs may be invited to take responsibility for several shifts each.
- Timetable shifts so that people arrive and get briefed outside peak periods (eg start or end of sessions). Coverage for each playing session should start at least 30 minutes before the start of play.
- Volunteers will need briefing. Make sure the Hospitality Coordinator or a fully experienced assistant is available at the commencement of each shift, to provide training and back-up support. Prepare a "bible" beforehand, that all volunteers can refer to – eg a hard-cover binder full of loose-leaf information
- Provide name tags for volunteers (and officials as well)
- Check first aid and emergency services provided by the venue. Include emergency procedures in the volunteers' "bible". Ensure that first aid items are available should they be needed. It has also proved beneficial to ensure that a supply of tissues are available near the playing area for the use of the participants.

Don't Forget To Thank The Volunteer Workers!

3.5 Catered Functions

The level of hospitality is now left to the discretion of the Host State. At a minimum a Victory Dinner/Presentation Party should be organised following the end of the Interstate Teams Finals.

Other hospitality gatherings may be hosted during the ITC – eg drinks and light snacks can be provided to give players, organisers and officials a chance to socialise. ANC Congress entrants, particularly those from interstate, can also be invited to gatherings of this type to encourage all participants in the ANC to feel part of the whole.

3.6 Welcome Function

This event disappeared a couple of years ago as the support from States was minimal and the costs did not warrant continuation. Should the state wish to reconsider this function, then the following guidelines will assist.

Keep the Welcome Function as an informal event with buffet or finger food with attendance by officials, team captains and players.

It is usually difficult to find out how many people plan to attend the Welcome Function. This may make it difficult to decide on the size and location – particularly if your proposed venue has a minimum charge. It may help if you email team captains in the weeks before the ANC starts.

The Welcome function can take the form of a barbeque or buffet held at a bridge club or other location away from the ANC Venue.

3.7 Victory Dinner or Presentation Function

The Victory Dinner is held at the conclusion of the Interstate Teams Finals. It is usually difficult to find out how many people plan to attend. Expect attendance to be around 140. The cost is very much city dependent and may depend on whether the State Association is registered for GST. The cost per ticket at recent ANC's has been Brisbane (Dinner) – \$100, Canberra (Dinner) – \$100, Hobart (Cocktails) – \$60.

The NEC needs the cost of tickets for this function by the end of March to include in the States' entry form.

The Host State seeks to have any tickets requested at the Victory Dinner pre-paid. (This aids in the production of Tax Invoices which allows the States to recoup the GST involved.) This also allows the organisers to set the attendance figures. It is important to design, print and distribute tickets for this function.

If the ITC is first, the formal part of the Victory Dinner should finish early enough for people playing in the later events to leave at a reasonable hour.

Should it be held at the conclusion of the Tournament you may wish to prepare the Hotel for a late finish, and book a good dance band.

3.8 ABPC Presentation

The Host State is encouraged to organise an event at the end of the ABPC at which medallions and prizes can be awarded. Currently the final match of the ABPC finishes around 5:00pm. A typical function provides finger food and drinks for competitors for about 30 - 45 minutes at the end of play (during the scoring/correction period). Medallions and prizes should be presented after the correction period expires.

One way to contain costs is to put a dollar limit on the quantity of free alcohol available. Depending on venue and circumstances the venue might provide bar sales after the drinks run out.

4 Publicity and Communication

4.1 Publicity Strategy and Schedule

National publicity is essential to Butler/Congress success and profit. Local participation is the key to success in both of these events.

An effective Publicity Officer can be invaluable and should liaise closely throughout with the TO. This person could also work as Sponsorship Promotions Officer, although it can be useful to separate these functions, provided that the Publicity and Sponsorship Officers can work well together.

Key publicity media include flyers and brochures/entry forms. You need to decide how many to distribute – when and where. Recent volumes are 800+ brochures / entry forms posted to other states (plus availability on the web site).

Brochures and/or flyers, to be approved by the NEC should be prepared and distributed at the previous ANC (and then at subsequent National events), and to Clubs. At a minimum, entry forms should be printed and available by the time of the Gold Coast Congress (late February).

In addition brochures/flyers/entry forms may be distributed as an insert in the ABF Newsletter, through local (intrastate) Congresses/adjacent States' Congresses, or posting to State Associations and/or to all Clubs Australia-wide or in the Host State.

An ANC website and possibly special phone/email addresses for enquiries is an advantage.

Plan advertising carefully. Consider national and state newsletters and websites, bridge magazines, local media (especially bridge columns), etc.

Liaise with the ABF Marketing Officer for promotional ideas.

Schedule the advertising timetable ... announce dates and events up to a year before the ANC, provide more detail as the events get closer, focus on maximising entries in the weeks before the event.

Depending on the choice of venue, it may be promoted as an attractive location, especially if it has on-site accommodation and sight-seeing packages. It is also important to publicise any special parking arrangements.

4.2 Promoting the Butler and Congress Events

Remember that the Butler and Congress events are the financial backbone of the ANC and require extensive publicity at a national, state and local level.

The national publicity will focus on the Butler.

It is vitally important to sell both the Butler and the Congress events to your local players. Sell both

- the opportunity that only comes once every eight years to play the Butler, and that
- the Congress is suitable for all players, not just the elite.

It may be worth producing a special brochure targeted at local clubs (“Come to the Butler”), and/or having someone visit clubs to promote the Congress events.

4.3 Printed material

Brochure/Program/Entry Form formats will normally be available on last year's ANC web-site.

Flyers and entry forms should be well laid out to avoid confusing players.

It is recommended that a list of alternative accommodation near the venue be included. You may provide the “short

list” in the brochure, and a longer list on the web site.

Entry forms should stress the things players need to know before they arrive – hotel dress requirements, system regulations, etc.

4.4 ANC Website

An up-to-date web-site is essential. It is *the* major reference point for players and the broader bridge community before and during the ANC. It then becomes the historical archive after the event.

In practice there are up to three websites involved – the ABF website, the local ANC website, and the results website maintained by the Scorer. Your local webmaster and entries manager will need to agree with the webmasters of the other two sites how communications and interactions between them (and any costs) are managed.

Leading up to the event, the website should contain downloadable copies of the brochure and entry forms, accommodation details, up-to-date lists of entries, etc. Check recent years’ sites for details.

During the event many competitors now prefer to check results etc over the internet rather than look at noticeboards, so the web site should contain all tournament information and links to the results if these are on a separate website (eg, maintained by the Tournament staff).

4.5 Bulletin

If producing a Bulletin then:

You will need a good Editor! And, if possible, an assistant editor with proof-reading skills.

Word processing and internet access are essential.

The bulletin is very popular during the ANC. It can cover articles, results, sponsor publicity, restaurant guides and timetables and timetable changes.

The bulletin is also a good way of communicating with players, so the TO and the Bulletin Editor need to be in close touch with one another.

Competitors and bridge columnists should be informed of the need for articles. A suggestions box and a box for bulletin material should be placed at the Hospitality desk.

Depending on their skills, the Bulletin Editor should be able to produce typeset output, which you can post on the web as well as printing or photocopying on coloured paper (different colours for different editions).

A convenient procedure uses a *pro forma* layout with headings, information about future events, schedule, pictures of team members; most of which can be prepared in advance.

Convenient sizes are 2 x A4 pages (printed on 1 x A4 sheet), or 4 x A4 pages (printed on 1 x A3 sheet). Typical print volumes are between 80% and 110% of the number of players.

If you choose to photocopy, arrangements need to be carefully thought through with back up arrangement in place to cope with photocopier failures. In the past photocopying services have been provided by external suppliers such as Ricoh, Konica or Cannon. However, unless suppliers offer a 24-hour service beware of service problems particularly on the week-end.

A convenient but more expensive option is to use a local printer like Snap Print. Some of these accept typeset material by e-mail, offer 24 hour service and charge per page.

It is recommended you produce a Welcome Bulletin, containing a welcome from the organisers, local information such as shops and restaurants, and some articles of interest.

Some short articles (historical, humorous or instructive) can be prepared in advance to use as fillers for later

bulletins.

An eBulletin (as produced at the 2014 Sydney ANC) may be a viable (and cheap) option. Refer to the ABF webmaster for more information.

If you decide not to produce a Bulletin, at the very least, a one page news sheet of results should be provided.

5 Entries

5.1 State Entries

The NEC sends the State Entry Form in a standard format to State Secretaries around the end of March. It is also posted on the web. The closing date for entries is 4 weeks prior to the commencement of the ANC. State nominations include names, ABF numbers and birthdates for Youth and Seniors' players.

Your webmaster should plan to put player names and system details on the appropriate website as they arrive.

5.2 Fines

All fines are paid to the James O'Sullivan Foundation.

5.3 Late ANC Nominations by the State

The closing date for entries is four weeks prior to the start of the ANC. Late entries must be accompanied by a fine of \$200 and will not be accepted otherwise.

5.4 Late Distribution of Systems by the State

Systems cards for all pairs representing the State in ITC must be provided at least four weeks before the commencement of the event. State secretaries must submit the systems to the webmaster in a maximum of one e-mail per team with the pairs identified by State and category. States not complying with this requirement will be fined \$200; in addition, the State may be fined Victory Points and may not be allowed to play certain systems for part or all of the event. System cards for all pairs in the ITC will be vetted by the NEC prior to being posted on the web.

5.5 Withdrawals from ITC

Any State nominating a player who withdraws from the ITC for any reason, should advise the NEC at the earliest opportunity. If the player is being replaced, this should also be advised as soon as possible.

5.6 Butler and Congress Entries

Don't underestimate how hard it is to manage entries. Entries may be late, not on the right form, not accompanied by payment, not complete, and sometimes inconsistent.

Online systems are now available to assist in this process.

The Treasurer/Entries Manager should record such information as ABF numbers, partners and team-mates for each event and payment status.

Entries should be published on the web site to forestall queries.

Great flexibility is required – to allow the fields and profits to swell considerably (e.g. as players are eliminated from

the Butler). Be prepared to accept entries at the last minute.

Two sets of procedures for taking money are necessary – one before the ANC starts, and another during the ANC.

Consider how to accept payment – people will want to use credit cards, but processing fees may be expensive.

Decide whether Hospitality Desk staff will accept entries and/or payments, and if so design secure procedures for handling payments.

For Congress events, consider collecting payment at the table – for example, using envelopes with a form on the outside for names and payment details. (But some people will want to pay beforehand!)

Following the end of Stage 1 of the APBC, additional staff will be required to collect fees from players continuing into later stages of the Open Butler Pairs and those entering the Women's and Seniors' Butlers.

It is necessary to have easy access to a list of all ABF numbers eg via the internet – some players are extremely lax in this area.

5.7 Discounts for Early-Bird Entries

The culture of Australian bridge players seems to be to register, enter events and purchase tickets at the very last moment. This creates uncertainty over how many players will come and whether the large costs of hosting an ANC are covered. It also poses challenges in catering for social events.

A discount for early registration for the ABPC and Congress events and even catered functions may alleviate this problem.

6 Bridge Base Online (BBO)

6.1 Online presentation

BBO is becoming increasingly important. You should aim to broadcast as many tables as you can from the ITC Finals, and even consider broadcasts during the qualifying rounds.

BBO broadcasts of other sessions can attract an internet audience of hundreds of people. (WBF and PABF events get audiences of thousands.)

See Appendix 1 for the personnel and equipment required.

As discussed in the appendix, you will need to be careful about security to make sure that information seen on BBO does not get to the players directly or indirectly.

6.2 VuGraph presentation

Public presentation of 24 boards or more of the finals is something to be considered. When done well it is much appreciated by an audience which could approach 200 as well as providing excellent publicity for the State Association and local bridge clubs.

Selection of the final which is closest or involves the Host State has some merit. Despite the tradition that the presentation has featured the Open Final in most years, different matches may be displayed in different segments. The responsibility for determining which match(es) to show lies with the TO and the ABF On-Site Representative.

Every effort should be made to present a "show" for both local players and visitors:

- publicise the date and time to local clubs and players, and feature the commentators
- provide coffee and snacks for a small charge, and bar service
- provide hand records in sets of 12, again being mindful of security concerns.

7 Trophies and Medallions

The collection of trophies ready for presentation is a very difficult task that has caused many heartaches for ANC TO's. It is recommended that a Trophy Steward is appointed to look after the trophies and be responsible for cleaning them ready for the formal presentation. In addition, the Trophy Steward arranged for the engraving of winners' names prior to them being returned to ABF Headquarters.

7.1 ANC Trophies

ANC Perpetual trophies exist for the following events in the **Interstate Championships**:

TEAMS	OPEN	1 st	Denis Howard Trophy
		2 nd	Bill Schaufelberger Trophy
		Highest Datum Score	Steve Hurley Shield
	WOMEN	1 st	Argus Cup
		2 nd	W.A. Newspapers Cup
	SENIORS	1 st	Ivy Dahler Trophy
		2 nd	Top End Trophy
	YOUTH	1 st	Cayley-McNeil Cup
		2 nd	Greenfeld Trophy
PAIRS	OPEN	1 st	Truth and Sportsman Cup
	WOMEN	1 st	Sullivan Salvors
	SENIOR	1 st	Gerda Stern Cup
	YOUTH	1 st	ABF Trophy
	MIXED	1 st	Queensland Newspaper Trophy

A list of the previous year's winners of each event is available on the ABF web-site and is circulated with the State entry form.

ANC Championship trophies and medallions must be ready for presentation at the Victory Dinner. The Host State provides photo opportunities for winners with their trophy/medallions but must ensure that the trophies remain at the venue after the function to facilitate their engraving and return to ABF Headquarters.

Major ANC Congress prizes may also be presented at the Victory Dinner (the number being determined by the TO). Other Congress prizes are presented to the winners progressively following the events.

7.2 Medallions

ABF medallions are gold or silver; the TO must decide if they wish to award medallions to 3rd place – and if so what colour the medallions will be. Quantities to be sourced from the supplier currently total 110.

	First	Second	Third	94
ABPC – Open	2	2	2	6
ABPC – Women's	2	2	2	6
ABPC – Seniors'	2	2	2	6
ABPC – Restricted	2	2	2	6
ANC Swiss Pairs	2	2	2	6
ITC – Open	7	7		14
ITC – Women's	7	7		14
ITC – Seniors'	7	7		14
ITC – Youth	7	7		14
ITC – Interstate Pairs (Open, Women's, Seniors', Youth)	8	8		16
ITC – Highest Datum (Open, Women's, Seniors', Youth)	8			8

The ABF will pay for medallions ordered from Cash's Awards & Promotion Solutions Pty Ltd for the events as specified in the ANC Contract.

The host state/territory is responsible for ordering the medallions from the supplier, and for the payment of engraving and freight costs as per the following procedure.

1. States send orders for medallions, together with any engraving requirements, directly to Cash's Awards & Promotion Solutions Pty Ltd by email:

Leigh Szabo: lszabo@cashes.com.au; Ph: 03 9781 2655
Copy all orders to the ABF Secretariat at secretariat@abf.com.au

2. ABF HQ will invoice states for the cost of the medallions @ \$10 each plus GST
3. Cash's will invoice states directly for the cost of any engraving required, plus freight to the required location.

Miscellaneous

7.3 Welcome Folder/Bags

Welcome bags should be available to all State nominees, and – if possible – all known interstate entrants for Congress events. To raise the image of the event, you may consider also giving bags to Butler Stage I entrants, perhaps without inserting information.

It is convenient to distribute welcome bags and scorebooks for all their team members to the team captains at the captains' meeting.

Bags can be obtained through the good offices of a sponsor or purchased via an internet company.

It is desirable for the bags to have a name-tag holder on the outside.

They should contain information useful to most competitors eg:

- Name tags (filled in if possible, at least for the ITC, or blank for people to write their own names)
- program/timetable
- entry forms
- brief summary of Regulations
- info about venue and neighbourhood
- restaurant guide, and any special offers – eg bridge players' menus
- maps and local tourist info – eg your city's transport guide
- pen and scorebook
- sponsor info

Each Team Captain's folder should also include a copy of the Supplementary Regulations relevant to ITC. It has been found useful to collate a list of captain's mobile phone numbers and to circulate these to the other captains in the same division.

Other information which may be of use to some competitors can be made available at the Hospitality Desk. This saves time in filling the folders/bags and also reduces the quantity of material that players receive.

7.4 Commemorative Items

Commemorative playing cards may be printed. T-shirts and sweat shirts can be designed for sale during the tournament.

7.5 Regulations

The NEC will provide the ABF Tournament Regulations and the Supplementary ANC Regulations.

A copy of these Regulations should be displayed on the ANC website and at the venue throughout the tournament. Provide a copy of the Supplementary Regulations relevant to the ITC for each Team Captain. Ensure that spare copies are available at the Hospitality Desk, since Regulations frequently disappear.

Copy of the ABF Systems and Alerting Regulations are available on the ABF website.

7.6 Special Events

You might consider panel discussions at the end of afternoon or evening sessions, with expert panellists discussing the hands just played. These can be very popular.

Lectures have been very popular during some ANCs. The ABTA and ABDA have been involved in the provision of such lectures, and it is also worth considering the possibility of scheduling a session or two on tournament directing, ideally with the assistance of the CTD for the ANC. The CTD may provide a seminar for Directors on the day before the ANC commences if he is given sufficient notice.

Select topics with broad appeal. Select a suitable room or area at the venue and advertise through posters and the Bulletin.

7.7 Masterpoints

Masterpointing is usually taken care of by the scorers and is largely automated.

To assist with masterpointing, entrants to all events must be encouraged and cajoled into providing – accurately – their ABF numbers as a matter of course. Table slips that you use to identify players in Congress events in particular must provide for ABF numbers to be specified.

All ANC Championships are masterpointed in accordance with the rules laid down in the Masterpoint Manual (ref. Section 7, Gold Point Tournaments). Any queries should be directed to the Chairman of the ABF Masterpoint Committee or the Gold Point Coordinator.

ANC Congress events are entitled to red masterpoints at the B3 award level, as long as they meet the requirements of the Masterpoint Manual.

All other Congress events are entitled to masterpoints at the B4 rate. Walk-in pairs are entitled to masterpoints at the B4 rate.

These events are treated as congresses, therefore all masterpoint credits are subject to the approval of the State Masterpoint Secretary.

7.8 Scoring

ANC Championship events are scored by the Chief Scorer. Congress events may be scored by a specially appointed scorer or it may be decided that the responsibility lies with the Director of the session.

7.9 Captains' Meeting

A Captains' Meeting is essential, usually scheduled on the evening before the commencement of the start of the ITC. The number of people in attendance will normally be around 30 to 40. Potentially there could be 32 captains, the TO, the CTD, the NEC (or ABF On-Site Representative) plus additional staff. Normal expectation is that the Captains' Meeting will last no longer than 30 minutes. The agenda is usually as follows:

7.9.1 Roll call

- List of Captains

7.9.2 TO

- Welcome
- Special notices for “housekeeping”
- Distribution of welcome bags, satchels
- Scorebooks
- Victory Dinner matters

7.9.3 CTD

- Session times and duration
- Length of session
- Bridgemate checking
- Mobile Phones
- Procedures for leaving table during the session
- Confirmation of results

7.9.4 NEC (or ABF On-Site Representative) re Captain’s Responsibilities

- Line-up submission
- Clarification of draw – seating rights
- Check players at correct table and in correct direction – ensure there is a match
- Captain’s right to spectate
- Player’s right to spectate
- BBO matters
- Appeals procedure

7.9.5 Other matters

- Supplementary regulations
- System changes
- Questions

Appendix 1 – BBO and VuGraph Requirements

BBO Broadcast Requirements

The TO, BBO co-ordinator and NEC (or ABF On-Site Representative) need to consider procedures to ensure that normal scoring processes are not affected adversely.

BBO requires additional internet access separate from that used by the Tournament Staff. Ensure the connections are reliable – it is very inconvenient for the BBO audience when the connection drops out.

During the Round Robins the most convenient arrangement (space permitting) is to move the BBO match to separate dedicated tables away from the general playing area.

When only one table from a match is broadcast the BBO operator needs a caddy to bring results from the other table of that match on pickup slips to display a running scorecard. This should be coordinated with the Scorer.

When showing more than one table, it is preferable to show both tables of the same match.

One BBO operator is required for each table/session displayed.

Each operator needs:

- A bar stool or similar for a good view of the bidding and play
- A laptop computer with the current BBO software, access to mains power and internet. Mobile Broadband is preferred.
- A lectern or similar high table for the laptop

Although bidding boxes are preferred by BBO operators, the BBO tables must use the same bidding methods as being used by other teams in the event in that stage of the competition. (That is, if other tables are using written bidding, written bidding must also be used at the BBO tables. To assist the operators with viewing the auctions, it is recommended that the TO provide marker pens for the use of the players at the BBO tables.)

The BBO operators load the hand records into BBO before the start of the session from a file on a USB storage device provided by the CTD.

Safety and Security

Cables (power, telephone) run across the floor must be secured with tape or a suitable cable covering.

Information from BBO must not get back to players in any match, either directly or indirectly:
BBO laptop positions such that players cannot see the screens – either from the tables or when moving, for example to get drinks or take a toilet break

People outside of the playing area with laptops need to be coralled away from player routes to toilet, coffee or smoking breaks

Possible considerations:

- Start BBO matches 5 later
- Close the Open Room after BBO commences
- Escort players who leave the table

BBO/VuGraph Presentation Requirements

For the commentary team, if applicable, approach one or two interstate experts and select a good local to add partisan interest. It can be useful to have comments on system and style of the players from their non-playing captains. Aim for a panel of 3 or 4 but expect only 3 to commentate at any one time.

You will need:

- two laptop computers with good quality projectors and projection screens. (This assumes you will show both

open and closed rooms, which improves the interest.)

- a presentation auditorium - check that electrical are available at the projection point, which may be in the middle of the room, and that there is enough height for the projection screen.
- bar service in or outside the auditorium – with access restrictions thereto in accordance with the Regulations as laid down by the ABF for the event.
- playing areas sufficiently isolated from the auditorium so that the players are unable to hear the auditorium applause/groans.
- coffee, tea and iced water in the playing rooms - the players deserve some consideration as they are putting on a public performance for the audience and are under stress additional to that imposed by the fact that they are competing in the ITC Final

Appendix 2 – Equipment and Stationery Check-List

Stationery

Provision of stationery should be discussed with the NEC, because much of the printing (notices, seating schedules, table stationery, etc.) can be produced in advance.

Consumables required for the Tournament Staff include:

- A4 - 15 reams of white and 1 ream each of the pastel colours (blue, pink, green and yellow)
- at least one replacement cartridge for each laser printer
- Additional paper may be required for publication of the Bulletin each day

(Pastel colours are: blue=open, pink=women, green=youth, yellow=senior.)

Scoresheets, written bidding slips (if used) and ANC System Cards are needed in abundance. You might want to order your stock for the future year just prior to the ANC. Pens (possibly 1,000) are best obtained from sponsors.

Some example volumes of stationery items are:

- written bidding slips (50,000)
- personal score booklets: a mixture of styles for teams and pairs – (1,000 when all Championship events have personal scorebooks)
- ABF Standard System Cards (1,000; a master to photocopy emergency supplies)

Other stationery which may be useful is:

- a wallsheet/lists for people/pairs seeking partners
- a suggestions/complaints form
- folders for document storage

Table Numbers

Consult with the CTD/Scorer about what is required.

Bidding Boxes/Written Bidding Slips

The TO needs to decide whether to utilise bidding boxes or written bidding slips for the various events. (If possible, bidding boxes should be provided for use in the ITC Finals – 8 sets required.) The NEC may provide advice on this matter. If bidding boxes are to be used, ensure that there are sufficient supplies available.

ITC Finals

Special requirements for the ITC Finals are:

- 16 Alert cards
- multiple scribble pads
- 8 bridge table screens

Notice/ Result Boards

Quality charts and notice boards add class. Keep results of events on permanent display. You might keep a list of results - regularly up-dated - near the telephone in the administration area, although most people seem happy to look on the web provided it is kept current.

Free-standing notice boards are recommended (approx. 2m x 1m). At least 4-6 boards will be needed.

Photocopier

Conderation needs to be given to whether a dedicated photocopier is required. (For example, if the Bulletin is to printed on site, then a photocopier is almost certainly needed.) It may be possible to use normal printers as a substitute for a photocopier. Modern multi-function printers usually have a copying function which may suffice.

If you do decide to use a photocopier, you need a reliable photocopier (preferably with A3 and double-sided

capacity) preferably in an easily accessible workspace. It may be possible to take your Club photocopier to the venue if it is reliable or otherwise obtain one through sponsorship in return for the free publicity. In past years, OCE, KONICA, Ricoh and Cannon have been receptive to approaches.

Personal Computers and Printers

Unless transport costs are deemed excessive, the Tournament Staff will usually supply computers, computer networks and laser printers for its own use. What will be provided by the Tournament Staff and what the TO is required to supply should be explicitly set out in the terms of appointment with the CTD and Scorer.

The TO is responsible for providing computer equipment for administration, word processing and bulletin preparation.

Ensure that all associated cords and cables are also available as required.

Computer needs should be determined in advance and equipment should be borrowed or sponsored where possible.

Projector and Display Screens

At least one projector will be needed if a BBO display is to be provided in the venue. Additional projectors will be required if draws, seating and results are going to be electronically displayed. Check with the CTD and Scorer. It is likely that a similar number of display screens will be required. These may be available at the venue (but check the costs as they can be prohibitive). Alternatively, either hire or borrow the equipment for the duration of the event. Additional equipment required may include: a laptop to connect to each projector, internet access, wireless network access.

Ancillary Equipment

The Host State is responsible for the provision of bidding boxes (for the ITC Finals) and Table top scorers (eg. Bridgemates). Some of these items can be hired from the ABF Secretariat.

Countdown Timer

Use the State Countdowners or they can be hired - but it can be useful to check what the CTD can provide. One per room is essential for events such as the ABPC and the ITC, and should be available for all ANC Congress events as well.

Table cloths

These should be in a wide range of colours. Light colours maximise the available light at the table top while dark colours reduce laundry bills. Keep a look out for cheap material if your supply is inadequate. Alternatively you may be able to rent them with bridge tables.

For the ITC, it is advantageous to colour-code the Open, Women's, Seniors' and cloths.

Bridge Tables and Chairs

The normal ANC timetable is designed to minimise rearrangements of the bridge tables in the playing area. There will be different set-ups for:

- ITC Qualifying
- ITC Finals
- IPC
- Butler + associated events

Arrange enough tables for your peak need. Allow 4 chairs per table plus a number (minimum 50) for spectators. Unless you have a large quantity of side tables, you may want to put two side chairs at each table (in the north-east and south-west corners) to hold boards and act as side tables.

Other Tables and Chairs

The Tournament Staff may require a minimum of 8m of table tops – conveniently trestle or similar tables rather than bridge tables. Similar tables can be used as storage and for administration / information / drink stations.

Waste Paper bins

Waste paper bins – ideally one or two per table in the playing area plus one larger bin for the Scorer and Director and one adjacent to the photocopier if provided.

General Office Equipment

A supply of general office stationery/equipment is required:

- Stapler(s), including one electric if used for the Bulletin
- Guillotine – the Tournament staff may supply their own
- Supplies of:
 - extension leads and power boards (check whether the venue has any restrictions on their use)
 - rubber bands
 - cellotape
 - staples
 - Blu-tak
 - scissors
 - drawing, panel pins
 - felt tipped pens for making emergency signs
 - velcro hand-up strips and spots
 - self-adhesive labels in a variety of sizes and colours

Appendix 3 – Signage Checklists

Although signs lettered professionally are attractive and effective, recent practice generates most signs and notices from word processors. As many as feasible should be prepared in advance. Additional signs can be prepared on demand when needed to suit particular venues, configuration of rooms, location of facilities, specific functions and so on. Ensure that you have a good supply of various coloured paper and/or cardboard, and plenty of drawing materials.

Event Headings - these could be colour-coded to delineate

- Open events
- Women's events
- Youth events
- Seniors' events
- Congress events, with the addition of sponsors' names and logos
- Walk-in events
- Copies of Teams Draw and ANC Teams numbers

Seating/Scoring Charts - these should be large and bright.

Other Headings and Signs

- Welcome to the ANC
- Hospitality Desk
- Regulations - one each for Championship and Congress Regulations
- Hand Records - at least two, one for the Championship events and one for Congress events
- Restaurants
- Information
- Bulletins
- Phone number(s) for Taxi service
- North
- Open Room
- Closed Room
- No Entry
- No Exit

Appendix 4 – Example Playing Schedule

The following was the playing schedule for the 2019 Melbourne ANC:

Week One

Date	Time	Event	Eligibility
Saturday 13 July	10.00am	Bridge Gear Welcome Swiss Pairs	Open, Restricted
Sunday 14 July	9.30am, 11.45am, 2.30pm, 4.45pm	ANC Interstate Teams Championship	Open, Women's, Seniors', Youth
Sunday 14 July	10.00am	Bridge VID Swiss Pairs	Open
Monday 15 July	9.30am, 11.45am, 2.30pm, 4.45pm	ANC Interstate Teams Championship	Open, Women's, Seniors', Youth
Monday 15 July	10.00am	Production Company Swiss Pairs - Day 1	Open
Tuesday 16 July	9.30am, 11.45am, 2.30pm, 4.45pm	ANC Interstate Teams Championship	Open, Women's, Seniors', Youth
Tuesday 16 July	10.00am	Production Company Swiss Pairs - Day 2	Open
Wednesday 17 July	9.30am, 11.45am, 2.30pm (Youth only)	ANC Interstate Teams Championship	Open, Women's, Seniors', Youth
Wednesday 17 July	10.00am	Grant Kilvington Matchpoint Pairs ¹	
Wednesday 17 July	2.00pm	Felicity Beale Matchpoint Pairs ¹	
Wednesday 17 July	5.00pm	ANC Interstate Teams Championship Final - 1st Stanza	Open, Women's, Seniors', Youth
Thursday 18 July	9.30am, 11.20am, 2.00pm, 3.50pm	ANC Interstate Teams Championship Final	Open, Women's, Seniors', Youth
Thursday 18 July	10.00am	ANC Matchpoint Swiss Pairs - Day 1	Open, Women's, Seniors', Youth
Thursday 18 July	10.00am, 2.00pm	Bayside BC Novice Matchpoint Pairs	Under 50 MP 31/3/2019
Thursday 18 July	6.00-7.30pm	Government House Function	
Friday 19 July	10.00am	Moonee Valley Matchpoint Pairs ¹	
Friday 19 July	10.00am	ANC Matchpoint Swiss Pairs - Day 2	Open, Women's, Seniors', Youth
Friday 19 July	2.00pm	Waverley BC Matchpoint Pairs ¹	
Friday 19 July	7.00pm	Victory Dinner and Presentation	

Week Two

Date	Time	Event	Eligibility
Saturday 20 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 1	Open, Restricted
Sunday 21 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 1	Open, Restricted
Monday 22 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 2	Open
Monday 22 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 1	Seniors', Women's
Monday 22 July	10.00am, 2.00pm	ANC Swiss Pairs A - Day 1	Open
Tuesday 23 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 2	Open
Tuesday 23 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 1	Seniors', Women's
Tuesday 23 July	10.00am, 2.00pm	ANC Swiss Pairs A - Day 2	Open
Wednesday 24 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 2	Open, Seniors', Women's
Wednesday 24 July	10.00am, 2.00pm	ANC Swiss Pairs B - Day 1	Open
Thursday 25 July	10.00am, 2.00pm	ANC TBIB Butler Pairs Stage 2	Open, Seniors', Women's
Thursday 25 July	10.00am, 2.00pm	ANC Swiss Pairs B - Day 2	Open
Thursday 25 July	5.30pm	Cocktail Party and Presentations	

Appendix 5 – Eligibility Conditions

The following eligibility conditions applied at the 2019 Melbourne ANC:

Youth players, as defined below, may represent a home State or an adoptive State (in which they have resided continuously for a period of three months or for the majority of a discontinuous period of four months), provided that they are members of the ABF Youth Club or a club affiliated to that State.

Unless dispensation is granted by the ABF (which may be retrospective), a player is eligible to represent a State in the Open, Women's or Seniors' category in the ITC or IPC only if they have been either:

- (a) an active playing member of a club affiliated with or within the jurisdiction of that state during the previous year; or
- (b) a bona fide resident of that state for a period of at least six months immediately prior to the commencement of the ANC in question.

When either of the above results in a player being eligible to represent more than one state in the ITC or IPC, that player is entitled to represent only that State in which he first entered a selection tournament for that event.

To be eligible for events restricted by age or masterpoint ranking:

- (a) Youth players must be born on or after 1-1-95, except as authorised by the ABF Management Committee;
- (b) Senior players must be born before 1-1-60, except as authorised by the ABF Tournament Committee;
- (c) both members of the partnership in the ANC Restricted Butler Pairs must have fewer than 300 Masterpoints as at 1-1-20.

For the ABPC, at the time of commencement of an event, each Australian resident entrant must be a financial member of the ABF Masterpoint Scheme and of an organisation affiliated to the ABF or to an Australian State Bridge Association. Overseas players become honorary members of the Foreign Players Club.