

Role of the Tournament Organiser for BAWA Held ABF Event 2025

Please refer to the Australian Bridge Federation – [ABF Tournament Regulations 2024](#)

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Venue

1. Size,
 - a. must allow 2.5² per table (minimum)
 - b. director space – table/s, scoring
 - c. allow for movement of players, directors, and conveying of boards
 - d. break out space (for change of round and lunch)
 - e. excellent lighting throughout
 - f. ease of access into, out of and within room, including requirements for players with disabilities
2. Toilets adequate for the number of players, including disabled
3. Well ventilated, can be cooled/heated effectively
4. Food preparation space, consideration to catering requirements, council bylaws.
5. Display screen/s (electronic as well as hard copy) for results and draws for each round.
6. Serving of alcohol, check licensing requirements.

Dates

BAWA Calendar notes the date and can be moved in consultation with the ABF. Dates are to be confirmed with the ABF.

Staff

The TO is responsible for organising all staff for the event.

1. Refer to the category of event to the status of Director required.
2. Choose the Directors required depending on the size of the field.
3. If caddies are required check age and compliance with Working with Children (for all personnel).
4. If Bar Staff are required check compliance with Responsible Serving of Alcohol.
5. Officials required for the event including on site ABF Onsite Official, Recorder, Reviewer and Review Consultant are to be chosen and included in the Supplementary Regulations.
6. Arrange for a spare pair/ team in case of emergency.
7. Arrange for payment to all staff.

The Budget

Prepare a detailed budget for estimated number of tables 3 months before to be approved by the BAWA Management Committee. Refer to previous budgets.

The flyer

Once the main elements have been chosen the TO is responsible for producing the flyer.

1. The flyer should contain the pertinent information for the event.
 - a. Venue
 - b. Start times
 - c. Director
 - d. TO
 - e. Event information, name, class of event, prizes.
 - f. Cost and payment method
 - g. Lunch arrangements if applicable

- h. Current ABF and BAWA logos
2. The flyer must be approved by the ABF National Event Co-ordinator (NEC) Laurie Kelso, Matt McManus
3. Forward Flyer to
Focus: Helen Rogoysky hjsmit17@hotmail.com
Australian Bridge: Brad Coles mail@australianbridge.com

The Bridge

Event Format

Refer to ABF Tournament Regulations.

In consultation with the Tournament Director and the National Event Co-ordinator decide on the nature of the event ie number of rounds and boards to be played.

Event Scoring

The event scoring process, match points/victory points and scales are to be approved by the ABF and placed in the supplementary regulations.

Supplementary Regulations

- These regulations contain session times, timing per board for the event, age regulations, etc
- The supplementary regulations can be written by the T D in conjunction with the TO.
- The regulations must go to the ABF NEC for approval.
- The NEC also would have past copies of this document and may help to write a new one if asked.
- The TO is responsible for making sure that the Supplementary Regulations are posted on the web page for the event at least 2weeks before the event and put up at the venue for the event during the event.
- It may be useful to have other ABF policies and procedures handy while the event is on, such as bidding box and alerting regulations.
- See Staff

Score Books

The TO is responsible for arranging the design and printing of personal scorebooks.

1. Score books are used for all major ABF events.
2. Copies of score books should be sent to the NEC for proofing before they are printed.
3. Scorebooks can be handed out at the start of the event or, included in welcome bags.
4. Ideally score books should include:
 - a. Session times
 - b. Procedures for finals, if applicable
 - c. Sponsor logos
 - d. ABF logo
 - e. BAWA logo
 - f. Format
 - g. Imp scale
 - h. The Role of the Recorder
5. And can include

- a. VP scale being used

Score book printing can be outsourced or printed on the BAWA machine with an allocation of reasonable costs against the event by BAWA.

Board Preparation

For all ABF events pre-dealt boards and hand records are required.

- The TO can arrange for 3 boards a table (with caddies) to be pre-dealt based on the numbers for your event. It is recommended that the TO seek advice from the NEC or the appointed Director regarding the number of boards likely to be required. Late entry withdrawals, transport of boards and storage should all be considered.
- Arrange for the hand files from the ABF for dealing of boards (3 months before).
- Boards can be replicated and hand records prepared under the control of the TO for an agreed fee (refer to the ABF Remuneration Policy). Security must be maintained at all times including locked facilities for printed matter and sealing of boxes of boards. Organisation of transport to and from venue.
- Boards may be prepared locally by a nominated person with adherence to ABF Regulations with regard to errors and security.
- Ensure the TD has a copy of the hand records.

Entries

- Entries are via MyAbf.



Congress set up through MyABf. Any queries with MyABf to go to

Sandra Hardie : Sandra.myabf@gmail.com

- Be prepared to accept entries at the last minute, if the event has room.
- It is necessary to have easy access to a list of all ABF numbers eg via the internet. The status of players must be checked in consultation with the TD.
- Arrange for spare pair/team in case of emergency

Money

All entry fees are payable through MyABF with options of Direct Debit.

Webpage

The ABF runs a web page that is standardised across ABF events. It is the decision of the TO of the event if this is used.

CATERING

Arrange for tea, coffee, biscuits etc throughout.

Arrange for food/ drink for supper at the end of the event.

Advise players of lunch arrangements if necessary see flyer

All receipts must be kept and accounted.

Presentation

Organise engraving of medallions where applicable, in consultation with the XO,
execobawa@gmail.com

Organise Upkeep and engraving of Perpetual Trophies

Prepare prize envelopes

Presentations to be done by the TO with any sponsors/donors present

Reporting

Event

Ensure results go to the ABF Masterpoint Centre for MP allocations.

Ensure any Recorder reports go to the National Recorder including nil report.

Prepare a report including final budget and Directors Report for the BAWA MC and the ABF within four weeks of the event.