

Guidelines for Running East District Events

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1. General

1.1 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), which is available in the SBU Handbook and Competition Brochure – or the East District Tournament Summary for ED competitions.
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 email you (or telephone), so that you have a good idea of the number of entries. Include the total entrance fee, the date, 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 ED 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.
3. Ask Club Secretaries to notify you of any entries on their Notice Boards on the deadline date, and to remove the 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 Card Convener at least a week prior to the event, to organize duplimated boards and hand records.
6. Most competitions are scored using Scorebridge and either Bridgemates (Melville) or Bridgepads (Carlton). Ensure you are familiar with their operation and how the programme works, 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. Note that the SBU website – under Support / Resources contains useful information on movements.
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 or on a lower floor (Melville).
10. Arrange to get the trophy from the ED Secretary 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.

1.2 On the Day

1. Ensure there are score cards, table numbers and movement cards (if relevant) at each table.
2. Ensure you have a copy of the 'Rules of Bridge and Permitted Conventions'.
3. Advise all players of the entry fee, any limitations on permitted conventions, the movement, number of boards, and likely meal-break time.
4. If using Bridgemates / Bridgepads, set them up and test they are functioning correctly.
5. Pay the Host Club their table money.
6. If employing a Tournament Director, pay their fee (currently £30/session (32 boards)).
7. 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 2nd highest ranked person in the team is the ranking of that team. As a guideline, there should be more than one pair/team in each category to qualify for a prize or they should finish in the top half of the field. Prepare envelopes suitably labeled (although be prepared to change this in the event of a tie).
8. Score the competition and print copies of the results with matrices for the participants to check.
9. Announce the results and issue prizes.

1.3 After the Competition

1. **For ED Events** - email a copy of the results to the ED Secretary and 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 to the ED Master Point Secretary.

2. **For National Events** – send / email the results to the Competition Convener along with the entry fees. Email a copy of the results to the SBU Master Point Secretary ensuring Master Point numbers are quoted.
3. Retain a copy of the results to resolve any disputes and possibly split any ties.

2. Teams Competitions

1. **Watson Trophy (Multiple Teams of Four)**
2. **Atholl Cup (Pivot Teams of Four)**
3. **Edinburgh Congress Trophy (and Rayne Cup Qualifier)**
4. **Hunter Cup (Swiss Teams)**
5. **Jacqueline Bruce Smith Vase (Women's Teams)**
6. **Charles Bowman Trophy (Men's Teams)**

Watson Trophy

This is the ED Multiple Teams of Four Championship and is traditionally the opening event of the season. It is open to all players. The date, time, venue and entry fee per team (all inclusive) are listed on the ED Tournament Flyer.

It is likely a non-playing TD will be needed to run this event.

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.

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. 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 semifinalists 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 one day event for Teams of Four and also counts as the East District's Qualifier for the Rayne Cup. The entry fee and Convener will be found in the SBU Handbook and Competition Brochure – the total entry fee per team is given in the ED Tournament Flyer.

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.

3. Pairs Competitions

- 1. Women's National Pairs**
- 2. Men's National Pairs**
- 3. National Pairs Quarter-Final**
- 4. East Simultaneous Pairs**
- 5. Cowan Cup**
- 6. District Swiss Pairs**
- 7. McGregor Cup (Mixed Pairs)**
- 8. No Fear / Next Step Pairs**
- 9. Allan Fritch (Married Couples)**
- 10. Freddy Short Quaich (Senior Pairs)**
- 11. Johnston / Kennedy / Jesner Simultaneous Ranked Pairs**

Women's National Pairs

This is the National Women's Pairs event for the Cyril Breene Cup, played all over Scotland. Heats are held in Districts before March 15th. The final (of about 45 boards) is held at Perth BC in early April. In the East District only one heat is held and all women are eligible to enter.

As a minimum of 37 boards has to be played, the event is held over 2 successive Wednesday nights. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer.

One quarter of the pairs qualify for the Final (rounded up to the next whole number). A copy of the results (with MP numbers) should be sent / emailed to the Convener (see SBU Brochure) and the SBU MP Secretary.

Men's National Pairs

This is the National Men's Pairs event for the Buchanan Cup, played all over Scotland. Heats are held in Districts before March 15th. The final (of about 45 boards) is held at Dundee BC in early April. In the East District only one heat is held and all men are eligible to enter.

As a minimum of 37 boards has to be played, the event is held over 2 successive Wednesday nights. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer.

One quarter of the pairs qualify for the Final (rounded up to the next whole number). A copy of the results (with MP numbers) should be sent / emailed to the Convener (see SBU Brochure) and the SBU MP Secretary.

National Pairs Quarter-Final

This is the SBU National Pairs event for the Scotsman Trophy, played all over Scotland. Heats are held in Clubs before 31st December. In the heats 50% (rounded up) qualify for the quarter-final.

In the East District only one quarter-final is held. Clubs holding heats of the National Pairs will communicate details of their heat with full results of the pairs playing and their position in that heat and their Master Point numbers to the ED Secretary and with a cheque to cover the entry fee. Once the number of pairs in the quarter-final is known, make plans for the number of boards to be played. Make allowances for pairs not turning up. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer. The result of the quarter-final with MP numbers should be forwarded to the Convener (SBU brochure) and SBU MP Secretary, also indicating how many pairs played in all the heats played in the District.

In due course the Convener will let the ED Secretary know the qualifiers for the semi-finals, and which venue for each pair. The semi-finals (two 24 pair events) are held at Dundee BC and Stirling BC in March with 8 pairs from each qualifying for the Final at Stirling BC in April.

East Simultaneous Pairs

This is the East District Simultaneous Pairs played in several clubs in the East District. Heats are held in Clubs on the 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 travelers (paper or electronic) should be sent / emailed **immediately** to Liz McGowan 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 for the Cowan Cup, with heats being held in many clubs all over the East District by 14th December. Once the Convener has received all the heat results and entry fees (see ED Tournament Flyer), they will decide how many pairs from each club qualify and notify the club secretary of that figure.

The date, time, venue and entry fee per pair (all inclusive) for the Final are listed on the ED Tournament Flyer. 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 brochure).

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.

An external Tournament Director is definitely required and will have been organized by the ED secretary. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer. 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.

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

McGregor Cup (Mixed Pairs)

This is the East District Mixed Pairs competition. The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer. A raffle in aid of junior bridge in the district is always held at this event and volunteers to organize this should be found in advance.

The field is usually pre-drawn into 2 sections, and lists of starting positions should be prominently displayed. 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.

No Fear / Next Step Pairs

These are the ED match-pointed pairs aimed at beginners or new players. Played over one session, depending on numbers, the events may be run as separate competitions (preferred option) or as one amalgamated tournament.

The No Fear event is aimed at people currently taking classes or beginners to bridge tournaments.

Entry to the Next Step is open to all players up to Local Master level.

The date, time, venue and entry fee per pair (all inclusive) are listed on the ED Tournament Flyer. A raffle is usually organized to raise funds for junior bridge in the district.

An expert is usually available at the end of the tournament to discuss interesting bidding / play issues – this must be organized in advance.

Prize shields engraved with the tournament and year should be ordered in advance from Kirkwoods for presentation at the end of the event.

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 Wednesday evening. Entry is restricted to pairs who have reached their 60th birthday by January 1st of the year of the event. If numbers permit, there will also be a No Fears section for older players currently taking classes.

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

Johnston / Kennedy / Jesner Simultaneous Ranked Pairs

Johnston is for District Masters

Kennedy is for Club 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 Tournament Flyer.

'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 Convener (see SBU brochure) to the designated venue for duplication. The Johnston and Kennedy have the same hands and will usually be played as one tournament.

A copy of the results and travelers (paper or electronic) should be sent / emailed **immediately** to the Convener.

4. Individual Competitions

1. Faie Rosebowl (East District) incorporating Harrison / Shenkin / Fairlie Qualifying (SBU)

Faie Rosebowl (and Harrison / Shenkin / Fairlie qualifier)

This is the East District Individual Championship played as a straight final. As the results of the Faie will be used as a qualifier for the SBU Individuals in May, the Convener should note the Master Point ranking and number of all participants so that the names of the competitors in each category can be forwarded to the SBU Convener (see SBU brochure).

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.

There is a nucleus of players who join this event and this information should be passed on to a new convener.

It is possible to score the event on Scorebridge. It is not advisable that the Director play as they are needed for scoring.

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

Table Cards – also printed from Scorebridge

Travellers – important to have ones with NESW columns as on the table cards and movement cards

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

5. Appendices

1. Club Table Money

Up to 32 boards - £3.00

More than 32 boards - £4.50

2. Club Contacts

Carlton Secretary (David Liggat) – 555 2595 – dliggat@hotmail.com

Melville Secretary (Donald Denoon) – 445 1799 – donalddenoon@blueyonder.co.uk

Carlton Card Convener (Mary Millar) – 556 3544

Melville Card Convener (Damien Byron) – 225 9548 – damien@douglascrest.net

Carlton Bridge Club – 552 3122

Melville Bridge Club – 337 1102

Carlton catering – julie.choudhury@talktalk.net

Melville catering – 337 1102

Carlton Bridgepads/Scoring (Cad Delworth) – cadinfo@e-mile.co.uk

3. District Contacts

Secretary (Anne Perkins) – 539 6634 – anne@sbueast.org.uk

Treasurer (Sandy Kirkwood) – 01620 842244 – sandy@sbueast.org.uk

Chairman (Mike Ash) – 657 3579 – mike@sbueast.org.uk

Match Point Secretary (Jane Carnegie) – 01383 610297 – jane@sbueast.org.uk

4. ED Tournament Directors

Ian Ross – ian.ross3@btinternet.com

Duncan Cursiter – dmcursiter@yahoo.co.uk

Christine Walker – christine.w50@btinternet.com

Contact Anne Perkins for District and Club Directors

5. SBU Contacts

President (Michele Alexander) – 0141 644 2467 – braeheadbridge@btinternet.com

Master Point Secretary (Janet Rixon) – masterpoints@scottishbridge.co.uk

Chief Tournament Director (John Wilson) – 01324 851853 – jt.wilson@tiscali.co.uk

6. Competition Statement

**SBU – East District
Statement**

Competition

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:

Signed: _____ **(Convener)**

Raffle: Income = £ _____ **less expenses** £ _____
(if applicable)

Please return to Treasurer ASAP after the event – Pref. by email
Sandy Kirkwood – sandy@sbueast.org.uk

