



# NSW BRIDGE ASSOCIATION



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## COUNTRY TEAMS CHAMPIONSHIP 2017 CONVENER & ZONAL COORDINATOR GUIDE

On behalf of the NSWBA, thank you for agreeing to help run the NSW Country Teams Championship.

The following is intended to provide some guidelines about what the job entails.

If you are in doubt, please contact the overall Convener of the Country Teams, Helen Milward. She will liaise with the NSWBA as necessary.

Helen Milward: Mobile 0403 894 579 Email [helenmilward@internode.on.net](mailto:helenmilward@internode.on.net)

### Basic event structure

For the purposes of the State Open Teams Championship, NSW has been divided into the following zones:

- NSWBA
- Sydney Metropolitan
- Country – Outer Metropolitan Zone
- Country – Northern Zone
- Country – Southern & Western Zone

You are coordinating one of the 3 Country Zones.

Within your Zone, the clubs have been divided into several regions.

The basic structure of the event is:

- Clubs within a Region hold qualifying events which qualify up to 50% of the field to the Regional final.
- One club within that Region hosts a Regional final which qualifies up to 50% of its field to the Zonal final.
- One club within the Zone hosts a Zonal final on behalf of the NSWBA, which qualifies one team to the State finals.

### Documents provided to clubs

A mailout has been sent to all clubs. This includes a letter inviting them to participate, a short description of the event, and the URL where they can access all relevant information including (*viz.*, the supplementary regulations, a list of which clubs have been allocated to which Region within each Zone, and Excel files).

As coordinator, please make yourself familiar with all this documentation. It is all available for download via the NSWBA website, <http://www.nswba.com.au/tourn/state/se.asp?Y=2017&E=sotct>.

## **Summary of primary duties of the Convener / Zonal Coordinator**

- To promote the Country Teams event in the Zone and seek to maximise participation by clubs.
- To coordinate club participation in the region generally.
- To liaise with clubs to establish which clubs are running qualifying events, which are running Regional finals, and provide advice and assistance in running those Regional finals.
- To be available to answer queries about the event from clubs within your Zone.
- To keep a record of the entries for all stages within the Zone. Relevant entries need to be passed on to the clubs hosting the Regional Finals and also to Helen Milward at [helenmilward@internode.on.net](mailto:helenmilward@internode.on.net) so that an invoice can be prepared for each participating club.
- To organise the Zonal final in conjunction with the hosting club.
- To maintain financial records, to ensure the right amounts are calculated for entry fees and masterpoints, invoices are prepared and sent to clubs and, to the extent it is practical, receipts are obtained for reimbursable expenses in holding the Regional and Zonal finals.
- To complete the Convener's summary form and provide this to the NSWBA after the Zonal final has been held.
- To keep the NSWBA informed of any issues or problems with the event, or recommendations for future changes.

## **FURTHER DETAILS**

### **Keep track of club participation by region**

The allocation of clubs to Regions and Zones that has been provided is not set in stone. If particular clubs wish to move regions (within reason geographically, of course) there is no problem in doing this.

Clubs have been asked to contact the Convener if they wish to do this. Accordingly the Convener should keep track of which club is playing in which region, so the list can be amended next year. Obviously an eye needs to be kept on whether the regions are balanced or not.

### **Club qualifying events**

The only payments clubs make are entry fees (\$100 per team to the Regional Final or \$150 per team direct entry to Zonal Final if no Regional Final is available) and for the masterpoints issued at club qualifying sessions. Participating clubs complete the relevant Excel form [http://www.nswba.com.au/tourn/state/2017/docs/CT\\_Club\\_Entry\\_Form\\_2017.xls](http://www.nswba.com.au/tourn/state/2017/docs/CT_Club_Entry_Form_2017.xls) and send it to you. You are to check each form received and forward it and the masterpoint file to Helen Milward at [helenmilward@internode.on.net](mailto:helenmilward@internode.on.net) so that an invoice can be issued to the club.

In the event that clubs hold a qualifying event but are unable to forward the requisite number of teams to the Regional Final they can now get their red points provided they pay for at least 20% of the field to proceed to the final.

Clubs do not have to hold a qualifying event; they may choose to nominate team(s) to a Regional final instead. The cost is still \$100 per team and clubs must fill in a CT Club Entry form so that they may be invoiced directly from the NSWBA.

### **Regional finals**

Clubs wishing to host a Regional final are asked to contact the Zonal Coordinator for approval to do so. When giving this approval, the Coordinator should make sure the club is aware that Regional Finals are run by the clubs on behalf of the NSWBA. No entry fees are collected by the host club. The NSWBA will reimburse them for bridge related expenses - they should keep receipts if possible. Clubs are also allowed to charge players a small amount of table money to cover catering costs.

Most clubs hosting Regional finals will be quite capable of running the event themselves. The regs specify a C grade director is required, but you have authority to let them use a D grade director if you are sure they are competent enough to do it. If assistance is required, the NSWBA is able and willing to organise a director

and to deal boards for the event (given reasonable notice of course). If a club is unable or unwilling to use local people/boards, the Coordinator should make the relevant club aware of this facility.

It is obviously ideal if all Regional Finals are well organised and efficiently run. If, in the opinion of the Coordinator, the preliminary organisation of a final appears poor, you are advised to discuss this in advance with the local club and/or the NSWBA so that remedial steps can be taken if need be.

### **Direct nomination of teams to Zonal Final**

If only one club in a Region is interested in playing the event, that club's qualifying event may be redesignated as a Regional final. In that case, that club might instead choose to nominate teams to the Zonal final. (Of course, no red masterpoints would be issued if there's no qualifying event held.) Whether they hold the event or just nominate teams to the Zonal Final, charging the club \$100 for each team playing is clearly ridiculous. In this case clubs are essentially qualifying teams directly to the Zonal Final and the entry fee for that is \$150 per team (See clause 3.10 of the supplementary regs.)

The Coordinator is responsible for establishing what events are being held by what clubs, to ensure fairness to all clubs that may wish to participate within the Zone.

### **Zonal Final**

Zonal finals are run by the NSWBA.

Clubs hosting Zonal Finals do so on behalf of the NSWBA. As for the Regional Finals, the NSWBA will reimburse them for their costs.

The length of the Zonal final has been set at 3 sessions over a weekend (1-2 July) so that it is consistent for all 3 Zones. This date may be changed by the Zonal Coordinator if all clubs in a Zone agreed on a preferred date. Permission from the State Congress Coordinator [calendar@nswba.com.au](mailto:calendar@nswba.com.au) is required.

The Coordinator needs to liaise with clubs in the zone to determine the best location to hold the Zonal final, find a club willing to host it, organise director, boards, *etc, etc*.

Once this is organised (the earlier the better), all details about the Zonal final should be circulated by the Coordinator to the NSWBA webmaster [webmaster@nswba.com.au](mailto:webmaster@nswba.com.au) for posting on the web, and, in good time, to all teams that have qualified.

### **Masterpoints**

All sessions of this event are run under the NSWBA's level B State Championship allowance. Clubs must not use their B4c entitlements.

Masterpoints are issued at each stage of the event.

Clubs are responsible for calculating awards and payment of masterpoints for club qualifying events. Masterpoints should be calculated at a weighting of  $W = 5.0$ .

Hosting clubs are responsible for calculating awards for Regional Finals with a weighting of  $W = 5.0$ . The NSWBA will pay for the masterpoints issued.

Zonal Finals have a weighting of  $W = 7.5$  for sessional awards and also attract outright awards with a weighting of  $W = 5.0$ .

Clubs are to provide details of masterpoints awards electronically as .red files. Payment for masterpoints is in response to the invoice produced by the NSWBA.

Once a Zonal Final is complete, the Zonal Coordinator must check that all the masterpoint awards submitted for their Zone are correct, and then send the masterpoint files to the Country Teams Convener. When the Convener has received all the masterpoint files from the Zones, the files will be forwarded to the NSW State Masterpoint Secretary for processing.

If unsure how to check the MP files, please contact the NSW State Masterpoint Secretary (David Weston) [masterpoints@nswba.com.au](mailto:masterpoints@nswba.com.au) for assistance.

## **General administration**

There are three forms available that should be completed.

- Club entry form – for a club holding a qualifying event to a Regional final. This is used to identify teams progressing to the Regional final, and to summarise the masterpoint charges due. It is also used by a club nominating teams directly to either the Regional or Zonal Final.
- Regional final form - for a club holding a Regional final. This is used to identify teams progressing to the Zonal final, and to summarise the costs incurred by the hosting club so that the NSWBA can reimburse them.
- Zonal final form - for a club holding a Zonal final. This is used to identify teams progressing to the State final, and to summarise the costs incurred by the hosting club so that the NSWBA can reimburse them.
- Convener form – for use by the Zonal Coordinators to provide an overall summary of the running of the event in that Zone to the NSWBA, and to reconcile the financial position.

These forms are Excel spreadsheets and are available for download from the NSWBA website at <http://www.nswba.com.au/tourn/state/se.asp?Y=2017&E=sotct>. They must be completed electronically.

The Zonal Coordinators are responsible for getting the clubs to complete these forms, collating them and filling in the master summary. Please make yourself familiar with them.

Further feedback about these forms or any recommended changes are welcome from you or from clubs.