

# **WEST MIDLANDS BRIDGE CLUB LTD**



## **Guidelines for Tournament Directors**

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### **Role of the Tournament Director (TD)**

It is the role of the TD to represent the club and direct proceedings. The TD is responsible for all aspects of the session including seating, stationery, collection of the table money, giving rulings (only the TD has this power - ie not the players!), maintaining an enjoyable atmosphere, scoring, dealing with disputes, and in extreme cases dealing with unacceptable behaviour from players. The TD may delegate some of these tasks, for example scoring or collecting the table money, or even giving a ruling if the TD is engrossed in a complex triple squeeze play or the like! However, ultimate responsibility lies with the TD, if anything goes wrong he or she has to put it right and the Laws allow for the best of us to make a mistake so do not panic. The TD should encourage a friendly and fun environment, welcome any visitors and be sure to make clear announcements as to what the players should do - do not be afraid to repeat yourself, players never listen - or at least it seems like that at times!. You should aim to move the room when three-quarters of the tables are ready, and when dummy is down on the remaining tables (deal with slower play accordingly (see slow play). When ruling at a table ensure you hear what each player has to say, always be calm and courteous. Where necessary be firm, do not get into arguments with players. A player has the right of appeal and therefore any further discussion with you about your ruling is irrelevant - just offer them the opportunity to appeal and if they take it complete the form (forms are stored on the back of the cupboard doors). If players do argue with your decisions then fine them (see fines). One important thing to remember as TD is that your first priority is as a TD and secondary as a player and you should always sit facing the room!

## **Pre-Session**

Always check your boards. Firstly ensure that each set runs sequentially, if not you will need to check any miss sorted boards against the hand copy. Always check one hand in each set against the hand copy to ensure they match. Think about the layout you want and remove any tables you do not want to use. If you are scoring check the Bridgemates are set up as you need them to be and enter the event information (check the session name). Remember good preparation is the key to success. Do not worry about starting a few minutes late if it enables you to set up the movement correctly (better to lose a few minutes at the start than have the scoring go wrong later on).

## **Movements**

The one thing you do not want to mess up is the movement(s). Single sections are easier to manage than two but nevertheless you should always consider carefully your movement and if the session starts a little late because you have had to think about your options hard luck! It is better to start late and get it right than it is to start on time and get it wrong. The latter annoys players far more than the former! The Club's suggested movements are included in this guide. However as TD you have the right to choose whatever movement you wish - but be sure you can score it because if you can not you will have to do it by hand! When considering a pairs movement you should aim to complete it, sometimes this means splitting in to two sections (see the movements on the reverse of this booklet). If you need to do this do not be afraid to ask someone to look after one of them, call the move etc (if the sections are identical then this is not necessary but if you are playing 2 boards in one and 3 in the other or maybe a share and relay in one and a skip in the other it does help you to have someone watching the movement for you. Remember that even with an assistant you are in charge! It is not essential to complete a pairs movement but most people like to play all the boards so you should attempt to do so. Teams movements must always be completed so be sure you have the time. Play should conclude by 10.45pm in the evening and 5pm in the afternoon. A break should be taken about an hour and fifteen minutes in to your session and last for about fifteen minutes. In some teams movements you may be required to play so many rounds to complete the matches before a break. Liaise with Jayne about the timing of your break especially if there are other activities going on in the club. If you have two sections always take the break one after the other (ie play another round in one section whilst the other one breaks). Your guide is fifteen minutes for a two board round and twenty-one minutes for a three board round.

## **Scoring**

You will mainly be called because someone has entered a score incorrectly into the Bridgemate. You can easily delete it (TD code 0000 and option 3). We use the Jeff Smith/EBU Scoring Suite. Scorers are expected to upload the results to Bridgewebs immediately after the event and also, where appropriate, to the EBU site). Please note that the publication of the correct results is the TD's responsibility, even if he has delegated the actual task.

## **Health & Safety and Emergency Evacuation Procedures**

The TD is responsible for the safety of members during the session. They should be familiar with the Club's Fire Regulations and escape routes. In the event of an evacuation then it is the TDs responsibility to ensure that all players within their session are accounted for. The TD should also ensure that the emergency services have been called, and liaise with them and the steward.

## **Rulings**

There are two types of rulings - Book Rulings and Judgement Rulings. You should always have a copy of 'The Laws of Duplicate Contract Bridge' available for reference if needed and preferably quote from it at the table. You are not expected to memorise all the rules but you are expected to be able to locate the relevant ruling without too much hassle.

**Book Rulings** are ones you read from the book (eg leads/calls out of turn, revokes etc) and should be given at the table - your aim is to make a sensible ruling which allows play to continue. If you mess it up law 82C allows you to sort it out!.

**Judgement Rulings** are ones you need to consider carefully and with consultation either with another TD or an experienced player. Judgement rulings will often involve unauthorised information (hesitations, comments, alerts or lack of etc.) and will sometimes be difficult to unravel without a lot of investigation. At no time will a TD rule on a matter of judgement at the table. Whilst at the table you should just agree the facts before you leave informing players that you will return at the end of the hand to discuss things further. Be careful if a hand is still in progress as you do not want to hear too much which might cause other problems. In most cases play can conclude before you hear anything. One exception might be a failure to alert that has come to light later in the auction. The TD will collect all the relevant facts, this may involve questioning players, seeing their convention cards and so on. This is especially important when dealing with hesitations. If the facts are in dispute then that is fine as law 85 allows for this.

### **Slow Play**

Slow play is a perennial problem in bridge and where there is an absence of any clear reason (eg an elderly member) then you should discourage avidly - Firstly warn the pair involved. If it occurs again remove a board from the next round (and award 60/40 - 60 to the non-offenders of course). The manner of doing this is simple - you are helping them to catch up! If a player can not help being slow (as in an elderly or infirm player) then consider how best to accommodate him or her and the other players - often the best way is to remove a board awarding average 50/60 the first time and then average 40/60 after that. Remember that you can not remove a board in a teams event if it has already been played at the other table (so you need to deal with slowness early and then inform the teammates that they cannot play that board). Averages in teams are given as +3, 0 or -3imps. As a playing TD it is difficult to monitor slow play so warnings are really your only option unless you are certain. You can use the Bridgemate to enter these artificial adjusted scores.

### **Fines**

Fines are applicable for two reasons Procedural or Discipline.

**Procedural** - not counting cards, putting them back in the wrong place, playing the wrong board, slow play, loud discussion of a hand etc.

**Discipline** - when a TD needs to penalise a player in order to maintain order and discipline (displaying bad behaviour, as in arguing with the TD for example) - any penalties issued under this heading should be reported to the Chair of the Bridge Committee

Fines where a board is played normally - 10% of a top in pairs and 3 imps in teams or 0.5VP if VPed—these may be increased .

Fines where a board can not be played - Average 50% in pairs and 0 imps in teams (to a player only partly at fault), Average Plus 60% in pairs or +3 imps in teams (to a player in no way to blame) or Average minus 40% in pairs or -3 imps at teams (to a player at directly at fault). Averages are represented as NS/EW 50/50, 40/50, 40/60 etc. Again the fine (40%) can be increased but the award (50%+) usually not (however an average plus will be increased to the session percentage if greater).

### **End of the Session**

Put the hand copies out during the last round and announce that you have put them out.

At the conclusion of play collect the boards and place them in the box in order! Collect the Bridgemates up and if you have not finished your movement please reset them all.

Before printing or uploading results scan through the travellers for any obvious incorrect entries a \* appearing alongside the declarer indicates that the same denomination has been declared by both sides. This may indicate a problem and it may not but it is worth checking. Also, check the ranking list!

# Movement Guide

## Pairs Movements - NB All Players must play at least 24 boards

Code	Tables	PairsScorer Movement	Bds	Boards/ Rounds	Win- ners	Comments  AS = Check for Arrow Switches at station- ary tables	Move- ment Cards?
A	3	Full Howell - M32	30	3 x 10	1	Table 3 NS is stationary	Yes
B	4	Full Howell - M33	28	4 x 7	1	Table 4 NS is stationary	Yes
C	4.5/5	Howell - M35	27	3 x 9	1	Table 3 NS is stationary	Yes
D	5F	Mitchell	25	5 x 5	2	E/W pairs up one - boards down one	No
E	6	¾ Howell - M39	27	3 x 9	2	Table 4, 5 & 6 NS stationary AS	Yes
F	6.5	Full Howell - M49	26	2 x 13	1	Table 4 NS is stationary AS	Yes
G	7	Mitchell	28	4 x 7	2	E/W pairs up one - boards down one	No
H	7.5	¾ Howell - M55	26	2 x 13	1	Table 5, 7 & 8 NS stationary AS	Yes
I	8F	Mitchell Share & Relay	24	3 x 8	2	1 & 8 Share, Relay between 4 & 5	No
M51	8	Hesitation Mitchell	27	3 x 9	1	Read movement description 1 & 8 Share, Relay between 4 & 5	Yes
J	9	Mitchell	27	3 x 9	2	E/W pairs up one - boards down one	No
K	10	Mitchell Skip 9 or 10 Rounds	30	3 x 9 (10)	2	E/W pairs up one - boards down one	No
L	11	¾ Howell - M89	28	2 x 14	1	Tables 3 and 5 all move	Yes
M	11.5	Hesitation Mitchell - M91	26	2 x 13	1	Tables 1 and 12 share - NO NS1	Yes
N	12F	¾ Howell - M93	28	2 x 14	1	Tables 1 and 5 all move	Yes
O	13	Mitchell	26	2 x 13	2	E/W pairs up one - boards down one	No
P	14	Mitchell Skip 13 or 14 Rounds	28	2x13p (14)	2	E/W pairs up one - boards down one	No
Q	15	Mitchell	30	2x14 (15)	2	E/W pairs up one - boards down one	No
	16	Split into two sections - Codes I + I					
	17	Split into two sections - Codes I + J (If there is a half table this must be in J)					
	18	Split into two sections - Codes J + J					
	19	Split into two sections - Codes J + K (Section code K play 9 rounds)					
	20	Split into two sections - Codes K + K (Both sections play 9 rounds)					
	F = Only use these movements with full tables (ie no half tables)						

Copy the file PSUsermovements.txt (available from the website) into your C:\Pairscorer folder (overwriting the existing one)

When you choose Select Movement from the Pairscorer Menu chose the number of tables you require and then check (put a dot in) the Club + Mitchells option of the List section.

The screenshot shows the 'Select Movement' dialog box in the Pairscorer software. The 'Tables' tab is active, displaying a grid of tables. The 'List' section on the left has 'Standard + Club' selected. The 'Mitchell EWAdd' section on the right has 'None' selected. The 'Options' section on the right has 'Retain Results (if possible)' checked. The 'ArrowSwitch' section has 'EW Add' selected and 'Normally switch 1/8 of rounds' checked. The 'Cancel' and 'OK' buttons are at the bottom right.

You will now see only the movements recommended by the Club.