

A. THE D20 ORGANIZATION: POSITIONS AND RESPONSIBILITIES

A. (5) The Tournament Manager

The ACBL D-20 tournament manager (TM) is an independent contractor whose duties are listed below. To see the incumbent(s), visit <http://www.acbl20.org/board/Districtofficials.html>

Compensation for the position is paid per tournament with automatic annual cost of living adjustments. In addition to the fee per tournament, expenses are paid for the TM to attend all D-20 regionals, for pretournament visits, for office expenses and other ordinary and necessary expenses approved in the annual budget.

Responsibilities of the Tournament Manager

- Work with the Board and the Tournament Contracts person to determine the locations and dates of the D-20 regional tournaments and providing the information needed by the Tournament Coordinator for the sanction application to the ACBL.
- Determine the schedule for the tournament events.
- Advertise the tournaments and preparing the tournament flyer.
- Work with the Local Host Unit, including making sure they have a chairs for the Tournament, Hospitality, Partnership and Caddies. The TM is responsible for informing the local chairs of the duties involved in their positions.
- Hire a Daily Bulletin editor, a Photographer and a vendor for the tables and supplies.
- Plan and execute the tournament with the venue event manager, including catering, parties, supplies, water, trash, restrooms and other.
- Coordinate with the hotel for the playing area requirements of the Director in Charge.
- Plan the space requirements for the Hospitality and Partnership Desks, the tournament flyer table and bookstore tables.
- Provide the hospitality for the tournament.
- Work with the I/N Coordinator, Education Coordinator and Board for meeting and other needs during the tournament.
- Reserve rooms for the tournament staff and D-20 officials.

- Pay the caddies and hotel gratuities; review the expense report provided by the Daily Bulletin editor and the Photographer; submit an invoice to the Business Manager for TM expenses and fees.
- Attend all Board meetings and prepare a report to the board.
- Prepare a budget for each tournament and provide to the Business Manager for inclusion in the annual budget.

Approved: June, 2014