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DUTIES AND RESPONSIBILITIES OF DIRECTORS

Introduction

In a move towards a more professional and structured role of all Tournament Directors (TD) contracted to BAWA controlled events, i.e. ALL Red and Gold Point events in WA including club congresses, the Tournament Committee (TC) has produced a Job Description/Duties and Responsibilities' document.

Expectations

BAWA's expectations cover the following two areas:

1. **Personal Qualities.** TD's should be:
 - a) well groomed;
 - b) pleasant friendly and welcoming towards all players;
 - c) fair, firm, decisive and calm at all times.
2. **Professionalism.** TD's are to:
 - a) properly and fully carry out the duties detailed in Annex A; and,
 - b) take responsibility for the tasks detailed in Annex B.

Complaints Procedures

BAWA acknowledges that complaints against a TD can often be frivolous and unfounded, and may result from a ruling made against the complainant. For this reason, in the event of a complaint, the following procedure will be followed:

Process of Complaint

1. Where possible, a written complaint will be required. However, the absence of a written complaint will not, and should not, preclude the matter being investigated. The President and members of the TC are to ascertain the details of the complaint and decide what further action needs to be taken.
2. If the TC feels that there is no substance to the complaint, the matter will be dismissed, the decision recorded, and the complainant notified.
3. If the TC feels that there is substance to the complaint, the TD in question will be advised in writing and asked to offer an explanation or rebuttal. The response may be in writing or in a personal address to the TC.
4. Should the TC be satisfied with the TD explanation/rebuttal, the decision will be recorded as such and the TD and complainant advised accordingly.
5. Should the TC not be satisfied with the TD explanation/rebuttal, the TD will be advised, along with the reasons for the decision. The TD will also be notified on what measures the TC intend to take to correct the problem. In this event, the TD is to be given a reasonable time frame in which to meet the TC requirements. The complainant will be advised that his/her complaint has been upheld.
6. Should a TD fail to correct a problem, they will be formally notified in writing and given a further period of grace to make the necessary improvement(s). In the event of a subsequent failure, the TD will be officially advised that his/her services will no longer be required.

Complaint by a TD against Players

A complaint against player(s) by a TD will normally follow the same general format as that of a complaint against a TD. However, given that a number of players can cause problems, they may initially be merely spoken to by a TC representative and the matter recorded. In the event that a particular player is the subject of a number of complaints by one or more TDs, then a letter is to be sent to the player advising him/her of the correct procedures/ behaviour that is expected, and that any continuing examples of incorrect procedures or behaviour will result in them being banned from BAWA events for a stipulated period of time, or for a number of stipulated events.

Complaints by a TD on Other Issues

If a TD has a complaint about other issues, they are requested to provide full details in writing for the matter to be investigated by the TC.

Review of Policy

All procedures, instructions, and duties of TDs are to be reviewed each year before the AGM.

DUTIES and RESPONSIBILITIES Annex A

Item	Description
1	Prepare or organize the preparation a sufficient number of sets of pre-dealt boards and hand records.
2	Ensure that the correct VP scale is prominently displayed (teams & swiss pairs competitions only)
3	Multiple section movements must be seeded. For events with two or more sections resulting in a final, the players must be seeded evenly across the sections.
4	For pairs events run over several sessions, the TD must ensure that the movement(s) used are as balanced as possible. Ideally each pair should play an equal number of boards against all other pairs, and have their scores match pointed against the other equally. In this case the fields must be seeded into sections. (BAWA Supp Regulation 107)
5	Whenever possible a full Howell movement should be used in preference to a three quarter Howell.
6	There must be a sufficient number of rounds to cater for Swiss events.
7	Scoring in qualifying rounds must be across the field.
8	Finals qualification is to be either the top 14 pairs in a multiple Howell, or the top 7NS and 7EW in a multiple Mitchell.
9	The event is to be run in accordance with the current BAWA/ABF regulations as appropriate.
10	Ensure that all players know that they are required to have a fully completed system card on the table at all times.
11	Ensure that that the use of substitutes complies with BAWA Supp regulation 96B).
12	Run the session as timely as possible, allowing at least 7 minutes per board. A warning bell at 3 mins. can be used to signal the collection of un-played boards.
13	Score and check the results. BAWA state event directors must use ASE 8.0 or better to score and produce text file results for web based display.
14	Provide a board by board recap sheet as soon as possible after the results have been promulgated.
15	Do not leave the premises until at least 30 minutes after the issue of the individual recap sheet, in case of a scoring query.
16	Register the Red Master Points to the State Master Point Secretary within 14 days of the end of the competition. Register the Gold Master Points to the ABF Gold Master Point Coordinator within 14 days of the end of the competition.
17	Ensure that the results are posted to the web, using the ShipResults program, no later than 12 hours after the end of the session.
18	Prepare and submit an event report to the TC Secretary. Preferably electronically.
19	Director's Tax Invoice: Should be received by the Sponsoring Organisation within two weeks after the end of the final session of the event for which such services were provided.

TASKS**Annex B**

Item	Description
1	Prepare the premises opening up at least 45 minutes before start of play and turning on the urns, and when applicable, the air conditioner or heating.
2	Place table slips, table numbers, sufficient bidding boxes, individual score sheets on each table in play and if necessary Bridgemate electronic scorers.
3	Where necessary, provide movement guides.
4	Ensure that the session starts on time.
5	At the start of the session ensure that the players are aware of the format and timings.
6	Ensure seating positions are clearly designated.
7	Collect the table money and fill in the appropriate documentation to justify the amount collected and give it to the BAWA Treasurer, or any BAWA representative present.
8	After the session collect all BAWA equipment. Players may be asked to assist by placing bidding boxes or scores into designated containers.
9	If the TD is the last person to leave, they are to ensure that all side doors and windows are locked, lights and electrical appliances are turned off, alarm set (if fitted) and the front door is properly secured.
10	If it is TD's responsibility to secure the premises and if they are not the last person to leave, they are to ensure that this task is handed over to a suitably reliable person.

