



DISTRICT 4 ACBL

REGIONAL TOURNAMENT GUIDE

NOVEMBER 2025



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The ACBL dictates the number of Open Regionals each District may hold, based upon District membership totals. A minimum of 4 Open Regionals are allotted to each District. District 4 is currently allotted 4 Open Regionals per year.

I/N Regionals – the District may hold up to Five I/N Regionals annually.

District 4 Regional Locations & Times:

The following locations are host to the District 4 Regionals. Occasionally, there may be a need to modify tournament dates, but listed below are the assigned calendar week/timeframe for each Regional as approved by the District 4 Board.

- Rehoboth Beach (late April/early May)
- Philadelphia Regional (week before July 4 holiday)
- Finger Lakes Regional, Penn Yan, NY (2nd week of September)
- Lancaster Regional (begins last Monday in October)

All recommendations to modify Open Regional tournament locations (temporarily or permanently) must be discussed with the Tournament Committee Chair and presented to the District 4 Board for approval.

THE MISSION OF OUR REGIONALS

District 4 aims to hold Regionals that are well-respected and best-in-class. This is accomplished through careful staffing and attention to detail.

- Finding Tournament Chairs who have enthusiasm and a wide variety of skills and creativity
- Planning tournaments to focus on player hospitality, while remaining aware of fiscal responsibilities
- Engaging committee chairs and volunteers that provide a strong connection to the local area and commit the time and energy needed to deliver a successful event.

POINTS OF PRIDE

Our “best in class” reputation is made possible by the considerable hospitality provided at District 4 Regionals, as well as the solid partnership that exists between dedicated tournament volunteers and supportive District staff.

- Tournament Chairs and staff are committed to creating events that are enjoyable for the players. Each D4 Regional has its own unique “vibe” that makes it fun and unique.
- Regional locations are carefully chosen for their long-term viability and attractiveness to travelers.
- Hospitality is a major component of D4 Regionals, with complimentary meals between sessions that promote a sense of community among the players.
- Post-event survey feedback is reviewed and utilized to continually improve events. Survey results point to a high level of satisfaction among attendees, with particularly high marks for hospitality, food, and staff.

This document is intended as a reference guide for District 4 Regional Tournament Chairs. It includes much of the information needed to understand requirements and expenses associated with Regionals. The remainder of the document focuses on WHO is involved and their roles, TASKS required, and BUDGET completion/approval.

Additional detailed guidance and complementary information is provided by the ACBL in their document:

[Regional Tournament Planning Guide](#)



WHO'S WHO

DISTRICT 4

District 4 Board		As pertains to Regional Tournaments:	- Review & decision change requests for locations - Review & decision appointment of new Tournament Chairs - Set maximum permissible Entry Fee
Jeanne Gehret	Tournament Committee Chair (TCC)	jeannegehret@comcast.net 717-475-8352	- Budget guidance/review/approval - Flyer/Schedule review/approval - District 4 Asset List for Regionals - Regional relocation to new sites - Additional guidance, as needed, for any of the D4 Regionals
Jeanne Gehret	D4 Website	jeannegehret@comcast.net 717-475-8352	- Create post for your tournament - Add featured items (hotel, restaurant guide, lecture details, etc.)
Bob Glasson	Contract Review	bglasson45@gmail.com 609-203-1250	Contract review and approval (no TC may sign a contract until this step is completed)
Kurt Engleman	Regional Sanctions	kurt.Engleman@verizon.net	- Submission of Regional Sanction dates to ACBL - Schedule maintenance and approval for all District 4 STaCs, Sectionals, and Regionals
John Nothdurft	Treasurer	noth0583@gmail.com 856-534-7252	- Budget review/approval - Site deposits & payments - Cash advance to Tournament Chair - Final Tournament Financial Report
Jim Patton	Communications	jas.e.patton@gmail.com 585-739-3727	- Guidance regarding timing and content of communication - Regional tournament email creation & delivery for Pianola and Constant Contact
Marc Labovitz	InnerSpace Equipment Storage Liaison	man_o_bridge@msn.com 215-620-0466	Arranges delivery & pickup of bridge tables; bid boxes & new inserts supply; stanchions; cases of boards; easels; new card decks

TOURNAMENT CHAIRS (TC)

Gerry Steenberge Ken Kallio	Finger Lakes	gasteenberge@gmail.com 585-734-0628 kenkallio2894@gmail.com 585-329-6812	Gerry: Chair 2026 Ken: Chair 2027-28
Jeanne Gehret	Lancaster	jeannegehret@comcast.net 717-475-8352	
Rex Saffer	Philadelphia	rex.saffer@gmail.com 610-657-7416	Co-chair: John Dickenson
Kim Holm	Rehoboth Beach	kimrholm13@gmail.com 302-559-2023	Co-chair: Harold Jordan



PRE-TOURNAMENT APPROVALS REQUIRED & FEE STRUCTURE ESTABLISHED BY DISTRICT BOARD

Tournament Sanctions	Regional Sanctions should be submitted by the host Unit; No less than 5 future years of dates should always be on the ACBL calendar in order to preserve the week for District 4
Site Selection	- When location, venue, and/or date change is desired, it must be brought forth to the District 4 TCC. Upon evaluation and approval, a proposal will then be made to the District 4 Board (or Executive Committee) for review & decision. - Desirable sites include the following features: On-Site Hotel (or within walking distance); free parking, reasonably priced site, food, and hotel room rates
Contracts	Contract negotiations will include the following: (TC is only person authorized to sign contracts) - Pre & post-event table & equipment delivery storage space - Level of set-up & tear down support provided by venue - List of playing spaces committed to tournament, and any charges for that space - List of administrative space, provided free of charge (TD office, duplicating, meeting space) - Contracted cost of lunch, if provided by venue - Expectations for playing site: supply/refresh drinking water; trash cans - Expectations for cleaning and re-supply of bathrooms - Requirement to supply oblong tables for Directors, Welcome Desk, Partnership Desk, etc. - If contracting for hotel room block at the playing venue, contract should outline room commitment and cost of rooms for both a staff room block and player room block BEFORE ENTERING INTO ANY CONTRACT: Submit to Bob Glasson for review, feedback, approval
Budget	Budget must be submitted at least 4 months prior to the event for review and feedback or approval by D4 Tournament Committee Chair and Treasurer. Current Regional profit guidance from the District Board is to have a bottom-line profit of ~6 ½% of net receipts.
Director In Charge (DIC)	Building a strong relationship with the DIC is important. - Assist/advise about tournament supplies & staff (clocks, extension cords, hand records, entry forms, score sheets, team scoring papers, pencils, pencil sharpeners, boards, caddies). - Provide guidance about the tournament schedule, # of boards per round, table set-up, etc. - TC and DIC should collaborate to achieve appropriate level of Director staffing at tournament
Schedule/Flyer	~6 months in advance of the event, and must include the following: - Tournament title and reference to District 4 sponsorship - Hotel address, bridge rate and code, and phone/website for making reservations - Names and contact methods for Tournament & Partnership Chair - Game schedule and stratifications (NOTE: if schedule has less than 4hrs/30min between sessions, Tournament Chair MUST request special approval of condensed day from ACBL yearly) - District 4 website (www.4acbl.org), additional tournament details posted here - Special courses, entertainment, or hospitality planned - Dates/times for bridge lectures (topics not required on schedule) PRIOR TO PRINTING/PUBLISHING: - Submit flyer/schedule to DIC and TCC for review & feedback - Upon approval of step above, send flyer to ACBL (tournaments@acbl.org) for their review, feedback, approval, posting to ACBL website - Only <u>after approval and posting to ACBL site</u> may the flyer be printed/published - Once posted to ACBL site, <u>perform careful review</u> and report any corrections needed
Entry Fee Schedule	The Board voted at its 2025 annual meeting to give discretion to Tournament Chairs to set entry fees for their event. There is no longer a cap on the session fee charged; however, the following discounts are still in effect for all District 4 Regionals: - D4 Junior members pay ½ price 0-20 MP players receive 1 free entry on a designated day
Duplication Rate	Current rate is up to \$12 per 36 board set (or as determined by local market conditions)



MAJOR TASKS / COMMITTEE WORK

Note: proposed timing of tasks may vary between tournaments

Committee Chair Positions	Partnership, Hospitality, Welcome, I/N, Lectures, Daily Bulletin, Logistics (not all tournaments use every position, & are assigned at discretion of the TC) Roles may be combined
Tournament Cash Advance	The TC may request a cash advance from the D4 Treasurer. The funds are to be used to offset expenses incurred by the TC in the months leading up to the event. Receipts must be retained. How these funds were spent must be categorized and reported to the D4 Treasurer (Hospitality, I/N, Misc., etc.)
Hospitality	~4 months in advance of event - Meet with venue/vendor to plan food, service times & setup, other expectations Per Contract timing: Provide venue/vendor with final daily meal counts for week - Connect with venue during the event, provide guidance and feedback
D4 Website	~4 months in advance of event - Request creation D4 website post (Jeanne Gehret) - Submit final flyer, hotel information, lecture schedule, restaurant guide, welcome bulletin, and other important event details
Stickers	~4 months in advance of event - Develop sticker image, determine # to order, and contact vendor (one option is Dave Meyer, Novel-T-Shirts, 570-815-6390, davem@novel-t-shirts.com) - Proof will be supplied to tournament representative prior to final production
Bridge Lectures	~3 months in advance of event - Recruit lecturers – local experts and teacher can be great choices - Submit schedule of lectures & topics for publication on D4 website - Procure equipment needs for presenters (projector, flip chart, white board, extension cords) - Introduce lecturers at the start of their topic
Communication Plan	~3 months in advance of event: Emails should inspire players to want to attend - TC or designee should draft all emails to be distributed for the Regional. - Send email requests to jas.e.patton@gmail.com (Jim Patton), giving him no less that 5 days notice to prepare and send the emails - Consider email timing, audience, and content. Below is the typical timeline for email distribution: #1 email: 90-75 days prior to Regional #2 email: 60 days prior to Regional - Fast Results email to all prior year attendees: 30 days prior to Regional #4 email: 15-10 days prior to Regional - Pianola email service utilizes the full ACBL member list and can be sent to a radius around the venue (cost for this service, but use is encouraged) - Constant Contact emails are free and reach District 4 members only - Fast Results automatically provides an email to all attendees from prior year; approximately 4-6 weeks prior to tournament – IMPORTANT NOTE: The Fast Results email will include your Welcome Bulletin, which must be prepared and submitted to Joann Glasson about 2 months in advance of the event. Also include the date you would like the Fast Results email to be distributed (Joann Glasson is our liaison to the Fast Results team)
Intermediate/Novice (I/N)	~3 months in advance of event: - Determine whether I/N welcome gifts will be given out, procure if needed - Promote I/N games with local/area clubs & teachers
Logistics	~ 2 months in advance of event - Arrange for delivery of tables, equipment, supplies - Evaluate venue for table set-up in conjunction with DIC, communicate to venue - Acquire volunteers for set-up & tear-down, if needed



DELIVERING A SUCCESSFUL REGIONAL

Caddies	~ 2 months in advance of event • Consult with DIC for recommendation on # of caddies needed for each session • Caddies should arrive on Day 1 at least 30 minutes prior to morning session to receive work assignment and instructions, remaining days by agreement with DIC, but no less than 15 minutes prior to start of event • Appropriate dress is required and should be discussed in advance • Caddies should remain in the work area during their shift • At the end of each session, caddies should do any clean-up needed, as instructed • Caddy safety is a priority, young caddies should be instructed to be cautious interacting with unknown individuals • Caddies may be assigned to assist with set-up and tear-down (bid boxes, board delivery and collection) They should receive extra pay for this work. • There is no board-approved pay structure for caddies. Rates paid should reflect the local market. Suggested pay rate for an experienced caddy who needs little direction is ~\$50/session, or as dictated by local factors.
Welcome Desk	• Staff the desk at least 1 hour prior to 1st session, and during lunch break (day 1, best practice is to man Welcome Desk 90 minutes prior to 1st session) • Provide a warm welcome to arriving players, answer questions • Maintain supply of hand-outs: stickers, tournament flyer, restaurant guide, tourism guides
Partnership	• Respond to pre-tournament requests and arrange partnerships (by email & phone) • During the event, Partnership Chair must staff the partnership desk at least 1 hour prior to 1st session, and during the lunch break • Match players to the best extent possible, considering masterpoint level, conventions played, etc.
Daily Bulletin	• There are 2 functions – Bulletin Editor & Bulletin Photographer (often performed by one person) • Bulletin Editor receives and assembles information for the next day's bulletin and transmits it to the Fast Results Team • Bulletin Photographer assigns a location where winners & rank advancers congregate to have pictures taken, and also snaps and submits photographs to Editor
Registration Gifts & Prizes	• D4 does not permit registration gifts, and Board approval is required to revise this position • Prizes may be awarded to <u>I/N event</u> stratum/section tops • Prizes are not permitted in major Regional events (any games other than I/N) • A give-away is provided to attendees at the Lancaster Regional that includes the following year's schedule of D4 Regionals (current method is a branded bookmark) • District 4 encourages providing extra hospitality (am/pm snacks) to players in lieu of prizes



POST TOURNAMENT WRAP-UP

Player Survey	• Fast Results issues a survey to all tournament attendees following the tournament • TC will receive a set of graphs summarizing responses, as well as any “Comments” that were made as part of the survey. This information is of great value to the next recommended step... post-event evaluation of successes and areas for improvement
Evaluate Event	• Meet with/request feedback from tournament volunteers regarding what went well and what can be improved, and add player feedback from the Fast Results survey • Follow up on this feedback and incorporate it when planning the Regional for the next year
Tournament Final Financial Report	• A final financial report is required for every Regional. The TC may choose to locally prepare and submit this report, or may solicit the District Treasurer’s support to compile and finalize • The final financial report should be completed within ~4 weeks of the last game of the Regional • The final financial report must be submitted to the Treasurer and to the TCC • If a refund of advanced monies is due back to the District, a check – payable to District 4, ACBL - should be sent to the District Treasurer



Free Plays & Hotel Rooms Allocated to Volunteers at Regionals

In order to reward volunteer workers, TCs are allocated single-session free plays based on their tournament's attendance, as follows: (note: free plays charged back to District 4 are not included in this allocation)

- up to 750 tables, 80 single-session free plays
- up to 1000 tables, 100 single-session free plays
- up to 1500 tables, 140 single-session free plays
- up to 2000 tables, 175 single-session free plays

A Consideration: Some Regionals require extra volunteer support to deliver & setup tables/chairs and equipment for the tournament. In such instances, free play awards to the delivery/setup team may push total free plays above the allotment shown. It is expected that the extra free plays given are more than offset by eliminating delivery charges from InnerSpace, the D4 storage vendor. The TC will include any extra free plays required in their budgeting process)

The chart below indicates Tournament and District positions and approved lodging and free play awards.

Position:	Room Allotment:	Free Play Allotment:	Charge To:	Current Position Holder:
Tournament Chair (at their tourney)	All nights	All events	Tournament	
*Hospitality Chair (at their tourney)	All nights	All events	Tournament	
*Partnership Chair (at their tourney)	All nights	All events	Tournament	
*I/N Chair (at their tourney)	All nights	All events	Tournament	
Bridge Lecture Presenters	None	1 Entry per lecture	Tournament	
*Daily Bulletin Editor	All nights	All events	Tournament	
Additional Volunteers (i.e. setup, tear down, etc.)	None	At TC discretion	Tournament	
District President	All nights	All events	District	Ala Hamilton-Day
Region 3 Director	2 nights	All events	District	Joann Glasson
District VP	None	2 entries	District	Dan Boye
District Secretary	1 night (at events where board meeting occurs)	2 entries	District	Bill Herdle
District Treasurer	1 night (at events where board meeting occurs)	2 entries	District	John Nothdurft
Publicity/4Spot	None	10 entries	District	Susan Morse
Publicity/Constant Contact Emails	None	4 entries	District	Jim Patton
Silver & Gold Emails	None	1 entry	District	Bill Herdle
Tourney/STaC Schedule Coordinator	None	4 entries	District	Kurt Engleman
Grand National Chair (Teams/Pairs)	None	2 entries	District	Lou Glasthal
D4 Website Host/Security	None	All events	District	Todd Thorsen
Master Solvers Club Host	None	2 entries	District	Nick Straguzzi
Master Solvers Winners	None		District	
Visiting D4 Tournament Chairs	**None	***Unused	District	Monitored by TCC

*Recommend that only committee chairs with a >20min drive be granted room nights (TCs receive free room nights regardless of distance from residence due to their need to be available at all times during the event). A single volunteer can fill multiple roles in order to reduce tournament expenses.

**Best practice is to offer visiting D4 Regional tournament chairs a room in the discounted staff block, if the tournament has one and has available rooms

***Tournament Chairs who are not able to use their allotted free plays at their own tournament shall be granted those unused free plays at another D4 Regional they attend (within 1 calendar year of their event)



SAMPLE BUDGET

BUDGET WORKSHEET

Name of Tournament

TC: Tournament Chair Name

-

Proposed Session Fee: F2F game

-

Receipts:	Estimated F2F Tables:	GROWTH OVER PRIOR YEAR'S EVENT		
		-	-	-
		no growth	+10%	+15%
Entry Fees (F2F + online)	-	-	-	-
Hotel Room Night Rebates	-	-	-	-
Tourism Rebate	-	-	-	-
Miscellaneous Income & Monies from Sponsors	-	-	-	-
Gross Receipts:	-	-	-	-
Expenses - Directors, ACBL Fees, Game Supplies:				
Directors - F2F (session fees, hotel, travel, per diem)	-	-	-	-
Directors - Approved Local Director	-	-	-	-
Sanction Fees	-	-	-	-
Hands	-	-	-	-
Game Supplies	-	-	-	-
Grass Roots / Charity	-	-	-	-
Total ACBL Expenses:	-	-	-	-
Expenses - All Other:				
Venue Rental	-	-	-	-
Hotel for Tournament Staff	-	-	-	-
I/N Director & Supplies	-	-	-	-
Hospitality Costs - F&B (coffee & lunch)	-	-	-	-
Hospitality Costs - Miscellaneous	-	-	-	-
Free Plays charged to tournament (incl Jr & O-20)	-	-	-	-
Stickers	-	-	-	-
Innerspace Equipment Delivery OR Table Rental Exp.	-	-	-	-
Caddies	-	-	-	-
Duplication Expense	-	-	-	-
Advertising, Misc Supplies, Fast Results	-	-	-	-
Other Misc Supplies & Expenses	-	-	-	-
Total Tournament Expenses:	-	-	-	-
Grand Total Expenses: (excludes District 4 Expenses)	-	-	-	-
Projected Tournament Profit/Loss:	0	-	-	-



SAMPLE FINANCIAL REPORT

(coming soon)



INTERMEDIATE/NOVICE REGIONALS

- I/N Regionals must follow a similar process to that of an Open Regional; including
 - Approval of dates & location through the District TCC in collaboration with the Tournament/STaC Coordinator
 - Approval of any Site Contract through District liaison
 - Submission of a budget for review and approval
 - Approval of flyer & schedule by the District TCC – flyer required elements are described in the Open Regional Section
 - Utilize the District Publicity team to market the I/N Regional through Constant Contact and Pianola emails
 - Provide complimentary meals between sessions, and other hospitality such as coffee/tea
 - Daily lectures should be part of the I/N Regional schedule
 - Coordination of expenses, reimbursement, and a post-event financial report with the District Treasurer
- Free Plays & Hotel Accommodations for I/N Regional volunteers
 - No allotment has been made to I/N Regionals for either Free Plays or Hotels stays