

District 21 Policy regarding Sectional Supplies

It is the policy of District 21 to provide its tournament supplies to its Units to facilitate their sectionals. The District will charge Units its costs for the transportation and delivery of the supplies and not for their wear and tear or consumption. The District will rent out BridgeMates that it is acquiring without a change in cost. Those costs will be stated in the procedures.

District 21 Procedures for Approving and Supplying Sectionals

Scheduling a Sectional

1. The Unit Tournament Coordinator (“UTC”) sends an email identifying the prospective date(s) for their sectional to the District 21 Sectional Coordinator (“DTC”) at the address for Tournament Coordination on the D21 website.
2. The DTC will review the D21 Tournament Calendar spreadsheet (also available on the D21 website) and advise the UTC if those dates are available or about other possible dates. The DTC strives to avoid conflicting sectionals and to adhere to “priority” or historical weekends for Units’ sectionals.
3. Once a weekend is agreed, the UTC will input the sectional information into [Tourney Trax](#) for review and approval by DTC to obtain a sanction from the ACBL. Tourney Trax instructions can be found at this [link](#) or the UTC can obtain assistance from the DTC.
4. The UTC and DTC will receive the sanction approval and number from the ACBL. The DTC will have this information posted on the D21 website.

Ordering and Delivering Sectional Supplies

1. When the sectional sanction is obtained, the DTC will provide the UTC with an estimate of the charges for supplying the sectional.
2. The charges will be \$1.00 per mile traveled by the Sectional Tournament Supplier to and from the sectional site and \$4.00 per table ordered, plus 7.65% for the

employer taxes D21 will owe. If D21 provides BridgeMates, the charge will be 50 cents per table ordered.

3. Any request for delivery of tables and other supplies will be made to the DTC, not to the Sectional Tournament Supplier. The DTC will coordinate delivery of supplies with the Supplier.
4. Units will be invoiced within a week of the sectional.

Helpful Information

On the ACBL Website is a [Sectional Tournament Planning Guide](#) and a general [Tournament](#) page with links to pages describing aspects of holding tournaments.