



Guidelines for Local Directors Running ACBL I/N Sectional



acbl.org

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ACBL allows certified club directors to run some I/N Sectional Tournaments. Processing these events have some unique considerations. There are special steps outlined below that will prevent additional fees being charged and incorrect masterpoints being awarded for these games. This document walks you through how to set up your games and submit results to ACBL to ensure the processing goes smoothly.

PreGame Setup

Before the start of the tournament, update the club database so that all player masterpoint records will be current, as required by ACBL. This ensures that players are stratified in the events properly and, for limited games, that only eligible players will receive MP awards.

While connected to the internet, open ACBLscore in Club Mode, go to Database, Import/Merge, and option 5 – Update players from an ACBLscore masterpoint file. With Windows, the program will ask if you would like it to access the District update file for you. All you will need to do is provide the District number, 00 in this case. The program will handle things from there. Note: This update is best done after the 7th of the month so the most current information is imported into your database.

Getting Started

Start setting up your game file normally. Local directors should use Club Mode as a stand-alone STaC game. This will award approximately the right masterpoints and allows the director to use the club player database without running the risk of damaging it. (The final MP awards, including the temporary 20% bonus, will be calculated at ACBL when the tournament file is processed.)

Select option #9 “Sectional Tournament at Clubs” as the event rating

Select “yes” to the question Associate the STaC game with a club

Select the 5th option for number of strata “three strata – average of both players”

Select “Championship Rating”

All pair games must be one session; team games may be held as a 1 or 2 session event

Select the appropriate MP limits for your strats

When asked if this is a multi-site event, **the answer is “NO”** (this is important!)

Enter the Event Code 9999 on the tournament data form

If an ACBL member who is not in your database comes to play, add them to the database through the gamefile and ask them for their general masterpoint total to use for stratification. After the session is over, you can update the masterpoint holdings again so the correct values will be available for that player in subsequent sessions.

Post Game

DO NOT DBADD games. These events are not part of your club games, so they should not be added to your club database. You don't want to be charged for them as club games in addition to the tournament fees.

DO NOT POST results on ACBL's Live for Clubs site. Let the players know they will not receive an email from ACBL about results; let them know if you are posting results on your club website. Be sure they understand that the results are preliminary and will be updated once the tournament is complete and submitted to ACBL for final processing. If everything has been done correctly, the only changes will be increases to some of the MP awards.

Final Processing

The final processing of your tournament is done at ACBL. Email copies of the game files to tournaments@acbl.org (file extensions ACM, ACA and ACE only, not TXT or HTM files.) As of 1/1/2023 the fee for I/N Sectionals is \$2.13 per table and an additional \$.50 per table Sectional Surcharge for processing when they are run by a local director. Once the games are processed the tournament chair will receive an email invoice. If someone else should receive this email, please send that name and email address when the game files are submitted.

Additional Notes

As mentioned above, processing the files at ACBL will frequently result in minor increases to player masterpoint awards. However, there are times when a player will see a decrease. If a player hasn't provided an ACBL number at the tournament site, ACBL may find the number when processing. This could result in a strat change, for example, impacting event awards for players. Another possibility occurs if one of the players recently became a Life Master; this makes the player ineligible for NLM tournament play and awards would again be adjusted.

Advertised stratifications must be used unless you include a disclaimer allowing adjustment in your advertisement. The only exception to this is increasing the bottom strat to allow sufficient pairs in the strat so an overall award can be issued. Reducing strat levels is not allowed. (5 pairs or 3 teams are needed in the bottom strat to qualify for an overall award.)

For questions about these procedures, send an email to tournaments@acbl.org or call 662-253-3181 if time is of the essence.

Have a great tournament!