

## **A. THE D20 ORGANIZATION: POSITIONS AND RESPONSIBILITIES**

### **A. (8) The Intermediate/Newcomer (I/N) Coordinator**

TO SEE THE INCUMBENT VISIT [HTTP://WWW.ACBLD20.ORG/BOARD/DISTRICTOFFICIALS.HTML](http://www.acblD20.org/board/districtofficials.html)

### **Responsibilities of the I/N Coordinator**

The Intermediate/New Player (I/N) Coordinator is responsible for planning, promoting, and conducting I/N events at District 20 mainland regional tournaments. The I/N Coordinator's responsibilities in conjunction with each tournament shall include:

1. Contact the local units to determine how active they are with I/N programs and use their help if possible.
2. About 9 months before the tournament, notify the Tournament Manager of any special items you would like on the general tournament flyer. Your name and email will be on the flyer so I/N players can contact you for information and perhaps partners
3. Prepare a schedule of I/N game events, arrange for prizes, promote participation, and provide support for I/N players.
  - A. At least 8-10 weeks prior to each tournament prepare a flyer of the I/N events in the tournament.
    - A.I. Email it to the D-20 Webmaster for posting.
    - A.II. Email the link or flyer to the players in the District with less than 300 masterpoints. Do this through ACBL.
  - B. Saturday is usually the Prize game for the 299er's. Ideas for the prizes are: trophies, gift certificates from the book store or bridge books that have been donated to the I/N Coordinator.
  - C. Section winner "beads" at I/N table.
4. Implement and coordinate programs utilizing the ACBL Handbook for Intermediate-Newcomer Coordinators (ACBL website) and other available resources.
5. During the tournament:
  - A. Prepare the I/N table before the tournament starts, usually done on Mon. afternoon. Examples of items to put out: I/N flyer for tournament; D-20 regionals flyers for this and other tournaments; ACBL pamphlets; candy; balloons.

- B. Host the Welcome/Hospitality Table for the I/N players prior to game times. This must be done and you should be prepared not to play in the morning games unless you are on a five/six man team so you can be assured that you'll be finished in time to man the I/N table.
  - C. Visit the I/N Section prior to the start of each game, handout the Daily Bulletin, answer questions, etc.
  - D. When the game is over, take photos of the winners and again answer any and all questions.
    - D.I. Post pictures of the winners at the Welcome/Hospitality Table.
    - D.II. You will also need to send these photos to the photographer. Ask the Daily Bulletin editor if she/he wants pictures during the tournament.
6. Coordinate and host a reception/party for I/N players.
- A. Coordinate with the Tournament Manager in scheduling the date of the event.
  - B. You are not allowed to play bridge on party day unless you are on a 5/6 man KO.
  - C. The TM will arrange for the location of the I/N party.
    - C.I. If held in the Head Directors Suite, you are responsible for verifying the date and time with the Head Director. Do not expect to get in the suite before about 1-1:30 and be out promptly after the party. You are responsible for all clean up and returning the suite to the condition it was in.
    - C.II. In Seaside, the party is usually held in one of the nearby hotels.
  - D. Prepare invitations which you will have available early in the week to encourage attendance and hand out at the tables in the 299er area the day of the party.
7. Coordinate the celebrity speaker program for I/N players. Each speaker receives one free play.
- A. All 4 District 20 Regionals have Guest Speakers in the playing area 45 minutes prior to the start of the evening session for 30 minutes Tuesday thru Saturday.
    - A.I. The Tournament Manager must approval all speakers.
    - A.II. The I/N Coordinator will introduce the speaker.
    - A.III. Make sure the speaker has supplies (easels, mikes, handouts) that they require. Do this before the tournament or early in the week.
    - A.IV. Make sure the location of the speaker will not interfere with the entry selling tables.
  - B. The Oregon Trail Regional and the Seaside Regional have mini classes from Noon to 12:30 p.m. starting Tuesday or Wednesday thru Saturday.

- B.I. Ask the TM to provide a room for the classes.
  - B.II. Obtain speaker approval from the Tournament Manager.
  - B.III. Coordinate mini lessons with the Education Coordinator (currently Mary Alice Seville).
  - B.IV. Make sure necessary supplies are available.
- 8. Prepare an annual budget request.
  - A. Around Oct-Nov, the Treasurer will send you the request and the approved budget for the prior year along with year to date information on actual expenditures.
  - B. Submit your budget request no later than December 31<sup>st</sup>.
- 9. Attend all scheduled Board of Directors meetings
  - A. Prepare a report for the meeting.
- 10. Prepare promotional articles for publication in the Trumpet.
  - A. Seaside, for the July/August issue
  - B. Reno, for the Nov/Dec issue
  - C. OTR, for the Jan/Feb issue
  - D. Medford, for the March/April issue
  - E. Eugene, for the June/July issue
- 11. COMPENSATION: It is anticipated the I/N Coordinator will attend D-20 regional tournaments in order to perform the responsibilities of this position. The I/N Coordinator will be compensated as follows:
  - A. 12 non transferable free plays during D20 regional tournaments;
  - B. Travel and lodging expenses per tournament;
    - B.I. The TM will make room reservations for all tournaments. You may make your own arrangements for Seaside if you like, but the rate must be approved by the TM.
      - B.I.1. Notify the TM no later than 8 weeks prior to the tournament of arrival and departure dates, your room need and if you want a room for Seaside.
    - B.II. Travel will be the lesser of mileage at the then current rate or economy air fare. Reservations must be made at an appropriate date to get the best available fare.

Approved April 2014