South American Championship Preparations

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Location

• Good access to transport links into and out of the country
• Suitable hotels and restaurants etc
• In addition, open events will need to have tourist or natural attractions
Venue

• A: Zonal Teams Championship (played behind screens)
  – 20 to 25 m² space per table
• B: Pairs and Teams running parallel to Zonals or
  C: Open Qualification stage of Open Championship
  and Consolation Events
  – 7m² space per table
• D: Any stage of Open Championship (played behind screens)
  – 9m² space per table
Plus in every Playing Area

- **Allow 25 m² per BBO cabin**
- **Allow at least another 100 m² for;**
  - Scoring stations
  - A corridor for officials to move around with boards etc
  - 2 x water fountains
  - 1+ tables for stationery
  - Clear security exits, power cabins, fire stations and so forth
- **Tables are laid out in neat rows and columns so be aware pillars etc increase overall space needed**
- **Seek to create a single space that can be split as needed into Open and Closed rooms. Two suitably sized rooms close to each other also work.**
Example of Zonal Championship

- Figures based on 30 teams (the maximum possible): 10 x Open, 10 x Women and 10 x Seniors
- 30 x 20 = at least 600 m²
- PLUS: 100m² corridor
- PLUS: 25m² per BBO operator

= All in all, for 30 teams we require a playing room of roughly 1000 m²
Outside the Playing Area

• Close to the playing area, and each other
  – A lockable Duplication Room, 30 m², central table, shelves
  – A lockable Main Office, 30 m² with long table, + IT storage space & copy machine.
• Vu Graph Theatre - 50 spectators, commentators desk, plus 4 or 5 screens to project onto
• Secretariat sufficient for two work stations (desks)
• President’s Office
• IT Storage Room if needed
• A dedicated space of at least 150 m² for excess equipment and packaging storage
Electrical Requirements

• Venue totally wired (LAN)
• Internet access at a minimum speed of 30Mb.
• Power supplies need also to be readily available, suitable for all the electronic equipment in use
Personnel

• Regular staff for the specialised roles
• Plus host to provide:
  – 1 x Tournament Director or Assistant TD (ideally CBS certified)
  – 1 x Duplicator
  – 6 x Caddies
  – 1 x On-site organizer (as link to the Championship Manager)
  – Individuals to set up and takedown (all except electronics)
  – 1 x BBO Manager + BBO Operators eg 12 -16 on-rota
  – 1 x regular Registration Clerk, plus 3 to help pre-start
  – English speaking key staff (especially for Open Championships)
Electronic Equipment

- Bridgematemate IIs & Servers
- Networkable printer/copier machines - in b&w and colour for Daily Bulletin, Main Office & scoring team
- 42inch Plasma Screens
- Water Fountains
- Tables with screens
- ≥20 x low profile computers to operate displays etc
- 3 laser printers with spare toner cartridges
Playing Equipment

- 100 x bridge tables (as many with screens as needed for event)
- 550 minimum chairs
- 400 bidding boxes
- Personal scoring cards/booklets
- Boards as needed for the format (anticipate 1 ½ days ahead in planning)
- Cards as needed for boards plus spares
- 100 table cloths in suitable colours for the format
- Other stationery as needed
Other considerations

• An opening ceremony and Cocktail Reception
• A closing ceremony and Victory Banquet
• Championship bags for participants & officials
  – pen, notepaper, gifts & information
• Accommodation and meals for staff and/or officials
• Onsite subsistence catering for key staff