



Asia Pacific Bridge Federation
Technical Specifications
for
APBF Championships

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1. Preamble

These specifications are intended as guidelines for NBOs who wish to host APBF Championships. The specifications are recommendations which we believe are the minimum requirements to organise a successful championship. They are, however, by no means conclusive or final. NBOs who wish to deviate from these specifications should contact the APBF Executives and detailed their reasons for the variations.

These specifications assume that the Championships will be held with only 3 series - Open, Ladies and Senior.

2. Playing Venue

2.1 Open Room

The minimum space requirement per table (with screens) will be 3m x 3m. Each table will include 4 chairs and 2 side tables. The Open Room should have sufficient space to accommodate 25 tables, a tournament director table with 4 chairs and space for spectators. The estimated minimum size is therefore 250m². About 50 spare chairs should be made available for spectators. Either a computer-controlled count-down or a clock for time-monitoring will be required.

2.2 Closed Room

The minimum space requirement per table (with screens) will be 2.5m x 2.5m. Each table will include 4 chairs and 2 side tables. The Closed Room should have sufficient space to accommodate 25 tables and a tournament director table with 4 chairs. The estimated minimum size is therefore 180m². Either a computer-controlled count-down or a clock for time-monitoring will be required.

Ideally the Closed Room should be physically separated from the Open Room. Partition will only be acceptable if access to either room can be separated and controlled.

2.3 Public Announcement (PA) System

Two (2) separate PA Systems with wireless microphones, one for the Open Room and one for the Closed Room, will be required.

2.4 Vu-graph Playing Rooms

Two (2) vu-graph playing rooms, one for Open and one for Closed, will be required. Ideally these should be separated from the main venue, but in the absence of space partitioning part of the main venue for these will be acceptable. Each room will be about 20m² with a podium (for the vu-graph operator) of 1.5m x 1.2m and 40cm high. Each room must be equipped with access to the Internet. Ideally the Internet access should be fixed-wire broadband, but Wi-Fi will be acceptable if it is stable.

2.5 Vu-graph Theatre

A room which can accommodate an audience of at least 50 will be required. This will be about 50m². The room must be equipped with access to the Internet. At least 3 large TVs or screens will be required for broadcasting the Open and Closed Rooms, and the running results.

The vu-graph theatre must be at a distance from the main playing venue and the vu-graph playing rooms. Ideally it should be on a separate floor.

2.6 Players' Lounge/Break-out Area

An area of about 100m², equipped with tables and chairs, will be required for players to rest and compare scores. This area should be in close proximity to the Open Room, but must be partitioned off from the path between the playing venue and the toilets.

2.7 Toilets

At least 2 separate sets of toilets will be required, one for the Open Room and one for the Closed Room. Each set should be close to the appropriate playing venue. Ideally another set of toilets should be made available for the vu-graph audience and players at the break-out area.

3. **Hotel**

3.1 Proximity to Venue

The hotel where the playing venue is situated should be at least 4-star with sufficient rooms to accommodate at least 60% of the participants. Alternate hotels within 15 minutes' convenient travelling distance will be required for participants to choose from.

3.2 Price range

The price at the main hotel, for a double room nett with breakfasts, needs to be below US\$200 per room night at today's price. Prices at some of the alternate hotels should be considerably lower.

3.3 Free Rooms

Free accommodation including breakfast, will be required at the main hotel for the following persons throughout the championship period:

- the APBF President (suite required);
- the Tournament Directors if not local (single occupancy for CTD);
- the Official Scorers if not local (at least twin sharing);
- the Bulletin Editors if not local (single occupancy); and
- operation personnel if not local (at least twin sharing).

4. Internet

4.1 Minimum Configuration

Fixed-wired broadband (at least 6MB) will be required for scoring, vu-graph and bulletin during the tournament. Wi-Fi with 100MB bandwidth will be required for other operations 24 hours during the championship period. A total of 12 user accounts will be required at a minimum, 24 hours during the championship period.

4.2 On-line Line-up

Ideally captains should be able to complete the line-ups in the guest rooms of the hotel. If this is not available free-of-charge, one workstation for every 8 teams, with connection to the Internet, will be required at the "line-up desk". These workstations should be placed on tables of about 60cm x 60cm and 1.2-1.3m high.

4.3 On-line Results

In addition to running results at the vu-graph theatre, official results will need to be displayed on at least 2 large TVs or screens in the Players' Lounge/Break-out Area.

4.4 Working Stations for Players

Four (4) additional workstations, with access to the Internet, will be required for players at the Players' Lounge/Break-out Area.

5. Operation

5.1 Scoring Room

This should be located in close proximity to at least one of the playing rooms. The scoring room will be at least 20m². Working tables of 3m² and 6 chairs will be necessary. Fixed-wired broadband Internet access, and at least 3 workstations and 1 printer will be required.

5.2 Duplication Room

This must be located away from the playing venue, possibly on a separate floor or in a guest room. The scoring room will be at least 20m². Working tables of 5m² and 4 chairs will be required. Space of at least 5m² will need to be reserved for storage of boards - both “unused” and “played”. 2 computers (with no access to the Internet) and 2 duplicating machines will be required. The room must be locked by the authorised personnel and can only be cleaned at his/her presence.

5.3 System Desk

This can either be located in the Players’ Lounge/Break-out Area or the Operations Office. A complete set of convention cards and supplementary notes, separated by NBOs and series, will need to be filed. A copier will be required. The system desk will be staffed by a person who will also be responsible for distributing approved changes to the participating teams. Ideally this person should also be the one who looks after the initial system filing from the participating teams.

5.4 Operations Office

This office should be easy for the participants to find. The bulletin personnel and the CTD desk should also be located in this office. The room will be at least 70m². The office will be the place for registration, reception and source of information. At least 1 (ideally 2) full time staff will be required throughout the championship period. Working tables of 10m² and 10 chairs will be required. One (1) workstation per person, 4 printers (at least 1 with colour), and 1 heavy-duty copier which can print 2-sided A3 and handle networked printing will be required.

5.5 APBF Administrative Office

A room of at least 30m² will be required for the APBF President and Executives for meetings and other administrative/secretarial functions.

Working tables of 5m² and 10 chairs will be required. 2 workstations (with access to the Internet) and 1 printer will be required.

5.6 Meeting/Appeals room

A room of at least 20m², with working tables of 3m² and 10 chairs will be required.

6. **Website**

The championship website will need to be set up by the hosting NBO for access by the participating NBOs no later than 15th January in the year when the championship is held. A webmaster will need to be appointed as the coordinator with all NBOs. If there is a difficulty, the hosting NBO can contact the APBF Webmaster for help.

6.1 Basic Information

The basic information available will need to include, but not limited to, the following:

- Tournament dates and venue information;
- Hotel accommodation, rates and reservation procedures;
- Travel and transportation information;
- General and Supplementary Conditions of Contest, to be finalised when registration is closed;
- Timetable, to be finalised when registration is closed; and
- Local contacts information.

6.2 Registration

Ideally each participating NBO should be given an ID and password to register its team(s) for each series. If this is not feasible, then the registration procedure will need to be included under “Information” and the webmaster will be responsible to track the registration and the changes. All participating teams and player lists will need to be posted on the website by series once received (or at least daily). Late registration will need to be sent to the APBF Secretariat for action.

6.3 Systems Filing

There is a deadline for filing systems and changes, and there are also a maximum number of systems allowed for each team. Ideally the website should be designed for the NBOs to file the systems of their participating teams online; otherwise the webmaster must include the system filing procedure under “Information” and update the website once the systems

are received (or at least daily). Late filing, late changes and systems exceeding the maximum must be re-directed to the Chief Tournament Director for action.

6.4 Results

Ideally this should be updated to the site when a match is completed. This feature is available when the wireless score input device and the associated system are deployed. If this is not feasible, the webmaster will need to post the results on the website after each round when the official results are known. The results required will include, but not limited to, the following:

- Match results with IMPs and VPs, by series;
- Team ranking by series;
- Cross table by series;
- Board frequency and datum, by series and overall;
- Butler ranking by series;
- Score sheets for each match (when using wireless score input); and
- Hand record.

6.5 Bulletin

The daily bulletins, in .pdf format, will need to be posted on the website once they are completed.

7. **Players' Facilities**

7.1 Handicap Facilities

It will be essential for the hosting NBO to ensure that the venue is either convenient, or provides special facility, for handicap participants to access from the venue hotel or the street. This will apply to the toilet facility as well. It is also essential for the hosting NBO to ensure that there will not be any facility, equipment or activity which will be unsafe for handicap participants.

7.2 Internet Access

Four (4) workstations with Internet access will be required at the Players' Lounge/Break-out Area throughout the championship period. This will be necessary even if the venue hotel provides free Internet service as some of the participants may not be staying there.

7.3 Meals Arrangement

The location of the venue hotel must be chosen to allow the participants to have a variety of choices (at different price ranges) of where they wish to dine at or outside of the hotel. The timetable must be designed to provide adequate time for the participants to have their meals, whether at or outside of the hotel.

7.4 Water, Coffee and Tea

Water stations will be required in each room and the players' lounge. It is desirable that complimentary coffee and tea be available for the players at these stations as well.

7.5 Tournament Information

"Pigeon holes" will be required for each participating team. Ideally this should be placed in the players' lounge/break-out area for easy access by the captains. The operation office personnel and the system desk should be responsible to put updated information in these pigeon holes on a timely basis. In addition, notice boards will be required in the players' lounge/break-out area for important and urgent information.

8. Personnel

8.1 Tournament Directors

One (1) Chief Tournament Director will be required. In addition, at least one (1) tournament director will be required for every 20 teams per room or part thereof. The CTD must either be appointed by the APBF or approved by the APBF Executives. The TDs should either be qualified by the host NBO or approved by the APBF Executives.

8.2 Director of Operations

This position should be staffed by a person who is familiar with tournament logistics, vu-graph operations and duplication. The caddies, duplication operators and vu-graph operators will report to the Director of Operations. The Director of Operations must either be appointed by the APBF or approved by the APBF Executives.

8.3 Official Scorers

At least two (2) full time persons familiar with the scoring software will be required, depending on the software deployed. These scorers will be responsible for monitoring the score data collected, maintaining the official

scores, updating the scoreboards, updating the scores on website, producing scoring reports and assisting TDs in correcting scoring hardware problems where necessary. The Official Scorers should report to the CTD.

8.4 Caddies

Assuming that sharing of boards will be necessary, at least one (1) caddy will be required for every 6 tables per room or part thereof. If a Director of Operations is not available, an additional Caddy Master will be required as a supervisor who will report to the CTD.

8.5 Duplication Operators

At least one (1) person familiar with the duplication process will be required for each duplicating machine, plus an additional person for emptying the boards and checking. If the machine with bar-coded card is used, an additional person will be required for checking.

8.6 Vu-graph Operators

At least one (1) person familiar with the BBO vu-graph operation procedures will be required for each table to be broadcasted. An additional person will be required in the vu-graph theatre to monitor the progress, reset the scoring screens and act as commentator where appropriate.

8.7 Bulletin Editors

At least one (1) person proficient in bridge analysis and with good command of English will be required. As the matches will normally end around dinner time, this person will need to work after dinner until around midnight. Where necessary, an additional Layout Editor will be required to typeset and format the bulletin. At least one (1) person will be required to copy and collate the bulletin t is completed.

8.8 Office Personnel

At least one (ideally 2) full-time staff will be required throughout the championship period. The office staff will need to have good typing skills, good command of English, and be familiar with the details of the championship.

9. Logistics

9.1 Official Scores and Wireless Score Input Device

If BridgeMate II (or similar wireless input device) and the appropriate supporting software are deployed, the scores will be displayed on the scoreboards automatically. If a manual input system is used, official score sheets will be printed and the captains will need to sign-off on the official copy. The scoreboards will be updated manually. If no system is used, then the captains will fill in the reporting slips and send them to the scoring room. The scoreboards will be updated manually. In all cases, the scores will become official after the correction period.

9.2 Bulletin Distribution

Daily bulletin should be made available around breakfast time every morning and on the website as soon as it is completed. Sufficient copies should be placed in the players' lounge/break-out area. It is desirable that copies be placed at the counter of the breakfast cafe. Request for additional copies will be handled through the Operations Office.

9.3 Hand Record Distribution

Hand records for each match, complete with "Deep Finesse" analysis, will need to be available at the Players' Lounge/Break-out Area at the scheduled completion time and on the website at the same time. In any case, they should not be made available before 10 minutes to completion time on site, and must not be on the website until completion time.

9.4 Boards, Playing Cards and Duplication Requirements

Currently, the APBF provides about 960 boards (in sets of 32) for the hosting NBO to use. The actual boards required will depend on the number of teams participating. Assuming boards will be shared and 16-board matches be played, each round will require 2 sets for the vu-graph tables and about 3+ boards for each table, rounded into sets for each room. For example, for 60 tables the requirement will be 6 sets for the Open Room, 6 sets for the Closed Room and 2 sets for vu-graph, for a total of 14 sets for a round. For a day with 3 rounds, you will need 14 sets of 32 and 14 sets of 16. In order to duplicate a day in advance, you will need 42 sets of 32 (1,344 boards). The hosting NBO will need to arrange its own playing cards. Make sure you use cards that will be suitable to the duplicating machine.

9.5 Screens, Bidding Boxes and Bidding Trays

The APBF provides about 50 screens (plastic), 50 sets of bidding boxes and 50 bidding trays for the hosting NBO to use. The hosting NBO will need to provide appropriate tables for the screens, and additional sets of screens, bidding boxes and bidding trays depending on the number of teams. The current screens provided (and other screens used) must be fixed to ensure that players cannot see through the slits.

9.6 Table Numbers

Table numbers will be required for each table. These are to be mounted on the screens. If BridgeMate II is used, make sure that each number is unique. This applies to both rooms. Ideally, NBO flags should be mounted on each screen (all 4 directions) to help players find their places and to minimise seating errors. A floor plan and a match schedule will be required at the entrance of each room.

9.7 Other Tournament Equipment & Stationery

The hosting NBO needs to provide, but not limited to, the following for the players:

- Personal score sheets (with IMP and VP scales);
- Personal score sheets for the APBF Open Pairs;
- Pick-up slips if wireless score input device is not used;
- Blank WBF convention cards;
- Ball pens or pencils; and
- Small (about A7 size) blank paper for explanation of alerted bids.

10. APBF Visits

10.1 Site Visit

At least one (1) site visit should be arranged, at the expense of the host NBO, for the APBF Executives to inspect and confirm that the playing venue and hotel facilities meet the APBF Specifications.

10.2 Technical Visit

At least one (1) site visit must be arranged subsequent to the APBF visit(s), at the expense of the host NBO, for the APBF appointed Director of Operations to ensure that the venue, facilities and other requirements meet the APBF Specifications and that the host NBO understand the specifications.

II. Medical

Medical facilities should be arranged at the playing venue, either by having medical staff or through arrangement with the hotel. This should be available during the playing hours throughout the championships.