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|  |                   | <b>TABLELAND BRIDGE CLUB</b> |
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## Directors Training Workshop – FNQ

Attached to the Tropical Spring Congress [www.myabf.com.au/events/congress/view/1072](http://www.myabf.com.au/events/congress/view/1072)

International Club, Atherton. Friday, 18 Oct 24, 9.30 am – 2.30 pm with lunch break.  
Walk in pairs starts at 4.00 pm.

Trainer: Julie Jeffries

### 1. INTRODUCTION

Topic: setting up and running events beyond the standard club duplicate session.

### 2. PREPARATION

- 2.1 Registration: Pre-entries? Expected number of tables (max?). Number of sessions.
- 2.2 Pair events: Movement, one winner or two, scoring, masterpoints.
- 2.3 Team events: Movement, scoring, masterpoints.
- 2.4 For Swiss movements: Number of matches – over-swissed, under-swissed.
- 2.5 Templates.
- 2.6 Creating head event.
- 2.7 Required board sets.

### 3. SETTING UP

- 3.1 Players names: import from myABF, pre-entries, Bridge mate entries.
- 3.2 Options for integrating several sessions.
- 3.3 Setting up pair event in CS3.
- 3.4 Setting up team event in CS3.
- 3.5 Starting the event.
- 3.6 Things to do / check during the session
- 3.7 End of the round: Moving, printing report, starting the next round/session

### 4. WHAT CAN GO WRONG?

- 4.1 No-shows: player, pair, team.
- 4.2 Player withdraw after the session has started.
- 4.3 Foul boards.
- 4.4 CS3 problems

### 5. FINALISING

- 5.1 Fixing pending issues (foul boards, procedural penalties).
- 5.2 Masterpoints award.
- 5.3 Posting to the Web.

Registration is free, lunch included. Register: Gidi Azar, [cbcvp@cairnsbridgeclub.org.au](mailto:cbcvp@cairnsbridgeclub.org.au) 0448 480 200