

GNT Coordinator Duties for 2012

(In pretty much all cases it is the District Representative for the State/province)

Identify participants. This may also entail lobbying your local Units for GNT qualifying events to ensure the interested contestants have had the opportunity to qualify. The participants need be advised that the conditions of contest will be posted on the WASUMI site and that they will be required to supply their own laptop or notebook for the event. They will also need to familiarize themselves with the Bridgebase (BBO) software. Advise them to practice as no undo's are allowed.

Select venues for the event. Hopefully in most cases this will be making an agreement with your local club to utilize the club for the event which will be held May 11 & 12 (Friday and Saturday) on BBO. Preparation should be made to do a test run before the end of February. This test need be run with as many or more laptops in use as the event day to ensure sufficient broadband is available for the internet connection/routers

Assign a Monitor for each venue where the event will be held. You, as local GNT Coordinator are an ideal choice for this position, however if that is not possible (e.g. a venue in a city other than where you live), you will need to assign someone as a Monitor. That person will require approval of the local District Representative. The Monitor should have some knowledge of bridge as well as computer skills.

Identify any technical requirements needed to run event. Contestants will need power outlets, internet access via a router, internet access, and so on. The District will provide financial assistance to ensure technical needs are satisfied. A spare laptop will be required and available for any unforeseen laptop failures. Collect entry fees and send the monies to Doug Adair (USA) or Andy Anderson (Canada)

Having established a roster of participants, send the following information to Andy Anderson:

- Team name (as it will show on BBO)
- Flight: Championship, A, B, or C
- Identify the Team Captain and supply her/his email address
- Names of all players on teams
- ACBL numbers of all players on team
- BBO names of all players on team
- Name of monitor and a phone number where he/she can be contacted during event.
- Check eligibility of contestants where it is suspected they may not be eligible in accordance to the conditions of contest, i.e. not having Qualified, not the correct number of MP's, primary residence in District not confirmed or unclear.

Monitor Duties

Monitor the event to ensure full security. Seat yourself in a place where you can readily observe all contestants. Occasionally walk around to show further interest in all contestants.

Ban cell-phones; notify contestants that any chat programs installed need be disabled.

Ensure there is little noise during event that may distract other contestants.

Ensure contestants be seated with no possible view (laptop screens or faces) of any other contestants in same event. It is advisable to have all contestants seated in a manner of having full view of one other contestant who is in a different Flight. An example of seating where there's two teams: one "A" Flight and one "B" Flight...the contests are seated in two's with the North contestants both facing towards the North wall in close proximity to one another so they may observe the other's laptop and their South partners behind them facing south wall. East/West contestants are similarly placed.

Be helpful to all contestants, especially when they have questions.