

**GUIDELINES FOR  
SECTIONAL TOURNAMENT CO-CHAIRS**  
(revised November 2011)

**THESE ARE NOT THE 299 TOURNAMENT CHAIR INSTRUCTIONS.**

This document describes the typical duties of sectional tournament co-chairs, who are responsible for buying and setting up food and for arranging clean up after meals. Co-chairs are not responsible for staffing and running the partnership desk or for the caddies.

There are usually two to three co-chairs for a sectional tournament. A tournament runs Thursday through Sunday. On Thursday and Friday, provide players with a light breakfast (0-29 Mps players), light lunch, and evening snacks; on Saturday, provide players with a light breakfast and a lunch; on Sunday, provide players with a light breakfast and catered lunch.

The total budget for a tournament is \$1,600 - \$1,800. This does not include the cost of the catered Sunday lunch.

As a token of appreciation, co-chairs have the privilege of playing free during the tournament. They should remind the director of their eligibility for free play.

These guidelines are published on the website ([www.la-bridge.com](http://www.la-bridge.com)) under Tournament Chair Guidelines.

After chairing a tournament, please let the board know of any suggested changes or updates to these guidelines.

**GAME AND FOOD SCHEDULE:**

**THURSDAY**

**0-20 Mps -----9 a.m.**  
**Stratified Open Pairs-----1 p.m. & 7 p.m.**

Thursday morning: Light breakfast at 8:30 a.m. (0-20 Mps game)  
Thursday afternoon: Light lunch at noon  
Thursday evening: Refreshments at 6:30 p.m.

**FRIDAY**

**0-20 Mps -----9 a.m.**  
**Stratified Open Pairs-----1 p.m. & 7 p.m.**

Friday morning: Light breakfast at 8:30 a.m. (0-20 Mps game)  
Friday afternoon: Light lunch at noon  
Friday evening: Refreshments at 6:30 p.m.

**SATURDAY**

**Stratified Open Pairs -----10 a.m. & 2:30 p.m.**

Saturday morning: Light breakfast at 9 a.m.  
Saturday afternoon: Lunch at 1:15 p.m.

**SUNDAY**

**Stratified Swiss Teams-----10 a.m.**

Sunday morning: Light breakfast at 9 a.m.  
Sunday afternoon: Lunch at 1 p.m. (served after 3 rounds)

**HEAD COUNT:**

The number of attendees at previous sectional tournaments is listed on Louisiana Bridge Association website ([www.la-bridge.com](http://www.la-bridge.com)). Select the Tournament Chair Guidelines link on the left menu. Select the Attendance at Previous Tournaments link.

This information is valuable for estimating the number of people who will need to be fed; however, because there is no way to confirm in advance the exact number of players, flexibility is essential. Be sure to include the directors and caddies in your numbers.

***PRIOR TO TOURNAMENT:***

- As soon as possible, book a caterer for the Sunday lunch (cost should be \$10 to \$12 per person-including tax and tip). Corky’s has successfully catered a number of the Sunday lunches. They provide workers to set up, serve, and clean up; have plenty of food; and can accommodate last minute changes in head count.
- Three to four weeks before the tournament, solicit volunteer helpers. You may wish to ask a volunteer to handle food for a specific day/time. Solicit volunteers to help with clean-up at every event.
- Remind members to sign up to bring food, to volunteer their time, or to donate money to help defray tournament costs. Member food donations play an important role in supplementing meals. **IT IS VERY HELPFUL TO PERSONALLY ASK MEMBERS TO BRING SPECIFIC FOOD ITEMS.** Members are always delighted to help but they have to be asked.
- Tournament chairs should call and remind food volunteers the week of the tournament. Don’t forget to remind them what time to arrive at the club.
- Post the tournament food sign-up sheet on the bulletin board three weeks prior to the tournament. (blank sign-up sheets are in the Tournament Chair instruction folder). Use one for Thursday, Friday and Saturday. List the specific foods items needed for each day. Food needs vary depending on donations. The following is a sample sign-up sheet. It is easiest to ask volunteers to bring a large salad or dessert. Co-chairs have freedom of food and menu selection so long as they are within budget guidelines.

***Thursday: Lunch Sign-up Sheet (SAMPLE)***

<b><i>Item</i></b>	<b><i>Volunteer Name/Telephone Number</i></b>
Large Salad	
Large Salad	
Large Salad	
Large Salad	
Deviled Eggs	
Deviled Eggs	
Dessert	
Dessert	
Dessert	
Dessert	
Dessert	

- Become familiar with the kitchen and its contents; the club owns two large salad bowls and has trays, bowls, plates, utensils, zip lock bags, foil, etc.
- Inventory supplies in the closet behind kitchen and request that more be ordered if necessary. Based on estimated head counts, popular supplies include
  - Small plates for desserts and refreshments
  - 9-10" compartment or non-compartment plates
  - Small bowls
  - Beverage napkins (for dessert table, breakfast)
  - Dinner napkins
  - Plastic cups (7 oz) for wine and juice
  - Plastic cups (12 oz) for soft drinks
  - Knives, forks, and spoons
- You may wish to purchase doilies, sterno or other optional items. The club will reimburse you. Please see a board member if you feel that any large items are needed.
- Make sure you have access to the building at the times you need to be there (obtain keys to the front door and supply closet, alarm code, etc.). You will be arriving before anyone else and leaving last.
- Notify the Board member who oversees the janitorial service that extra cleaning will be needed on Thursday and Friday between the afternoon and evening sessions—particularly trash pickup, vacuuming, and replenishing towels and toilet paper.
- Obtain flowers or some other centerpiece for the food table
- Contact the coffee vendor (*phone number posted on file cabinet where coffee is kept behind kitchen*) to be sure we are adequately stocked with coffee supplies for the tournament.
- Contact the vending machine company and request an additional service (fill up) of soft drink machines on Friday afternoon (*phone number is located on snack machine*).

***DURING THE TOURNAMENT:***

- At least one co-chair needs to be present throughout the entire tournament. He/she supervises getting coffee started, putting out food and snacks, and cleaning up the food table and kitchen after each session (all dishes should be washed and all tablecloths wiped off).
- Assign someone to make coffee prior to and during each session if more is needed. Full pots may be made at the beginning of the session; if additional coffee is needed during the session, make a half pot. Remember that starting coffee is not the tournament director's job, so don't assume he/she will do it!
- Coffee making is easy, but first ask someone to show you how to do it:
  - Turn on the tap to drain the coffee pot of liquid. (Be sure both pots are empty or they will overflow.)
  - To make a full pot, use five bags of coffee. To make a half pot, use three bags of coffee.
  - Select either the full pot or half pot button at the top of the machine.
  - Close the tap.
  - Hit the brew button.
  - Brewing takes approximately 5 minutes.
- To move players quickly down food lines, create two serving lines. However, if you need to stretch food or are worried about quantities, have someone serve food. In this case, you need only one serving line.
- Obtain and keep receipts for all purchases. Receipts (as well as donations) should be given to the Treasurer after the tournament for reimbursement of out-of-pocket expenses.
- After the tournament the kitchen should be left clean. All food in refrigerator should be taken home, frozen, or disposed of, as appropriate. Dishtowels should be washed and dried.

## ***FOOD AND BEVERAGES:***

- This section provides general information and sample menus. Menus, however, are suggestions only as co-chairs have freedom of food and menu selection so long as they are within budget guidelines.
- Sam's Club is the best place to buy food in bulk. It is a good source for such things as candy for the partnership desk (buy 3 large bags; the better the candy, the more will be eaten), chips, crackers, nuts, dips, cheeses, muffins, desserts, lettuce, fruit, etc.
- 50 two-liter drinks for the entire four day tournament. Purchase a variety of coke, diet coke, sprite, diet sprite, and diet green tea. Diet Coke is the most popular followed by regular coke. The drink machine is available if players want another selection.
- Do not put out all lunch food at once to avoid having early arrivals consume all of the supply and leaving none for late arrivals.
- Attendance is light for the Thursday and Friday morning 0-20 Mps game. Be sure to start brewing the coffee early so that it's ready to serve with breakfast.
- **BREAKFAST SHOULD NOT BE A FEAST.** Donut holes, danish or cinnamon rolls, fruit (grapes, bananas), or fruit salad is plenty. Bagels are NOT popular.
- Desserts are very popular so purchase a good supply to supplement desserts donated by members. Be sure to purchase a selection of sugar-free items. A large sheet cake works well for the Saturday afternoon lunch.
- Evening refreshments typically include nuts, salsa, dips (guacamole, spinach & artichoke, cheese, etc.), chips, cheese, and crackers. This is also a good time to recycle leftovers from earlier meals. Provide something sweet as well (cookies, brownies, or a cake). However, feel free to do something different, such as ice cream sundaes, pretzels & popcorn with beer, etc.
- Some tournaments provide players with wine during Thursday and Friday night games. Typically two white wines and two red wines are served each evening. Wine is generally served when there are two rounds remaining in the game.
- Derby Day Tournaments generally include betting on the race, mint juleps and bloody Marys, and a large sheet cake.

## ***SAMPLE MENUS:***

Menu suggestions and food reminders are presented below for each day of the tournament. These are suggestions only as co-chairs have freedom of food and menu selection so long as they are within budget guidelines. Of course, quantities will vary depending on the number of people to be served and the extent of the menu (i.e., the number of items offered). Check the headcount from previous tournaments to estimate number of people at each session.

### **SAMPLE THURSDAY AND FRIDAY MENU**

Fill candy dish on the Partnership table. Keep replenishing it throughout the day.

Put forks, knives, napkins, and plates on the food and dessert tables the night before. Replenish throughout the day as needed.

Talk with the director of the 0-20 Mps game and ask whether he/she is willing to put out the breakfast and make the coffee.

#### **BREAKFAST @ 8:30 a.m.**

***(0-20 Mps game starts @ 9 a.m.)***

- Make Coffee
- Gallon orange juice (2 Gallons should be sufficient for all four breakfasts)
- Donuts holes (2 dozen) or mini-cinnamon Rolls
- 1 bowl fruit salad or grapes/bananas

#### **LIGHT LUNCH @ 12 noon**

***(game starts @ 1 p.m.)***

The 0-20 Mps players finish play around 11:30 a.m. - 11:45 a.m. Put out one tray of sandwiches, one bowl of potato salad, one salad, and some desserts at 11:45 a.m. so that they can eat and then leave. This frees up parking spaces for the afternoon session. STAGGER PUTTING THE FOOD OUT TO ENSURE THAT FOOD IS AVAILABLE FOR PLAYERS ARRIVING AFTER 12 NOON. The lunch is advertised as starting at 12 noon.

***(Sandwich amounts listed have been sufficient for crowd size since '09)***

- 600 assorted finger sandwiches (at least 150 egg salad) – wheat and white bread
- 4 large salads (purchase 2 bags of lettuce, croutons, large bag shredded cheese, and salad dressing for backup during entire four day tournament)
- Potato Salad (plan on 4 gallons total for the Thursday and Friday lunch. Easiest to order this pre-made unless able to find volunteers willing to make it. Potato

- salad has been ordered from Captain Sid's 831-2840 for many tournaments)
- Deviled eggs – very popular. Put on volunteer sign up sheet. Can pre-order if more are needed.
  - Fruit – very popular. (Sam's has fruit bowls)
  - Desserts, assorted (include sugar-free items). Can never have enough dessert! This is one of the easiest things to ask volunteers to bring. Be sure to purchase some sugar-free desserts.
  - Put out a variety of coke, diet coke, sprite, diet sprite, and diet green tea bottles. Diet Coke is the most popular followed by regular coke. The drink machine is available if players want another selection. [Remember that 50 two-liter drink bottles are sufficient for the entire four-day tournament.]
  - Coffee
  - 5 large bags of ice for drinks (for entire day). The club has two large ice chests.

After lunch, put out some of the following:

- Crackers (2 large boxes for entire four day tournament)
- Large bowl with chips (5 large bags for entire four day tournament)
- Cheese cubes (Buy 6 large cheese bags from Sam's Club - 2 Cheddar, 2 pepper jack, 2 Colby. Put out half a bag of two different cheeses and replenish as needed. Use during the entire four day tournament as needed.)
- Dips (6 large dips for entire four day tournament.)
- Pretzels with peanut butter (2 large containers from Sam's for entire four day tournament)
- Nuts (2 large containers for entire four day tournament)
- Honey wheat Pretzels (1 large container from Sam's for entire four day tournament)

**EVENING REFRESHMENTS @ 6:30 p.m.**  
*(game starts at 7 p.m.)*

Use leftovers if/as appropriate

- Nuts
- Dips (salsa, artichoke dip, hummus)
- Chips/Crackers/Pretzels
- Cheese cubes, assorted
- Grapes
- Desserts
- 2 bottles of white wine
- 2 bottles of red wine
- Sodas
- Coffee, half pot
- Turn on the coffee taps to empty the pots at the end of the evening.

## SAMPLE SATURDAY MENU

Fill candy dish by Partnership table. Replenish during the entire tournament.

Put forks, knives, napkins, and plates on the food and dessert tables the night before.

Replenish throughout the day as needed.

**BREAKFAST @ 9 a.m.** This is a light breakfast, not a feast  
(*game starts @ 10 a.m.*)

- Make Coffee
- Orange Juice (2 Gallons should be sufficient for all four breakfasts)
- Donut Holes
- Cinnamon rolls or Danish
- Fruit Salad or Grapes/Strawberries/Bananas

### **LUNCH**

(*served between sessions @ approx. 1:15 p.m.*)

#### ***Lunch suggestions:***

- Pizza and salad - plan 1 pizza for 4 persons. Vegetarian pizza and sausage pizza are popular. Can order from Papa John's, Pizza Hut or Domino's. Easy to order and serve.
- Sammy's Catering (947-0675) for red beans/rice and jambalaya.
- Hot dogs and chili with cheese, onions, etc. plus side items. Plan one hot dog per person and have two extra packages.
- Fried chicken with sides. Rouses has good prices for chicken. Plan close to two pieces per person—250 pieces should serve 130 people. Thighs are most popular so you might want to consider some extra thighs. If possible, box chicken by type (breast, thigh, leg, wing); it helps the serving line move faster.
- Pasta dish
- Potato salad
- Fruit Salad
- Green Salad
- French Bread/Butter
- An extra large sheet cake for dessert. May not need extra large depending on number of volunteers bringing dessert.
- Put out a variety of coke, diet coke, sprite, diet sprite, and diet green tea bottles. Diet Coke is the most popular followed by regular coke. The drink machine is available if players want another selection. [Remember that 50 two-liter drink bottles are sufficient for the entire four-day tournament.]
- Coffee
- 5 large bags of ice for drinks (for entire day). The club has two large ice chests.

After lunch, put out some of the following:

- cheese, crackers, dips.

Turn on the coffee taps to empty the pots at the end of the evening.

Inventory your dessert leftovers at the end of the Saturday. There is often a sufficient supply for the Sunday lunch. If needed, purchase more.

### **SAMPLE SUNDAY MENU**

Fill candy dish by Partnership table. Replenish during the entire tournament.

Put forks, knives, napkins, and plates on the food and dessert tables the night before.

Clear breakfast table before caterer arrives to set up for lunch.

**BREAKFAST @ 9 a.m.** This is a light breakfast, not a feast  
*(game starts @ 10 a.m.)*

- Make Coffee
- Orange Juice (2 Gallons should be sufficient for all four breakfasts)
- Donut Holes
- Cinnamon rolls or Danish
- Fruit Salad or Grapes/Strawberries/Bananas

### **CATERED LUNCH SERVED AFTER 3 ROUNDS**

A number of tournament chairs have used Corky's at 4243 Veterans Blvd. 504-887-5000. They deliver, set up, serve and clean up. They also will accept reasonably late adjustments to the number to be served.

Inventory your dessert leftovers on Saturday evening. There is often a sufficient supply for the Sunday lunch. If needed, purchase more.

- 50 two-liter drinks for the entire four day tournament. Purchase a variety of coke, diet coke, sprite, diet sprite, and diet green tea. Diet Coke is the most popular followed by regular coke. The drink machine is available if players want another selection.
- Coffee
- 5 large bags of ice for drinks (for entire day). The club has two large ice chests.



**CATERERS USED BY THE CLUB**

Corky's: 887-5000

Michael Joyner: 866-3551

A Taste of Home: 309-7300

Sammy's Deli/Catering: 947-0675

Rouses: finger sandwiches, fried chicken, deviled eggs

Winn Dixie: finger sandwiches, deviled eggs

Danny and Clyde's (finger sandwiches, po-boys) 888-0129

World Deli (potato salad): 885-4888

Captain Sid's (potato salad): 831-2840

Schaefer's Seafood (potato salad): 833-3973