



WBU TRAINING

**BASIC
TOURNAMENT
DIRECTING**

(based on 2017 Laws)

Written for the Welsh Bridge Union – 2017 (version 6)

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BASIC TOURNAMENT DIRECTING

INTRODUCTION

As the title of this booklet indicates, it is targeted at those individuals who are just starting to run Club tournaments and want to acquire a basic grounding on such things as Knowing Their Responsibilities, Setting up a Tournament, Movements, Scoring, and Basic Rulings.

The WBU recognises that there is a need for much of the information included in these notes at the point where players are taking their first steps at directing in their clubs, as this is when they are most in need of the kind of guidance and support the notes contain. **The booklet should be used in conjunction with the relevant WBU Introductory Course – 2 Day Sessions**, where all these topics will be discussed fully, supplemented by numerous simulations.

In selecting the material provided here, we have made a conscious effort to target the areas around which newcomers to directing have most qualms, and in the sequence that new Directors have shown to prefer. This is why there is a considerable bias towards Movements, while the section on Rulings is quite basic and restricted and is primarily a reference to the complementary WBU/EBU publications - 'The Laws Of Duplicate Bridge 2017'. Also more advanced Law Situations and Rulings (primarily on 'ethical' or 'judgement' situations) should only be considered following a period of 'experience gathering' (guidance on these will also be provided in a one day WBU course).

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Section A – DIRECTOR’S ROLE, POWERS, DUTIES

A.1. Director’s Role

Law 81 defines the status of the Director as the official representative of the Tournament Organiser. Novice Directors will start at Club level, and in this respect they will be acting on behalf of their Club Committee in running an event.

He/she is governed by the Laws of Duplicate Bridge and any further supplementary regulations as necessary.

The Director is responsible for the on-site management of the tournament, and to facilitate this he has quite substantial powers (enhanced in the Laws revision of 2017). These powers include: maintaining discipline, ensuring the orderly progress of the game, administering the Laws, advising players of their rights and responsibilities, settling disputes (possibly with reference to Appeals Committees), obtaining an event result (possibility in conjunction with a separate scorer), and in exceptional circumstances giving procedural or disciplinary penalties..

The Director should consider himself to be a member of a team (Director-In-Charge, Club Committee, Equipment Manager, even the Tea Lady – timing of breaks, etc.). All these personnel lend themselves to a successful event (it is arguably correct that the TD is possibly the most important)

A.2. Director’s Powers and Duties

Broadly speaking there are four areas to consider: personal qualities; pre-tournament duties; in-tournament duties and powers; post-tournament duties.

Personal Qualities

Directors should have a good personal image (dress sense etc.), common sense, humour. They should stay calm, be firm, courteous, unobtrusive, impartial, and confident. They need not be top flight bridge players, but an ‘average club standard’ would be appropriate.

Pre-Tournament Duties

In larger events many of the pre-tournament duties will be undertaken by a Director-In-Charge. At club level the DIC duties may effectively be handled by the Club Committee (i.e. they will set up tables, lay out cloths, distribute bidding boxes, ensure all equipment is available, etc.). The novice Director may not be involved in some of these DIC or Committee duties, and only club custom and practice will define at what point he actually takes control.

Duties involve:

- when setting-up or distributing to tables always pay attention to tidiness
- for anything other than normal club events, arrive early and check that the DIC has done his job (as above, laying out tables etc.)
- in unfamiliar premises, ensure there is a prominent 'NORTH' sign displayed.
- reserve tables for disabled or needy players (if known).
- if not using Duplimated boards, ensure that one card in each board is turned face-up (i.e. to be dealt).
- as players arrive it may be necessary to draw for positions. Some clubs playing Mitchell type movements cut for NS/EW when players are seated.
- when the number of tables is known, decide upon your movement (many clubs have a pre-defined schedule for their normal attendance).
- put out table numbers (at the same time as Bridgemates to ensure compatibility).
- distribute travellers (unless using Bridgemates). You can use pre-numbered or blank travellers – I suggest pre-numbered in most cases.
- distribute boards. If Duplimated or pre-dealt, remind players (several times) not to shuffle and deal. When removing from box, if not in correct sequence, suspect that they have also been Duplimated in the wrong sequence – check hand records.
- if using Bridgemates, boot up scoring software.
- when you're not otherwise busy, a few minutes before scheduled start time, think how you might accommodate late arrivals (a good director never sends them home).

- (for aggregate scoring events, put scorecards on table by direction, and have 'average sheets' ready in case of half tables).
 - prepare any announcements (keep to a minimum – players only 'hear' about three or four). These should **always** include
 - a brief practical description of the movement
 - number of tables in play
 - responsibility for the board movement (usually North or the Director) – *Law 8.2*
 - reminder re. name recording – name-slips (preferred), or on rear of traveller (if not using Bridgemates)

Other announcements may include

- time per round (8 minutes for first board, 7 minutes for each additional board). Add 1 minute for first round.
- penalties for slow play if deemed to be a local problem
- status of event – qualifier, simultaneous etc.
- date of next round if qualifier or two-session event
- significant birthdays, anniversaries etc.
- when Bridgemates have been activated

In-Tournament Duties/Powers

- most duties and powers relating to the auction and play period are detailed in the accompanying WBU booklet - 'The Laws Of Duplicate Bridge 2017 – A Guide For Club Directors', but a few points are emphasised in Section C.

Important:

- **remember the BB@B code** – applies to players and Director
- always be courteous and not over officious (even when some players can be very trying).
- encourage players to call the Director rather than trying to make their own ruling
- have your Law book to hand, preferably a personal copy (tabbed, highlighted)
- listen carefully to problems, and establish the full facts before making a hasty decision
- show confidence

- rule on facts – book rulings
- make judgemental rulings (when experienced)
- advise players of their right of appeal where necessary
- when addressing players use compass directions rather than player names

Also:

- note start times for each round and keep tournament to time.
- watch slow players/tables; you may need to give 2 minute warning of round changes.
- prepare computer for scores input (if scoring at the event not using Bridgemates).
- be conscious of any requirements for needy or disabled players.

Post-Tournament Duties

- get players to check travellers during the last round, as it is easier to sort out errors before players disappear. Actively discourage players from putting question marks against potentially wrong scores - the TD can be called at once and can revert to the players concerned, for checking, without necessarily having to look at the sheet. Doing it at the time can save a lot of argument!
- get players to turn over one of the cards (if boards are not to be subsequently Duplimated).
- collect travellers/scorecards and check they are all present and correct before players leave.
- put boards away in boxes **in correct sequence** (you might have to put them out in a rush the next time!).
- politely ask players to fold up bidding boxes if not required in a subsequent session.
- if relevant, ask for assistance in folding up tables.
- advise when and how results will be available.

A.3.Publications

The Laws Of Duplicate Bridge 2017 – the Director’s ‘bible’. 2017 edition

Blue Book – the official EBU (and hence WBU) book of Directives, Agreements, Conventions, Licensing Requirements

White Book – Director’s detailed guide which interprets many of the Laws in considerable detail. A very good comprehensive book (downloadable), but only relevant for experienced Directors (and in particular for Appeals Committees).

WBU Flowcharts – in booklet form or via the web (only 2007 version available until new edition released)

Training Booklets – WBU Courses 1 and 2

Section B – MOVEMENTS

B1. Pairs

There are two main types of Pair’s Movements – the **Howell** and the **Mitchell** (including modifications). In trying to decide which of these basic types is best for your own particular tournament circumstances, the primary considerations are:

- do you want one winner (H, or M) or two winners (M)
- do you want each pair to play: every other pair (H), most other pairs (H modified), approximately half the other pairs (M, M modified)
- do you want to score as match-pointed pairs (H or M), or aggregate (M)

(Most clubs only play Match-Pointed pairs, and only a summary of Aggregate Pairs is given).

Having decided upon your basic type, there are further important general considerations to consider within each type (these may also impact on your primary choice):

- allow approx 8 – 8½ boards per hour (depending upon the number of boards per round), and hence maximise the number of rounds/boards to the time available.
- with a half table, try not to have pairs sitting out for more than 3 boards.

- consider the number of pairs requiring stationary seats (Mitchells preferred to Howells).
- try to minimise any board sharing (particularly with two board rounds).
- if there is any board sharing, try not to seat a 'slow player' at a sharing table, and be practical as to which pair of tables to share.
- if there is a half-table and any board sharing, try to make the 'phantom pair' stationary at one of the sharing tables (i.e. no actual sharing).
- try to keep to the standard 'pairs up', 'boards down', procedure (this can be altered, but pairs are used to the standard approach).
- psychologically pairs want to move in a clockwise direction, so number the tables accordingly (but if your existing clubs moves the other way, don't attempt to change).

General Tips for All Movements

a) **Make Relays Prominent** - **not** on a central table where they can be overlooked!

b) **Move The Boards Yourself** - (if playing in a large field or if you are a playing director, this is not always practical).

This will help to reduce errors and will also allow you to check on slow players. Check the new set of boards against each table number, especially on the first round. Check the correct boards are moved onto and from any relays. Remind players that they should regularly check boards and opponents at the start of each round.

c) **Have A Club Policy On Table Numbering** - this will mean that tables will always be numbered the same way, and that boards will always move in the same direction. Preferably tables should be numbered in ascending sequence in a **CLOCKWISE** direction, unless a different procedure is already established. This standardisation reduces the possibility of boards going the wrong way, and pairs going to the wrong table.

d) **Half Tables** - where there is a missing pair, make this the one that the Director (if playing), should meet on the last round. This will give him the chance to tidy up; collect table numbers, check names and travellers; and even start scoring.

e) **Travelling Score Sheets** – at club level, it's usual to use travellers which have the NS numbers pre-printed and have separate columns for NS and EW matchpoints. This style minimises errors. (See Scoring in next section).

B1.1. Howell Movements

Ideal for one-winner events, with each pair playing all, or most, of the other pairs. Not suitable for events requiring a number of sitting pairs - in Full Howells there is in fact only one sitting pair; in most $\frac{3}{4}$ Howells only two or three pairs sit.

Pre-defined Howells can be purchased from the Welsh Bridge Union, or printed-out directly from most computer scoring programs (EBUScore, Scorebridge, etc.). They can also be found in 'Duplicate Bridge Movements' – F.Farrington, and the more recent 'EBU Manual Of Duplicate Bridge Movements' – J.R.Manning.

All Howells require you to have a **movement card on each table**. These show the total number of rounds, and for each round, the NS and EW pairings, and also the boards to be played at the table. They also detail which table any moving pairs should progress to at the end of each round.

A basic **Full Howell** has a set of boards for **(total tables * 2) – 1**. i.e. 7 sets for 4 tables; 9 sets for 5 tables, 11 sets for 6 tables... etc. The boards are set out as shown on the movement cards for Round 1. There will always be additional relay sets (i.e. boards not in play on some rounds), which are required to make up the overall movement. These are usually all grouped together – but not always.

In a $\frac{3}{4}$ **Howell** pairs do not play every other pair. The movements are usually tailored for 11,12, or 13, two-board rounds (ideal for most club situations), so for example in an 8-table $\frac{3}{4}$ Howell with 24 boards, pairs will only play against 12 out of the other 15 pairs. This overcomes any awkwardness in having to play all the boards (e.g. 6 tables playing a Full Howell of 22 boards is usually too short, and playing 33 boards is too long, so a $\frac{3}{4}$ movement of 24 or 27 boards (3 -board rounds) is ideal.

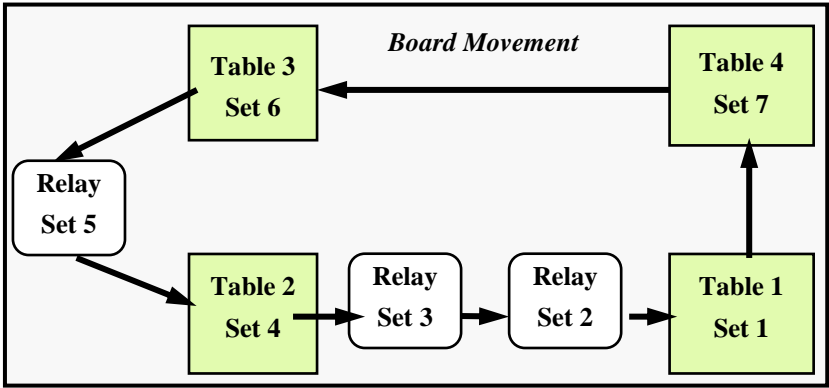
$\frac{3}{4}$ Howells are not normally used with over 10 tables at club level. They are unwieldy and do not offer significant advantages

At the end of each round, pairs move as per card instructions, and boards usually move **down** 1 table (possibly onto or from a relay). It is often easier for novice directors to think of a relay as a non-playing table whose boards still require to be

moved. Even if North is responsible for the board movement, check that the boards onto and off the relay(s) have been moved correctly – they should be in numerical sequence.

For any type of Howell, on the relays, unless the boards are pre dealt, it is important to have cards turned up on these boards in order to avoid pairs assuming they have already been played; otherwise they may not be shuffled and dealt. Remember to place travellers in these boards.

Example of Howell board layout (4 Table).



B1.2. Standard Mitchell Movements

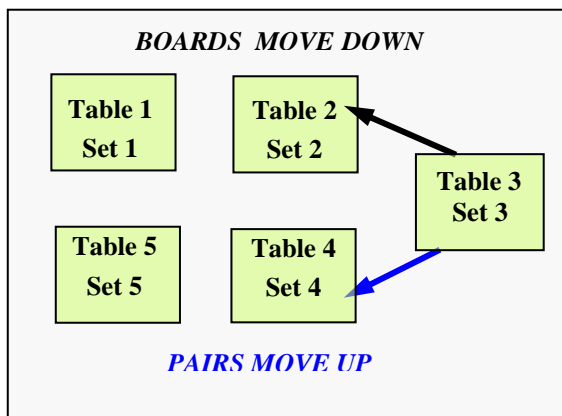
Ideal when there are a number of pairs requiring a sitting seat. In principle, there is a stationary pair (usually NS) at each table. There are numerous variations on the pair and board movements, but the normal approach is: **EW move up one table and the boards move down one table** (including any relays). Consider the tables to be in a circle with the highest number adjacent to table 1. Movement cards are not necessarily required, but novice Directors may decide to use them for the ‘comfort factor’. The detailed nature of these movements differs according to whether there are an odd or even number of tables (half tables are categorised as the next higher full table). Many clubs prefer players to cut or draw for position before play starts (obviously allowing for any elderly or infirm pairs needing a stationary seat).

To avoid confusion it is usual for the EW to add a number (greater or equal to the number of full tables) to their initial start table. This must be done if arrow switching, but in this situation, if possible ensure that the highest pair number can be entered onto the traveller if these have pre-printed NS numbers. If not, pairs will have to utilise any 'spare space' at the bottom of the traveller (beware - this can lead to errors when computer scoring).

In most Mitchell type movements there are separate NS and EW results. If you require only one overall result you can introduce an **arrow switch** on the last one or two rounds. You should switch approximately $1/8^{\text{th}}$ the total number of boards. (Technically, the arrow switches should be done on different rounds at different tables – but this is far too complicated).

B1.2.1 Odd Number Of Tables

The simplest movement. In the purest situation the number of rounds equals the number of tables – i.e. each EW plays against every NS pair. The general movement is repeated until all boards have been played. The number of rounds can be curtailed with no adverse effect (e.g. for 15 tables it is probably only practical to play 12 or 13 rounds).



B1.2.2 Even Number Of Tables

There are two ways of handling this situation.

Share and Relay

This method enables each EW pair to play against each NS pair (identical to an odd numbered situation). A set of boards (relay set) is placed between the two midmost tables, with table 1 and the highest table sharing boards. If you took a birds' eye view of the set-up, it would appear to be symmetrical. For example with 8 tables, the relay is placed between tables 4 and 5, and tables 1 and 8 share. In practise any tables can be chosen as long as the overall symmetry is maintained (an alternative common situation with the 8 table example is to place the relay set between tables 3 and 4, with tables 7 and 8 sharing). As with a Howell movement, it is important that the Director checks that the relay set is moved each round (this is one of the most common types of error).

- Tips

Half Tables - if there is a half table, make the 'phantom pair' NS at one of the sharing tables. This means that there is no actual sharing.

- a) Relays – even if you move the boards yourself, ask the NS pair at the table receiving the boards off the relay to check them.

A possible problem with this movement is incorrect placement of the relays. Nobody remembers the complicated correction, so please refer to the Movements Reference book for details.

Skip

The boards are laid out with one set per table. However for the round immediately following the half-way play, EW skip a table, i.e. they move up two tables (e.g. for a 10 table movement, the EW skip **after round 5**). In theory for the last round all EWs play the pair they started against. However this is rarely used, i.e. the movement is deliberately curtailed one round short (if you do play the theoretical last round, you invariably get pairs saying – 'it's not fair – we've played the strongest pair in the room twice'). So when assessing the

suitability of this movement assume the number of rounds actually played is **(number of tables – 1) * 2**. For example: 14 tables would play 13 rounds – 26 boards (out of 28); 10 tables would play 9 rounds – 27 boards (out of 30).

- Tips

- a) Remembering Skip Round – To avoid forgetting to skip, if the Director is playing, he should initially look-over the movement and determine which pair he will not be playing against (i.e. he will skip them).

B1.3 Hesitation Mitchells

These very useful set of movements enable an extra set of boards to be introduced into a standard Mitchell movement. For example: using a standard Mitchell for 10 tables you would play 20 boards (at two boards per round) - a Hesitation Mitchell enables this to be increased to 22 boards; using a standard Mitchell for 11 tables you would play 22 boards (at two boards per round) – a Hesitation Mitchell enables this to be increased to 24 boards.

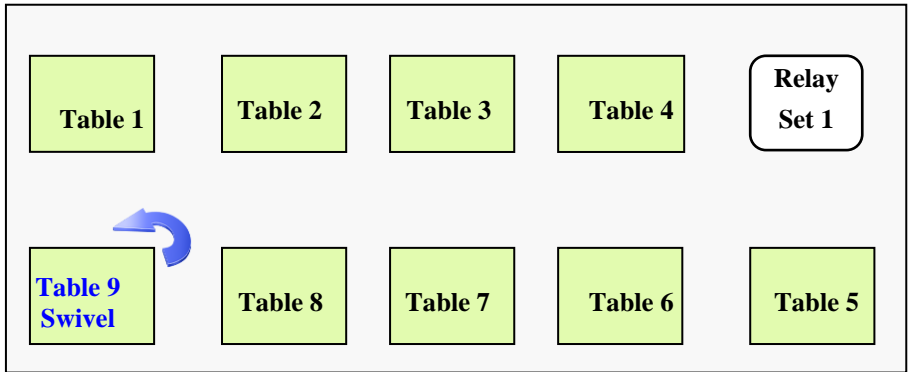
The general approach is that one NS pair becomes a moving pair by means of a swivel table. EW pairs come onto the swivel table, play, and then move to NS at that table for the next round. Following their swivel, they continue their normal movement to EW at the next table (it doesn't actually matter whether they first play EW or NS at the swivel table, but for consistency adopt the above approach).

It is normal for the swivel table to be the highest numbered or next- to-highest numbered table, but any table can be used with the necessary relay adjustments.

Whilst logistically these can be run as two-winner events (albeit the two fields have different number of pairs), due to the scrambling at the swivel table, it is advisable to run as one-winner events by introducing a last round arrow switch. Note - the swivel table does not arrow switch – it already has an inherent switch.

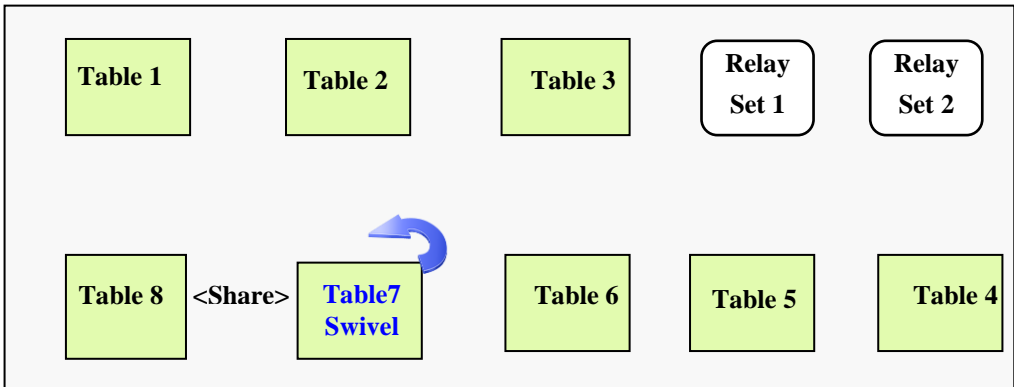
B1.3.1 Odd Number Of Tables

For an **odd** number of tables, **one** set of relay boards is introduced equidistant from the swivel table i.e. there are equal number of tables on either side of the swivel, between it and the relay set (e.g. for 11 tables with table 11 as the swivel table, one set of relays is introduced between 5 and 6).



B1.3.2 Even Number Of Tables

For an **even** number of tables, the swivel table and the next higher numbered table share boards, and also **two** sets of relay boards are introduced equidistant from either side of the sharing tables (e.g. for 8 tables, if tables 7 and 8 are sharing, the two sets of relays are positioned between tables 3 and 4, and table 7 is the swivel table). Tables 8,1,2,3 and 4,5,6,7 form the two 'legs'.



(There are also Double Hesitation Mitchells enabling two sets of extra boards to be added. However these are more complicated and should only be used with more experience).

B1.4 Late Pairs

A good Director should never turn away a pair who arrives late (within reason). All the above movement types can be late-adjusted should a pair arrive up to the end of the first round.

For all movement types, if there was originally a half table, the late pair merely completes the half table, making a full table. When there were originally a full number of tables the solution depends upon the movement type.

For many movement types, assuming the original movement has been set up optimally, the best solution (exceptions) is to utilise an EW 'rover' (referred to in the central insert). However these require some experience, so for new Director's the following practical approach should be adopted.

Howells (Full and $\frac{3}{4}$):

Choose a table at which both pairs are moving. From the second round onwards, permanently seat the late pair in one of the directions. When a pair arrives at this table and should be sitting where the late pair is now sitting, they sit-out for that round and then follow their normal progression for subsequent rounds.

The late pair is effectively a 'stationary rover', and is numbered one higher than the highest pair number in the normal movement.

Odd Mitchell

These should be converted to an even table **skip** Mitchell. For example, for an original 7 table Mitchell (7 x 3 boards), when the late pair arrives, set out another table (8) with another set of boards, and run as an 8 Table skip Mitchell (8 x 3 boards; skip after 4 rounds).

Exceptions:

5 tables originally set up with 4 board rounds – convert to a $5\frac{1}{2}$ table Hesitation Mitchell, by removing one board from each set and inserting the requisite two sets of relays in the correct place (this overcomes pairs sitting out for four boards). Ideally put two sets of relays between tables 2 and 3 and the late pair sits EW at table 6. Table

5 is the swivel table and pseudo shares with table 6. Boards will not now be in the correct sequence.

Also it's probably best to convert 11 tables to a 'share and relay' Mitchell (missing pair NS at one of the sharing tables – no actual sharing).

Even Mitchell

If originally set up as a skip Mitchell, convert to an odd Mitchell by adding a table at the end, together with a set of boards. For example for an original 8 tables (8 x 3 boards), when the late pair arrives, set out another table (9), and run as a 9 Table Mitchell (9 x 3 boards).

If originally set up as a share and relay Mitchell, the solution depends upon whether the sharing tables have started their second board.

If not, just remove the relay set, cancel the sharing and then convert to an odd Mitchell (as above).

If the sharing tables have started their second board, the easiest solution (but not the fairest), is to cancel the scores of one of the sharing tables (usually the highest), move the relay set to that table and award average+ on these boards. Then add a further set of boards to convert to an odd Mitchell. Remember that the board sets will not now be in sequence.

A fairer solution is to use the late pair as a 'NS rover' who displaces NS on each round (from round 2 onwards). The displacement sequence is shown in the central insert.

Hesitation Mitchell

If the original movement was an odd Hesitation Mitchell, the swivel table is converted to a normal NS stationary/EW moving table. The relays remain, and the late pair is positioned at a table after the last table (e.g. new table 12 in a previous 11 table movement). This new table shares with table the old swivel table (in the example table 12 shares with table 11), so if the late pair is sat EW there is no actual sharing.

If the original movement was an even Hesitation Mitchell, this is more complicated. Remove one set of relays and proceed in the same way as converting an even numbered share and relay Mitchell.

Tbls	Option 1	Option 2	Late Pair Opt1/Opt2
3	Full Howell 5 x 5 = 25 boards ♣		Restart
3½	Full Howell (4) 3 x 7 = 21 , or 4 x 7 = 28 boards		♦
4	Full Howell 3 x 7 = 21 , or 4 x 7 = 28 boards		Rover
4½	Full Howell (5) 3 x 9 = 27 boards		
5	Full Howell 3 x 9 = 27 boards	Hes Mit 4 x 5 = 24 boards	Rover Convert to 5½ table Relay Mitchell
5½	Full Howell (6) 2 x 11 = 22 boards	Hes Mit 4 x 7 = 28 boards	
6	Full Howell 2 x 11 = 22 boards	Hes Mit 3 x 7 = 21 boards	Rover ♠ Remove one relay set. Convert to Relay Mit - NS rover - bye,2,5,3,6,4 (4 board rounds)
6½	Full Howell (7) 2 x 13 = 26 boards	Hes Mit 3 x 8 = 24 boards	
7	Full Howell 2 x 13 = 26 boards	Hes Mit 3 x 8 = 24 boards	Rover Convert to 7½ table Relay Mitchell
7½	¾ Howell 2 x 12 = 24 boards	Relay Mit 3 x 8 = 24 boards	
8	¾ Howell 2 x 12 = 24 boards	Relay Mit 3 x 8 = 24 boards	Rover ♠ NS rover – bye,1,6,2,7,3,8,4
8½	¾ Howell 2 x 12 = 24 boards	Mit 3 x 9 = 27 boards (or 3 x 8 = 24 boards)	
9	¾ Howell 2 x 12 = 24 boards	Mit 3 x 9 = 27 boards (or 3 x 8 = 24 boards)	Rover Convert to 9½ table Skip Mit

Tbls	Option 1	Option 2	Late Pair Opt1/Opt2
9½	¾ Howell 2 x 12 = 24 boards	Hes Mit 2 x 11 = 22 boards Skip Mit (10) 3 x 9 = 27 boards	
10	¾ Howell 2 x 12 = 24 boards	Hes Mit 2 x 11 = 22 boards Skip Mit 3 x 9 = 27 boards	Rover ♠ Remove one relay set. NS Rover - bye, 1,7,2,8,3,9,4,10,5 Convert to 10½ Mit
10½●	Mit (11) 2 x 11 = 22 boards	Hes Mit 2 x 12 = 24 boards	
11	Mit 2 x 11 = 22 boards	Hes Mit 2 x 12 = 24 boards	Both options: Convert to 11½ Relay Mitchell
11½	Relay Mit (12) 2 x 12 = 24 boards	Hes Mit (12) 2 x 13 = 26 boards	
12	Relay Mit 2 x 12 = 24 boards	Hes Mit 2 x 13 = 26 boards	Both options : ♠ NS rover – bye, 3,9,4, 10,5,11,6,12,7,1,8,
12½	Mit (13) 2 x 13 = 26 boards		
13	Mit 2 x 13 = 26 boards		Convert to 13½ Skip Mit
13½	Skip Mit (14) 2 x 12 = 24 boards	Skip Mit (14) 2 x 13 = 26 boards	
14	Skip Mit 2 x 12 = 24 boards	Skip Mit 2 x 13 = 26 boards	Convert to 14½ Mit
14½♥	Mit (15) 2 x 12 = 24	Mit (15) 2 x 13 = 26	
15	Mit 2 x 12 = 24	Mit 2 x 13 = 26	Convert to 15½ Skip Mit
15+	Mit/Skip Mit 24 or 26 boards		

Notes:

- ♣ - the number of boards shown is the actual number played by most pairs
(the total number in the movement may be higher)
- ♥ - for 14½+ tables, better movements exist – Appendix Mitchells – but only when more experienced
- ♦ - for ½ tables, any late pairs just fills the half table
- ♠ - **rover movements assume highest numbered tables are sharing**
- – Howell movements can be used for over 10 tables, but they become unwieldy and unnecessary.
- ** - **All movements assume ‘EW up 1, boards down 1’**

B1.5 Aggregate Movements

The movement requirements for aggregate scored events are more restrictive than for match-pointed pairs. NS and EW pairs must retain their respective directions, so you cannot run Howells or Hesitation Mitchells. **You must run non-arrow switched Mitchells.**

You can accommodate half tables, and pairs need not necessarily play all the boards, but if manually scoring all pairs need to play all the boards, and there no half tables.

B2. Teams

In assessing a suitable Teams Movement, the major factors are whether there are an odd or even number of teams, and whether all other teams have to be played.

In most situations, Directors utilise an American Whist type movement, with modifications to accommodate the above two criteria.

The American Whist concept is that NS pairs remain stationary, and **‘EW pairs up two tables, boards up one table’**. (In practise as the pairs move, they drop the boards off at the intervening table). If the move would bring the EW pair to their NS teammates table, then a double move is substituted – **‘EW pairs up four tables, boards up two tables’**. (Don’t forget that the boards also have a double move – easy to forget). Many clubs reverse this to a ‘down’ movement (perfectly acceptable), but the ‘up’ approach is preferable in order to have pairs moving in a manner compatible with most Mitchell type pairs movements (in which pairs usually move ‘up’).

Since the American Whist is a cyclic movement, where it is necessary for pairs to move up by other than the standard two tables for the initial move (see below), it is

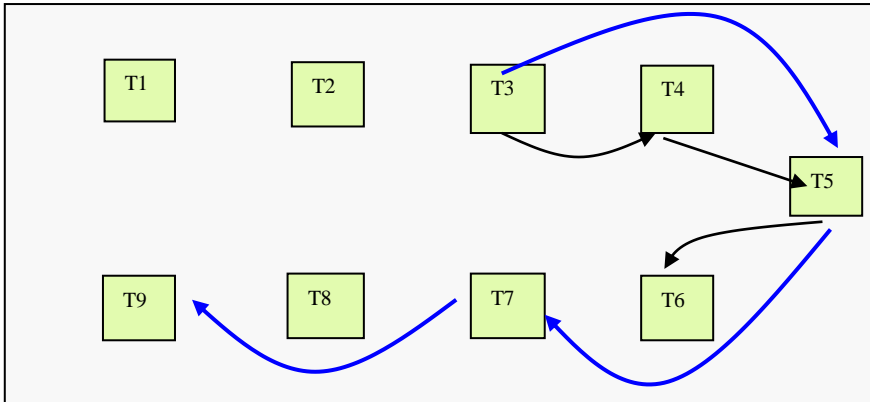
advisable for the Director to announce the instructions in two versions: e.g. in a 15 table movement, if the Director announces ‘pairs up 6 tables’, he should also announce ‘..or down 9 tables’ (these will obviously total the number of tables).

There are other considerations, such as accommodating half-time scoring, but these should not be undertaken by novice Directors – learn the basics first.

Teams normally assemble at their home table and deal the boards. Since teams do not play themselves, this is considered as round ‘0’, and from thereon the movements are as follows:

B2.1 Odd Number Of Teams

If there are ‘n’ teams (an odd number), for every team playing every other team, the American Whist movement is used for a total of n-1 rounds.



EW pair 3 movement for first three rounds.



board set 3 movement for first three rounds.

If circumstances don't allow a complete movement, not every team need be played. However each team must play against an **even** number of other teams. **For each two teams not to be played, the initial move is increased by ‘up a further two tables’.** For example with 11 teams, with each team only playing 8 of the other teams (rather than 10), the initial move is ‘EW up four tables’. (In most club situations with less than 15 tables, it is only the 11 table movement in which this situation arises – $10 \times 3 = 30$ is too many boards, whereas $10 \times 2 = 20$ is too few boards). For 15 and more tables this would be the normal approach.

B2.2 Even Number Of Teams

For an even number of teams, the American Whist concept is still used, but it is modified significantly depending upon whether or not all teams need to be played.

Not All Teams Are Played

If it acceptable for the number of teams played to be less than the total number in the movement (this must also be an even number), then adopt the following procedure.

Teams will play the 'n' other teams (even number) immediately adjacent to their own team; $n/2$ 'upstream' and $n/2$ 'downstream'.

This is usually played in two stanzas of 'p' rounds and 'q' rounds, and within each stanza teams matches are completed (permitting scoring at approximately half-way). The number of rounds (i.e. teams played) in each stanza must also be an even number i.e. 'p' and 'q' must both be even (they are usually the same), and should be as close as possible numerically. So for example with 14 teams in total, with each team playing 12 other teams, the stanzas would normally be $p = 6$ and $q = 6$; with each team playing 10 other teams the stanzas would be $p = 6$ and $q = 4$ (or vice versa).

Let's consider the case of $p = 6$ and $q = 4$ (playing 10 teams, 2 boards per round)

Stanza 1- playing 6 teams

Initially EW move **down (p-1)** tables. So for the above example, EW would move **down 5** tables.

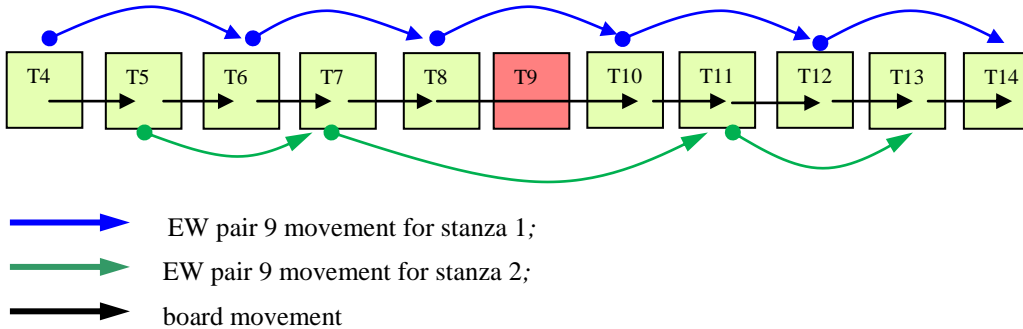
Boards are progressed one table between stanzas

Stanza 2 - playing 4 teams

Initially EW move **down (q)** tables. So for the above example, EW would move **down 4** tables.

In each stanza, the move thereafter is an American Whist – **pairs up 2 tables; boards up 1 table**

Example: Illustration of the movement for the *EW pair of Team 9* from a 16 Team movement.



All Teams Are Played

In order to play all teams, the American Whist movement needs to be modified. Two methods are commonly used. Which one is chosen depends to a great extent on the shape of the room, and the toleration for sharing.

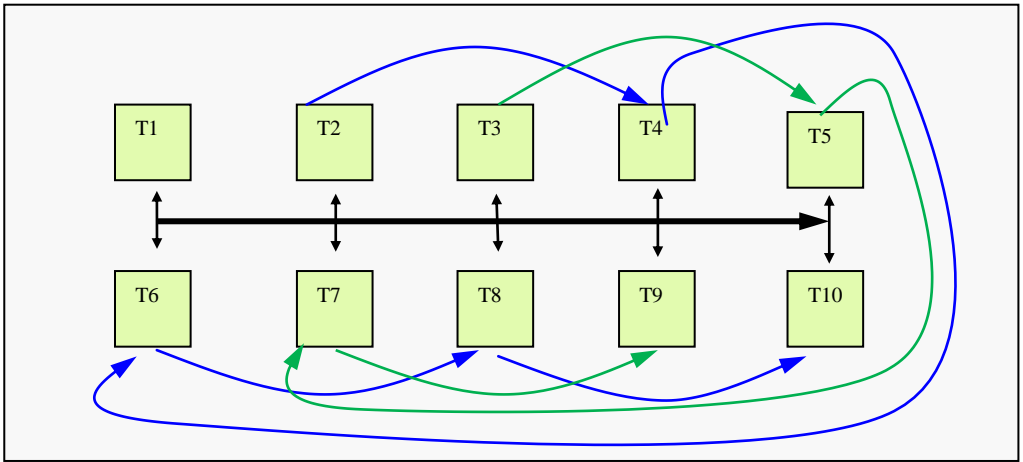
If tables can be arranged in two parallel rows the **Stagger Movement** is preferred.

The important aspect of this movement is the table sequence – the numbering of tables starts at the same end for each row (see diagram). It's important to indicate this to the EW moving pairs.

Stanza 1 – Boards are set out with each table sharing across the rows initially EW **move up 1** table. Thereafter they and the boards move as per standard American Whist

Stanza 2 – New boards are introduced, again sharing between the rows. Initially EW **move up 2** tables. Thereafter they and the boards move as per standard American Whist.

The diagram shows the movement for EW pair 1 in a 10 team Stagger Movement



- EW pair 1 movement for stanza 1
- EW pair 1 movement for stanza 2
- board movement.

If space does not permit two parallel rows, the best solution is the **Thurner Movement**. This can only be used for 6, 8, 12, 14 teams (not 10 teams). The highest numbered table should be reasonably centrally placed. EW pairs take up their start positions (shown in the table below), **and EW move up 1 table each round, with the boards moving down 1 table each round** (note - not the same as a standard American Whist). In each round a different EW pair arrives at their team-mate's table. On this round they instead go to the highest numbered table, and resume their normal progression for subsequent rounds. The EW place at their intended table is used instead by the highest numbered team's EW pair. The central table shares boards with the table at which the highest numbered EW pair is sitting.

The highest numbered EW pair has an irregular progression, so should be given a guide card.

The starting positions for 6,8,12,14 teams are shown below:

Tms		T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12
6	EW No	6	3	5	2	4	1						
	Boards	1	2	3	4	5	1						
	EW 6 Movement - Tables 1,3,5,2,4												
8	EW No	8	4	7	3	6	2	5	1				
	Boards	1	2	3	4	5	6	7	1				
	EW 8 Movement – Tables 1,6,4,2,7,5,3												
12	EW No	12	6	11	5	10	4	9	3	8	2	7	1
	Boards	1	2	3	4	5	6	7	8	9	10	11	1
	EW 12 Movement – Tables 1,5,9,2,6,10,3,7,11,4,8,												
14	EW No	14	7	13	6	12	5	11	4	10	3	9	2
	Boards	1	2	3	4	5	6	7	8	9	10	11	12
	EW 14 Movement – Tables 1,10,6,2,11,7,3,12,8,4,13,9,5												

For the above two movement types, the choice is determined by:

- space – the Thurner Movement is best suited to a more open playing area, whereas the Stagger Movement is very convenient for longer shaped areas
- sharing – all tables share boards in the Stagger Movement, which is acceptable for three-board rounds (i.e. up to 10 tables), but can be a factor for 12+ tables
- the Stagger Movement is probably more readily understood by the players.

B2.3 Other Movements

Any pairs Full or $\frac{3}{4}$ Howell movement (even or odd number of tables), can be adapted to a teams schedule (known as a Patten Schedule). All teams play all of the boards. In essence the pairs' Howell is duplicated with the NS and EW swapping positions. Boards are then shared across pairs of tables (this can be the major disadvantage of this movement unless Duplimated boards are available). This type of movement is not suitable if a number of pairs need to sit (only 2 pairs – 1 team do not move) Individual team matches are completed each round. Table movement cards are required (details can be found in Farrington or Manning).

B2.4 Director Considerations

Many of the pairs' requirements still apply to teams events. But in addition also consider:

- even if computer scoring, pairs like to keep personal score cards. Remind them to keep them covered up. (The same actually applies at pairs, but if manually scoring at teams **all** pairs carry a personal card)
- if computer scoring, it may not be desirable that in the second half, pairs can see their team mate's previous score off the traveller (individual club rules should have a policy on this). If these should not be able to be seen, the Director will need to issue fresh travellers at the appropriate approximate half-way stage.
- with most pairs' movements you can curtail if time is running short. With most common teams' movements, since part of a match is generally played towards the start, and the other pair completes the match towards the end, you cannot curtail. So you need to be sure of the timings at the start of the event.

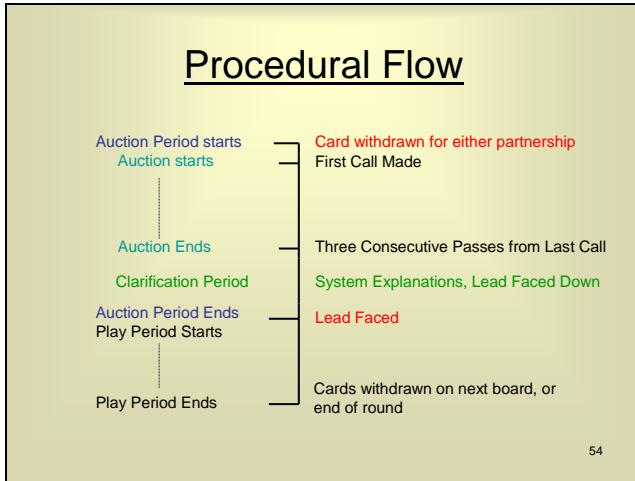
Section C - BASIC RULINGS

Directors starting out will normally rely on more experienced colleagues when it comes to sorting out problems at the table. However, once they have run a few tournaments and have gained some confidence in this area, they should assume more responsibility for the more common rulings that are required.

More often than not, you will be a playing director and you may be called to rule on a board that you have yet to play. In most circumstances you do not have to see a single card or hear about any of the bidding. On the odd occasions where this is not possible, try to get another experienced director to make the ruling, or make a temporary ruling to allow play to continue and come back to it later. The most important point here is that no player should be disadvantaged, so if your earlier advice proves to be wrong, award an adjusted score to anyone who may have been disadvantaged by it.

The formal Laws booklet – The Laws Of Duplicate Bridge 2017 – **must be read in conjunction with this document and is a necessary complement to the Beginners Seminars.**

The Law Book is modelled on the procedural flow as shown in the diagram:



Within the above structure, a summary of the topics covered in the Book Ruling Seminars is given below

C.1.How To Make A Ruling

- locate the source of the call and acknowledge it.
- get to the table as soon as possible as this can help reduce "hostilities" at the table.
- approach the table in a friendly manner.
- always use compass directions when addressing the players (avoids bias)
- ask "Who called?" and establish the facts, starting with the player who called you.
- ensure that you have the full facts and verify these with all the players.
- quote the Law from the Law Book, trying to ensure that you only quote the relevant sub- section/s. Consult with a more experienced director if you are unsure.
- where there is a choice of options, explain these fully and clearly **before** any decision is made by the relevant player.
- avoid being bullied by 'expert' or 'highly knowledgeable' players.

- do not try to make a judgement decision at the table. Take a note of the board and the circumstances - or get the players to do this for you if you have still to play the board - then let play continue. Make a ruling later once you have had a chance to consider the matter carefully, and consulted with more experienced players/directors.
- remain at the table for a short while after correction in case of further correction
- familiarise yourself with the most common rulings as this speeds up the ruling process and also generates confidence among the players (e.g. opening lead out of turn, simple revoke).

C.2.Common Rulings (highly summarised - covered in detail in separate document and in the course)

C2.1 Auction

Authorised/Unauthorised Information

The Laws are designed to allow authorised information between partners, and to prohibit or penalise unauthorised information between partners. In many cases following an infringement, a prescriptive book ruling goes most of the way to minimise unauthorised information, but sometimes the situation is too complex for a prescriptive ruling, and the Director has to resort to a judgemental ruling (covered in the follow-up course)

Following either a book ruling or a judgement ruling, in many (but not all) cases the Director is empowered to award an adjusted score if he feels that equity has not been restored.

When is a call made?

When using Bidding Boxes a Call is made when the relevant card is removed from the box with apparent intent. (White Book 1.6.2 – 7B2, and *Law 18F*)

It is important to distinguish between ‘intended’ and ‘unintended’ calls: An **unintended** call (covered in *Law 25*) can be substituted as long as partner hasn’t bid. Basically this covers a mechanical error or slip of the tongue, but not a loss of concentration regarding the intent of the action.

Cannot allow LHO to accept, but if LHO has called, the Director can allow his call to be retracted.

An **intended** call (covered in *Law 27*) cannot be corrected, unless LHO intentionally calls over any substituted call. If attempted, the new call is withdrawn, and the original call stands.

Director can allow LHO to accept the new call, (if accepted *Law 16C* applies – unauthorised information. Also *Law 26* - Lead Penalties)

Insufficient Bid

Three main options:

1. Correct it with a bid in the same denomination at the lowest level, No penalty on partner
2. Correct with a comparable call – (*Law 23* i.e. call with same meaning or purpose, or subset of original call).
3. Any other bid – restrictions on what partner can and cannot bid (usually must pass throughout the remainder of the auction).

Call Out Of Rotation

LHO can accept.

If not, the call is cancelled and bidding reverts to the intended player. Different rules apply for ‘pass’, ‘bid’, ‘double’. Usually the offender’s partner can bid normally, and the offender can make a comparable call with no penalty. Otherwise penalties are incurred. These are all covered in *Laws 29-32*

This is a fairly complex area, and the Director is best advised to always use the Law book, rather than rely on memory

Miscellaneous Common Situations

Incorrect Number Of Cards

Law 13 is used when the total number of cards equals 52, but players have more or less than 13 cards each

Usually, if the deficient or surplus card doesn’t affect the auction or play, the Director corrects and allows play to continue, otherwise the Director can adjust the score

Missing Card

Law 14 is used when the total number of cards does not equal 52.

The Director should try to allow the auction and play to continue, and be scored normally. If the situation is discovered during the play, then there are the possibilities of penalty cards and revokes.

Playing Wrong Board Or Hand

Covered in *Law 15*.

A distinction is made if the set of boards is incorrect for that round, or if a player removes the cards from the wrong board within the set. Consideration is also given to what should happen when the player eventually plays the board on which he may have already seen some of the cards. The rulings depend upon when the error is detected – a complex area.

C2.2 'Link' Laws

When an auction infringement is rectified, there may be consequences in the play – penalty cards, lead restrictions (*Law 26*). The most common situations are arise from withdrawn calls, or exposed card(s).

C2.3 Play

When is a card played?

- Declarer
 - when the card is held face up, touching or nearly touching the table or
 - maintained in such a position as to indicate that it has been played
 - can change if unintended (due to a slip of the tongue, but not after a loss of concentration or a reconsideration of action)
- Dummy (by declarer)
 - named or deliberately touched (except for 'arranging').
- Defender
 - when the card is held so that it is possible for partner to see its face.
 - on opening lead, card not-played until faced.

Penalty Card

a card prematurely exposed by a defender (but not led).

- not if declarer or dummy's card
- can arise from exposure during auction
- must be left exposed until Director determines rectification

Minor Penalty Card:

- single, non-honour card, exposed unintentionally.
- doesn't have to be played at first opportunity, but in that suit it must be played in priority to any other non-honour card
- need not be played instead of an honour card in that suit
- normally no restrictions on partner

Major Penalty Card

- honour card; exposed through deliberate play; two or more cards exposed
- must be played at first legal opportunity
- probable restrictions on partner

Play Out Of Turn

- play restrictions on partner – must play highest/lowest card of suit, or must/must not play another suit.

Lead Out Of Turn

Declarer - can accept, request partner to lead same suit, prohibit partner from leading that suit, no constraint on partner. In addition on the opening lead (faced), if accepting, either hand can play the contract.

Revoke

- *Laws 61-64*
- differentiate between non-established (offending side not played to next trick), and established.
- if the revoker wins the revoke trick – two tricks are transferred. Otherwise one trick (assuming there are tricks to transfer)
- non-offending side cannot be disadvantaged (restore equity)

SECTION D – SCORING

There are three main types of scoring in bridge tournaments; Match-pointed scoring (used for ‘pairs’ events); teams scoring (including hybrids such as ‘Butler’ or ‘Cross Imp’); aggregate scoring (others do exist – point-a-board, but are rarely used). Whilst computers scoring software has somewhat made the requirements for a detailed knowledge of scoring methods somewhat redundant, Directors should still be aware of the basics for emergency situations (power cuts, faulty software, faulty hardware, etc.)

D.1.Match-Pointed Pairs

The primary method for pairs’ events. The basis is that each score is awarded 2 match-points (MPs) for every score that it beats, and 1 MP for any score that it equals, or for any ‘average’ awarded on the board (some organisations use 1MP and ½ MP, but the end result is the same).

NS	EW	Cont	By	Tr.	NS	EW	Match Points	
1								
2	9	1NT	S	9	150		3	7
3								
4	1	3NT	S	9	400		6	4
5	6				AV+	AV-	6	4
6								
7	3	4S	S	10	420		9	1
8								
9								
10	8	4S	N	9		50	1	9
11	12	3NT	N	9	400		6	4

The board has been played a total of five times, together with an ‘average’ situation (previously awarded by the Director). The ‘50’ in the EW column should be considered as equivalent to ‘-50’ in the NS column (in fact some travellers have the column headed ‘NS-‘ instead of ‘EW’). The ‘top’ on the board is **(no. scores – 1) x 2** i.e. 10. Pair 7 has achieved a better score than 4 other plays and there is an average

situation, so they get $(4 \times 2) + 1 = 9$ match-points. Their opponents, pair 3, get the complement of this i.e. $(10 - 9) = 1$ match-point. Pair 4 has achieved a better score than 2 other plays, they have the same as one other play, and there is an average situation, so they get $(2 \times 2) + 1 + 1 = 6$, and their opponents, pair 1, get $10 - 6 = 4$ points... and so on. The average situation is initially given the midway score (5), but this is subsequently adjusted for the actual Av+ and Av-. The '+' is 60% of the average (rounded) = $60\% \times 5 = 6$, and the '-' is 40% of the average (rounded) = $40\% \times 5 = 4$.

These scores should then be transposed to a recap sheet, together with a record of the board top.

The scores for each pair over their total boards played are summed. If boards have been played different number of times, their potential maximum score also needs to be calculated (by reference to the tops on each board). Dividing their actual score by their potential maximum gives their percentage score. The percentages for every pair are then ranked to give the final results list.

Computer scoring basically takes the same action, but with some minor modifications.

- if boards are played different number of times, all board scores are initially brought up to a common top by use of the Neuberg formula. This may give rise to fractional match-points.
- if a pair is awarded 60% or 40% on a board this may be increased/decreased if their session score is greater/less than 60%/40%
- adjustments need not necessarily balance. The 2007 Laws revision introduced more situations in which the Director can give different scores to the NS and EW pairs on a particular play of a board (these situations are not for the novice Director).

D.2.Teams Scoring

Teams events are usually scored by International Match Points (Imps) – although point-a-board scoring is another common option. The net score on each board is obtained by adding the NS pair score to the EW pair score (either or both of these can be a negative quantity). This is then converted to an 'imp' score by reference to the standard conversion table (found on all score cards).

Computer scoring for teams is now fairly common. Pairs enter the score on a standard traveller, and the scorer inputs these into the appropriate teams scoring software. A practical issue for the Director is that it may not be desirable for the pairs in the second half of the event to be able to see their partner's score off the traveller. In this

case a fresh set of travellers needs to be issued at the half way stage (this can also facilitate more efficient score entry to the computer).

D.3. Aggregate Scoring

In an aggregate scored event each pair simply total up their scores on all the boards. Pairs must keep the same compass direction. The treatment of boards not played or missed boards is handled differently if scored manually or scored by computer.

If scored manually, an adjusted scored of 120 is often awarded where no game is involved (!!). If a game is involved, an average scored is determined at the end of play and adjustments made. No allowance is normally made for missing boards.

With computer scoring average scores can readily be calculated for missed or not played boards.

D.4. Other Considerations

A common misconception is that North is solely responsible for scoring. This is not so – all players at a table are responsible for ensuring that the correct score is recorded (it is custom and practise for North to actually score and EW to check). Consequently an EW pair cannot complain ‘...North entered the score wrongly – please adjust...’ The Director is not obliged to adjust, and will only do so if the score is obviously wrong (e.g. 1 off vulnerable scored as -50), or a pair has deliberately attempted to deceive (‘expert’ players playing against ‘novices’).

The Director (and players) also need to be aware of the time in which they can appeal against an incorrect score (even when input incorrectly by the scorer). The normal situation is 20 minutes after the posting of the results (*Law 79 C.1*), but the Laws do permit a possible extension in the case of incorrect recording (*Law 79 C.2*).

Scoring rules changed in 1987 (primarily regarding doubled and re-doubled contract), and if any club is still using bidding box cards pre 1987 (yes – there are some), the scores on the back of the cards are likely to be wrong (under current rules) – beware.

At events higher than club level, the Director should be aware of the need to possibly apply weighted or split scores following judgmental ruling. These can be difficult to evaluate, but most modern scoring software automatically handles these situations.

**SECTION E : SUMMARY OF RELEVANT LAWS FOR MAIN
INFRACTIONS**

When the Director is called, reference to the Primary Law shown below should provide a starting point for the resolution of the most common problems. Basic background knowledge is assumed (from WBU training course), but this can be supplemented by reference to the Secondary Law (.). (The basics relating to Hesitations, Mistaken Explanation/Calls, and Claims/Concessions will not have been covered in the preliminary course, but are included for completeness).

	<u>Infraction</u>	<u>Primary/ (Secondary) Laws</u>
Preliminaries	Wrong Board	15
	Missing Card	14
	Incorrect Number Of Cards	13
Auction	Change Of Call	25 (26)
	Insufficient Bid - Unintended	25
	Insufficient Bid - Intended	27 (26)
	Call Out Of Rotation - Pass	30 (29)
	- Bid	31 (29)
	- Double (admissible)	32 (29)
	- Double (inadmissible)	36 (29)
	Simultaneous Calls	33
	Exposed Card (during Auction)	24 (50)
	Mistaken Explanation or Call	75 (21)
	Unauthorised Information (Hesitations, Mistaken Calls, Alerting Problems)	16(B/C)
Play	Lead Restrictions after Auction Infringement	26
	Card Played	45 (46) (47)
	Exposed Card - Declarer	48 (45C2/3/4)
	Exposed Card (not led) - Defender	49 50 (45C1)
	Penalty Card	50 (51)
	Play Out Of Turn - Defender	57
	Lead Out Of Turn - Declarer	55 (53)
	Lead Out Of Turn - Defender	53A (57) (50)
	- Opening Lead (5 Options)	54A/B 50D2
	Revoke - Not Established	62
	- Established	64 (63)
	Simultaneous Leads/Plays	58
	Defective Trick	67 (45E) (58B)
	Incomplete/Erroneous Card from Dummy	46
Claims/Concessions	70 (68) (71)	
Miscellaneous	Dummy's Rights	42 (43)
	Adjusted Scores	12