

Regional Championship Teams 2024

Wellington Bridge Club

Compendium For Chefs de Mission

Regional Championship Teams

Interprovincial Championship

Contents

Agenda for Chefs de Mission Meeting	3
Officials, Chefs de Mission, Teams and Players	4
Supplementary Regulations	7
Team Numbers and Draw	14
Match Timetable	15
Role and Duties of the Chef de Mission	16
12-Board VP Scale, Master Point Allocation and Dougal McLean Trophy	18
Systems for Junior and Intermediate Tournaments	20
Personal Notes	24



Agenda for Chefs de Mission Meeting

10.00am Saturday 30 November 2024

Morning tea 10.20am

Agenda

Welcome

- Proceedings chaired by Director in Charge
- Introduction of Director in Charge, Recorder, Chief Scorer and Tournament Secretary

Introduction of Chefs de Mission

Match timetable

Clarification of round robin format/s and byes

Scoring methods, use of Bridgemates and team results

Catering arrangements

Transport arrangements

Clarification of any queries



Officials, Chefs de Mission, Teams and Players

Officials

Director in Charge Scorer Recorder

Chefs de Mission

Auckland/Northland Waikato Bays Central Districts Wellington Top of the South Canterbury Otago/Southland Murray Wiggins TBC Dean Sole

Douglas Russell Judy McLeod Mairi Fitzsimons Nigel Kearney Pam Whitehead John Skipper Kristin Collins

Teams

Auckland/Northland

Open Malcolm Meyer – Ian Berrington Tim Pan - Lysandra Zhang

Seniors Barry Palmer – Neil Stuckey Beverley Morris – Allan Morris

Chef de Mission Douglas Russell Women Glenis Palmer – Linda Cartner Jane Stearns – Sandy Joe

Intermediate Alona Ben-Tai – Gadi Ben-Tai Heather Richards – Rosemary Jackson

Waikato Bays

Open

Michael Ware – Hugh McGann Liz Fisher – Blair Fisher Sam Simpson – Jo Simpson

Seniors

Rachelle Pelkman – Murray Wood Yuzhong Chen – Gary Foidl Di McAlister – Hugh McAlister

Chef de Mission

Judy McLeod

Central Districts

Open

Pam Livingston & Russell Wilson Jack James & George Masters Bob Hurley & Wayne Burrows

Seniors

Robyn Nightingale – Don Nightingale Noel Woodhall & Carolyn Yeomans

Chef de Mission Mairi Fitzsimons

Wellington

Open Alan Grant – Anthony Ker Peter Newell & Martin Reid Russell Dive & Mariusz Tumilowicz

Seniors

Patrick D'Arcy & Graham Norman Nebojsa Djorovic & Derek Snelling John Donbavand & Murray McMillian

Chef de Mission Nigel Kearney

Women

Judy Pawson – Kate Terry Rebecca Osborne – Gillian Corbett Jenna Gibbons – Christine Gibbons

Intermediate

Megan Jolly – Leanne Curry Lyn Baillie – Di Rodger Bettina Dudley – Marcus Dudley

Women

Lorraine Stachurski & Sarah Green Anne Gordon & Liz Burrows

Intermediate

Justine Hart & Martin Berry Diane Waite & Anne Putt

Women

Sandra Coleman – Mindy Wu Helen Fitzgerald & Bridget Hannaway Anne-Marie Russell – Annette Henry

Intermediate

Mary Scott & Peter Jackson Madeline Askew & Marian Loader Martyn Rew & Andrew Cushnie

Top of the South

Open Chris Henry & Chris Marshall Phil Rutherford & Ray Curnow

Seniors Maurice Carter & Jim Jessep Jana Bott & Lorraine McArthur

Chef de Mission Pam Whitehead

Canterbury

Open Jane Lennon & David Taylor Les Frater & Tony Fitzgerald S

Seniors Max Morrison & Tony Quinlivan Paula Gregory – Michael Johnstone

Chef de Mission John Skipper

Otago/Southland

Open Brad Johnston & Sam Coutts Moss Wylie & Kevin Skoropada John Sheehy & Robert Cowan

Seniors

Graeme Stout & Pamela Nisbet Frances Sheehy & Phil Hensman

Chef de Mission Kristin Collins Women Pam Dravitzki & Kathryn Brookes Carol Minchin & Sally Moore

Intermediate Michelle Gunn & Sue Glue Judy Honeybone & Celia McKechnie

Women

Shirley Newton & Margaret Burgess Sue Southern & Pam Tibble

Intermediate Shawn Adriel-Ai & Jane Walders Judy Parkinson & Philippa Borlase

Women

Anne Sommerville & Emma Strong Wyn Jones & Kaye Wilson Barbara Hutton & Jet Quennell

Intermediate

David Larsen & Mark Wilson Blair Corlet & Kerry Kelly Jos van Hees & Hamish McDonald



Supplementary Regulations for the

2024 Regional Championship Teams

Saturday 30 November–Monday 2 December 2024

These Regulations are supplementary to The Laws of Duplicate Bridge 2017 and the 2020 NZ Bridge Tournament Regulations. During the course of this event, and within the limits contained in the Tournament Regulations, the Director in Charge and/or the Match Committee in consultation with the Director in Charge may make additions and/or alterations to these Supplementary Regulations if it considers it in the best interests of the event to do so.

1. Venue

Wellington Bridge Club, 17 Tinakori Road, Wellington 04 972 4311 wellingtonbridge@gmail.com http://www.wellingtonbridge.co.nz

from Saturday 30th November to Monday 2nd December 2024.

- (a) The Wellington Bridge Club is smoke free. Players are not permitted to leave the table to smoke at any stage while their match is in progress.
- (b) There shall be free access of players, officials and spectators to the playing room.
- (c) Access to the scoring and recording area shall be restricted to the Tournament Officials on duty.
- (d) Alcohol is not permitted in the playing room until all play has finished for the day.

2. Tournament Officials

- (a) The Match Committee appointed by the Wellington Regional Committee on behalf of the Board of NZ Bridge is Bridget Hannaway (Tournament Secretary and Convener), Alan Grant (Wellington Regional Committee), Murray Wiggins (Director in Charge) & TBC (Scorer)
- (b) The Director in Charge is Murray Wiggins, who has the powers and duties as set out in The Laws of Contract Bridge 2017.
- (c) If required, the Director in Charge has the power to appoint an Assistant Director, who will have full authority while holding that position.
- (d) The Chairperson of the Appeals Committee will be advised when confirmed.

3. Format

- (a) There will be a meeting of the Chefs de Mission at 10.00am on Saturday 30th November at the venue.
- (b) The event will comprise a double round robin of 12-board matches. Pairings within the team are fixed.
- (c) Play for the first round matches will commence at 10.45am.
- (d) Each team will have a team number which has been assigned randomly.
- (e) The draw and the playing schedule for the first round robin are set out in Appendix 1.
- (f) The draw for the second round robin:
 - will be based on the ranking of the teams at the conclusion of the first round robin as determined by their VP scores based on the provisional scores, including all penalties and irrespective of any appeals yet to be heard;
 - (ii) within each category, the teams ranked 1st and 2nd, 3rd and 4th, and 5th and 6th after the first round robin will play each other in the final round.
- (g) The team with the lowest ranking at the end of the first round robin in each separate category will have the bye in the final round.

- (h) Matches shall be scored in accordance with Law 78B, with IMPs being converted to VPs using the 20 VP scale for 12-board matches.
- (i) The allotted time for each match shall be 78 minutes to get the last board into play and the results for the last board must be entered within 85 minutes.
- (j) Ties for teams for the draw of the second round robin will be broken by the net IMPs of the head-to-head matches of the tied teams and, if still tied, the toss of a coin.
- (k) Ties for final places will not be broken.
- All pairs are required to arrive at the table with two copies of a fully completed NZ Bridge system card, including supplementary pages if necessary (see Section 6 below).

4. Scoring

- (a) Electronic scoring devices will be in use.
- (b) The official score card for each team will be made available to the Chef de Mission shortly after the conclusion of each match. If the scores do not agree with the IMP scores computed by the players themselves, the Chef de Mission or the players should identify and agree with the other side the discrepancy and hand the agreed score to the Director in Charge or the Scorer for correction.
- (c) Scores for all matches played each day become final 30 minutes after the official score card for the last round of the day is made available for inspection, <u>except</u> after the final round when the scores for the day become final <u>5 minutes</u> after the official score card for the last match is made available for inspection.

5. Seating

Every team has a Home table, which corresponds to its team number. For every match, one pair of the team must sit NS at their Home table

(a) For the first round robin, the Away team will seat first and the Home team will have the choice of opponents to play. The Home team will be underlined (or otherwise indicated) in the draw.

- (b) For the purposes of seating in the first round robin, teams with one or more pairs using Yellow systems (as defined on page D46 of the 2016 NZ Bridge Manual) will be Away, except when they are playing against a team that is also using Yellow systems, in which case the draw will indicate the Home and Away status.
- (c) For the second round robin, the Away team will seat first and the Home team will have the choice of opponents to play. The Home team will be underlined (or otherwise indicated) in the draw and will have been the Away team during the match-up in the first round robin

6. Disclosure of Bidding Systems and Changes

- (a) The NZ Bridge System Policy as set out on pages D41–D52 of the 2016 NZ Bridge Manual will be in force.
- (b) All pairs, regardless of their system classification and the category of the event in which they are playing, must prepare a fully completed NZ Bridge system card (e-copies are available at <u>www.nzbridge.co.nz</u>).
- (c) Alternatively, a blank NZ Bridge system card may be filled in using neat, legible, handwriting and scanned as a pdf file

The following naming convention should be used for the pdf file:

province_grade_surname

For example: Wellington_Intermediate_Smith.pdf

System cards should be collated by each Chef de Mission and a full set for each team should be sent as one e-mail to murray.wiggins@nzbridge.co.nz no later than 4.00pm on Monday, 25th November 2024. They will be available on the NZ Bridge Website

- (d) Failure to comply with the system disclosure requirements will result in a procedural penalty of 1 VP for each pair that has not complied. In addition, the pair will be permitted to play only Green systems for the first round robin.
- (e) Minor changes may be made to the disclosed systems only with the prior approval of the Director in Charge (in his/her sole discretion) and then only if a corrected system card has been given to all the opponents via the respective Chef de Mission, at the meeting of the Chefs de Mission or with at least one match prior notice.

- (f) A pair may prepare written defences against the Yellow systems and the Brown Sticker elements of any system. These should be given to all Chefs de Mission at the meeting prior to the start of the event. The written defences may be consulted during the auction period, and during the play period but then only for the purpose of responding to a question by the pair using the Yellow system or Brown Sticker convention.
- (g) All players are expected to arrive at the table with a fully completed NZ Bridge system card. If supplementary pages are necessary, they must be typewritten.

7. Substitutions

- (a) Substitutions can be made only for health or any other legitimate reasons accepted by the Director in Charge, whose decision shall be final.
- (b) The Chef de Mission may play as a substitute if eligible.
- (c) If the Chef de Mission is unable or ineligible to play, he/she shall immediately liaise with the Director in Charge and/or the Convener of the Tournament Committee for a local player to substitute.

If required for the smooth operation of the match and the event, the Director in Charge is authorised to make an emergency substitution that does not conform to the conditions of the event but only pending the arrival of the local substitute. The decision of the Director in Charge shall be final.

8. Penalties for Delaying a Match & use of mobile phones

(a) Players shall be in their seats ready to commence play 5 minutes prior to the official start time of each match.

(b) **Delay in starting play**

A grace period will be allowed as follows.

First offence:	A grace period of up to 5 minutes plus a warning
A subsequent offence:	No grace period
Arrival after 5 minutes:	No grace period

Except under emergency circumstances accepted by the Director in Charge, the following disciplinary penalties will be applied:

0–5 minutes late	3 IMPs
5–10 minutes late	6 IMPs
10–15 minutes late	9 IMPs
15–20 minutes late	12 IMPs

Regional Championship Teams

20–25 minutes late 15 IMPs Over 25 minutes late, at the discretion of the Match Committee, the match may be forfeited.

(c) **Delay in play** (slow play)

Both pairs at a table are responsible for ensuring that their match finishes within the allotted time of 85 minutes.

No board may be started after 78 minutes have expired.

The disciplinary penalties for failing to complete a match are as follows:

First offence (one board):WarningSecond offence or more than one board:3 IMPs per board notEach subsequent offence:played, converted to VPs

Note: Based on his/her own observation, the Director in Charge is empowered to assess the extent to which each team is responsible for failing to maintain the required rate of play and to apportion the prescribed slow play IMP penalties above accordingly to each team.

(d) Mobile Phones: Mobile phones are not permitted to be on (even in mute mode) in the playing room during session time. If a player's mobile phone sounds during session time, that player will be subject to a warning for the first offence and a non-discretionary disciplinary penalty of 3 VPs for each subsequent offence. Players are entitled to only one warning per contestant. Spectators may be asked to leave the playing room immediately and not return for the remainder of the event.

9. Appeals

Appeals will typically be held 10 minutes after the official finish time at the end of every day or at such other time as required by the Director in Charge. Only those appeals that will affect first place will be heard for the matches played on Monday.

- (a) Notice of the appeal must be made by the Chef de Mission within 30 minutes of the official finishing time of the relevant match. A full statement in writing must be completed by both sides unless otherwise directed by the Director in Charge.
- (b) The Chairperson of the Appeals Committee will appoint at least two, but no more than four, independent members to assist him/her, depending on availability and the timing of the appeal.
- (c) The procedure and regulations governing appeals are set out on pages D71–D79 of the 2020 NZ Bridge Manual.
- (d) If an appeal is unsuccessful, the Appeals Committee shall impose a 6 IMP disciplinary penalty for any appeal it determines to have been without merit as per the NZ Bridge Regulations (page D74 of the 2020 NZ Bridge Manual).

10. Role and Duties of the Chefs de Mission

The duties of the Chefs de Mission are attached as a separate document and have been separately emailed to each Chef de Mission.

11. Spectators

Spectators are allowed in the playing room but must adhere to the following requirements.

- (a) They shall watch only one hand at a time.
- (b) They shall not converse with players or amongst themselves while the bidding and play proceed.
- (c) They are not allowed to disturb the players in any other manner.
- (d) They are to abide by Law 76 of The Laws of Duplicate Bridge 2017.
- (e) They may watch one table only and, once having left the playing room, may not re-enter except with the approval of the Director on duty.
- (f) Any spectator bringing alcohol into the playing area (except after the conclusion of play for the day) will be expelled immediately.

Draw	First	Rou	nd	Robin									
Round	F	lome				Home			Home				BYE
1		2	V	4		6	V	3	5	v	7		1
2		3	V	1		4	V	5	7	v	6		2
3		5	v	2		1	v	7	6	v	4		3
4		1	V	6		2	V	7	3	v	5		4
5		7	V	3		6	V	2	4	v	1		5
6		3	V	2		1	V	5	7	v	4		6
7		2	v	1		4	V	3	5	v	6		7
Draw	Sec		l Ro bin	ound	Т	o be deo			e results been cal			roı	und
Round													BYE
1													
2													
3													
4													
5													
6													
7													

Team Numbers and Draw

Chef de Mission and Team Number					
Number	Region	Chef de Mission			
1	Canterbury	John Skipper			
2	Central Districts	Mairi Fitzsimons			
3	Auckland / Northland	Douglas Russell			
4	Wellington	Nigel Kearney			
5 Top of the South Pam whitehead					
6	Waikato Bays	Judy McLeod			
7	Otago Southland	Kristin Collins			



Match Timetable

	Timetable							
	Saturday		Sunday	Monday				
10.00am	Chefs de Mission Meeting	9.30am	Match 6	9.00am	Match 12			
10.45am	Match 1	11.00am	Match 7	10.30am	Match 13			
				12.00pm	Match 14			
12.15pm	Lunch	12.30pm	Lunch					
12.45pm	Match 2	1.00pm	Match 8	1.45pm N	ledal Presentation			
2.15pm	Match 3	2.30pm	Match 9	Light lunc	h			
3.45pm	Break – nibbles	4.00pm	Break – nibbles					
4.00pm	Match 4	4.15pm	Match 10					
5.30pm	Match 5	5.45pm	Match 11					



Role and Duties of the Chef de Mission

Each Region shall appoint a Chef de Mission to oversee the participation of its representative teams in the 2019 Interprovincial Championship to be held at the Christchurch Bridge Club from 23rd November to 25th November 2019. The following are the particular duties to be associated with that role.

1. Travel and Accommodation Arrangements for the Teams. The Chef de Mission should ensure that all players have booked flights or made suitable other travel arrangements to be at the Wellington Bridge Club in time for the 10.45am start on Saturday 30th November and to return after the 2.30pm finish on Monday 2nd December 2024.

Similarly, the Chef de Mission should ensure that all out-of-town players have accommodation for the two nights (or any other number of nights necessary or as chosen by the player/s).

- 2. Completion of System Cards. The Chef de Mission should ensure that each pair has completed an NZ Bridge system card and collate and send in one email to murray.wiggins@nzbridge.co.nz by 4.00pm on Monday 25th November 2024. Instructions regarding systems cards are included in the 2024 Regional Championship Teams Supplementary Regulations.
- **3. Team Preparation.** The Chef de Mission should liaise with each team captain over the practice and preparation that each team will have prior to the event and should ensure the adequacy of such preparation.
- **4. Conditions of Contest.** The Chef de Mission should be familiar with all the Conditions of Contest laid down for the event.
- **5. Meeting of Chefs de Missions**. The Chef de Mission must attend this meeting, which will be held at 10.00am on Saturday 2nd December 2024 at the Wellington Bridge Club.
- 6. Team Line-ups. The Chef de Mission is responsible that line-up regulations are followed, even though team captains may perform this function. The Chef de Mission is responsible for ensuring that all teams are present and ready to play before each session and that, when seating rights are available, they are properly exercised. When the Region has a bye, or when a team in any category has a bye, the Chef de Mission of that respective Region should ensure that these players do not interfere with the smooth running of the event.

Interprovincial Championship

- **7. Score Confirmation.** The Chef de Mission should ensure that the match scores advised are those arrived at by the Region's teams and should ensure that differences are investigated and agreed.
- **8. Appeals.** The Chef de Mission should be consulted by a team captain prior to the lodgement of any appeal that he/she wishes to make and is expected to be present at the Appeal.
- **9. Team Morale and Behaviour.** The Chef de Mission will ensure that all players follow the guidelines set out in the (International) Code of Conduct regulations numbers 3 and 4 as listed under International on the NZ Bridge website. The Chef de Mission will ensure that any breaches of these guidelines are handled in the appropriate manner.
- **10.** Act as a Substitute. As teams consist of four players, the Chef de Mission will play, if eligible to play in that team, as a substitute if a player in a team cannot play for health or any other legitimate reason. If the Chef de Mission is ineligible, or more than one substitute is required, the Chef de Mission should ensure that a suitable local player(s) is obtained.
- **11. Report to Regional Committee.** Although Regions may require each team captain to furnish a report, it is expected that the Chef de Mission will provide an overall report of the performance of the Region's teams at the event.
- **12. Evaluation Form.** At the end of the Championship event, the Chef de Mission should fill in the Evaluation Form and should encourage the players to do the same.

NZ Bridge especially wants to know about any suggestions that would improve the Championship profile and the actual Championship event.



12-Board VP Scale, Master Point Allocation and Dougal McLean Trophy

IMP Diff	Win	Loss	IMP Diff	Win	Loss	IMP Diff	Win	Loss	IMP Diff	Win	Loss	IMP Diff	Win	Loss
0	10.00	10.00	11	13.45	6.55	22	15.99	4.01	33	17.86	2.14	44	<u>19.24</u>	<mark>0.76</mark>
1	10.36	9.64	12	13.71	6.29	23	16.18	3.82	34	18.00	2.00	45	19.34	0.66
2	10.71	9.29	13	13.97	6.03	24	16.37	3.63	35	18.14	1.86	46	19.44	0.56
3	11.05	8.95	14	14.22	5.78	25	16.55	3.45	36	18.28	1.72	47	19.54	0.46
4	11.38	8.62	15	14.46	5.54	26	16.73	3.27	37	18.41	1.59	48	19.64	0.36
5	11.70	8.30	16	14.70	5.30	27	16.91	3.09	38	18.54	1.46	49	19.74	0.26
6	12.01	7.99	17	14.93	5.07	28	17.08	2.92	39	18.66	1.34	50	19.83	0.17
7	12.31	7.69	18	15.15	4.85	29	17.24	2.76	40	18.78	1.22	51	19.92	0.08
8	12.61	7.39	19	15.37	4.63	30	17.40	2.60	41	18.90	1.10	52+	20.00	0.00
9	12.90	7.10	20	15.58	4.42	31	17.56	2.44	42	19.02	0.98	20		
10	13.18	6.82	21	15.79	4.21	32	17.71	2.29	43	19.13	0.87			

VP Scale for 12 Board matches

Interprovincial Championship

Place	Open	Women / Seniors	Intermediate
1 st	15A	10A	5A
2 nd	8A	5A	3A
3 rd	4A	3A	1A

Master Point Allocation by Category and Placing

Dougal McLean Trophy

This trophy is awarded to the Region with the highest aggregate for Open, Women, Seniors and Intermediate teams based on the following table.

1st	13 points	2nd	10 points	3rd	8 points	4th	6 points
5th	4 points	6th	2 points	7th	0 points		

For tied places, the aggregate of the average of the points will be taken.



Systems for Junior and Intermediate Tournaments

The following short summary has been prepared to assist Junior and Intermediate grade players with regard to the basic requirements and treatments approved to be incorporated within systems proposed to be played at tournaments approved by NZ Bridge to be restricted to such players. For more extended detail, refer to the NZ Bridge Systems Policy (pages D41–D48 of the 2020 NZ Bridge Manual).

Call	Treatment allowed at both levels	Allowed at Intermediate but not Junior						
1 🗭	Minimum suit length ¹ , 2 cards; opening strength ²							
	Simple Precision, with no relay or artificial responses other than the negative 1♦ response	Precision style (strong ³ ; forcing; any distribution); may include relay or artificial responses						
1 🔶		ds; opening strength Precision ength; any distribution)						
1♥ 1♠	Minimum suit length, 4 cards; opening strength							
1NT	Balanced; lower	imit, at least 11 HCP						
2 🗭	Very strong ⁴ ; forcing; any distribution	Multi-style; weak ⁵ with 6-card major; with or without strong option(s)						
	Opening strength; minimum suit length, 5 cards (Precision style)							
2♦	Very strong; forcing; any distribution	Multi-style; weak with 6-card major; with or without strong option(s)						
	Opening strength; minimum suit length, 5 cards	Precision style (opening strength; 3- suited with shortage in diamonds)						
	Weak; minimum	suit length, 6 cards						
2♥ 2♠	Strong; minimum suit length, 4 cards	Weak with 5+ cards in suit and 4+ cards in another suit (which may be unspecified)						
	Weak; minimum suit length, 6 cards							
2NT	Balanced; lower limit, at least 18 HCP	Weak with length in minor suit(s)						
3NT	Very strong or "gambl	ing" (with long minor suit)						
Suit bid, 3+ level	May be weak; minimum suit length, 6 cards	May specify a suit that is different from the suit named in the bid (i.e. a transfer bid)						

Opening Bids

Notes

"Precision" may also include any convention / treatment that is allowed to be played at this level with a natural system.

¹ Unless otherwise noted, the suit to which the "minimum length" applies must be the suit named in the bid.

For the purposes of these tables, the following definitions of strength apply.

² "Opening strength": At least 11 high-card points (HCP) or equivalent with allowance for distribution (for which the guideline is: *add one point for every card after the eighth in the two longest suits*).

- ³ "Strong": At least 15 HCP or equivalent.
- ⁴ "Very strong": At least 19 HCP or equivalent.
- ⁵ "Weak": Less than opening strength.

Responses to Opening Bids

Treatment allowed at both levels	Allowed at Intermediate but not Junior					
Any artificial negative response to forcing opening, including "impossible" 1 tesponse to Precision 1						
Artificial forcing responses promising trump support (e.g. 2NT, splinter bids)						
Stayman or Baron responses to	NT bids, including modified forms					
Transfer or range-finder responses to NT bids						
2NT enquiry response to weak 2- suit opening	Enquiry response to Multi 2-suit opening					
2 ♦ enquiry response to Precision2 ♣ opening	Enquiry response to Precision 2 (with diamond shortage) opening					

Treatment allowed at both levels	Allowed at Intermediate but not Junior						
Any suit bid that promises 4+ cards in the suit							
Cue bid showing a very strong hand							
Bid (including a cue bid) showing 2 suits (5+/5+), at least one specified; must be either "weak only" or "strong only"	Artificial bid showing 2 suits, at least one specified; strength may be variable						
Jump cue bid asking partner to bid 3NT with a stopper in that suit							

Calls over Opponents' Natural 1-Suit Opening

Others

Treatment allowed at both levels	Allowed at Intermediate but not Junior			
Any defence to opponents' 1NT opening				
Any defence to opponents' artificial forcing opening				
Any meaning of double in any sequence				
Any ace-asking bids (including RKCB) and responses				
Any treatment for a cue bid mad	de after the first bid by one's own side			



Evaluation Form – 2024 Regional Championship

Торіс	Excellent	Very Good	Good	Average	Poor
Format					
Timetable					
Start/Finish Time					
Directing					
Dealing/Boards					
Caddies					
Scoring					
System Cards					
Communication					
Venue					
Room Layout					
Services					
Catering					
Staffing					
Player Courtesy					
Websites					
Prizegiving					
Other					
Name (optional)					

Personal	Notes
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