**TOURNAMENT DIRECTIVES FOR N.B.L. MATCH DAYS**

**PRIOR TO THE EVENT**

1. Knowledge of the Club premises and the movement to be used.

2. Receive the boards and hand copy records.

3. Where to position any disabled players [if any]

**ON THE DAY**

1. Be at the venue at least 1 hour before 12.30 start time.

2. Set up the playing area as required and draw [witnessed] the seating for each county and display.

3. BEGIN ON TIME [unless notified of a late arrival soon to arrive]

15 mins.late or over-- BEGIN. Late teams to be encouraged to catch up.

Players names and EBU .numbers needed.

4. KEEP SESSION SPEEDS UP TO TIME

3 boards in 20mins, 4 boards in 30mins, 6 boards in 45mins, 8 boards in 60mins

and publish results a.s.a.p. so any errors can be found.

5. Make sure tea arrangements are ready at the proper time [approx.45mins tea break]

6. The used premises may be required in the evening so ask players to leave premises tidy.

**AFTER THE EVENT**

Send via computer the results of the event, and your TD mileage, to the league co-ordinator [S. Davies] who will check the data and send to the NBL webmaster [R Lighton] for general display.