



English Bridge Union

Tournament Directors Expenses Claim Form



Event	Date
SECTION A: ACTUAL CLAIM	For office use only
NAME: _____	Event code _____
VENUE: _____	
DATE: _____	
FEES: £	.3030
TRAVEL: £	.3024
MEALS ALLOWANCE: £	.3026
SUNDRY EXPENSES: £	.3093
TOTAL CLAIMED £	Approved by director in charge _____
SECTION B: DETAILS OF THE CLAIM	
No of sessions claimed @ £	Total: £ _____
Set-up fee claimed £ Take down fee claimed £	Total: £ _____
Mode of travel:- _____ .	Fees Total: £ _____
If car, please provide details:-	Details of car journey and other expenses
Number of miles at 42p	= £ Other; ie toll fees;
Details of train journey/other	
Details of VAT receipt attached:-	
Sundry expense details:-	
SECTION C:	
FOR ACCOUNTS USE ONLY	

ENGLISH BRIDGE UNION PANEL TOURNAMENT DIRECTORS

- Summary of fees and expenses: April 2014

Introduction

This summary is dated 2014, and will be reviewed annually. The scheme was greatly simplified last year, in recognition of the fact that the demands of most of our events are now quite similar, and there is much less need for exceptions. The intention was that these scheme changes neither reduce nor increase the overall amounts of fees paid, but as with all rationalisations, there may have been some minor losses or gains.

Summary of fees and expenses

National	£47.60/session	In-charge bonus	£4.20/session
Senior	£43.40/session	Set-up bonus	£10.50/event
Congress A	£39.20/session	Take-down bonus	£10.50/event
Congress B	£35.10/session	Travel	42p/mile
Trainee	£30.80/session	Lunch	£8.00
Caddies	£7.30 per Swiss match (7-9 pre-duplicated boards)	Dinner	£20.00

Lunch and dinner arrangements

These are normally self-evident. At some events lunch is provided by the organisers. On those occasions, the TD should claim for dinner only.

Dinner may be claimed whenever the finishing time of play is later than 5.30pm, or the event has more than 42 boards on the day in question.

Basic principles

A session is based on 24 boards being played and is split into $\frac{1}{4}$ session units. Payment for a day is based on the total number of boards played in that day. So, a 26 board session counts as $1 \frac{1}{4}$ sessions, but two 26 board sessions in the same day count as $2 \frac{1}{4}$ sessions.

Setup and takedown bonuses are paid for arriving early at the start of an event or staying late at the end. They are not normally paid to those who are not there at the start or end, unless special circumstances dictate.

When different sections of the same event finish at different times, all staff may claim the higher number of sessions and allowances, and those who finish earlier are consequently required to help their colleagues with taking down and clearing up.

For these purposes the one-day weekend events at Brighton are considered to be different events, not different sections of the same event.

Special Cases

There are now very few cases that merit special treatment, since virtually all events with pre-dealt boards and Bridgemate scoring, involve similar amounts of work in each session.

However, setting up for events with screens is significantly harder and more time-consuming than for other events, and TDs may claim an extra $\frac{1}{2}$ to 1 session for this work, depending on how much is involved.

There are also some events (eg Spring Fours, Pachabo, Ranked Master Pairs) where the number of boards involved creates significant extra work, and in those cases TDs may claim double the set-up and take-down fees.

Finally, at the Brighton Summer Congress, TDs are expected to do some extra duties at the weekends, and may therefore claim a double set-up and take-down fee for each weekend.