
ADVICE AND INFORMATION FOR SUCCESSFUL AUSTRALIAN TEAM REPRESENTATIVES AND NPC'S

To represent your country is an honour. All players including NPC's are reminded that they are the face of Australia in manner, behaviour and ability. Advice and responsibilities for players and NPCs is listed below under the relevant headings. The ABF expends substantial financial resources in both selecting international representative teams and bearing the cost of travel, accommodation and living expenses. For certain international events the ABFMC may decide to appoint a Team Manager who will generally act as the contact point between the Team Captains, the ABF and the Tournament Organiser.

IMMEDIATELY FOLLOWING THE SELECTION PROCESS

- Successful players will be required to nominate their availability to attend each of the target events for the current year.
- The appointment of a team Captain rests with the ABFMC in consultation with the wishes of the team members.
- Should a Team Manager be appointed this rests solely with the ABFMC.

THE APPOINTED TEAM CAPTAIN'S INITIAL RESPONSIBILITIES

- Preparation of all the necessary paperwork
- Passports
- Visa's
- Team uniforms
- Travel arrangements
- Accommodation
- Travel insurance etc

All such data should be recorded and lodged with the ABF Secretariat in the event that unforeseen problems occur that requires immediate access to the information. Whilst travel insurance is provided via the ABF Travel Policy, individual insurance is recommended. Team Captains should note the ABF Policy details and contact numbers.

TRAVEL AND ACCOMMODATION

The ABF gives subsidies in two categories,

- The first is the average economy travel from the nearest capital city in the state that the player resides to the host city of the event.
 - An additional allowance for domestic travel and visa costs will be included in this category.
- The second part of the subsidy covers accommodation on a twin share basis and a daily allowance.
 - For APBF events this will cover from the day before the first of the functions, i.e.: With the event commencing play on a Friday, with the Captains meeting or welcome function the evening before, the subsidy will be paid from the Wednesday. The subsidy will be paid to the morning after the closing ceremony. All players in the APBF will be required to attend both the Opening and Closing functions with the only exception with prior permission being granted by the ABFMC.
 - For the World Championships, i.e. the Bermuda Bowl and Olympic years, the second of the subsidies will be paid in two parts, the first up until the day after the Qualifying concludes, a second subsidy will be paid to successful teams qualifying to the next stage or who enter and play in the subsidiary World event as scheduled. Such players would then be required to attend the closing ceremony with again the only exception being with prior permission from the ABFMC. It is expected that applications for subsidies for the second subsidy must be received by the ABF Secretariat no later than 6 weeks following the event.
 - The preferred accommodation is at the venue or as close as possible to prevent excessive travel to and from the venue.

EVENT RESPONSIBILITIES

PLAYER RESPONSIBILITIES:

- To have a minimum of three correctly filled out convention cards.
- To ensure you take suitable attire for both playing and functions.
- Ensure you do not incur any procedural penalties such as Late Arrival, Slow Play, Mobile phones or any other noted regulations.
- Read the supplementary regulations and have an understanding of the General Regulations.
- Never question or argue with a director, either at the table or at the conclusion of the session. Accept all rulings gracefully. Captains are the reference point for appeals.
- Be in your seat at least 5 minutes before session time.
- Wear the Team uniform at official functions and whenever possible at the playing table.
- Avoid changes to lodged systems and ensure you are conversant with both your and your opponents system and conventions.
- Know your defenses to your opponents agreements
- Never criticise your partner or your team mates. Never blame partner.
- Be courteous to your opponents. Do not coffee house.
- Avoid familiarity at the table.
- Do not consume any alcohol during and in between sessions. Do not overeat or drink to excess at the conclusion of the days play.
- If you are a smoker, comply with the regulations. Better still, give up for the duration of the tournament.
- All players, including those not playing the current session to be at score up.
- Be prepared to discuss adverse results constructively.
- Accept your captain's decisions without question.
- If you feel unwell or have a problem playing, notify your captain as soon as possible.
- Recognise language difficulties of opponents where English is difficult for them.
- Ensure all questions and answers are in written form.

CAPTAIN'S TOURNAMENT RESPONSIBILITIES.

- Ensure that the Player obligations and responsibilities are complied with.
- Have a full understanding of all the regulations.
- Attend all Captains meetings and question any aspect you are uncertain about.
- If any pair wishes to change/alter their convention card, always seek the approval of the CTD.
- Be aware of preferred seating and ensure correct seating allocation is done. Double check before each session that your players are correctly seated, not only NS and EW but N & S and E & W.
- Ensure that no mobile phones are taken into the playing area.
- Remember you are there in an official capacity. Under no circumstances should you need to appoint a "Substitute Captain" unless illness or such reason compels you to take this action.
- Ensure your players dress appropriately and comply with the dress regulations. This aspect has been sadly overlooked in the past.
- Ensure that at official functions that all players are dressed in the uniforms as provided. Other items of clothing should be classified as Smart Casual.
- Penalties are the killer; many a tournament has been lost by the imposition of slow play or late arrival.
- Check official scores at the first opportunity; preferably do not leave the scoring area before completing this function.
- Ensure all your players are at the venue at the start and finish of play. Accidents occur and to have the 3rd pair on hand avoids panic at the last moment.
- Ensure you have an intimate knowledge of the systems of the opponents and give advice where appropriate.
- Try to arrange a practice match the day before play starts, dusts away the cobwebs.
- Appeals are strenuous, carefully consider the merits of appealing. In the main Directors get it right.
- Keep up the motivation.
- Keep records of all matches; remember the ABFMC requires a detailed report of the team's performance.