

## NABO Mus Finals Guidelines

Traditionally, the home club of the winning team of each NABO Mus Final has the honor of hosting the following year's NABO Mus Final. Hosting is voluntary on the part of the club. If a club is unable to host the finals or the location is a hardship for players to get to, the NABO Mus Committee will move the finals to another location.

NABO realizes that there are costs involved with hosting this tournament. In order to ensure that there is not a financial hardship on any club for hosting the tournament the following are guidelines to follow. Hosting clubs requesting financial support from NABO should mention the amount needed to the Mus Chair during opening discussions on date and location to be reviewed by the Mus Committee. This should be done no later than January 1st of the year of the tournament. A club always has the option to not host the tournament due to the financial burden.

### **RESPONSIBILITIES:**

**The Mus Chair is responsible for:**

1. Working with the hosting club to find a date that accommodates the majority of participating clubs.
2. Gathering the information from NABO clubs regarding who will be participating in the tournament
3. Sending out information regarding date, location and hotels to the member clubs.
4. Making sure the room is set up correctly (tables, cards, chips, paperwork, copies of rules, etc.)
5. Starting registration and 7:00 am the day of the tournament, with play starting as close to 8:00 am as possible.
6. Organizing and running the Mus Finals tournament itself with the help of volunteers
7. Procuring the trophies
8. Judging the tournament
9. Coordinating with the winners for participation in the International Mus Tournament.

**The hosting club is responsible for:**

10. Procuring a location for one day that will host the tournament for approximately 100 people and 26 card tables. (either club house, hotel, country club, etc.)
11. Recommending a hotel or hotels that could accommodate reservations.
12. Giving the information regarding location and hotel to the Mus Chair no later than January 1st of the year of the tournament.
13. Procuring the correct amount of tables and chairs needed for the tournament as specified by the Mus Chair, and setting them up in advance as specified by the Mus Chair.
14. The day of the tournament, allowing entry to the tournament location no later than 6:30 am for 7:00 am registration.
15. Providing lunch for the players and judges (approximately 100 people). Such should take no longer than one (1) hour.
16. Informing the Mus Chair that financial assistance will be necessary no later than January 1st of the year of the tournament. If assistance is requested, a figure and budget should be submitted at this time.
17. Submitting all applicable receipts along with the NABO Expense report to the NABO Treasurer within 1 month of the national tournament should the need for reimbursement arise.

**The NABO Treasurer is responsible for:**

1. Notifying the Mus Chair of any clubs who host a tournament but have not paid their mus dues or NABO dues
2. Should the need arise, reimbursing the club or individual submitting the request within two weeks of receipt of the expense report and receipts

## TIMELINE

- September 1: Hosting club should be in negotiations with the Mus Chair to find a date that will work for the Finals, taking into account club mus dates and major events.
- December 1st: Deadline for winner's home club to opt out of hosting the mus finals.
- No later than January 1: Proposal should be submitted to the Mus Committee so that it can be reviewed, finalized and accepted before the February meeting. This proposal should include: location, date, and any costs that NABO will be expected to insure.
- Winter NABO Meeting: proposal is presented to the delegates by the Mus Committee for approval.