

Proctor Guidelines

2024 District 20 NAP Finals

Thank you for agreeing to be a proctor at one of the venues for this year's District 20 (D20) North American Pairs (NAP) Finals. The event takes place online via Bridge Base Online on the weekend of November 23/24, 2024.

In D20, proctors are required for all venues in our finals. A non-playing monitor (NOT a director) must be present at all times to oversee the contest and resolve problems. Proctors should not be family members. Their function is to ensure compliance with the [Conditions of Contest](#) and be primarily responsible for the enforcement of any security-related issues at their designated location.

In addition to masterpoints, the players are competing for a valuable trip to the 2025 Spring NABC's in Memphis, so it is imperative that a variety of security procedures be in place. The Proctor's job is to ensure compliance by monitoring the participants during the competition. Security procedures include:

- 1) Players are not permitted to receive outside help of any kind during play, such as:
 - a. receiving “coaching”
 - b. consulting a bridge book or a bridge-related website
 - c. reading system notes or any other notes (except defenses provided by opponents)
 - d. writing notes or anything else during a hand
 - e. receiving information from any external source about what cards other players hold or the results at other tables
- 2) Participants may communicate with the other players at their table (solely through BBO chat), with a director for the event, or with you. During play, they are forbidden to communicate with anyone else, even if it is not bridge related. For example, no telephones of any kind, IMs, secondary computers, or additional windows open on their computers.

Talking among those at the same venue is not allowed during play and is discouraged while idle. Extraneous remarks can affect others who are not idle (participants all play at different tempos).
- 3) The [ACBL electronic device policy](#) applies to this event. “Any electronic equipment must be kept in silent mode (except for health-related equipment, where silent mode is unavailable or could constitute a health risk). It is recommended, though not mandatory, that any such equipment remain switched off while in the playing area during a session.”

The Proctor shall immediately inform the Director in Charge of any behaviors not conforming to the above requirements and warn the offender(s) that their behavior has been reported and may result in discipline. Proctors are responsible only for conduct at the venue and not for any bridge related issues.

Proctors may receive remuneration for their work. For details, contact the D20 NAP Coordinator, Hal Montgomery: email – dewitt@imaginata.com; phone – (503) 583-3717.