

## **Unit Policies As of 6/8/15**

### **TOURNAMENTS**

#### **ALLOCATION OF TOURNAMENTS TO CLUBS**

The Unit may allocate Sectional Tournaments to commercial Bridge Clubs (those which conduct at least five open sanctioned games weekly). The Unit's goal shall be to obtain sanctions for Sectional Tournaments 4-5 years in advance and for Limited Sectional Tournaments 2 years in advance. The Unit Tournament Coordinator shall collaborate with club owners annually to identify preferred dates for future tournaments and shall present recommended dates to the Board of Directors.

Clubs applying for tournaments agree to the following conditions:

1. The tournament must be properly advertised, including:
  - a. Posting on the Unit, District, and ACBL websites
  - b. Advertisement in the Scorecard (paid by sponsoring club)
  - c. Distribution of flyers to Unit 172 clubs
2. Facility must accommodate a minimum of 34 tables.
3. Facility must be clean and in good repair.
4. All ACBL fees and results must be sent to ACBL in a timely manner.
5. The club agrees to hold no sanctioned club games during any Sectional or Regional Tournament sanctioned by the Unit and held in San Antonio. This includes club-sponsored tournaments. It does not include tournaments held outside of San Antonio. It does not apply to Limited Sectional Tournaments. The Board may consider requests from clubs for exceptions to this provision.
6. The club agrees to conduct a schedule of events consistent with established Board policy. The club agrees to submit a copy of the proposed schedule to the Board six months prior to the tournament and prior to submission to ACBL.
7. The club agrees to submit a copy of the Director's Tournament Report to the Board within 10 days after the tournament ends.

#### **FREE PLAY POLICIES**

Free plays are provided at Unit-hosted tournaments in lieu of remuneration for the following services:

1. Unit Photographer. Duties include photos of tournament winners, submitted to the Scorecard and Unit website, and Unit Game winners, submitted to Unit website; photos of Board candidates during the election; and appropriate display of photos during tournaments and elections. Free plays authorized per session when services are provided.

2. Partnership Co-Chairs. Coordinates Partnership Desk (opens one hour before game time) and serves as **STANDBY PARTNER** as needed. Receives emails and phone calls to arrange for partners prior to the tournament.
3. Caddie Coordinator. Coordinates caddie recruitment, training, and management. Arranges caddie schedule and assists with duties as needed. The Caddie Coordinator shall provide the Tournament Chair with a list of caddies, phone number and assigned times two weeks prior to the start of the tournament.
4. Regional Tournament Chair. Oversees planning and organization of tournament. Authorized free plays for the full tournament.
5. Unit Webmaster. Maintains the Unit Website. Free plays authorized for the full Regional Tournament and 4 free plays at Unit-hosted Sectional Tournaments.
6. Other Regional Tournament Chairpersons and Guest Speakers. Free plays authorized by the Tournament Chair when appropriate. For example, the following **guidelines** may be used:

Guest speakers for Regional I-N Program, up to 2 free plays

Registration, up to 6 free plays

Partnership Co-Chairs, up to 6 free plays plus a free play for games that he/she may serve as a standby (fill-in) partner.

Prizes, up to 6 free plays

Caddie Coordinator, up to 6 free plays

I-N Chair(s), free plays for full tournament

7. Sectional Tournament Chair. Oversees planning and organization of tournament. Authorized free plays for the full tournament. The Chair may authorize free plays for other volunteers (partnerships, hospitality) when appropriate.
8. The Board may authorize other free plays when appropriate (e.g., pro bono legal adviser).

### **FREE HOTEL ROOMS (REGIONAL)**

Complimentary rooms are provided by the hotel at the Regional according to the number of room reservations for the tournament (e.g., 1 room for every 50 consumed). These complimentary rooms may be assigned by the Tournament Chair consistent with the following guidelines:

1. Rooms should be assigned to volunteers only when the time requirements of their tasks are so extensive that it would be a hardship for them to stay in their home.
2. Rooms may be assigned to the Director in Charge and supporting directors.

**CADDIE PAY SCALE**

Caddies shall be paid \$30 per session. A head caddie (if needed) shall be paid \$45 per session.

**PRIORITY FOR ASSIGNMENT OF CADDIES**

Priority for assignment of caddies shall go to relatives of members of Unit 172. Caddie applicants who are not relatives of members of Unit 172 shall not be utilized if qualified applicants are available who are relatives of members of Unit 172.

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**DRAYAGE PAY SCALE**

Round Trip Pay Scale (includes setting up and taking down tables and unloading and loading supplies):

New Braunfels	\$250
Kerrville	\$290
Regional	\$400
San Antonio w/ NAOP	\$275
San Antonio Unit Games*	\$ 75 or amount to be determined based on scope.

\*When appropriate and approved by President or Unit Game Hosts

**EVENT NAMING POLICY**

There are two avenues to naming an event: Board-initiated and Member-initiated. The Board through its regular course of action may approve the naming of an event to recognize an individual whose contribution to the Unit should be recognized or memorialized. Such actions previously approved include:

1. The Election Sectional is named for Willson Davis, Jr..
2. The Swiss Team event at the Kerrville Sectional is named for Margaret Higgins.
3. The Swiss Team event at the New Braunfels Sectional is named for Nell Morgan.
4. The Intermediate-Novice Program at the Regional is named for Marie Bailey.

The Unit shall provide an opportunity for members to request the naming of an event in the Regional Tournament in honor or memory of a person. The Tournament Chairman shall develop procedures to publicize this opportunity in a timely manner and to receive and process requests. The naming of an event is subject to the following fee:

- Single session events: \$50
- Two session events: \$100
- Side Game Series: \$100
- Other events of more than two sessions: \$150

**SECTIONAL TOURNAMENT SCHEDULE**

The schedule for sectional tournaments (Unit-hosted or club-hosted) must include the following events:

- A. A Single Session Stratified Swiss Teams
- B. A Two Session Stratified Swiss Teams
- C. At least three sessions allocated to one or more of the following:
  - a. A 3-session Handicapped Knockout Teams (may be bracketed)
  - b. One or more Compact Knockout Teams
  - c. Stratified IMP Pairs
  - d. A combined Stratified Pairs & Board-a-Match Team Game

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The events listed above, with the exception of the Handicapped Knockout Teams and the Compact Knockout Teams, must be scheduled without a competing pair game (except 299er/499er pair games). 299er Pair Games or 499er Pair Games must be held each session of Days 1-3 with a 3-table minimum. Remaining events shall be stratified pair games (One-session or two-session). For club-hosted tournaments, club owners may submit requests to the Board for other events which add variety to the schedule.

All tournaments shall include morning and afternoon sessions, which must include the required events. Tournaments may include an evening session. The evening session may include the finals of a Handicapped Knockout Teams , Fast Pairs or other authorized events.

### **STRATIFICATION PARAMETERS FOR STRATIFIED PAIR GAMES**

The following parameters shall be used for stratification of stratified pair events:

Unit games and sectional tournaments	Regional tournaments
Flight A: 2500+	Flight A: 2500+
Flight B: 750-2500	Flight B: 750-2500
Flight C: 0-750	Flight C: 0-750

Flighting shall be based on the master point average for each pair.

### **SWISS TEAM FLIGHTING PARAMETERS**

All Swiss Team events in sectional tournaments shall be stratified. Flighting parameters shall be:

Flight A:	2500+
Flight B:	750-2500
Flight C:	0-750

Designated Swiss Team events in regional tournaments may be stratified. Flighting parameters shall be:

Flight A:	2500+
Flight B:	750-2500
Flight C:	0-750

Flighting for stratified Swiss Teams shall be based on the team average masterpoints.

Designated Swiss Team events in regional tournaments may be stratiflighted and/or bracketed. Flighting parameters for stratiflighted team events shall be included in the proposed tournament schedule presented by the Tournament Chair to the Board of Directors. Entry/eligibility to stratiflighted Swiss Team events shall be based on the masterpoint total of the highest rated team member. Stratification in the event shall be based on the team masterpoint average.

The Director in Charge shall use the event structure and flighting parameters as adopted by the Board if feasible. However, the Director may make modifications if necessary based on the number of tables in play.

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### **299er FLIGHTING PARAMETERS**

The following parameters shall be used for stratification in 299er pair events in Unit sponsored tournaments:

Flight A	100+ to 300
Flight B	50+ to 100
Flight C	0 to 50

### **HANDICAPPING OF KNOCKOUT TEAM EVENTS**

Knockout Team events shall be handicapped. No team with an average of more than 5000 master points shall receive a handicap.

### **SUBSIDY TO CLUBS FOR CLOSURE DURING REGIONAL**

The Unit shall provide a subsidy of \$1000 to commercial clubs (providing daily games) for closure during the Regional tournament. The Board may consider subsidies to other clubs which have non-reimbursable rental costs.

### **UNIT GAMES**

#### **DIRECTOR PAY FOR UNIT GAMES**

The director pay for Unit games shall be \$5 per table per session up to 20 tables and \$2 per table per session in excess of 20 tables, with a minimum of \$125 per event for a National Director and \$50 per event for all other approved directors.

#### **UNIT GAME PRIZE BUDGET**

The prize budget for all Unit Games except Grand National Teams, North American Open Pairs, Awards Day, and the Mentor-Mentee Championship shall be \$250 each. Prizes for the Mentor-Mentee Championship shall be a free play for each winner of each flight.

#### **APPROVED DIRECTORS-UNIT GAMES**

The following directors are approved to direct Unit Games: Tom Marsh, Donna Swarthout, Rich Lampman, Hank Eng, Everette Lewis, Paula Wissman, Judy Hoffman, Jerry Harrington.

#### **ENTRY FEES FOR UNIT GAMES**

Entry fees for Unit Games shall be \$5 per person per session. Entry fees are waived for the Luau (Annual Membership Meeting) and the Holiday Party.

#### **STRATIFICATION OF UNIT FINALS OF NAOP**

The Unit Finals of the NAOP shall be stratified (not stratiflighted).

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#### **PAYMENT OF RENT FOR UNIT GAMES**

The Board authorizes payment of rent to commercial clubs for providing use of facilities for Unit Games in the amount of \$10/table (counting both sessions for a 2-session event) or a minimum of \$300, whichever is greater. The minimum amount is per event, not per session.

#### **ANNUAL MEMBERSHIP MEETING**

The annual membership meeting shall be held at the Unit Championship Game held in August (Luau).

#### **CLOSURE OF CLUBS WHEN UNIT GAMES ARE HELD**

Clubs shall not hold a sanctioned game when another club is hosting one of the following Unit Games: Awards Day, Luau, Holiday Party, Pro-Am Pairs, Pro-Am Swiss Teams. Clubs may hold a sanctioned game when another club is hosting one of the following Unit Games: GNT, NAP, Mentor-Mentee Championship

#### **UNIT GAME FORMAT AND SCHEDULING**

Unit Games shall include the GNT Unit Finals, the NAP Unit Finals, Awards Day, Pro-Am Pairs, Pro-Am Swiss, Luau (and Annual Membership Meeting), Mentor-Mentee Championship, Holiday Party. With the exception of the Pro-Am Swiss and the GNT Finals, currently scheduled games are Stratified Pair games. Consideration shall be given in the future to other formats (including IMP Pairs, Master's/Non-Master's Pairs, Two-session Pairs, Two-session Swiss). Unit Games have historically been scheduled on Saturdays. Consideration shall be given in the future to scheduling some Unit Games on Sundays or special occasions (Halloween).

#### **499er GAMES**

A 499er Game will be offered at Awards Day, Luau, and Holiday Party (3-table minimum).

#### **MISCELLANEOUS**

### **HORTON-GRAY AWARDS**

The Horton-Gray Awards, named for Cisse Horton and George Gray, are presented to the female and male members of Unit 172 who win the most masterpoints in sectional tournaments sanctioned by Unit 172 in a calendar year. This includes club sponsored tournaments. It does not include points won in the District 16 NAOP finals when Unit 172 hosts that event. It does not include points won in STAC competition.

### **PAUL LEWIS PRIZE**

The Paul Lewis Prize goes to the Unit 172 member with less than 300 master points at the beginning of the calendar year who wins the most points in Sectional and Limited Sectional Tournaments sanctioned by Unit 172 in the subsequent year.

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### **SUBSIDY OF GNT/NAP PARTICIPANTS**

For Unit members who qualify for the National Finals of the GNT or NAP, the Unit will pay an award of \$100. The Unit will provide an additional award up to \$300 for each player such that the total amount received by each player shall be \$300, taking into account ACBL and/or District 16 subsidies, if any. This policy also applies to Unit 172 members who do not initially qualify but are subsequently asked to join qualified teams from Unit 172. These subsidies are payable only if the member participates in the National event.

### **NOMINATING COMMITTEE MEMBERSHIP**

The Board shall elect a Nominating Committee in April consisting of two Board members (not candidates for re-election) and three non-Board members. The President shall designate one of the committee members as Chair.

### **RETENTION OF RECORDS**

The records listed below shall be retained for the time indicated:

Record	Retention Time
IRS Returns	5 Years
Check Stubs	5 Years
Bank Statements	5 Years
Annual & Final Statements Relating to Certificates of Deposit	5 Years
Invoices, Receipts	Until audited annually
Unit Game Reports	1 Year
Sectional Tournament Reports	1 Year
Regional Tournament Reports	4 Years
Disciplinary Reports	5 Years
Insurance Records	3 Years
Licenses, Titles	Until Invalid
Correspondence	Varies (Discretionary)

## **DIRECTORY ADS**

The Unit Directory shall provide contact information for all open clubs in the Unit. The Unit shall print a one-page ad free of charge for all clubs providing games at least 5 days of the week and shall provide a half-page ad free of charge for all clubs providing games at least 2 days of the week.

## **LIFE MASTER PARTIES**

The Unit hosts an Awards Day annually to recognize new life masters, Mini-McKenney winners, Ace of Clubs winners, and others deserving recognition. Since attendance at this event is not always convenient for members outside of Bexar County, the Unit allocates \$50 for clubs outside Bexar County to host one Life Master Award party annually (when they have new Life Masters). Club directors should contact the Treasurer to request such funding.

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## **SUBSIDY OF MENTOR-MENTEE PROGRAM**

Mentees who participate in the Unit's Mentor-Mentee Program shall pay their own entry fees. The mentors will play free ADD: {in accordance with current program guidelines}. The Unit will reimburse the clubs for the mentor entry fees.

## **LIQUOR PROHIBITED**

The Unit shall not provide liquor at any Unit-sponsored event.

## **INCORPORATION OF ACBL POLICIES**

Unit 172 incorporates by reference ACBL policies as they may be amended from time to time.



