

Procedural Guidelines Update As Of 1/12/2020

UNIT GAME HOST RESPONSIBILITIES

Two or more Board members will host a Unit event. Hosts may recruit other Unit members, including identified volunteers, to assist with the event. Responsibilities include:

1. Review the Club Unit Game Contract (p. 4-16 of Board Manual).
2. Produce Unit event flyer for posting on Unit website and distribution to clubs.
3. Make a poster board to promote the game.
4. Hire the Unit Event Director (from Approved Directors List) at least two months prior to the event date. Game directors must arrive 1-1/4 hours before game time. Entries go on sale one hour before game time. The Director will seed the field.
5. Provide a progress report to the Board at the Board meeting prior to the event.
6. Arrange for delivery (when appropriate) of bidding boxes and tables. Note: the club will usually have a sufficient supply.
7. Arrange for bridge pads from New Braunfels and Boerne.
8. Arrange for game site to be open at appropriate time and tables set up and ready to play..
9. If desired, provide “theme” decorations.
10. If caddies are needed, contact the Caddy Chair.
11. Provide snacks, desserts, and drinks for one session events or lunch, snacks, desserts, and drinks for two session events. The budget for hospitality is approximately \$10 per table (estimated). (Note: For two-session events, count the tables in both sessions to establish the hospitality budget). The amount may vary due to the periodic bulk purchases of plates, cups, and utensils. A tax-free number is available. Contact the Treasurer for usage. (Note: When Unit Games are held at clubs, the clubs are responsible for providing water, coffee, and tea).
12. After the game, the facility must be put in order, kitchen cleaned and carpet vacuumed.
13. Receipts for expenses are submitted to the Treasurer on the proper reimbursement form (See Forms Section). .
14. The Treasurer submits a financial report of the event to the Board.
15. Provide an event report to Board at its next meeting.

ELECTION PROCEDURES

The President appoints an Elections Committee Chair. In April the Board elects a 5-member Nominating Committee. The Nominating Committee nominates a slate of candidates (at least two more than the number of positions to be filled) by the June Board meeting. The slate of candidates must be published in the Winning Finesse at least 3 weeks prior to the annual membership meeting. At the annual membership meeting the candidates are introduced, and an opportunity is provided for nominations from the floor.

In September (or earlier), the Board approves an election schedule, which will be published in the Winning Finesse prior to the election.

The Election Committee Chair may recruit other Unit members to assist as committee members. The election will be conducted at clubs in the three weeks prior to the Election Sectional and during the first three days of the Election Sectional. Responsibilities of the Election Committee include:

1. Obtain candidate bios/statements and provide copies to the President, who will arrange publication of the statements in the Winning Finesse prior to the election..
2. Obtain a copy of the latest membership list from the Electronic Communications Officer in time for use at the poll sites.
3. Work with the Unit Webmaster to obtain photos of the candidates. Prepare a photo display board featuring the candidates.
4. Prepare a schedule of workers for each poll. Ensure that the voting list, ballots, secure ballot box, and candidate photo display are taken to each polling site. Polls should be open one hour before game time at the clubs and before the morning and afternoon sessions on the first two days and before the morning session of the third day of the Election Sectional.
5. Each voter may vote for as many candidates as there are open positions on the Board. Voter shall initial the voting list by their name when voting. A voter may not vote for a specific candidate more than once.
6. The Committee will count the votes after the first session on the third day of the Election Sectional. If there is a tie for the last position, a run-off election must be held prior to the first session on the last day of the tournament. The same rules will apply to the run-off that applied to the regular election.
7. The results of the election shall be announced by the President or his/her designee prior to the next scheduled session of the tournament.

TOURNAMENT MANAGEMENT PROCEDURES

The President shall appoint a Board member as the Tournament Coordinator, who, with the Board, shall be responsible for determining the annual events calendar. The Tournament Coordinator shall work with club owners to confirm dates of club-sponsored tournaments, obtain Board approval of the final calendar, and obtain ACBL sanctions for the tournaments.

Unit-Hosted Tournaments. The President shall appoint a Tournament Chair to coordinate the planning and management of each Unit-hosted tournament. Locations, schedule of events, stratification parameters, and entry fees must be approved by the Board. The Board should also be consulted on any action that would result in significant cost increases compared to prior history. All other aspects of tournament planning and operation are determined by the Tournament Chair. The Tournament Chair shall select other members of the Tournament Committee to assist in meeting the responsibilities of the Committee. Note: Tournament sanctions are obtained from ACBL, usually 4-5 years

in advance. When the sanctions are obtained, ACBL requires a Tournament Chair to be listed. Since the Tournament Chairs are not known that far in advance, the Tournament Coordinator is temporarily listed as the Tournament Chair. Once a Tournament Chair is appointed, the ACBL listing should be updated. Likewise, when the sanction is obtained, ACBL allows Units to request a specific Director in Charge. Requests for directors who have been traditionally used are typically listed. These requests may be subsequently altered, if desired. It is not always possible for ACBL to honor the Unit request.

Responsibilities to prepare for specific tournaments include:

1. Review the contract with the venue, if applicable. The contract should contain information regarding the availability and cost of internet access, microphone, water stations, and meal for Sunday Swiss. If not, these should be clarified.
2. Prepare a budget and submit it to the Board for approval several months in advance of the tournament.
3. Develop a proposed schedule of events for Board approval.
4. Develop a flyer and submit it to ACBL for approval and posting. At appropriate times, convey flyer to Webmaster, Scorecard, Winning Finesse, and clubs. Send copies to Membership Chair for distribution to new members. Schedule email blasts through Pianola (Contact Joe Ramirez regarding Pianola).
5. Confer with Caddy Chair, who will set up caddy schedule and list, providing one copy to the Director in Charge (DIC).
6. Confirm that arrangements exist for table and tournament supply delivery and table setup in playing area prior to the tournament. The Unit trailer holds tables, easels, signs/table signs, waste baskets, computer printout paper, section poles, and general tournament supplies.
7. Schedule a workday a month or two prior to the Regional to replace old cards and replenish bidding boxes.
8. Determine use of Tournavision or Daily Bulletin and make the necessary arrangements.
9. If not using Tournavision, make arrangements for a photographer and posting of pictures of winners.
10. Determine hospitality to be provided and ensure that the necessary arrangements are made. Determine menu and order food for Swiss Team lunch. Refer to past tournament records on numbers needed. Double check at game time on head count figure for lunch (including directors and caddies). Check site facility on lunch seating and other details.
11. Provide a manned hospitality/information desk (may be combined with partnership desk for sectionals, separate for regional) with flyers for future tournaments, area restaurant info, first-aid items, direction and event information, membership forms. Determine appropriate signs needed and tournament theme decorations.
12. Coordinate with Intermediate/Newcomer Chair on 299er or 499er activities.
13. Recommend all Board members wear badges at all events. Board members should assist with closing clean-up.
14. Provide DIC with tournament schedule and levels of stratification. Discuss Unit policy on zero tolerance.

15. Review caddy schedule with DIC.
 16. Review any necessary announcements with DIC.
 17. Work with Treasurer and DIC to determine requirements for an initial cash bank and to establish a process for daily deposit of funds.
 18. Monitor water and coffee stations, monitor playing room temperature and lighting, periodically check on bathroom facilities.
 19. Ensure that tables and supplies are returned to storage.
 20. Work with Treasurer to do financial close with DIC, caterer, and facility.
 21. Provide receipts to Treasurer for reimbursement of expenses (e.g., hospitality).
- Treasurer will provide a tournament report at the next Board meeting. The Tournament Chair may report to the Board as needed on any aspect of tournament operation.

The President and Tournament Chair shall collaboratively determine a process to negotiate contracts with tournament sites well in advance (2-3 years for sectionals and 3 years for regionals).

Club-hosted Tournaments. Clubs allocated tournament sanctions select their own Tournament Chair. The club must comply with Unit Policies and the provisions of the Club Tournament Contract (See p. 4-17 of the Board Manual. All other aspects of tournament operation are determined by the Tournament Chair.

MENTOR-MENTEE PROGRAM

The Mentor-Mentee Program Coordinator is appointed by the Unit President. The Coordinator may recruit other members to assist in implementing the program. Responsibilities include:

1. Update program materials in October.
2. Distribute promotional materials to clubs in November. This generally includes fliers (perhaps also a poster) promoting the program, application forms, and a letter explaining the reimbursement procedure.
3. Maintain lists of mentees requesting mentors and of mentors willing to serve.
4. Match mentors and mentees, accommodating requested preferences to the extent possible.
5. Provide packets to mentors and mentees. The mentor packet would include a letter providing the name, phone number, and e-mail address of the mentee, instruction to contact the mentee, and advice on working with the mentee (be gentle and simple); 12 free play coupons; the yellow card or equivalent; and the article Mentoring: What's in It for Us. The mentee packet would include a letter providing the mentor name, phone number, and e-mail address and the yellow card or equivalent. A new program starts annually in January.

Other information:

1. Mentors play free (the Unit reimburses the clubs for the entry).
2. Mentees pay the normal club fee.
3. Mentees must be members of ACBL and have 0-99 points as of the beginning of the program year (January 1) to be eligible.

4. Mentors must have 100+ MPs if mentee has 0-20 MPs or 300+ MPs if mentee has 20-100 MPs.
5. Mentees must be ACBL members.
5. A Mentor may have more than one Mentee.
6. Mentees are allowed to participate in the program for a maximum of two years.
7. A specific Mentor-Mentee pairing is limited to one year.

The Coordinator may authorize exceptions to items above when appropriate.

TIERED MENTORING PROGRAM

The Tiered Mentoring Program has two main goals:

1. To provide opportunities for inexperienced players who are no longer eligible for the regular Mentoring Program to receive additional mentoring.
2. To provide an incentive for more experienced players to support less experienced players as they continue to develop.

Guidelines include:

1. Players must be members of ACBL in good standing
2. Players enrolled in the Mentor-Mentee Program as mentees are not eligible to participate in the Tiered Mentoring Program.
3. Mentees must be non-Life Masters with fewer than 500 MPs.
4. Mentors must have more than 500 MPs
5. There is a limit of 8 games per mentee per calendar year.

Procedures include:

1. The mentor and mentee agree to play. The pairing may be an already established partnership.
2. The mentor obtains a Tiered Mentoring Card (TMC) from the Mentoring Chair.
3. Both players pay the normal entry fee.
4. The Mentor has the Director date and initial the TMC each time the pair plays. After the pair has played 4 times together, the Mentor submits the completed TMC to the Mentoring Chair. The Mentoring Chair gives the Mentor 4 free plays to use as entries to regular club games (not valid for special games or tournaments).
5. The Club Manager submits the free play coupons to the Treasurer for reimbursement.

0-299er/499er PROGRAM

The President shall appoint a 0-299er/499er Program Chair, who may recruit other members to assist. Responsibilities include:

1. Form a telephone calling committee to call 299ers/499ers prior to tournaments and Unit Games which have 299er/499er competition. Include a process to find a partner for those requesting one.
2. Provide a 299er/499er game at tournaments and appropriate Unit Games. Have a welcome desk.

3. Maintain masterpoint records for the Paul Lewis Prize.
4. Arrange for photos of winners and appropriate publicity.

GNT COORDINATION

The GNT Coordinator is appointed by the President. The GNT Coordinator may or may not be one of the hosts for the Unit GNT game. The responsibilities of the hosts are described under “Unit Game Host Responsibilities”. The GNT Coordinator has other special duties:

1. Become familiar with District 16 rules regarding GNT competition. Ensure that the Unit GNT competition meets all District requirements.
2. Forward the names of Unit qualifiers to the District GNT Chair and to the Director in Charge.
3. The District usually allows substitutions when teams or individual players eligible to play in the District Finals decide not to participate. The GNT Coordinator should advise eligible teams of this and ask to be notified if someone decides not to participate. The GNT Coordinator would then determine if eligible substitutes wish to participate and notify the appropriate District officials.
4. Notify any Unit members who qualify for the national level of competition that the Unit will subsidize their expenses at the national level. Notify the Treasurer of such eligible members.

NAP COORDINATION

The NAP Coordinator is appointed by the President. The Coordinator’s duties are the same as for the GNT Coordinator except for the fact that there is no Unit Final or Qualifier Game in the NAP.

MEMBERSHIP COMMITTEE

The President shall appoint a Membership Committee Chair (or Co-Chairs), who may request other members to assist. The President shall also appoint a Unit member to be responsible for the production and distribution of a Unit Membership Directory every two years.

Responsibilities of the Committee include:

1. Provide copies of ACBL-generated membership reports to the Board.
2. Provide welcome Kits to new members of the Unit (either new-to-ACBL or transfers). The welcome kit may include a welcoming letter from the Unit President or Membership Chair, Unit calendar of events, list of bridge clubs, one free play from Unit, free plays donated by bridge clubs, the Unit Directory, etc.
3. Provide Copies of membership lists for other Board activities (e.g., elections, directory, 0-299er Program, Winning Finesse, club owners).
4. Notify ACBL of Unit Members deceased, with obituary, if possible. Also notify ACBL of changes to member addresses or phone numbers not provided to ACBL by the member.
5. Provide information to the Winning Finesse Coordinator for an article on Membership

in the Winning Finesse to include names of new members and transfers to the Unit, new Life Masters, member plateau accomplishments, Mini-McKenney and Ace of Club reports, deceased members and other information of interest to members.

6. Obtain Life Master pins and Mini-McKenney certificates for Awards Day. Prepare handout for Awards Day listing honorees. Provide report to Winning Finesse on Awards Day honorees.

7. Call each unpaid member at least once to encourage their continued membership.

SCHEDULING OF UNIT GAMES AND TOURNAMENTS

Types of Unit Games which may be scheduled include:

1. Unit Championships. As many as 24 are allowed by ACBL. Sanction fees are \$1.25/table plus game and table fees. Unit Championships not used by the Unit may be allocated to clubs. Up to three of the 24 may be three-session extended team games.
2. Foundation/Fund Games. Four per year are allowed. Sanction fees are \$1.25/table plus game and table fees. The first (and third, if applicable) charity event(s) must benefit the ACBL Charity Fund. Any remaining charities may benefit an approved local charity or other ACBL Funds (Junior Fund, International Fund, Educational Fund).
3. Tournaments. The Unit conducts four sectional tournaments in San Antonio, one in Kerrville, and one in New Braunfels. The Unit hosts the District 16 NAP Finals in even-numbered years during the January Sectional. Except for the sectional which includes the NAP Finals, the sectionals held in San Antonio are allocated to Fiesta Bridge Club. The Unit holds a regional tournament linked to July 4 in odd-numbered years. Sectional tournaments should be scheduled at least 3 years in advance. Regional tournaments should be scheduled at least 4 years in advance. The schedule of Unit Games and Tournaments should be adopted by the Board annually.

WINNING FINESSE

The President shall appoint an editor of the Winning Finesse. The Winning Finesse shall be published at least one month prior to each Unit sectional tournament. The Editor shall work with the Webmaster to ensure timely publication.

UNIT WEBSITE

The President shall appoint a Webmaster to manage the Unit Website. The Treasurer shall file monthly Treasurer's Reports with the Webmaster. The Secretary shall file monthly Board minutes with the Webmaster. Posting of the Treasurer's Report and the Minutes shall occur after approval by the Board. The Webmaster shall post results of all tournaments and Unit-hosted Unit Games. The President shall coordinate other website postings with the Webmaster.

TAX-EXEMPT NUMBER

The Unit has been issued a tax-exempt certification by the Comptroller of Public Accounts. This provides an exemption for the state sales tax (but not hotel taxes). Members planning purchases on behalf of the Unit may copy the form on p. 4-19. The Treasurer must notify the Comptroller of any change in its "registered agent" (may be President or Treasurer) or "registered office address".

COLLECTION OF RETURNED CHECKS

When a check written by an ACBL member is returned for insufficient funds, the following procedure should be followed:

1. The Treasurer sends the member a certified letter, return receipt requested, requesting that the member return a certified check for the amount of the returned check plus any applicable bank charges.
2. If there has been no payment received within two weeks, send a letter to ACBL (Attn: Debbie Nichol) describing the situation and including copies of the returned check, the certified letter, and the acknowledgment of receipt. ACBL will notify the member that payment must be made or the member will be suspended from playing in ACBL events.
3. The Board may choose to suspend the player's eligibility to play in Unit events pending resolution of the matter.

DISTRICT 16 STAR, JACOBY, & GOODWILL AWARDS

District 16 sponsors the Texas Star Award to recognize individuals who provide exemplary service to the Unit and its members. Each Unit may select one person each year to receive the Award. Deadline for submission of entries is Dec. 1. District 16 recognizes Texas Star Award winners on Saturday of the Houston Regional in February and publishes the winners in the Scorecard. Prior Unit 172 Texas Star Award winners include:

1995	Barbara Parker
1996	Al Lochli
1997	Diane Olson
1998	Carol Campbell
1999	Darlene Riely
2000	Doyle Nichols
2001	Willson Davis, Jr.
2002	-----
2003	Margaret Higgins
2004	-----
2005	David Hadden
2006	Janise Saul
2007	Doug Cross
2008	Roxana Tom
2009	Steve Simpson
2010	Becky Mosely
2011	Ed Rawlinson
2012	Jeri Tribo
2013	Ellen and Ira Hessel
2014	Wayne Rauschuber
2015	Nell Morgan
2016	Paula Warren

2017 Roxie Tom
2018 Laurie-Ann Levin
2019 Rebecca Brown
2020 Rich Lampman

The Oswald & James Jacoby Award is awarded by the District 16 Board annually to a volunteer who has worked diligently at the Unit level and who has risen to recognition at the District level after many years of outstanding service. Past winners of this award from Unit 172 include Cisse Horton (1986), Jacque Tucker (1993), Al Lochli (2003) and Ira Hessel (2008).

District 16 also sponsors a program recognizing Goodwill Members of the Year, individuals who exhibit courtesy, kindness, and tactfulness and who are “ambassadors of goodwill”. Each Unit is allowed to select two members for this recognition. Deadline for submission is Dec. 31. District 16 provides pins for presentation to the winners by the

Unit and publishes the winners in the Scorecard. Prior winners include:

2006 Donna McBride, Ann Gary
2007 Ed Rawlinson, Tom Marsh
2008 Donna Watkins, Sherry Johnson
2009 Sheryleen Grothus, Helen McCrae
2010 David Ewing, Everette Lewis
2011 Laurie-Ann Levin, Carmeline Squires
2012 Ann Weaver, Paula Wissman
2013 Gary Larson, Fran Vanecko
2014 Pat Prichard, Hank Eng
2015 Sally Armstrong, David Mitchell,
2016 Jay Thorne, Ruth Lerner
2017 JoAnn Robertson, Penny Smith
2018 Carol Ramberg, Bob Otis
2019 Betty Allen, Debbie Schweiss
2020 Roxi Raaf, Kathy Sinkin-Amor

ACBL sponsors the National Goodwill Member of the Year program, and an annual winner is selected by the ACBL Board. Typically, a letter is mailed to each Unit President in late spring inviting nominations. Cisse Horton won this award in 2006.

Information on submitting nominations for the Texas Star Award and the Unit Goodwill Member of the Year Awards is available on the District 16 website and may be published in the Scorecard.

DUTIES OF THE TREASURER

Paying Bills. Most are routine. Maintain an EXPENSE file of paid invoices and Reimbursement Requests by check number and payment date. Write the check number on paid invoice. Some bills don't have invoices (i.e. Director's fees, caddie fees, subsidies for GNT/NAOP National qualifiers). Create a record of these expenditures for the file. In the past, some Treasurers have used a traditional checkbook register, others have used computer programs to enter check records. Regular bills such as printers and mailers for the Winning Finesse, vehicle registration renewals, District 16 Scorecard, should be mailed directly to the Treasurer rather than to some other Unit official. There are certain situations in which the Unit is expected to make certain payments, but there has historically been little or no advance communication to the Treasurer about the need for such payments. Prime examples are certain fees owed to District 16 (see subsequent section on tournaments). Other examples arise from Unit policies (subsidies for NAP/GNT National qualifiers). The Unit will receive a bill from District 16 Scorecard every 2-3 months for a membership assessment to support the Scorecard. This bill will sometimes include charges for tournament ads in the Scorecard. While the Treasurer will pay these bills, the Treasurer would subsequently bill the appropriate club if the ad was for a club tournament (rather than a Unit tournament).

Revenues/Deposits. Almost all deposits will come from tournament receipts or semi-annual dues reimbursements from ACBL. Receipts from Sectional Tournaments are delivered to the Treasurer either daily or on the last day of the tournament, at the Director's discretion. These funds should be deposited to SAN ANTONIO BRIDGE LEAGUE UNIT 172 bank account the next business day. Stamps are available for use in endorsing the checks. Typically, the Director in Charge provides cash and checks to the Treasurer every 2-3 days of the tournament to reduce the amount of cash being handled at any given time. A printed tournament report is provided by the Director which includes documentation of the cash and checks provided to the Treasurer. The report also includes total revenues collected and an itemization of expenses paid out. The ACBL provides a detail of the dues reimbursements. The tournament report and dues reimbursement detail should be filed in a DEPOSITS folder, kept in numerical order by date.

Tournaments. The Treasurer should check with the Director in Charge several days in advance of the tournament to determine if there is a need for a cash bank. The Director can provide detail about the amount and denomination of bills needed. The tournament report will reflect "credit" for the cash bank.

The Treasurer will arrange to meet with the Director on the last day of the tournament to receive the tournament report, provide a check to ACBL for certain fees and expenses, and to receive the tournament receipts. Usually this is done in the break between sessions of the Swiss Teams. The tournament report provides a detailed record of revenue, expenses, and participation.

The Treasurer should consult in advance with the Tournament Chair to determine how and when payment will be made for the rent and Swiss Team meal. The Treasurer will typically receive bills from the Tournament Chair and/or other volunteers for hospitality costs either at the tournament or in the days following. The Unit pays for drayage (hauling and setting up tables and other equipment and supplies). The amount is specified in Unit policy and varies from tournament to tournament. The Treasurer may arrange in advance with the Director for this amount to be paid in cash, or the Treasurer may pay this by check.

For the Regional, the Unit is assessed a sanction fee by District 16. Historically, the Unit never receives a notice about the fee or a bill for it, although there may be a contact months later regarding non-payment of the fee.

The amount, which most recently was \$1.40/table, can be confirmed by contacting the District 16 Treasurer. In addition, there is an assessment for “future National Tournaments”. This is \$1/person/session for entries on the next-to-last day of the tournament. Contact the District 16 Treasurer to determine whether this payment is to be made to the District or to the host Unit of a future National. These fees are normally posted on the District website.

For most tournaments (sectional or regional), deposits are made for the facility several years in advance. The Treasurer should consult the President or Tournament Chair to determine the status of such deposits for current and future tournaments.

Unit Games. After the game, the Treasurer should pay the rent, the director, the caddies, sanction fees, meal costs (if applicable), drayage (if applicable), hospitality, etc.

GNT/NAP. By policy, the Unit pays a subsidy for expenses of qualifiers for the national level.

Bulk Mail. The Unit has an account with the Postal Service for bulk mail. The permit number is 595 and the account number is 543981. There is an annual fee for this service, which is billed by the Post Office. In addition, an escrow account is required to cover the expense of periodic mailings (typically for the Winning Finesse). After each mailing, the Post Office sends the Unit an update showing the balance in the escrow account. If this balance is reduced to \$200, the Treasurer should make a \$500 deposit to the escrow account. This can be done at the general service counter at the Perrin-Beitel post office. The Treasurer should take the update document when making the deposit. It will show the Unit’s account number.

CD’s. The Board current has no CD’s. Purchase or sale of CD’s must be approved by the Board.

Audit. An annual review of the accounting records is to be performed each January by a non-board member selected by the Treasurer and approved by the Board.

IRS Return. An IRS return is required annually. The deadline is March 15. Copies of prior returns are on file. It is highly recommended that income and expense accounts are classified to accommodate the IRS return.

Form 1099's needs to be prepared by January 31 and distributed to individuals receiving payment from SABL in excess of \$600 annually for rents or services. These forms need to be filed with the IRS by February 28.

Reports. The Treasurer should develop a monthly Treasurer's Report for the Board. PDF copies should be sent to the Webmaster for posting on the Unit website after the report has been submitted to the Board. It is recommended that each individual expenditure be listed (rather than grouping expenditures by category). The Treasurer should provide an itemized report of the Mentor-Mentee and Tiered Mentoring Freeplays paid to the clubs each month.

An Annual Financial Report is required at the annual membership meeting. The Treasurer may wish to access copies of reports from prior years as samples of possible formats.

The Treasurer provides the Board with reports on each Unit Game and Tournament.

Bank Accounts. Unit checking and money market accounts are maintained at BBVA on Huebner Road. Currently the President and Treasurer are authorized signatories on the accounts. When signatories are added or deleted to the account, existing and new signatories must go to the bank with a Resolution from the Board and a copy of the Minutes authorizing the change.

The Unit has an investment account at Fidelity Investments on Loop 1604 North. The signatories on the account are the President and Treasurer. The Unit President is the current manager of the investments. The Treasurer will include a summary of the investment activities in this account in the monthly Treasurer's Report.

FORMS.

Several forms have been developed over the years. Samples are shown on the following pages.

PLAY WITH AN EXPERT!

Congratulations! You've won a game with one of Unit 172's leading players in the Horton-Gray competition (for most points won in Unit sectional tournaments). Enclosed are entry coupons for you and your partner. Note: If you prefer not to play with an expert, you may use both coupons for yourself.

Your partner is _____ Phone: _____

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Congratulations! You've won a game with one of Unit 172's leading players in the Horton-Gray competition (for most points won in Unit sectional tournaments). Enclosed are entry coupons for you and your partner. Note: If you prefer not to play with an expert, you may use both coupons for yourself.

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Your partner is _____ Phone: _____

PLAY WITH AN EXPERT!

Congratulations! You've won a and your partner. Note: If you prefer not to play with an expert, you may use both coupons for yourself.

Your partner is _____ Phone: _____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

FREE PLAY

This certificate is good for one free play at Unit 172 special games or at games at participating clubs within Unit 172 (not valid at tournaments.

Note to club directors: Present coupon to Unit Treasurer (Karen Fillis) for reimbursement.

Authorized by_____

Club Tournament Contract

San Antonio Bridge League Unit 172 of the American Contract Bridge League (“the Unit”) allocates a sectional tournament to Fiesta Bridge Club (“the Club”) to be held on the dates indicated below. The Club agrees 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 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 sponsored by the Unit and held in San Antonio. This does not include club-sponsored tournaments or tournaments held outside of San Antonio. The Unit 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 (Copy Attached). The club agrees to submit a copy of the proposed schedule to the Board eight months prior to the tournament (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.
8. Failure of the Club to meet these conditions may result in cancellation by the Unit of other tournaments allocated to the Club.

Tournament Dates: _____

Authorized by _____
Unit President

Accepted by _____
Club Representative

Club Unit Game Contract

San Antonio Bridge League Unit 172 of the American Contract Bridge League (“the Unit”) contracts with the Fiesta Bridge Club (“the Club”) to provide the facility (both rooms) and support for Unit Games as listed on Page 2.

Responsibilities of the Unit:

1. Pay the club a fee of \$10/table or \$350, whichever is greater. The \$350 minimum is per event (not per session). The table count is determined by adding the tables in each session.
2. Provide all food and drinks, except as noted as a club responsibility below.
3. Secure a director.
4. Publicize the event with flyers and announcements in the Unit newsletter.
5. Pay sanction fees for the event.
6. Provide boards if requested by the Club. Provide additional tables and bidding boxes if those available in the facility are insufficient.
7. Set up the facility for the event.
8. Provide reasonable clean-up after the event (take all trash to dumpsters, clean up spills, restore set-up to pre-game arrangement, etc.). The Unit Game hosts shall consult with the Club representative regarding adequacy of clean-up prior to leaving.

Responsibilities of the Club:

1. Ensure that the facility is clean and adequately supplied for the event. A club representative must be present to address emergencies.
2. Provide water, tea, and coffee for participants.
3. Provide normal supplies for the game (entry slips, pick-up slips, convention cards, etc.)
4. Provide computer access for the director. The director shall be able to post the game results with ACBL. Sanction fees will be paid as part of the Club’s end-of-month report. The Unit shall reimburse the club for the sanction fees.

Authorized by _____
Unit President

Accepted by _____
Club Representative

SAN ANTONIO BRIDGE LEAGUE
CHECK REQUEST FORM

Date of Request _____ Check No. Issued _____

Total of Check \$ _____ Date Issued _____

Make check payable to _____

Event:	Expense Account:	Amount/Description/Detail
___ 2 Session Swiss	___ Auto/Gas/Mileage	_____
___ 3 Session KO	___ Caddies	_____
___ Awards Day	___ Director Fees	_____
___ GNT	___ Drayage	_____
___ Holiday Party	___ Free Plays	_____
___ Kerrville	___ Hospitality	_____
___ Luau	___ Membership	_____
___ Mentor/Mentee	___ Office/Library	_____
___ NAP	___ Postage/Delivery	_____
___ New Braunfels	___ Printing/Reproduction	_____
___ Non- Life Master	___ Prizes/Awards	_____
___ Pro Am	___ Rent	_____
___ STaC	___ Supplies	_____
___ Winter Sectional	___ Sanction Fees	_____
___ Regional	___ Tournavision/Bulletins	_____
___ Unclassified	___ Miscellaneous	_____

NOTES FOR UNIT GAME DIRECTORS

For the Luau and the Christmas party, call New Braunfels club manager (Barbara Morgan) and have her send bridge pads in with someone from NB who is playing in the unit game (usually Jan Wingate). When they arrive on game day, Bridge pads go to asst. director who is managing the restricted point game in the small room. You may also request BPs from Boerne club manager (Carol Ramberg) to be brought in.

Obtain a hand record from whomever made the boards for the game (usually Bob Otis) and get copies made. Keep receipt and attach to your reimbursement form. Rule of thumb for hand records, 60 percent of expected field. For larger games, 100 or so, smaller, 80 or so.

Make entries for 2 sections for unit pair games. For Luau and Christmas Party, make entries for two open sections A-15 and B-14; and one 499er section (usually C) 10.

Make sure someone can set up an extra row of tables and chairs on Friday before the game. There should be 19 or 20 tables on the larger side of the playing area and 9 tables on the small side. The 499er room should have ten to twelve tables. Section A – (start back corner of larger room by the flag) mat 1 to 15. Section B (start at table by office) – mat 1 to 14 with table 13 or 14 by the back door (if 5 tables per row you have 14 – if 4 tables in last row nearest the kitchen, then there are 13 in B section). Use table 14 last. If you need another table or two, they can be placed in the open area near the desk. You have 28 or 29 tables in open.

Hospitality break about ½ way through match. If large crowd, break sections after different rounds.

For ACBL Score:

Set up game as usual. Remember, unit games are usually afternoon games so, if you set game up before noon, change M to A.

Enter game as unit championship. Associate with club – yes. The sanction number is in the green notebook on the list of unit games. Is this a flighted event (different section with upper MP restriction?) Answer YES for Luau and Xmas party and NO for other unit pair games unless board decides to have a 499er game with another unit game.

Create sections A and B as usual. Strats for unit games are usually open, 2500 and 750. If you need to adjust strats, ask the event chair for permission.

For section C, when it asks to “create new event” say “YES” for separate 499er game. Enter different strats for restricted point game.

F11 – Config 2 – space bar sections A and B to score across both sections. When it says “rank across” say NO. DO NOT space bar section C. You don’t want to include the restricted point game in combined scoring with the open game.

DBADD as usual. Game is sent in with the other club games in the monthly report.

Note the amount charged by ACBL for the game and leave a note for Laurie as to how much she is owed by the unit. Make out form for directors’ payment and give to unit treasurer for your reimbursement.

Make F11 LRECA file and upload to website as usual. If common game hands are used, send to common game.