

Unit Policies

As of 12/11/2023

TOURNAMENTS

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

Complimentary rooms are provided by the hotel at the Regional according to the number

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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 \$35 per session. A “tip jar” will be maintained at the director’s table and distributed between all the caddies by the amount of time they each worked.

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.

DRAYAGE PAY SCALE

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

New Braunfels	\$300
Regional	\$400
San Antonio w/ NAOP	\$300
Sectionals at St. Thomas	\$200
Unit Games	\$200

EVENT NAMING POLICY

There are two avenues to naming an event: Board-initiated and Member-initiated. The Board may choose to honor an individual for his/her contributions to the Unit and its members by naming a tournament or an event for the individual. The Board may choose to specify the duration of this honor. If the duration is not specified, the action will end one year after the honoree’s membership in the Unit ends, whether by relocation or passing.

Such actions previously approved include:

1. The Winter Sectional is named for Ed Rawlinson.
2. The Spring Sectional is named for Roxana Tom.
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.
5. The Election Sectional is named for Diane Olson.

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

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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 Two Session Swiss Team Event (may be Stratified, Stratiflighted or Bracketed).
- B. 299er Pair Games or 499er Pair Games must be held each session of Days 1-3 with a 3-table minimum.
- C. Remaining events may be pair or team events.
- D. The required team events must be scheduled without a competing pair event (except 299er or 499er pair games).

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 or bracketed. Flighting parameters for stratified events 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. The Tournament Chair of club-hosted tournaments may modify the stratifications.

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

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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.

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

The Unit shall provide a subsidy of \$200/game day to commercial clubs for closure during Regional or Sectional Tournaments. The Unit provides an operational subsidy of \$30/game day to open clubs.

UNIT GAMES

DIRECTOR PAY FOR UNIT GAMES

The director pay for Unit games shall be \$5 per table per session with a minimum of \$150 per event for a National Director and \$50 per event for all other approved directors. When a Unit Game requires two directors (e.g., the Two-Session Swiss) each director shall be paid according to the above guidelines. When a second director is needed for a 499er game (i.e., the Awards Day, the Luau, or Holiday Party), the director shall be paid according to the above guidelines, using the number of tables in the 499er game.

APPROVED DIRECTORS-UNIT GAMES

The following directors are approved to direct Unit Games: Tom Marsh, Donna Swarthout, Rich Lampman, Everette Lewis, Jerry Harrington, Rosemary Kelley, Steve Simpson, Larry Levin.

ENTRY FEES FOR UNIT GAMES

Entry fees for all Unit Games shall be \$5 per person per session.

ANNUAL MEMBERSHIP MEETING

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

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UNIT GAME FORMAT AND SCHEDULING

The Unit is allocated 24 Unit Game Championships each year. Unit Game schedule and events shall be determined by the Board each November. Unit Games shall include Awards Day, Luau and Annual Membership Meeting, Pro-Am Pairs & Mentor-Mentee Championship, Holiday Party, and other games as desired. Unused Unit Game sanctions will be offered to the clubs.

499er GAMES

A 499er Game will be offered at all Pair Games (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.

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	3 Years
Bank Statements	3 Years
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Annual & Final Statements Relating to Certificates of Deposit	3 Years
Invoices, Receipts	2 Years
Unit Game Reports	1 Year
Sectional Tournament Reports	1 Year
Regional Tournament Reports	4 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 other open clubs.

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. Certificates may be printed from the ACBL website.

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 (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.

INVESTMENT OF UNIT FUNDS

Unit funds necessary for the activities of the Unit shall be maintained in a bank checking account. Surplus funds may be invested in mutual funds approved by the Board. The Treasurer shall report the status of such funds monthly to the Board.

