

# DISTRICT 17

# POLICIES



**This document supersedes all previous actions taken by the District 17 Board of Directors as reflected in the minutes of the board meetings**

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# District Board Meetings

## **Voting**

The District 17 National Board Representative serves *ex officio* with voting rights on all District 17 Board matters.

Results of email votes taken between official meetings will be reported at the beginning of the next board meeting.

## **Meeting Times**

Meeting times for future board meetings shall be set by the president at each preceding meeting, or as soon as possible.

## **Minutes**

Minutes of the Board meetings shall be posted on the D17 website after the board has approved the minutes.

## **Board Votes**

Email votes are permitted if all board members have been notified of an impending email vote. A simple majority vote constitutes approval. Email voting terminates when a majority is reached or after five days of the announcement of the vote, whichever comes first. Expiration of the voting period constitutes disapproval of the question.

## **Agenda Items**

Agenda items include, but are not limited to, general reports, officer reports, committee reports, new business, old business, and other business.

All matters to be discussed shall be submitted to the District 17 president and secretary for inclusion, at the president's discretion, on the agenda of the next regularly scheduled board meeting. Proposed agenda items shall be submitted to the president as soon as information is available, but no later than seven days prior to the meeting.

Late submissions may be submitted to the District 17 president and secretary as soon as possible. The president may add these late submissions to the agenda. If so, the president will announce their inclusion in the opening remarks.

## **Remuneration**

Remuneration to board members to assist in defraying the expense of attending an in-person board meeting shall be \$500.00.

## **Visitors**

D17 Board meetings are open to the public. Visitors are welcome except when the board is meeting in executive session. Visitors are not permitted to speak unless invited to and authorized by the president.

# Election of Board Members

(Refer to District 17 bylaws, Articles VI and VII for the complete election procedure)

## **Nomination/Election**

The election secretary conducts elections in accordance with the following:

### *June 1*

Determines whether incumbents plan to stand for reelection.

Prepares an announcement for publication in the D17 Bridge Buzz and the District 17 website, including information about incumbents' intentions, along with important dates and deadlines.

### *July 1*

Sends an email to relevant unit board presidents and secretaries to inform them that nominations, including self-nominations, are being sought for candidates to fill their board representative position. The email shall include information about the incumbents' intentions if known. The email also stipulates that unit presidents must inform their members of the election and seek nominations, including self-nominations.

Receives nominations and self-nominations from candidates via email or US mail.

Obtains brief biographical statements from candidates.

### *September 1*

Sends biographical information received from the candidates to all candidates.

Invites candidates to communicate with relevant board members about their candidacy.

Sends an email to relevant unit board presidents and secretaries to inform them who the candidates are. The email shall include biographical information about the candidates. The email also specifies that unit boards must conduct a vote before November 1st. It also informs unit board secretaries that they shall submit to the District 17 election secretary a vote count consisting of the number of votes for each candidate and the number of abstentions. The vote may be submitted via email or US mail.

If there is only one candidate, then no vote is held, and that candidate is elected by acclamation.

### *November 1*

Obtains the current member count for each unit from ACBL.

If the board position represents more than one unit, calculates the voting results by weighting the number of votes for each candidate proportionate to the number of members in each unit.

Sends the voting results to the District 17 board president.

### *November 8*

Informs the unit board presidents and secretaries, and the candidates, of the outcome of the election.

The same election protocol is followed to fill vacancies created by resignation of Directors.

### **Unit Representation and Terms of Office**

The following is subject to annual review to ensure consistent representation:

Terms expire December 31, 2023, and every three years following:

Mesa (Unit 351)

Southern New Mexico at large, El Paso (Units 159, 376, 380, 388)

Colorado at large, Wyoming (Units 359, 364, 421, 422)

Terms expire December 31, 2022, and every three years following

Las Vegas (Unit 373)

Arizona at large (Units 355, 358)

Tucson (Unit 356)

Terms expire December 31, 2021, and every three years following

Eastern Colorado (Units 360, 363, 367)

Phoenix (Unit 354)

Northern New Mexico (Units 374, 381, 383)

Denver (Unit 361)

## **Regional Bridge Tournaments**

(Refer to Appendices A and B for additional regional tournament policy)

### **Responsibility**

All tournaments will be conducted under the Regional Tournament Operations Guide (Appendix B). The unit/sponsor is responsible for complying with these terms.

### **Priority Dates**

When scheduling future tournaments units and District 17 will endeavor to determine dates of tournaments in nearby geographic areas to avoid negative impacts on District 17 tournament participation.

### **Budgets**

It is recommended that the host unit prepare regional tournament budget approximately one year in advance, using the form found on the District 17 website. Upon completion the budget the host unit must submit the budget documents to the District 17 treasurer. The treasurer will then submit the proposed budget to the Tournament Review Committee for perusal and approval.

### **Unit Free Plays**

Unit free plays are considered a tournament expense and shall be deducted from total expenditures before determining any surcharge owed to the district.

### **Hotel Rooms**

The District 17 president is reimbursed for room expense up to the standard advertised bridge

room rate, plus tax, for up to seven nights at District 17 regionals. The national board representative is reimbursed for room expense up to the standard advertised bridge room rate, plus tax, for up to four nights. However, no per diem or room reimbursement is provided for regionals where board meetings are not held.

Staff rooms for essential tournament personnel, including tournament chair, partnership chair, caddy master, and director in charge, are authorized as unit tournament expenses.

**Schedule of Events**

The sponsoring unit is required to submit a preliminary schedule at least nine months prior to the beginning of the tournament.

**Appointment of director in charge (DIC)**

The unit is responsible for selecting the DIC from the District 17 approved list.

**Smoking/Electronics/Fragrance Free**

District 17 follows policies established by ACBL.

**Caddy Fees**

District 17 follows policies established by ACBL.

**Concession Stands**

Arrangements with firms selling items are handled locally.

**Security**

Details of security issues and precautions should be handled by the tournament committee locally.

**Recorder**

The District 17 recorder or a qualified local designee should attend every regional. Free plays are provided for recorder services.

**Cash Shortages**

Cash shortages not to exceed \$100, may be reflected as a tournament expense.

**Unit/District Reception**

The District 17 / host unit evening reception is suspended. However, District 17 board meetings may include a meal.

**Bidding Boxes**

Bidding Boxes are required for all events. These are supplied by District 17.

**Daily Bulletins**

The regional tournament that is taking place must place an advertisement two days in the tournament's daily to publicize the next. District 17 regional. One of those ads must appear in the Friday or Saturday bulletin.

### **Game Starting Times**

Game starting times are established by the host unit based on prior experience and local conditions. Proposed starting times are subject to approval by the District 17 Tournament Committee.

### **I/N Reimbursement**

District 17 will reimburse host units up to \$1,000.00 for expenses related to the Intermediate-Newcomer (I/N) program.

### **Pre-Duplicated Boards**

District 17 owns enough boards, cards, bidding boxes, table mats, and round timers to supply any regional tournament. It also owns a dealing machine and a trailer for transporting supplies to and from the venue. Equipment and supplies are delivered to and from the tournament by the Tournament Supplies Committee Chair or his/her designee. Hotel costs for the board duplicating person are paid by District 17. Paid hotel stay begins the day before the first day of the tournament and ends the last day of the tournament. In cases where the travel time to and from the tournament is more than one day (currently only the Denver Rocky Mountain Regional) hotel costs are also paid for overnight stays at a location approximately halfway to the tournament venue.

To facilitate board duplication, the sponsoring unit is required to:

- Provide a secure workspace at the playing venue large enough to house 60 sets of 36 boards, 1,000 bidding boxes, several round timers, and a work area with sturdy tables for the dealing machine and boards.
- Make available a backup dealing machine, specifically a Playbridgedealer4 Dealing Machine serial number 4163 or higher.

The Tournament Supplies Committee Chair or his/her designee is responsible for maintaining equipment and supplies in good working order. This includes:

- Checking bidding boxes and bidding box cards. Replacing broken bidding boxes. Replacing damaged or dirty bidding box cards. Cleaning bidding boxes as required.
- Replacing damaged or dirty playing cards. Replacing damaged duplicate boards.
- Generating and labelling board sets per stipulations of the DIC.
- Cleaning and maintaining dealing machines owned by District 17. Arranging for professional servicing of dealing machine(s) on the recommending cycle (40,000 to 50,000 deals).
- Arranging for servicing of the trailer (packing bearings, adjusting brakes, maintaining tires, etc.).

### **Stratification**

Events shall be scored across the field. This includes regionals tournaments, GNT finals, and NAP finals.

The DIC will work with the tournament chair (TC) to obtain the fairest possible stratification. The DIC will make the final determination for both pair and team games.



The DIC will work with the TC in case it is necessary to adjust the schedule due to unexpected circumstances. The TC will have the final determination, but it is strongly advised to reach an agreement with the DIC.

Stratification limits may be adjusted up, but not down.

The strata are:

- Stratification and bracketing by average of pair or team masterpoints. Top brackets may be handicapped.
- Stratified Open Pairs (opposite Gold Rush Pairs): 0-1500/3000/3000+. Gold Rush Pairs: (no player over 750 masterpoints) 0-200/400/750. Gold points to Flight A (overalls; section tops). 199ers (no player over 200 masterpoints): 0-50/100/200 (may be varied at DIC's discretion).
- Sunday A/X/Y Swiss Teams 0-4000/6000/6000+. Sunday Bracketed Gold Teams (no player over 3000): 0-3000, Gold Points to top 3 or more teams in each bracket. All other stratified events 0-750/3000/3000+.

## Free Play Policy

Free plays for District 17 board members are limited to an average of 50 free plays per board member per year.

Four free plays are given to each Goodwill nominee.

The District 17 Recorder or his/her designee is entitled to 12 free plays.

The District 17 president may award 2 to 4 free plays to the disciplinary chair and to members of committees who make rulings on disciplinary matters. Any free plays provided to committee members should be signed by both the District 17 president and the individual using the free play.

The District 17 president may approve additional free plays. Any free plays provided to visiting ACBL officials should be signed by the D17 President as well as the free play user.

All free plays must be signed by the user of the free play.

Board members are eligible to use free plays during the calendar year in which they are serving as a board member. Any newly elected incoming board member is eligible to use that free plays effective January 1.

## Grand National Teams

### Directors

District 17 finals will use ACBL staff for game directors.

### Non-Payment of Fees

Clubs running GNT qualifying events shall not be granted current events if money is owed.

### District Finals

The GNT District Finals shall be held either at a site determined by the District 17 board, or online.

**Entry Fees**

Any teams entering the district final unopposed shall pay the entry fee in order to proceed to the national final.

**Compensation**

There will be no compensation for the District 17 GNT Coordinator unless the district finals are held at a regional in which there is no district board meeting.

**Subsidy**

The winning team in each flight of the district final will receive \$2,000.00 to be distributed among the team members to defray the expense of going to the NABC to compete in the national finals. This subsidy will not be paid until the teams have played or are playing in the national finals and will not be paid if the finals are held online.

**Additional Teams**

Flights B and C may send a second team to the national finals if eight teams are entered in each flight at the D17 finals.

**Unit Expense Reimbursement**

District 17 will reimburse host units \$600.00 for expenses incurred hosting the District 17 finals.

## North American Pairs

**District 17 Conditions of Contest**

To clarify District 17 options exercised, district Conditions of Contest shall be written to supplement the ACBL Conditions of Contest.

**Scheduling – District 17 Final**

The district final shall be conducted vertically rather than horizontally.

**Convention Chart**

ACBL convention chart policies are followed.

**District Finals Venue**

The NAP district finals will be held at the District 17 November Regional, or if not, at the latest Fall Regional.

**Unit Expense Reimbursement**

District 17 will reimburse host units \$600.00 for expenses incurred as a result of hosting the district finals.

## Unit Affiliations

**Changes of Residence and Unit Affiliation**

The District 17 transfer policy will be in accordance with ACBL policy.

**Current Policy**

If a member desires to be a member of a unit in which he/she does not reside, the member

must specifically make this request in writing or via email to the ACBL, stating the unit of preference and the reasons for the request. If the unit is not in district in which the person resides, both districts must approve transfer of membership to the other district.

### **Rationale**

To warrant consideration of membership transfer, a player should meet at least two of the following:

1. Plays at least once a month in a club within that unit.
2. Participates in sectionals or STaCs in that unit at least twice a year.
3. Attends the annual unit membership meeting.
4. Participates in unit special events.
5. Serves on the unit board or unit committees.
6. Serves on the district board or district committees.

### **Periodic Review**

Membership approval granted by a district in which the member does not reside may be reviewed by that district from time to time to assure the above criteria continue to justify non-residency membership.

Members who have multiple residences may choose to remain a permanent member of one of the units in which they reside.

## **Electronic Communication**

### **General**

The District 17 board is responsible for oversight of electronic marketing programs. These programs should be designed to inform all District 17 members about ACBL news, district news, tournaments, and special events.

Electronic communications that impact members come from multiple sources. Some recipients are likely to ignore emails and other communications if they are not used judiciously.

### **Procedures**

The District 17 Communications Chair should set the schedule, with board approval, for D17 Bridge Buzz. Buzz is currently published on the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> month. Other email communications should be scheduled so that they do not compete with the Buzz whenever possible.

Use of Pianola for District 17 special event email notifications may include, but are not limited to, Grand National Teams, North American Pairs, tournaments, and educational programs. The District 17 Pianola account may be used to target all members or subgroups of the membership.

Tournament chairs should work with their district representative to create the email and plan the timeline for the communication.

The district representative works with the Pianola administrator to approve the date of their mailing and to get it processed by Pianola.

**Access**

People with access to the Pianola account are the Communications Committee chair, the Pianola account administrator, the District 17 Treasurer, and the District 17 President.

The District 17 website is part of the electronic communications plan. It provides a comprehensive source of information about District 17.

**Privacy Policy**

Notice to members: "We collect your name and email address in order to send you our newsletter, surveys, marking or promotional materials, and other information that may be of interest to you. You may opt out of receiving the D17 newsletter and/or D17 emails generated through Pianola by following the 'unsubscribe' link."

**Eligible Events**

A calendar of Pianola emails and other communications from District 17 will be maintained by the Communications Committee chair or his/her designee. District 17 will fund the following emails:

- One Pianola email for each regional tournament
- One Pianola email for each I/N regional tournament
- One Pianola email for GNT
- One Pianola email for NAP

Sectional emails are sent by units. The Education Membership Building Committee and special projects may be approved for Pianola distribution may be approved by the District 17 board.

## Miscellaneous

**Policy Handbook**

The District 17 secretary shall update the policy manual as changes occur.

**Goodwill**

By May 1<sup>st</sup> each year, each District 17 board member and the national board representative may nominate one Goodwill Ambassador candidate to the Goodwill Committee. At the May or June District 17 board meeting each year the Goodwill Committee will present to the board the candidates for consideration and ratification.

All members of the Aileen Osofsky ACBL Goodwill Committee who are members of District 17 are members of the D17 Goodwill Committee.

District 17 Goodwill Ambassador recipients receive four plays for District 17 regional tournaments.

**Treasury Audit**

There shall be an annual audit of the District 17 financial records. The auditor shall be selected and approved by the District 17 board.

**Grants**

The District 17 grant program focuses on beginning bridge player education and membership

building. All units are eligible to apply for qualifying grants. The maximum grant award for a project is \$1,000. Grants are awarded in accordance with the annual approved budget.

A Grant Application Form should be completed and submitted to the Grant Committee chair, who then presents grant applications to the District 17 board for consideration.

The District 17 board endeavors to respond to grant applications as soon as possible. Decisions are communicated to applicants via email. The financial status of the applying unit will be taken into consideration as part of the decision-making process.

## Judiciary Committee / Conduct and Ethics

### Conduct and Ethics

The District Recorder receives all complaints and determines whether a complaint should become a charge. If so, the recorder sends the charge to the District 17 Disciplinary Committee chair to start proceedings, and, in the event of disciplinary action, notifies the national recorder. The District 17 Disciplinary Committee chair and the District 17 Appellate Committee chair select their respective committee members. They follow selection procedures that are approved by the District 17 board.

The District 17 Recorder or his/her designee should attend all D-17 regionals. If neither the recorder nor an appointee is available, the DIC becomes the recorder.

District 17 adheres to the ACBL Code of Disciplinary Regulations for all conduct and ethics matters.

### Procedures

In accordance with the ACBL Code of Disciplinary Regulations:

District 17 either maintains a Disciplinary Committee or establishes procedures to create such a committee when necessary.

District 17 either maintains an Appellate Disciplinary committee or establishes procedures to create such a committee when necessary. A member of the appellate committee may not be a member of the disciplinary committee.

The District 17 Board of Directors selects the disciplinary and appellate chairpersons.

The D-17 Disciplinary Committee chair acts only on charges brought to the committee by an ACBL or district recorder. A complaint requesting that charges be brought to the committee must be made in writing and submitted by a recorder. A complaint is the only mechanism for an official charge to be brought to the District 17 disciplinary committee.

Unless the complaint alleges cheating or an ethical violation (or the incident took place at a unit-sponsored club and/or during a unit or district-sponsored game), neither District 17 nor ACBL has jurisdiction at a club event.

Neither ACBL nor District 17 have any recourse regarding behavior at a club-sponsored game.

## ACBL National Board of Governors

District 17 elects three representatives to the ACBL Board of Governors. Each Board of Governors' representative is expected to attend (including electronically) meetings of that board. These meetings are normally held at NABC events, but can be called at other times as well.

The Board of Governors acts as a liaison between the district and its units and members, also interfaces with ACBL management and the ACBL Board of Directors. Each Board of Governors representative is expected to report to the district and its units on ACBL actions of importance, and to the extent practical, to report such actions to the members of the district. Each representative is also expected to address questions from ACBL members who are members of District 17 and to provide feedback from those members to ACBL management and the Board of Directors.

Board of Governors' representatives also serve on committees that advance the interests of the ACBL, and otherwise assist management and the ACBL Board of Directors.

Each elected representative from District 17 must be a member of a unit within the district. Terms of office are three years. Certain other members within District 17 may be Board of Governors' members by virtue of their former status as past ACBL presidents or Board of Governors' chairs.

If a vacancy occurs among District 17's seats before the expiration of a term, District 17 appoints a replacement to complete the term.

District 17 does not reimburse Board of Governors' representatives for expenses incurred in connection with their activities.

## Job Descriptions

### Board of Directors Members (Unit Representatives)

District 17 Board of Directors members are elected by their constituent units. They serve in accordance with Article V of the District 17 Bylaws.

District Representatives should review the following documents that can be found on the D17 website:

- Purpose and vision of the organization.

- Bylaws.

- Policy Manual.

- Board roster, committees, and special programs.

Board members are required to attend board meetings and must serve on at least one committee.

### President

The president presides at all meetings of the District 17 Board of Directors, supervises the affairs of the district, and performs other duties as needed. The president, with the advice and

consent of the Board appoints committee chairs and is authorized to fill board vacancies until an election can be held. In keeping with common practice of small non-profit boards, the president participates fully in board meetings and has voting rights.

Contracts are normally signed by the president but signing authority may be assigned to a board member.

### Vice President

In the absence or disability of the president, the vice president carries out all the duties of the president. The Vice President may also be assigned additional duties by the board of directors.

### Secretary

Prepares meeting agendas in consultation with the president.

Calls for documents from board members who will be presenting information at the ensuing meeting.

Formats documents received from board members for consistency and readability, converts them to PDF format, and distributes documents to board members via email, including minutes of the previous meeting.

Makes an audio recording of the meeting and prepares minutes.

Ensures that motions are stated clearly, and records motions as stated and/or clarified, including and name of the mover and the seconder.

Distributes minutes to board members and solicits additions, changes, and corrections.

Provides corrected and approved minutes to the webmaster for inclusion on the website.

Keeps the District 17 Bylaws and District 17 Policy Manual up to date.

Keeps copies of correspondence.

Distributes the Regional Tournament Plan for signature and files the completed document.

### Treasurer

Yearly duties:

*January:* Prepares and files Federal 1099 forms. Inputs approved budget using bookkeeping software.

*May:* File Federal taxes; arranged for audit of the District 17 book.

*November:* Prepare budget for approval at the ensuing board of directors' meeting.

*December:* Sends expense reimbursement form to board members; prepares annual budget for presentation at the ensuing board meeting.

Ongoing duties:

Reconciles bank and investment accounts.

Writes checks.

Prepares treasurer's reports for board meetings.

Updates the Regional Financial Reporting form.

Reviews contracts and regional budgets.

### **Election Secretary**

Carries out annual elections of board representatives in accordance with the procedures, policies, and deadlines stated in the Bylaws and Policy Manual.

Carries out annual elections of board officers (President, Vice President, Secretary, Treasurer, and Election Secretary) at the last meeting of the calendar year.

### **National Board of Directors Representative**

The National Director is elected for a three-year term by the Unit board members of District 17 to serve on the ACBL Board of Directors. The ACBL board is the league's legislative body with responsibility for establishing the regulations for tournaments, play, overall budget, and administration of the league. The responsibilities of this role include:

Acting as the information liaison between our District Board and the National Board.

Representing the interests of our district in the national arena.

Serving on the district board as an ex-officio member with full voting rights.

### **GNT Coordinator**

In consultation with board of directors, establishes the dates and location of the District 17 finals.

Submits a sanction application for the days of the District 17 finals.

Updates GNT Conditions of Contest by mid-August (GNT season starts on September 1st).

Submits Conditions of Contest for approval by the board of directors and arranges for posting on the District 17 website.

Prepares a promotional article for the District 17 Bridge Buzz newsletter. Sends pertinent information to each unit president and GNT coordinator.

Tracks sanction fees for the GNT Fund Raiser Games (\$3.00 per table to District 17) and the Club/Unit GNT Qualifying Games (\$4.00 per table to District 17).

Following the District 17 GNT Final, informs ACBL of the qualifying teams and the players who are going to represent District 17 at the Nationals.

Takes photographs of the winning teams and writes an article for the District 17 Bridge Buzz.

Notifies the District 17 treasurer of the players of the winning teams.

### **NAP Coordinator**

Edits Conditions of Contest and flyer for NAP entries District 17 website.

Receive lists of eligible qualifiers and submits them to the DIC for District 17 finals.

Receive lists of top finishers in each flight of the District 17 finals and submits them to ACBL for the national finals.



### Tournament Coordinator

Approves sanction requests received from units or sponsors desiring to host a tournament.  
 Endeavors to avoid having tournaments run simultaneously that are within a 250 mile radius.  
 Maintains a schedule of all approved tournaments for three years into the future.  
 Posts the schedule of tournaments in the calendar on the District 17 website.

### Regional Tournament Committee

Specifies the number of District 17 regional tournaments approved for each calendar year, applying the constraints imposed by ACBL.  
 Facilitates, reviews and approves tournament event schedules, budgets, and contracts, and flyers *before* a Regional Tournament Plan (RTP) is offered to the host unit.  
 Updates list of sponsoring units that regularly host District 17 regionals — currently, Albuquerque, Tucson, Denver, Phoenix, Las Vegas, and occasionally Taos.  
 Approves contracts with host venues before they are signed by the host unit.  
 Approves the budgets and schedule before the tournament is submitted to ACBL.  
 Endeavors to ensure consistency in rules of competition among District 17 regional tournaments.  
 Endeavors to ensure that sanctions for regional tournaments are awarded three years in advance per ACBL recommendation.  
 Informs the DIC of proposals and progress.  
 Once approved, instructs the District 17 secretary to forward the RTP to the host unit after the president has signed it. The host unit is given 30 days to sign the RTP.  
 The Regional Tournament Chair selects the Regional Tournament Committee members. The committee should consist of the treasurer, contract reviewer, tournament coordinator and tournament supplies chair, and may include one or more additional members.  
 Updates the Regional Training Plan (RTP) as needed.  
 Maintains and updates a list of approved Directors-In-Charge for D17 regional tournaments. and communicate this list to Tournament Chairs and District Representatives.

### Tournament Supplies

The Tournament Supplies Chair or his/her designee is responsible for delivering regional tournament supplies to each tournament.  
 Ensures that a backup dealing machine (Playbridgeddealer 4, serial number 4163 or higher) is provided by the host unit throughout the tournament.  
 Delivers tournament supplies, including bidding boxes, table cards, playing cards, round timing equipment, and dealing machine.  
 Unloads equipment and stores in the venue room provided by the host unit.  
 Returns and stores tournament equipment.  
 Inspects playing cards and bidding box cards, replacing items that are no longer serviceable.

Orders replacement playing cards, bidding box cards, boards, and bidding boxes as required  
 Maintains and stores the utility trailer in good working order (brakes, tires, bearings).  
 Works with District 17 treasurer to provide insurance coverage for the trailer.  
 Updates and maintains the computers that serve as round timers.

### Membership and Outreach

Sets annual goals for membership growth yearly.  
 Evaluates ACBL programs designed for the purpose of membership building and outreach and recommends how District 17 can use them.  
 Research and evaluate activities and programs for their efficacy in building membership.  
 Develops implementation plans, including proposed expenditures and budgets.  
 Evaluates implemented programs to determine their effectiveness and cost justification.

### Communication

The Communications Committee supports the internal and external communications priorities of the District. The committee

- Produces and disseminate a newsletter.
- Manages subscriber lists.
- Maintains a website.
- Manages social media platforms.
- Oversees District Pianola notifications.

### Goodwill

Informs the board members of their responsibility to nominate a member within their constituency for a Goodwill Ambassador award recognizing their contributions to bridge.  
 Informs board members of the deadlines for submitting nominating statements photographs of their nominees.

Nominators prepare a paragraph describing the qualifications and accomplishments of the nominee.

Nominators send their supporting information to the entire board. All board members are expected to review these submissions. If any board members knows of a reason why any nominee should not be considered, that board member is expected to communicate their objection to the president of the board — NOT to the entire board.

Ensures that nominees have not previously been awarded Goodwill Ambassador recognition and that nominees are members of ACBL in good standing.

Submits the list of nominees to the board for approval.

Submits the approved candidates' information to the webmaster for publication on the District 17 website.

Checks that the nominee is not already a member of the D17 Goodwill committee and that he/she is an ACBL member in good standing.

Prepares a package for each candidate containing a recognition letter, a lapel pin, and certificates for four free plays that can be used at District 17 regional tournaments. Packages are normally delivered to the nominator for subsequent presentation to the honoree, but can be mailed directly to the honoree.

### Charity

ACBL allocates funds for distribution to District 17 charities once every four years. The current allocation is \$30,000. Funds can be split among up to five recipients. Grants must be made to qualifying 501(c)3 organizations.

Informs board members that the funds are available and works with them to identify appropriate charity organizations in their constituent areas.

Verifies the 501(c)3 status of nominated organizations.

Select candidate organization to present to the board for review and approval.

Sends documentation to the ACBL Charity foundation for direct payment of funds.

Submits information to the webmaster for inclusion on the District 17 website.

### Education

The duties of the Education Committee are to:

Act as the education liaison to ACBL.

Act as the liaison to the All Western 0-99er Club and continue to evaluate the program to maintain the best benefits for D17 players.

Act as the liaison for Bridge In a Day (BIAD) programs within the district including maintaining the list of BIAD qualified teachers.

Evaluate all ACBL education programs and recommend how they can be implemented to benefit D17.

Provide collaborative opportunities for teachers and units in the District when appropriate  
Participate and evaluate all membership outreach programs with an education component to make sure quality standards are implemented.

Maintain the lists published on the D17 website to ensure accuracy of information. These lists include the D17 teachers, clubs and the calendar of education events.

## APPENDIX A – DISTRICT 17 REGIONAL TOURNAMENT APPLICATION

ACBL authorizes districts to operate regional tournaments. District 17 in turn authorizes sponsoring units to operate regional tournaments. Your unit or sponsoring organization is responsible for planning and executing your tournament. Contact information for the District 17 Tournament Coordinator, District 17 Treasurer, District 17 Contract Review Committee Chair, and District 17 Regional Tournament Committee Chair is available on the District 17 website. Visit [www.d17acbl.org](http://www.d17acbl.org) and click “For Regional Tournament Planners”. You must carry out all of the following steps:

- Step 1: Communicate with the District 17 Tournament Coordinator to establish dates for your tournament.
- Step 2: Obtain a sanction from ACBL by visiting the TourneyTrax link at [www.acbl.org](http://www.acbl.org). Your sanction must be obtained as soon as possible, preferably at least two years in advance of your tournament.
- Step 3a: Obtain a budget spreadsheet template from the District 17 Treasurer. The Treasurer is available to assist you in completing this document. Submit the completed budget estimate to the Treasurer for review. This must be done as soon as possible, preferably at least one year in advance of your tournament.
- Step 3b: Negotiate a contract with the hotel/venue. Contact the District 17 Contract Review Committee Chair for guidance and assistance with this process. Submit the completed contract to the Contract Review Committee Chair for approval by the Committee *before* the contract is signed. If you negotiate a multi-year contract that is approved by District 17, the other components (budget, schedule of events, and flyer) must still be approved annually.
- Step 4: In consultation with the District 17 Regional Tournament Committee Chair, select a Director-In-Charge (DIC) for your tournament. Approved DICs are listed on the District 17 website.
- Step 5: Develop a schedule of tournament events by date and time. Submit the schedule to the Regional Tournament Committee Chair and to the DIC as soon as possible, preferably at least nine months in advance of your tournament.
- Step 6: Develop a tournament flyer and submit it to the District 17 Regional Tournament Committee Chair for review and approval as soon as possible, preferably at least six months in advance of your tournament.

District 17 Regional Tournament requirements and guidelines are stipulated in the **District 17 Regional Tournament Operations Guide**. Be sure to adhere to these requirements and guidelines.

## APPENDIX B – DISTRICT 17 REGIONAL TOURNAMENT OPERATIONS GUIDE

### Goals and Objectives

- Regional tournaments are a vital component of competitive duplicate bridge. Players can test their skills by competing against fellow bridge players, earn gold, red, and black masterpoints, meet new people, make new friends, and enjoy the attractions of the host city. Tournaments provide an opportunity for players, especially newer players, to improve their skills by attending bridge lectures and by competing against more experienced players.
- Regional tournaments offer events that raise funds for charities.
- A program of events to support and encourage Intermediate/Newcomer (I/N) players is an integral and required component of regional tournaments.
- Game entry fees and hotel rates should be established that are attractive and affordable to players, but that will enable the tournament to operate in a financially responsible manner. Note that game entry fees for Youth and Junior players (under age 25) must be set at 50% of the regular ACBL member entry fees.
- All tournament officials, staff, caddies, and volunteers will endeavor to be friendly, helpful, and supportive.

### General Policies

- Tournaments operate in accordance with ACBL policies and regulations, including zero tolerance for inappropriate behavior.
- Tournaments are fragrance free.
- Smoking is prohibited, including electronic smoking devices, in and around the playing venue.
- Electronic devices, particularly cell phones, must be used in accordance with established ACBL policies.
- You will be coordinating with several members of the District 17 Board. You can find their contact information at [www.d17acbl.org](http://www.d17acbl.org).

### Operating Procedures

- Your tournament will not be authorized and approved unless and until all steps in the Regional Tournament Application have been executed and approved.
- Once your application and supporting documents have been approved by District 17 you will receive a formal offer to operate your tournament, signed by the District 17 Board of Directors President. Your unit president, tournament chair, and district representative must sign the offer and return it to the District 17 Secretary within 30 days of receipt. If the signed offer is not received within 30 days, the offer is withdrawn.
- When you have accepted the offer to operate a tournament, you must submit your tournament flyer to ACBL for posting on the ACBL tournament website within a reasonable timeframe to accommodate your advertising schedule. Do *not* submit your flyer to ACBL until it has been approved by the District 17 Regional Tournament Committee.
- Your tournament flyer must include the schedule of events (including NAP and/or GNT if applicable), hotel information, parking information, entry fees, stratifications, masterpoint limits, and names and email addresses of the Director-In-Charge, Tournament Chair, and Partnership Chair.
- Your unit has a representative to the District 17 Board of Directors. Representatives are listed on the District 17 website: [www.d17acbl.org](http://www.d17acbl.org). Your representative must be kept informed of the progress of your planning and be included as an advisor. Your representative is also your liaison to District 17.

## Stratifications

- The tournament Director-In-Charge (DIC) will communicate with your tournament chair to establish stratifications. The DIC has the final authority in setting stratifications for both pair games and team events. If a player or team is eligible to play in an event, then stratifications are done by the *average* of the players participating in the event.

## What You Provide

- A comfortable, climate-controlled, sufficient large, well-lighted, playing area.
- Clean and properly maintained restroom facilities.
- Tables, chairs, trash receptacles.
- Cards and boards for all *team* events.
- Staffed partnership desk.
- Staffed hospitality/information desk.
- Caddies to assist Tournament Directors and move boards in team events.
- Games supplies, including team game entry forms, private score sheets, SAYC convention cards, blank convention cards, pair game entries, team games entries, and team game result-report tickets.
- A daily bulletin listing the results of the prior day's events and other pertinent information. You are required to publish two announcements of the next upcoming District 17 Regional tournament in your daily bulletin. One of those announcements must be published on Friday or Saturday.
- A laser printer and paper, as specified by the DIC for printing of hand records by the DIC.
- A secure supply/work room for the Director-In-Charge. The room must be close to the playing area.
- A secure supply/work room for storing and preparing pre-duplicated pair game boards. The room must be well-lighted, have easily accessible electrical outlets, provide several worktables, and have sufficient space to store about eighty (80) boxes of equipment and supplies. The room must be close to the playing area.
- A separate secure room for supplies you provide (team game boards, replacement playing cards for team games as needed, etc).
- An area for guest speakers to present bridge lessons, equipped with flip charts, and including a PA system if necessary and appropriate.
- A PA system for announcements by the DIC and other tournament officials.
- Prominent and clear signage to direct players to the appropriate event locations (pair games, team games, GNT rooms, NAP rooms, restrooms, etc.)
- Additional and/or alternative round timers if requested by the DIC.
- You must be able to supply a backup dealing machine on short notice in case the District 17 machine fails. The backup machine must be a PlayBridgeDealer 4 machine, serial number 4163 or higher.

## What ACBL Provides (Note: ACBL will bill you for the following items):

- Tournament Directors, including a Director-In-Charge (DIC).
- Electronic deal files in .pbn format for board duplication.

What District 17 Provides (Note: These services are included in your D17 sanction fees):

- Up to 1,200 bidding boxes.
- Bridgemates.
- Pre-duplicated boards for all pair games.
- Three laptop-computer-based round timers mounted on stands.
- Table cards.
- One Pianola mass mailing for advertising purposes to people who are members of the district, or to all ACBL members within a 500-mile radius.

#### Additional Items You Must Provide

- If the District 17 Board of Directors is holding a board meeting at your tournament you must provide a meeting room at the venue for the board to hold its meeting. The room must be equipped with a conference table for at least 12 people.
- You may provide any prizes and gifts that your tournament may choose to award. Typically photographs of winners are taken and posted in the daily bulletin and/or on posters.
- You will provide volunteers to assist with unloading tournament supplies brought to the venue by District 17. You will provide volunteers to assist with packing and loading tournament supplies at the conclusion of the tournament. Caddies typically also assist with end-of-tournament packing.

#### Financial Information

- You are expected to earmark at least \$5.00 per table for hospitality items such as souvenirs, prizes, seminars, and other similar items.
- You will be charged sanction fees by ACBL and by District 17. The ACBL sanction fee is \$4.66 per table. The District 17 sanction fee is \$8.00 per table.
- You will be charged for the electronic deal files (.pbns), typically about \$100.
- District 17 will reimburse you \$1,000 for expenses related to your Intermediate/Newcomer (I/N) program. These funds will be reimbursed after you submit your final budget report (see below).
- Every regional tournament must include at least one charity game. District 17 will waive its sanction fee for that event, not to exceed the amount of your donation. The waiver is capped at \$500.
- If your tournament is the site of a GNT or NAP final District 17 will reimburse you \$600 for playing space, supplies, caddies, and hospitality for the event(s).
- You are responsible for absorbing the cost of any free plays or other incentives you may offer to your volunteers and support staff.
- On the last day of the tournament the DIC will give you a complete written accounting of tournament income, expenses, and proceeds.
- Be prepared to write a check for the amount you owe to ACBL at the conclusion of the tournament.
- You must submit a complete financial report regarding your tournament within sixty (60) days of its completion. Submit this to the District 17 Finance Committee Chair.

## Advertising and Publicity

- District 17's electronic newsletter, the *D17 Buzz*, and the D17 website, are the two mechanisms that District 17 uses to communicate with its constituents. The *Buzz* is published in January, March, May, July, September, and November. You are encouraged to submit articles and photographs for posting in these resources. Submit your materials to the District 17 Communications Committee Chair.
- You are encouraged to submit post-tournament human interest articles, including photographs, for posting on the website.
- District 17 will provide one email announcement via its Pianola account at no charge. It is suggested that you send the email announcement in a month that the *Buzz* is *not* published if possible.
- You may want to place an advertisement in the *ACBL Bulletin* at your expense, but District 17 does not require this.



APPENDIX C – GRANT REQUEST FORM

Please complete the following and return (via email) to Sharon Smith, [sharon@spatialsolutionsgroup.com](mailto:sharon@spatialsolutionsgroup.com). For Grant Program details visit: <https://conta.cc/3p6XveP>

Contact person: \_\_\_\_\_

ACBL number: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Unit number: \_\_\_\_\_

Unit president: \_\_\_\_\_

District representative: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure outcomes? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has the unit previously applied for a grant? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sign and date:

\_\_\_\_\_ Grant applicant Date: \_\_\_\_\_

\_\_\_\_\_ District 17 representative Date: \_\_\_\_\_

\_\_\_\_\_ Unit president Date: \_\_\_\_\_

## APPENDIX D – COMMUNICATIONS

### **District Newsletter - The BUZZ**

The District publishes a newsletter to promote regionals and sectionals held within the District, grassroots events, STaCs, NABCs and newcomer initiatives and report District news deemed of interest and importance to membership. It is produced bi-monthly in January, March, May, July, September and November.

The Newsletter is electronically disseminated to subscribers and to District Unit Web Masters and posted to the District website and to the District social media outlets.

The District newsletter does not accept advertising.

### **Website Administration & Maintenance**

Currently, a Website committee maintains content, ensures the quality of content, and administers the system and features of the site. In the future, a webmaster may be appointed to take over the following responsibilities as demands grow.

### **Duties and Responsibilities**

Updates content and photos in a timely manner.

Ensures accuracy and continuity.

Responds to inquiries.

Reviews analytics.

Monitors performance and report issues to the developer, GSM, for action.

Renews domain name.

Manages archiving.

Maintains Google account and Google content.

Administers Facebook.

Provides updates during designated D17 board meetings or as needed basis via email or Zoom.

GSM hosts the site, provides site maintenance and one hour of content updates for a monthly fee. Pages added to the site will be billed at a per page rate. Additions under the umbrella of functionality will be priced separately. These actions require board approval.