

DISTRICT 17

Policies & Procedures

Manual



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

February 2026

(Pending Board Approval at April 2026 Board Meeting)

Contents

District 17 Policies & Procedures Manual.....	4
District Board Meetings.....	4
Election of Board Members and Unit Representation	5
Regional Bridge Tournaments	6
Free Play Policy.....	8
Grand National Teams.....	8
North American Pairs	9
Sectional Tournament at Clubs.....	9
Unit Affiliations.....	10
Electronic Communication	10
Miscellaneous.....	11
Conduct and Ethics	12
ACBL Advisory Council	12
Appendix A – District 17 Officers and Committees	14
Appendix B -Job Descriptions	16
Board of Directors Members (Unit Representatives)	16
President.....	16
Vice President.....	16
Secretary.....	16
Treasurer	17
Election Secretary.....	17
National Board of Directors Representative.....	18
GNT Coordinator.....	18
NAP Coordinator.....	19
Tournament Coordinator.....	20
Regional Tournament Committee	20
Tournament Supplies Chair	20
Charity	22
Goodwill.....	22
Membership and Outreach	22

Education 23

Grant Coordinator 23

Communication 23

Appendix C – District 17 Regional Tournament Application..... 24

Appendix D – District 17 Regional Tournament Operations Guide 26

Appendix E– GNT Conditions of Contest 30

Appendix F – NAP Conditions of Contest..... 36

Appendix G– ACBL District 17 Communications Policy..... 39

Appendix H – Grant Request Form 45

District 17 Policies & Procedures Manual

The District 17 ByLaws provide the organizational structure for District 17. The Policies & Procedures manual documents the policies approved by the District 17 board. This document also provides the procedures to implement the policies. Supporting documents are included in the appendix and maintained on the District 17 website.

District Board Meetings

Voting

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. Historically, the D17 board has met three (3) times a year in person and additionally virtually as needed. Board Meeting agendas include future meeting locations, dates, and times.

Support documents distributed prior to meetings will normally be limited to the agenda, minutes of the last meeting, treasurer's report, and national board report. Additional documents may be distributed in advance if pertinent to an item on the agenda.

Minutes

The Secretary will distribute draft minutes to board members for review. Board members will have 7 days to review the draft minutes and propose corrections. Corrected minutes will be approved by the President and posted on the D17 website with a disclaimer that reads "subject to board approval." After minutes are approved at the next board meeting, the approved version with the words "subject to board approval" removed will be replaced on the D17 website.

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 ends 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.

In case of a tie, the National Board Representative vote will not be included. This is because the National Board Representative is the second vote from their units.

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. This amount will be increased to \$750.00 beginning January 1, 2026.

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 and Unit Representation

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

The election secretary conducts elections annually in accordance his or her job duties set forth in Appendix B. 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, 2026, and every three years following:

Mesa (Unit 351)

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

National Board Representative for Region 10

Terms expire December 31, 2027, and every three years following:

Phoenix, AZ (Unit 354)

Eastern Colorado (Units 360, 363)

Denver, CO (Unit 361)

New Mexico (Units 374, 376, 380, 381, 383, 388) and El Paso, TX (Unit 159)

Terms expire December 31, 2028, and every three years following:

Las Vegas (Unit 373)

Arizona at large (Units 355, 358)

Tucson, AZ (Unit 356)

Regional Bridge Tournaments

(Refer to Appendix 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. [Tournament documentation including the Tournament Application and plan are maintained on the D17 Website.](#)

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 its regional tournament budget approximately one year in advance, using the form found on the District 17 website. Upon completion of 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 the national board representative for regionals where board meetings are not held.

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 should be handled locally.

Security

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

locally.

Unit/District Reception

District 17 and/or host unit may schedule a reception for District and Unit Board members. District 17 board meetings may include a meal.

Hospitality Budget

District 17 approves funds in each annual budget for a social event at regionals where there is a District 17 Board meeting. This budget includes funds used for a reception or meals for board meetings.

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 in at least two daily tournament electronic bulletins 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 two days 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 PlayBridgeDealer 4 serial number 4163 or higher.

Free Play Policy

Free plays for District 17 board members are limited to an average of 50 free plays per board member per year. The Treasurer tracks free play usage.

Four free plays are given to each Goodwill nominee, financial audit volunteer and the district recorder.

The District 17 president may approve additional free plays.

Anyone who chairs an event or project for D17 and is not a member of the Board of Directors shall be allocated ten (10) free plays per year.

Two website assistants, marketing assistant, Pianola Chair, NAP coordinator, GNT chair and the StaC chair each receive ten (10) free plays per annum.

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 free plays effective January 1.

The D17 President and the D17 Secretary coordinate in January to ensure the free plays are distributed.

Grand National Teams

District 17 Conditions of Contest

To clarify District 17 options exercised, district GNT Conditions of Contest shall be approved by the board annually to supplement the ACBL Conditions of Contest. Current D17 GNT Conditions of contest will be posted to the D17 website.

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.

Subsidy

District 17 provides a stipend to defray the expense of going to the NABC to compete in the national finals. There are no subsidies given to the winners of the Championship flight. All stipends will be paid to the players after calculation of the money received in the grass roots and qualification games is completed.

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. The stipend for second place teams is 25% of the stipend allocated for first place teams.

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 NAP Conditions of Contest shall be approved by the board each year to supplement the ACBL Conditions of Contest. The D17 NAP Conditions of Contest will be posted to the D17 website.

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 a Fall District 17 Regional, or at a January or February Regional preceding the Spring NABC NAP Finals deadline.

Subsidy

First and second place pairs representing District 17 at the National NAP finals receive a stipend from ACBL. Currently in 2026 District 17 provides \$200 per pair for third place finalists and \$100 per pair for fourth place finalists participating in the National NAP finals.

Unit Expense Reimbursement

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

Sectional Tournaments at Clubs

District 17 Conditions of Contest

To clarify District 17 options exercised, district STaC Conditions of Contest shall be approved by the board each year to supplement the ACBL Conditions of Contest. [The D17 STaC calendar and Conditions of Contest are maintained on the D17 website.](#) In addition, the ACBL publishes game

instructions for each sanction. These are available for download by club managers that have registered for the event.

Scheduling – STaC

D17 will host the maximum number of district wide StaC tournaments a year including Royal STaCs allowed by ACBL. The StaC coordinator is responsible for scheduling and sanctioning StaC tournaments.

Convention Chart

ACBL convention chart policies are followed.

Marketing

The STaC tournaments will each have a flyer available for clubs. The StaC conditions of contest and flyers and schedule will be posted to the District 17 STaC page.

StaC Sanction fee

Clubs that have registered are automatically billed by ACBL. The table fee for all STaCs is \$7.50 per table. \$2.30 per table is returned as a lump sum to the sponsor of the STaC (the D17 STaC coordinator, D17 Treasurer and D17 President receive information from ACBL). Each club is billed for the games via the Live for Clubs upload process in the same way as it is billed for all its other games.

Unit Affiliations

Changes of Residence and Unit Affiliation

The District 17 transfer policy will be in accordance with ACBL policy. The Unit policy is documented in the ACBL codification, Chapter 1 - Membership, Section 3 - Unit Membership 3.1 through 3.2.4. [The ACBL Codification is located on the ACBL website under administration.](#)

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. Other email communications should be scheduled so that they do not compete with the Buzz whenever possible.

Use of 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 administrator to approve the date of their mailing and to get it processed by Pianola.

Privacy Policy

Notice to members: “We collect your name and email address in order to send you our newsletter, surveys, marketing 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 to D17 I/N players restricted to pianola rate
- One Pianola email for GNT
- One Pianola email for NAP

The Pianola rate is 1 cent per mailing.

District 17 does not pay for enhanced Pianolas that are currently three times the regular fee.

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

Pianola credits are purchased in bulk to qualify for discount pricing. Pianola credits should be reviewed by the Pianola administrator and treasurer and included in the treasurer reports.

Additional details on District 17 communications including the website and social media are in Appendix G.

Miscellaneous

Goodwill

By May 1st 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.

Bridgemate Rentals

Bridgemates owned by D17 can be rented with board approval.

The unit/club renting the bridgemates must pay \$1 dollar per table per session.

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 is currently suspended and under consideration by the Grant committee chair. Details of the past program are provided below.

The District 17 grant program historically focused on beginning bridge player education and membership building. All units are eligible to apply for qualifying grants. The prior maximum grant award for a project was \$1,000. Grants are awarded in accordance with the annual approved budget and the annually approved maximum grant award per project. The prior annual grant budget was \$3,000. The Grant Application and guidelines are posted to the D17 website.

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.

[Grant history and the application and details are on the D17 Website.](#)

Conduct and Ethics

The National Recorder serves as the primary resource for conduct and ethics matters. The D17 Board will provide resources to assist in D17 matters, if required.

For more information, refer to: <https://www.acbl.org/ethics/>

ACBL Advisory Council

The Role of the Advisory Council

The ACBL Advisory Council (AC), which was previously known as the Board of Governors, functions as a non-binding, consultative body offering advice to both the ACBL Board of Directors and the general membership.

Election and Tenure of Representatives

The election of these Representatives is conducted under the authority of the ACBL Director of Elections. Each District is entitled to have three Representatives serving on the AC. The actual election process is carried out by Unit boards located within the respective District. A mandatory eligibility requirement dictates that every Representative must maintain membership in a Unit situated within the District they represent for the entire duration of their term. Should a Representative position become vacant, the relevant District holds the authority to appoint a replacement who will serve out the remainder of the unexpired term. It should be noted that District 17 does not reimburse AC Representatives for any expenses they incur while carrying out their official duties.



APPENDIX A – DISTRICT 17 OFFICERS AND COMMITTEES

2026

Board of Directors:

Kitty Larson – Mesa, AZ Unit 351

Perry Van Hook – Phoenix, AZ - Unit 354

Steve Western – Arizona at large Unit 355

Jack Shoemaker – Tucson, AZ – Unit 356

Sharon Smith – Colorado At Large & Wyoming – Units 359, 364, 421, 422

Kay Brock – Eastern Colorado Units 360, 363

Jennifer O’Neill – Denver, CO Unit 361

Toby McEvoy – Las Vegas, NV – Unit 373

Dave Baglee – New Mexico and El Paso, TX – Units 159, 374, 376, 380, 381, 383, 388

Cindy Shoemaker – National Board of Directors Representative

Officers:

President – Sharon Smith

Vice President – Dave Baglee

Secretary – Kay Brock

Treasurer – Jennifer O’Neill

Elections Secretary - Kitty Larson

Committees and Coordinators

GNT Coordinator – Julie Clark

NAP Coordinator – Julie Clark

STaC Coordinator – Bonnie Bagley

Regional Tournament Chair – Dave Baglee

Regional Tournament Committee: Dave Baglee, Sharon Smith, Jennifer O’Neill, Kay Brock

Tournament Supplies Chair – Bill Phillips

Membership and Outreach -

Charity – Steve Western

Goodwill – Perry Van Hook

Grant Coordinator – Perry Van Hook

Communication Committee Chair – Sharon Smith

Communications Committee – Sharon Smith, Cindy Shoemaker, Julie Clark, Margaret Devere

Bridge Buzz Editor: Margaret Devere

Webmaster: Sharon Smith

Web Assistant – Kelly Wawrzynek

Social Media Manager: Sharon Smith

Pianola Coordinator: Julie Clark

Conduct and Ethics – Jeff Brown available if needed

Advisory Council – Lorraine O’Donnell, Kyle Rockoff, Ken Titow

Appendix B -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 nonprofit 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.

The District 17 President is authorized to spend up to \$250 per annum for discretionary expenditures.

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 the 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.

In conjunction with the president, distributes free plays in accordance with the D17 free play policy.

Treasurer

Yearly duties:

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

May: Files Federal taxes; arranges for audit of the District 17 book.

November: Prepares 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.

When bridgements are rented to clubs, the treasurer is responsible for ensuring the rental fee was paid.

Election Secretary

Carries out annual elections of board representatives in accordance with the following procedures:

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.

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

Provides an annual review at the first meeting of the year of the membership numbers represented by each board member. This provides the D17 board with data to evaluate current representation.

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 (except in the event of a tie).

GNT Coordinator

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

Updates GNT Conditions of Contest by mid-August for review and approval by the District 17 Board of Directors. This time frame may vary if the National Conditions of Contest are delayed

by the ACBL. Arranges for posting of the Conditions of Contest on the [District 17 website](#).

Submits the District 17 Conditions of Contest to the ACBL via tournaments@acbl.org. This generates a sanction for the event.

Prepares a promotional article for the District 17 Bridge Buzz newsletter. This may include a GNT flyer which should be posted on the District website.

Sends pertinent information to each District 17 Unit President and Club Manager.

Receives a list from ACBL of all GNT games held in District 17. Works closely with the D17 Treasurer to invoice the appropriate clubs and coordinate receipt of sanction fees.

Current sanction fees for District 17 (as of November 2025) are \$5.00/team.

Submits a list of the registered teams to the DIC prior to the District 17 finals. This list can be modified at the time of the finals, but providing it to the DIC facilitates a smoother start to the finals.

Arranges for 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.

Communicates with the winning teams and coordinates planning for participation in the National Finals.

NAP Coordinator

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

Updates the NAP Conditions of Contest for review and approval by the District 17 Board of Directors. This time frame may vary if the National Conditions of Contest are delayed by the ACBL. Arranges for posting of the approved Conditions of Contest and any promotional materials on the [District 17 website](#).

Submits the District 17 Conditions of Contest to the ACBL via tournaments@acbl.org. This generates a sanction for the event.

Prepares a promotional article for the District 17 Bridge Buzz newsletter. This may include an NAP flyer which should be posted on the District website.

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

Arranges for photographs of the winning pairs to be taken. Writes an article for the District 17 Bridge Buzz.

Contacts the winning pairs in each flight to determine whether or not they plan to participate in the National Finals. Submits a list of players participating in the National Finals to the ACBL.

Sends the 3rd and 4th place teams to the D17 treasurer for subsidies.

The subsidy checks will be distributed by either the NAP coordinator, the National Board Representative or the D17 president.

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.
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 in accordance with ACBL recommendations.
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 Coordinator 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 communicates this list to Tournament Chairs and District Representatives.

Tournament Supplies Chair

The Tournament Supplies Chair or his/her designee is responsible for delivering tournament supplies owned by District 17 to every District 17 Regional tournament. Additional details of the

supplies committee responsibilities include:

- Ensures that a backup dealing machine (Playbridgeddealer 4, serial number 4163 or higher) is made available by the host unit throughout the tournament.
- Duplicates boards for all pair game events using PBN files provided by the Director in Charge. Label board sets per stipulation of the DIC.
- Prints hand records for all pair game events using PDF files provided by the Director in Charge.
- Transports tournament supplies, including section markers, D17 posters and D17 tournament signage, bidding boxes, table markers, playing cards and boards, hand records, round timing equipment, dealing machine, Bridgemates, laser printer, dot matrix impact printer, and paper for the printers.
- Supervises the unloading of equipment and supplies and delivery of items to the tournament playing area and the Coordinator's workroom (provided by the host unit).
- Works with the tournament coordinator, director in charge, and caddy master to ensure that the director in charge, caddy master, and tournament coordinator have keys to the coordinator's workroom.
- At the end of the tournament, ensures that all equipment and supplies have been accounted for. This includes sorting and counting table markers to verify that 26 sets of 20 table markers have been retrieved and packed.
- Transports and stores tournament equipment in a safe and secure environment when not in use.
- Inspects Bridgemates, duplicate boards, playing cards, bidding boxes and bidding box cards, ordering and replacing items that are no longer serviceable. Cleans bidding boxes as required.
- Orders colored paper for hand records and toner cartridges for laser printer.
- Maintains the supplies utility trailer in good working order, including tires, brakes, wheel bearings, hitch and safety chains.
- Works with District 17 treasurer to provide insurance coverage for the trailer.
- Updates and maintains the computers that are used as round timers.
- Cleans and maintains dealing machines owned by District 17. Arranges for maintenance service on the dealing machine every 40,000 deals or three years, whichever comes first.

The Tournament Supplies Chair is reimbursed for lodging expenses, including lodging for two days prior to the start of the tournament. The Tournament Supplies Chair is also reimbursed for mileage at the prevailing federal government mileage rate. The Tournament Supplies Chair is reimbursed for expenses when receipts are submitted.

A checklist must be maintained for before and after each tournament to be sent in with expense report detailing supplies costs and conditions.

The Tournament Supplies Chair is responsible to tracking the rental and location of all

bridgemates.

Charity

The ACBL Charity Foundation allocates funds for distribution to District 17 charities on a rotational basis. The recent allocation was \$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.

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.

Nominators ensure that nominees have not previously been awarded D17 Goodwill Ambassador recognition in the last 10 years 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.

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.

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.

Education

The duties of the Education Committee are to:

Act as the education liaison to ACBL.

Act as the liaison for Bridge In a Day (BIAD) programs within the district including maintaining the list of BIAD qualified teachers. Ensure the annual contract is reviewed, approved and paid each Fall.

Collaborate with the liaison to the Jump Start Bridge program.

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.

Grant Coordinator

The D17 Grant Program is currently suspended. The Grant Coordinator will evaluate the program and make recommendations to the board.

Communication

The Communications Committee supports the internal and external communications priorities of the District. Full details of the Communications Policies and procedures are included in Appendix D.



APPENDIX C – 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 and District 17 Treasurer is available on the District 17 website. Visit 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. 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 Regional Tournament Coordinator for guidance and assistance with this process. Submit the completed contract to the District 17 Tournament Coordinator for approval by the Tournament 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 Tournament Coordinator 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 Tournament Coordinator 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 Tournament Coordinator 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 D – 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 and red 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.

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. 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 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 2025 ACBL sanction fee is \$5.50 per table. Check the fees schedule on the ACBL website for current fees.
- 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 Treasurer.

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 E— GNT CONDITIONS OF CONTEST

GRAND NATIONAL TEAMS 2025-2026 DISTRICT 17 CONDITIONS OF CONTEST

The Grand National Teams is a grass-roots competition where each District selects representatives to compete at the Summer North American Bridge Championship (NABC). The event begins with games in Clubs between September and February. These games are followed by a District-level competition to select players for the NABC.

The ACBL Grand National Teams Conditions of Contest may be found at <https://web2.acbl.org/documentLibrary/play/coc/gnt/GNT.pdf>. The District 17 Conditions of Contest is a supplement to the official ACBL Grand National Teams Conditions of Contest. In the event of any discrepancy, the ACBL's official document shall take precedence.

District 17 GNT Coordinator

Julie Clark
15389 E Iowa Place
Aurora, CO 80017
303-981-5230
Jclark9811@comcast.net

The D17 2025-2026 **Championship Flight GNT** finals are scheduled to be held **Saturday, April 4th and Sunday, April 6th (if needed) online on Bridge Base Online**. A team with any amount of masterpoints may enter and is encouraged to do so. However, if you win the Championship Flight, you and your team may not participate in any other Flight's final.

The D17 GNT Finals for **Flights A, B and C** are scheduled to be held at the Denver Rocky Mountain Regional **Saturday, May 23, 2026 and Sunday, May 24, 2026**.

The NABC Finals are scheduled to be held at the 2026 Summer Minnesota NABC on **Wednesday, July 8th through Sunday, July 12th**.

Eligibility:

Flight C: NLM with fewer than 750 masterpoints

Flight B: 0 – 3000 masterpoints

Flight A: 0 – 6000 masterpoints

Championship Flight: unlimited masterpoints

- Flight eligibility will be established by ACBL's September masterpoint cycle. This information was produced on August 6, 2025 in Horn Lake, MS
- Masterpoints won after this cycle will not impact flight eligibility for these events

- District Eligibility is based on residence as of September 1, 2025. Exceptions may be granted to those who are ineligible but meet the ACBL's guidelines for exceptions, including those for "snowbirds" and for players with multiple residences; anyone seeking such an exception must apply to the District 17 GNT Coordinator in advance, and may not participate beyond the club level unless such exception has already been granted.

Players including those from other districts or non-members may play at the club level. District 17 players may qualify at a club game not held within District 17. To play at the District 17 Finals, players must:

- Be members of the ACBL and in good standing
- Be members of District 17 or have received special permission

Teams may be composed of 4, 5 or 6 eligible players, and a team captain must be selected.

Club Level Qualifying

Clubs or Units may conduct Club Level Qualifying games. Each club/unit may hold up to two qualifying games for each of the club's scheduled weekly sessions. Players participating in the club level games (online or FTF) are eligible to participate in the District Finals. Clubs and units are not required to hold GNT qualifying games, but are strongly encouraged to do so. Club/unit level events must be held between September 1, 2025 and February 28, 2026.

Clubs and units have the following options for club level games:

- Stratified games
- Flighted games
- Games may be conducted as Swiss Team or Round Robin events
- Games may be held as one or two session events

The following apply to club level games:

- If the event is stratified, the Open Flight and Flight A are combined as one group for the purposes of scoring and awarding masterpoints
- If the event is flighted, and only one team is entered in any one flight, that team will be automatically qualified for the District Final. That team must pay the club qualifying fee, even though they will not have to play in that event to qualify
- Matched will be scored by Victory Points using a 20-point scale. Ties will not be broken. The district encourages clubs to use the Continuous Victory Point scale to lessen the likelihood of a tied match
- Online players with a robot partner will not qualify for the District 17 finals
- **All participants** will qualify for the District 17 finals
- ACBLscore will automatically assign the appropriate scoring and determine qualifiers. If a club or unit does not use ACBLscore, please contact your GNT Coordinator to obtain proper forms. Points awarded at the club level stage are half red and half black, at sectional rating

Sanction Fees for Club Qualifying Games

Sanction fees of \$5.00 per team per session are due to District 17. Club owners/managers/unit officials will establish their own entry fees.

- Club owners will receive an invoice from the GNT Coordinator after the qualifying period
- Checks will be sent to the D17 Treasurer, payable to District 17, or by Zelle (information will be provided on the invoice)
- ACBL Sanction Fees are \$2.40 per team, per session for each event

Play Requirements

For any overall award, a player must play at least 50% of the boards.

For the first-place award, a player must play at least 50% of the combined boards in the semifinal and final matches.

ACBL General Conditions of Contest shall apply to all play.

Conventions

The use of conventions is governed by the ACBL Convention Chart as follows:

Championship Flight – Open+ Chart

Flight A – Open Chart

Flight B – Basic+ Chart

Flight C - Basic+ Chart

Entry Fees

The entry fee for the Championship Flight is \$80.00 per team per session. The entry fee for Flights A, B and C is \$64.00 per team per session.

Pre-registration Required

Teams participating in the Championship Flight D17 GNT Final must pre-register no later than Monday, March 31, 2026. Late registrations may be sent to the GNT Coordinator and will be considered on a case-by-case basis.

Teams participating in the Flights A, B and C District 17 Finals must pre-register no later than Thursday, May 8th, 2026. Late registrations may be sent to the GNT Coordinator and will be considered on a case-by-case basis by the GNT Coordinator and the DIC.

Teams may be composed of any player eligible for the flight who is an ACBL member in good standing, a D17 member and has qualified.

In cases of dual residence, active military duty, school attendance or similar cases of extended temporary or permanent relocation, qualification in another district will be accepted upon approval of the GNT Coordinator.

The team captain of all the flights shall email the roster of the team to **Julie Clark**, jclark9811@comcast.net. All entries must included the following information for all team members:

- Name
- ACBL Number

A check for the first two sessions of play for the Championship Flight, which is **\$160.00**, and Flights A, B and C, which is **\$128.00**, payable to **District 17** shall be sent to **Jennifer O’Neill, D17 Treasurer, 30 Sommerset Circle, Greenwood Village, CO 80111** or remitted via **Zelle at**

ACBLd17@gmail.com. Payment can be accepted at the time of the event for those teams that were unable to submit payment in advance.

District Winners

The winning team of each flight is eligible to compete in the National Finals, which is scheduled to be held at the 2026 Minneapolis NABC on Wednesday, July 8th through Sunday, July 12th. Should the first-place team in any flight not elect to advance to the National Finals, the second-place team will be extended the invitation to participate. If at least eight teams compete in the B or C Flights, the second-place teams may also compete in the National Finals. The third and fourth place teams in Flights B and C may move up if the first and/or second-place team is unable to compete at the national level.

All teams advancing to the national level must contain at least two of the players who participated in the District Final.

Substitutions

During the District Finals, the GNT Coordinator or the DIC may approve an emergency substitute. Only one substitute per team is allowed and is not permitted if four or more team members are available.

The substitute must be:

- A D17 member in good standing
- Eligible to play in the flight in which the team is competing
- A substitute is not permitted for more than a 24-hour period or for more than 50% of the boards played, whichever is less
- No substitute is allowed when a team member is suspended or expelled

Replacements

The permanent replacement of a player is permitted only with the permission of the D17 GNT Coordinator. The replacement must be:

- A D17 member in good standing
- Eligible to play in the flight in which the team is competing
- Must not be eligible for further competition in another flight

Augmentation

Augmentation of a fifth or sixth player to a team after the completion of the District Final will be allowed provided:

- The D17 GNT Coordinator is notified and approves
- The player(s) are D17 members in good standing
- The player(s) to be added are eligible to play in the flight in which the team is competing

Ineligible Players and Disqualifications

An ineligible player is disqualified. The disqualified player's team will be disqualified unless the DIC determines the teammates were unaware of the deficiency of the disqualified member. Any team reduced to fewer than three original members due to disqualification of ineligible players

is disqualified. When a player's team is disqualified after the correction period, the disqualified team's position remains vacant. In ongoing events, teams move up one position.

Subsidies

District 17 provides a stipend to each first-place team in Flights A, B and C when the NABC Finals are conducted at the NABC (not online). The stipend will be based on the income District 17 receives from the grass roots and qualification games.

District 17 will provide a stipend to a second team in Flights B and C. The stipend will be one-fourth of the stipend provided to the first-place teams.

There are no subsidies given to the Championship winners.

All stipends will be paid to the players after calculation of the money received in the grass roots and qualification games is completed, which may be as late as September 2026.

Replacements, Substitutions, Ineligible Players and Disqualifications and Tie Breakers

Described in the ACBL Grand National Teams Conditions of Contest:

<https://web2.acbl.org/documentLibrary/play/coc/gnt/GNT.pdf>

Zero Tolerance

[The ACBL Policy on Zero Tolerance will be observed at all levels of the GNT competition:](https://www.acbl.org/conduct-and-ethics/zero-tolerance-policy/)

<https://www.acbl.org/conduct-and-ethics/zero-tolerance-policy/>

ACBL rules and regulations govern play at every level of the event and supersede District conditions in cases of conflict.

GNT District 17 Play for 2025 – 2026

All events will be Soloway-style with Swiss or Round Robin to determine a four-team knockout:

1. Round-Robin or Swiss Qualifying (2 sessions) depending on the number of teams registered. See below for details.
2. Knockout: Semi-Finals (1 session) then Finals (1 session)

The NABC Continuous 20 VP scale will be used.

Boards per KO session: Championship Flight – 26

Flight A – 26

Flight B – 24

Flight C – 24

If there is a tie after the Knockout match, a 4-board tie breaker will be held.

If there is a tie after a Swiss movement, head-to-head competition will be the first tie breaker. Netimps against common opponents will be the second tie breaker. A coin toss will be used as the third tie breaker.

There will be no carryover between stages.

Details depending on the number of teams registered:

One team: No entry fee will be paid, no masterpoints will be awarded. The team will be eligible to represent District 17 at the NABC Final.

Two teams: 48 – board match – 2 sessions; played in 4 segments.

Three teams: 3-way Round-Robin to eliminate one team (two 13 board matches); final: 26 boards, played in 2 segments. Flight B and C have the option to play two 12 board matches.

Four teams: 1 session Round-Robin to determine seeding positions (three 8 board matches). The #1 seed will choose their opponent for the semi-final, which consists of 15 boards. A 15 board final will be held.

Five teams: 2 session Round-Robin to determine 4 semi-finalists (four 12 board matches)

Six teams: 2 session Round-Robin to determine 4 semi-finalists (five 10 board matches scored as 11 board rounds to allow for segments in 2 halves)

Seven teams: 2 session Round-Robin to determine 4 semi-finalists (six 8 board matches)

Eight teams: 2 session Round-Robin to determine 4 semi-finalists (seven 7 board matches)

Nine teams: 2 session Round-Robin to determine 4 semi-finalists (eight 6 board matches)

Ten+ teams: 2 session qualifying Swiss to determine 4 semi-finalists (7 or 8 board matches)

The #1 team will choose their opponent for the semi-final from the third and fourth place teams. The 2nd place team has the option to be included in the pick.

The semi-final will be 26 board played in 2 segments. Finals will be 26 boards played in 2 segments. Flights B and C have the option to play 24 boards in 2 segments.



APPENDIX F – NAP CONDITIONS OF CONTEST

North American Pairs 2025-2026 DISTRICT 17 CONDITIONS OF CONTEST

Contact: Julie Clark
District 17 NAP Coordinator
15389 E Iowa Place
Aurora, CO 80017
303-981-5230
jclark9811@comcast.net

Reference

ACBL Conditions of Contest are part of the District 17 Conditions of Contest set forth below. To view ACBL Conditions of Contest, go to:

<https://web2.acbl.org/documentlibrary/play/NAP/CoC.pdf>

Club Level

Club qualifying games may be held both online and face-to-face in clubs in June, July and August. The games will begin June 1, 2025, and end August 31, 2025.

Club level qualification is earned as an individual and not as a partnership. Players may form new partnerships and play in the District 17 Finals. Players may play in as many qualifying games as they wish. **There are no Unit Finals in District 17.**

The Open Convention Chart applies to stratified games. Flighted games limited to B and C players must use the Basic+ Convention Chart. In the Championship Flight games that are flighted, the Open+ Convention Chart applies.

There is no District 17 sanction fee for NAP qualifying games. The ACBL table fee for club qualifying games is \$5.15 and it is billed directly to clubs via ACBL Live for Clubs.

Flight Eligibility

Clubs must run the games with the proper upper limits or the games will be illegally stratified. For NAP purposes, ACBL stratifies by player with the highest Masterpoints of the pair, and not by the average of the pair.

The stratifications are as follows:

Championship Flight: Open to any player

Flight A: less than 6000 masterpoints

Flight B: less than 3000 masterpoints

Flight C: Non-Life Masters with fewer than 750 masterpoints

All stratifications are determined by recorded masterpoints as of the June masterpoint cycle which runs on May 6, 2025. Points won after this cycle do not affect flight eligibility.

Any player who achieves qualification in any flight will also qualify in any lower flights for which they are eligible.

District Finals

The District 17 Finals will be held at the Albuquerque Regional in Albuquerque, New Mexico. The Flight A and Flight C two-session competition will be held Friday, January 16, 2026. The Championship Flight and Flight B two-session competition will be held Saturday, January 17, 2026. Each flight must have at least 5 pairs to be considered viable. If in Flights B and C between one and four pairs register to play, all such pairs will be considered qualified to play at the NABC upon payment of the district's entry fee.

All flights will follow a two-session playthrough format. Each flight will play at least 24 boards per session and not more than 30 boards per session. The Director in Charge will determine the exact number of boards based on each flight's table count.

The ACBL table fee at the district level is \$7.15. The entry fee will be the same as the entry fee for the Albuquerque tournament, which is \$15 per player per session.

The Basic+ Convention Chart applies to Flights B and C. The Open+ Convention Chart applies to the Championship Flight and Flight A.

Ties will be broken following the procedure outlined below:

- **Considering only boards played in common:** A pair receives one point for each board on which they outscore the other tied pair(s), and one-half point for each tied board. Additionally, on boards not played in common, a pair receives one point for a score above average and one-half point for a score of average.
- **If the above does not break the tie, or in cases where the pairs played no boards in common:** Compare matchpoints on all boards against the average. Award a pair one point for each score above average and one-half point for each score of average.

National Finals

The top three pairs in the Championship Flight and Flight A of the District Finals, and the top four pairs in Flights B and C of the District Finals will be eligible to play in the National Finals held in conjunction with the 2026 Spring NABC, St. Louis, MO.

The National Finals for the Championship Flight and Flight A will be held Wednesday and Thursday, February 25 and 26, 2026. The National Finals for Flights B and C will be held Saturday and Sunday, March 7 and 8, 2026.

Subsidies

The ACBL waives all entry fees for the NAP finals.

The ACBL pays a stipend of \$700 to the first-place pair and a \$300 stipend to the second-place pair in each flight to offset the cost of travel to the NABC. District 17 provides a stipend of \$200 to the third-place pairs. The district pays a stipend of \$100 to the fourth-place pairs in Flights B and C.

If a qualifying pair chooses not to participate in the National Finals, the invitation and any travel subsidy will be extended to the next ranked qualifiers.

Any player participating in NAP events must be dues-paying or service-fee paid ACBL member prior to playing in any level of this event except club qualifiers.



APPENDIX G– ACBL DISTRICT 17 COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

District 17 (D17) may use personal information to contact members through newsletters, surveys, marketing or promotional materials and other information that may be of interest to members. Any recipient may opt out of receiving the D17 newsletter generated through Pianola via the unsubscribe links.

Contact the Communications Chair, Sharon Smith at Sharon@SteamboatBridge.com with questions or concerns.

The opt out policy can be accessed by clicking “Privacy” located in the footer of the D17 website D17ACBL.org.

COMMUNICATIONS COMMITTEE

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

The Committee will:

1. Produce and disseminate a newsletter.
2. Manage subscriber lists.
3. Manage social media platforms.
4. Oversee District Pianola communications.
5. Maintain a website.

Composition:

The Committee consists of the Communications Committee Chair and three additional members.

The committee works each person responsible for content including:

Bridge Buzz Editor: Produces and disseminates the Bridge Buzz newsletter.

Bridge Buzz Editor: Manages subscriber lists.

Webmaster: Maintains a website.

Social Media Manager: Manages social media platforms & posts the Buzz and other current events and news.

Pianola Coordinator: Oversees District Pianola notifications.

Region 10 Director: Provides National news for Region 10 and supplies the ACBL board with Region 10 news and tournament details.

DISTRICT NEWSLETTER

The District will publish a newsletter to promote its regionals and sectionals, grass roots events, STaCs and NABCs held within its boundaries. District election news, grant and educational opportunities, recognition of goodwill ambassadors, new life masters, Mini-McKenney and Ace of Clubs (F2F and virtual) winners, and news deemed of interest and importance to membership will be reported. The newsletter does not include advertising.

The newsletter, the *D17 Bridge Buzz*, is produced bi-monthly in January, March, May, July, September and November.

It is electronically disseminated to subscribers and to District Unit Web Masters for requested posting. It is posted to the District website and to the District social media outlet.

Articles and photos of digital quality must be submitted to the editor by the 15th of the month prior to the publication date.

Article content may be lightly edited for spelling, grammar, punctuation, consistency with other content, variety, etc. Significant changes to content will be coordinated with the article author.

Priority will be given to immediately upcoming events.

Most regionals will be featured in the two prior issues of the Buzz. If a regional falls in the first two weeks of the bimonthly period, or if there are special circumstances such as a change in date or location, it may be featured in the three prior issues. All articles will provide the facts: Dates, location, flyer, hotel. The presentation and pitch will be different in each article.

When District 17 is hosting a National tournament (NABC), articles will be included in each Buzz starting 2 years prior to the NABC. Articles leading up to the NABC may include requests for volunteers, volunteer recognition, 'Name a Game' submissions and I/N participation. The NABC Communications Chair provides the content. The Buzz editor will coordinate with the NABC communications chair for recommended content changes.

The following people are always solicited for content:

- D17 board members
- NAP coordinator
- GNT coordinator
- STaC coordinator
- Tournament coordinator
- National Board Member
- All regional tournament chairs for regionals occurring in the timeframe of the next two or three Buzz issues
- NABC communications chair for any National hosted in D17 in the next 2 years.

Photo criteria:

- File size – less than 1 MB
- File type: .jpg, .png or .gif
- Head shots should be somewhat square

SUBSCRIBER LISTS

D17 membership rosters, segmented lists of membership and lists of club managers and teachers within the District are periodically requested and received with permission from ACBL. A list of subscribers to the District newsletter, who may not be ACBL members or members of D17, is maintained. Those who have unsubscribed to the District newsletter are periodically sent emails inviting reinstatement.

SOCIAL MEDIA ADMINISTRATOR

The D17 Social Media Administrator coordinates with the District Board Liaison to post content to the District's social media platforms, currently Facebook.

Administrator: Sharon Smith
Board Liaison: Sharon Smith.

PIANOLA COMMUNICATIONS

D17 maintains a Pianola account to support the communications efforts of D17 Units that host regionals, and to promote D17 grass roots events, STaCs and membership/educational initiatives.

NABCs held within the District will be supported; however, the District will not incur the cost.

One free email communication for full regionals shall be sent to ACBL members who reside within a 500-mile radius of the tournament locations.

One free email communication for I/N regionals shall be sent to D17 members who are non-life masters with 750 masterpoints or less. All or specific Units may be selected to receive the communication.

One Pianola email for GNT
One Pianola email for NAP

Procedures:

Tournament Chairs shall work with the D17 Pianola Coordinator to create the email communications and shall copy the Communications Chair on all correspondence.

The Pianola Coordinator shall receive: A PDF of the ACBL approved tournament flyer, highlights of the event, room reservation links and deadlines and contact emails. An email delivery date shall be specified.

The Pianola Coordinator will create the communications, send the communications to the Tournament Chair(s) for approval and disseminate the communications based on the specified agreed upon delivery dates.

A Pianola calendar will be maintained.

The District Treasurer will be alerted when Pianola credits need to be purchased to ensure that

the account is maintained and that the appropriate number of emails are purchased at the most economical cost.

Additional requests to send communications using D17 Pianola credits must be approved by the District Board.

The Communications Chair, the Pianola Account Administrator, the District Treasurer and the District President will have access to the Pianola account.

WEBSITE COMMITTEE

The Website Committee maintains content, ensures the quality of content and administers the system and features of the site.

Composition:

The Website Committee consists of the D17 President, Communications Chair, Tournament Chair, Education Chair and the Webmaster.

Duties and Responsibilities:

- Update content and photos in a timely manner.
- Ensure accuracy and continuity.
- Respond to inquiries.
- Review analytics.
- Monitor performance and report issues to the developer, GSM, for action.
- Renew domain name and SSL certificate.
- Manage archiving

Access:

The Website Committee and GSM have sole access to the website. Each Committee member has volunteered to maintain a particular area or areas within the site. Committee members have been trained by GSM to perform basic content, calendar and photo updates. Training has been provided free of charge.

Per Board approval, GSM hosts the site, provides site maintenance and one hour of content updates for a monthly fee of \$50. Pages added to the site will be billed at a per page rate of \$60. Additions under the umbrella of functionality will be priced separately.

Point of Contact:

D17 Board members should not contact the developer. Questions and requests that require structural/functionality changes to the website should be directed to the Website Committee Chair and the Committee should be copied.

Board Participation:

The Website Committee welcomes Board suggestions regarding content, layout, structural and/or program modifications/enhancements. The Website Committee will review suggestions on a

periodic basis. Structural and layout changes will be presented to the Board for discussion and approval.

The Board is encouraged to check the website for grammatical errors or content inaccuracies and to notify the Communications Chair for correction.

Photos:

All Board members shall seek digital quality bridge-related photos with captions and email the photos to the Website Assistant while copying the Communications Chair. Tournament Banners must be high quality and approved by the Tournament chair. The National Director may have requirements necessary for marketing by ACBL.

Calendar:

The Tournament Coordinator maintains a Google Calendar with Tournament events. The education Coordinator maintains education events.

Data Retention and Archive:

The past D17 website (2010 - 2020) is backed up and stored on a Google Drive server. This includes educational materials and digital editions of the *Scorecard*.

Photos will be removed when appropriate and stored if deemed necessary.

The D17 webmaster maintains digital copies of the source files in a Google Drive archive. When pdf's are provided by committee chairs, the original editable document should be provided to the webmaster for the archive.

The current website and content sources include:

- Home Page
 - Regional and NABC Banners – National Board Representative
 - News
 - Inspiration Posts
 - Buzz Link – Buzz Editor
 - Page Links
- About Page
 - ByLaws – Secretary
 - Policy Manual - Secretary
 - D17 minutes: 2020 to present. - Secretary
 - Documents
 - Board of Directors subpage
 - Committees subpage
 - Grant Program subpage – Grant Chair
- Tournament Page
 - Regionals
 - ACBL online events
 - Sectionals including STaCs – StaC Coordinator
 - NABCs – NABC Communications Chair
 - North American Pairs – NAP Coordinator
 - Grand National Teams – GNT Coordinator
- Races Page

- Mini-McKinley
 - Ace of Clubs
- News Page
 - Buzz Newsletter Archive
 - Region 10 Director Updates – National Board Representative
- Learn Page
 - Educational News – Education Chair
 - Find a Club
 - Find a Teacher
 - Find a Class
- Recognition Page
 - Rank Advancements & new Life Masters (March 2021 to present)
 - Charitable Donations
 - District 17 Goodwill Ambassadors
 - National Goodwill Ambassadors



APPENDIX H – GRANT REQUEST FORM

Please complete the following and return (via email) to [Sharon Smith](#).

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: _____