

**MINNESOTA GOPHER UNIT 103
POLICIES**

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POLICY SECTIONS

1.00 PAYMENTS/NON PAYMENTS TO INDIVIDUALS

1.01 DISTRICT 14 MEETINGS

A flat rate of \$75 to be paid according to IRS regulations, for not more than three designated representatives plus the President of the District if he/she is from Unit 103; no payment will be made if the meeting is held at the Gopher Regional.

1.02 UNIT 103 BOARD MEETINGS

Unit pays \$35 to each Board member or individual representing a Board member for each board meeting or special meeting attended. This accumulated payment will be made after the last scheduled Board meeting each year.

1.03 EXECUTIVE SECRETARY

Executive Secretary is paid \$20.00 per hour for work delegated by the Unit Board members for ongoing Unit business. Submit timecard to Unit 103 President each quarter for approval.

1.04 ACBL BOARD OF GOVERNORS

Unit 103 board members shall not be compensated for service on the ACBL Board of Governors.

1.05 BLOG MASTER - MINNESOTA BRIDGE BLOG

The Blog Master of the Minnesota Blog receives a stipend as determined by the Board, which is shared equally with Unit 178.

1.06 UNIT PRESIDENT

President of the Unit receives two free hotel rooms for two Unit 103 Twin Cities Sectionals and three free hotel rooms for the Minnesota Regional when sponsored by Unit 178 or when a comp room is not offered by the hotel when the Gopher Regional is sponsored by Unit 103.

1.07 POSTAGE AND OTHER EXPENSES

Postage, envelopes, copying and other office expenses incurred by Board Members in regard to Unit 103 will be paid. Purchases should be made at Office Depot.

1.08 TOURNAMENT CHAIRPERSONS

Reimburse for two nights lodging if a complimentary room is not made available and it is necessary to stay overnight. Charge as a Tournament expense and include in the budget.

1.09 FINANCIAL ADVISOR

Financial Advisor will be paid \$20 per hour. Submit time card to Unit 103 President for approval each quarter.

1.10 AUDIT

Board members participating in Unit audits shall receive a \$50 honorarium. Compensation for non-board members shall be determined by the Executive Committee.

1.11 EDUCATION LIAISON

Education liaison person is reimbursed for mileage and miscellaneous expenses.

2.00 TROPHY INFORMATION

2.01 MINI-McKENNEY & ACE OF CLUBS

- (a) Ace of Clubs and Mini-McKenney recipients will be honored at an awards ceremony. If possible, awards will be delivered personally by a Unit board member. An expenditure not exceeding \$1,000 is authorized for the awards ceremony. If necessary, expenditures over \$1,000 may be approved by the Executive Committee.
- (b) A report containing information about attendance, income, and expenditures shall be provided to the Board.

3.00 FINANCES NOT RELATING TO TOURNAMENTS

3.01 INVESTMENTS

The Executive Committee approves the amount of money and the duration of CD investments.

3.02 CHECK APPROVAL

Checks over \$150 require the approval of the Board president.

3.03 TAX-EXEMPT NUMBER

Unit 103 does not qualify for a tax-exempt number.

3.04 LEGAL FORMS

- (a) The Unit Treasurer/Financial Advisor files IRS forms by May 15th.
- (b) The Certificate of Incorporation with the State of Minnesota to be renewed by the end of each year by a designated Board Member.

3.05 AUDIT

- (a) An audit of Unit 103 financial records including tournament receipts and expenses will be completed when requested by the Board.
- (b) Board members participating in an audit shall receive a \$50 honorarium. Compensation for non-Board members shall be determined by the Executive Committee.

3.06 PAYMENT OF BILLS

- (a) Extraordinary bills need approval of the Unit President.
- (b) A bill receipt, or other documentation, to be presented to Treasurer/Financial Advisor for payment of all expenses.

3.07 CARD TABLE STORAGE

- (a) Unit 103 & 178 card tables will be stored in an enclosed trailer.
- (b) All expenses of storage and maintenance of trailer and card tables will be shared equally by Units 103 and 178.

3.08 BRIDGE EDUCATION AND INSTRUCTIONS

- (a) Any sanctioned Unit 103 Club can apply for assistance from the Unit. All applications should be submitted to the Unit President for approval. The following are items that the are currently authorize:
 - I. Up to \$500 per year for bridge instructions. The application should be given to the President for approval. It should include documentation such as purchase receipts of teaching materials or a class syllabus.
 - II. Reimbursement to clubs for advertising costs not covered by the ACBL Cooperative Advertising Program up to a maximum of \$500.
 - III. Free tuition for any students taking a beginning bridge class at a sanctioned club taught by an ACBL Certified Instructor. The Unit will reimburse the club for the lesson fees that would normally be paid by students but were not paid by students.
- (b) Unit 103 members who complete an ACBL or ABTA certification the TAP program will be eligible to be reimbursed 40% of the class cost or 20% for each class attended up to a maximum of three classes
- (c) Information about sources of funding for bridge education (including Unit 103's) shall be distributed annually to all sanctioned clubs in Unit 103. Board members shall provide information to the Executive Secretary who will e-mail relevant contact information to sanctioned clubs.

4.00 BOARD OF DIRECTORS

4.01 ELECTION PROCEDURES

- (a) Notification of impending Board vacancies shall be given to Clubs in the appropriate geographic area by letter or e-mail and provided to the MN Bridge Blog.
- (b) Candidates may be nominated by clubs, board members, or by filing a written notice to the Board of their candidacy.
- (c) If more than one candidate is nominated or applies, the Board will, by majority vote, elect the board member. If the candidates include an incumbent board member, the incumbent cannot vote.

4.02 SPECIAL RULE OF ORDER

The vote required to amend a motion, policy, or appointment previously adopted or to rescind an item is a majority vote of those present and voting at any Board meeting.

4.03 ELECTRONIC VOTING

Voting on issues where a decision is required before the next scheduled board meeting will be permitted by e-mail. To be considered, votes must be received within 5 days of notification by the Secretary or President. A majority of the votes received will be required to approve. The electronic vote must be ratified at the next regular Board Meeting or the e-mail vote is invalid.

5.00 MINNESOTA BRIDGE BLOG

5.01 MINNESOTA BRIDGE BLOG

- (a) Website is created and maintained by the Blog Master. Site address is:
bit.ly/minnesotabridge
- (b) ACBL sanctioned events and club news submitted to the Blog Master will be included on the websites at no cost. Other bridge related news may be included on the website at the discretion of the Blog Master.
- (d) Advertising may be permitted if approved by Units 103 and 178.

6.00 CORRESPONDENCE

6.01 LETTERS OR E-MAIL

All correspondence shall be dated and signed.

6.02 MINUTES

- (a) Board Secretary shall send Board meeting "Agenda" to the Minnesota Bridge Blog (MBB) prior to meeting date.
- (b) Board Secretary to send approved minutes from each Board meeting to the MBB within two weeks of the meeting.

7.00 UNIT CHAMPIONSHIPS

7.01 UNIT CHAMPIONSHIPS

Clubs may schedule and conduct Unit championships in accordance with ACBL policies and regulations. All expenses incurred shall be the Club's responsibility.

8.00 SECTIONAL TOURNAMENTS

8.01 SEEDING

Tournament Directors will do Seeding as needed.

- (a) When pair/team games are on the schedule, the director, to the best of their ability, will match "A" pairs with "C" pairs and "B" pairs with "B" pairs (helping to equalize the field). In addition, if there is a pairs/team game in the open section and a non-life master section is run at the same time, both sections should be run as pairs/team

8.02 SMOKING

All tournaments will be nonsmoking in that no smoking is allowed in the playing area or the entrance to the playing area. The regulations of the playing site will be observed.

8.03 ENTRY FEES

Entry fees for major events should be set at a minimum of \$10.00.

8.04 TOURNAMENT SITE

The tournament site is to be determined by the Tournament Chairperson and specified in the budget.

8.05 FREE PLAYS

Free plays and half table fill-ins will be determined by Tournament Chairperson and provided for in Budget.

8.06 ADVERTISING

The expense for and method of determining advertising for the tournament shall be the decision of the Tournament Chairperson.

8.07 HOSPITALITY IN PLAYING AREA

- (a) Food in the tournament playing area shall be the decision of the Tournament Chairperson and shall be provided for in the budget and comply with regulations of tournament site.
- (b) Leftover food shall be disposed of in a manner as determined by the Tournament Chairperson.
- (c) No liquor stock will be allowed in the playing area at any Unit 103 sponsored tournament.

8.08 HOSPITALITY IN HOSPITALITY ROOM

- (a) Food in the hospitality room shall be the decision of the Tournament Chairperson and shall be provided for in the budget.

- (b) Leftover opened food shall be disposed of in a manner as determined by the Tournament Chairperson.
- (c) Leftover unopened food shall be returned for credit or sold, if possible.

8.09 DIRECTORS

Directors are appointed by the ACBL. Requests may be submitted.

8.10 AUTUMN HARVEST TOURNAMENT

- (a) Unit 103 has agreed not to hold the "Autumn Harvest Tournament" in 2015. Unit 178 has agreed not to hold the "Minnesota State Sectional" in 2016. The intent of this agreement is to provide only one sectional tournament during October-November in the Metro area.
- (b) This agreement may be extended to subsequent biannual periods by mutual agreement of Units 103 and 178.

8.11 ZERO TOLERANCE

The ACBL Zero Tolerance policy is adopted for all sectional tournaments.

8.12 HAND RECORDS/RECAPS

All Unit 103 sponsored sectionals should have hand records and hand recaps.

8.13 AUDIO NOTIFICATION

Audio notification by pagers and cell phones are not to be used in the playing area. Director is responsible for any penalties.

8.14 BIDDING BOX RENTAL OWNED BY UNIT 103

All special requests will be charged \$50 for bidding box rental for tournaments outside of Units 103 or 178. Request submitted to Unit 103 President.

8.15 TOURNAMENT SANCTIONS HOLDING CLUB GAMES

- (a) Tournament sanctions will be contingent on the requesting club NOT holding either in-person or online games during any Unit 103 sectional that is held within 50 miles of that club.
- (b) Clubs may not hold either in-person or online games during any Unit 103 sectional that is held within 50 miles of that club.

8.16 TOURNAMENT BUDGET AND FINAL REPORT

- (a) If Unit 103 is liable for payment of any tournament expenses, a budget must be provided to the Tournament Coordinator a minimum of 30 days prior to incurring any expense. The Unit President shall be notified if the budget submitted is not acceptable.
- (b) A new Tournament Chairman may request the assistance of the Tournament Coordinator to develop the budget.
- (c) A Chairperson for an Open Sectional Tournament may charge for a game to be named in honor of a living or deceased bridge player. The price for naming the game should be communicated to the tournament coordinator prior to public announcement. All income from naming games is considered income for that tournament and may be used for any authorized purpose associated with that tournament.
- (d) The final tournament financial report should be submitted to the Tournament Coordinator.
- (e) If a local sponsor requests, 30 days prior to tournament, to be financially responsible for a Unit 103 sanctioned tournament, bearing losses or keeping the profits (Unit 103 is not liable for payment of any tournament expenses), a final tournament financial report should still be submitted to the Tournament Coordinator. A local sponsor may appeal to Unit 103 post-tournament for financial assistance in the event of extenuating circumstances (such as weather-related issues, etc.)

9.00 REGIONAL TOURNAMENTS

9.01 BOOK SUPPLIERS AND OTHER VENDORS

Book suppliers and other vendors will be allowed to bid on the book concession at the Unit 103 Gopher Regional. Approval will be by the tournament chairman and the playing site management.

9.02 SMOKING

Smoking is not allowed.

9.03 ENTRY FEES

For major events, the entry fee is set by the Tournament Chairperson. Student discount is set by the Tournament Chairperson.

9.04 AGREEMENT FOR SHARED REGIONAL TOURNAMENTS

- (a) Units 103 and 178 agree to share responsibilities for tournaments in 2008 and 2009. Profits or losses will be shared equally. This agreement is conditional and is dependent on mutual agreement concerning tournament location, chairperson, budget and scheduled dates.
- (b) The chairperson shall have the authority to enter into necessary agreements for conduct of the tournament and to make all necessary decisions except those listed in paragraph one; however, the tournament must comply with established policies and procedures for tournaments in both Units 103 and 178.
- (c) Primary source of Unit funding for tournament expenses shall be Unit 103 in even numbered years and Unit 178 in odd numbered years. Unit treasurers may, by mutual agreement, make such arrangements as they deem necessary to facilitate the chairperson's need for funds.

9.05 UNIT 103 REGIONAL TOURNAMENTS

- (a) A Chairperson for a Regional or Intermediate Novice Regional Tournament must comply with established policies and procedures.
- (b) Unit 103 is liable for payment of any tournament expenses. Budget must be provided to the Tournament Coordinator a minimum of 30 days prior to incurring any expense.
- (c) The Chairperson shall have the authority to enter into necessary agreements/decisions with approval of the Unit 103 Tournament Coordinator regarding any necessary contracts.
- (d) Advertising will be a tournament expense by Unit 103.
- (e) A Chairperson for a Regional or Intermediate Novice Regional Tournament may charge for a game to be named in honor of a living or deceased bridge player. The price for naming a game should be communicated to the tournament coordinator prior to public announcement. All income from naming games is considered income for that tournament and may be used for any authorized purpose associated with that tournament.

10.00 PRESIDENTIAL APPOINTMENTS

10.01 WHEN MADE

President appointments are made at the first regular scheduled Board meeting of the year and each appointment requires majority approval by the Board per the bylaws.

10.02 DURATION OF APPOINTMENT

All appointed positions are for one year and starts immediately.

10.03 APPOINTED POSITIONS

Current appointed positions may include but are not limited to:

- (a) Executive Secretary
- (b) Tournament Coordinator and sanction coordination
- (c) NAP Chairperson
- (d) Grand National Teams Chairperson

- (e) Public Relations Chairperson
- (f) Awards Party Chairperson
- (g) Audit Chairperson
- (h) Financial Advisor
- (i) Joint Check Signers
- (j) Property

10.04 NON-VOTING MEMBERS

The President may appoint to the board someone who brings special talent, ability, and/or knowledge not otherwise available. This person shall have all the rights and privileges as the voting members except the right to vote. They shall have the right to participate in the discussion of all motions. Compensation for attending board meetings shall be the same as that for voting members

11.00 UNIT FINANCIAL SUPPORT FOR GRAND NATIONAL TEAMS AND NORTH AMERICAN PAIR FINALISTS

11.0.1 GNT Finalist Support

Unit financial support for Unit 103 members representing the District in the GNT finals at a National shall be \$200, provided the member was part of the original team that qualified at the District finals. This amount will be awarded directly to individual members(s) after competing in the national event.

- a) Treasurer shall make out checks to each qualified individual and forward them to the Executive Secretary.
- b) The Executive Secretary shall issue a congratulatory letter on behalf of the GNT Coordinator or Unit President, as appropriate, to accompany the check.
- c) The award letter and check shall be presented to each individual in an appropriate and timely manner or else immediately mailed to the individual member.

11.0.2 NAP Finalist Support

Unit financial support for Unit 103 members representing the District in the NAP finals at a National shall be \$200. This amount will be awarded directly to individual members(s) after completing in the national event.

- a) Treasurer shall make out checks to each qualified individual and forward them to the Executive Secretary.
- b) The Executive Secretary shall issue a congratulatory letter on behalf of the NAP Coordinator or Unit President to accompany the check.
- c) The award letter and check shall be presented to each individual in an appropriate and timely manner or else immediately mailed to the individual member.

12.00 BOARD NORMS

Unit 103 Board of Directors - Norms *Adopted May 26, 2022*

Learning Environment.

We are a team of learners. We are willing to embrace new skills and approaches, while keeping the best of the past. We help one another to see possibilities – to stretch and grow. When mistakes are made, we learn from them. Board meetings provide a “safe place” to ask questions of each other, to plan the means to accomplish our priorities, and develop supports for Unit 103 Clubs and players.

Trustworthy.

We respect and hold regard for one another and one another’s roles. We are forgiving of each other and give each other the benefit of the doubt. We develop and exhibit a high level of trust. We are transparent – What we say to one, we say to all. Within the bounds of personal ethics, once a decision is made the whole team supports it publicly.

Accountable.

We hold high expectations for each other's areas of responsibility, while recognizing we are all volunteers. We communicate with each other about our plans. We show commitment to our common priorities. We talk through both our successes and errors. We welcome feedback, and it must be given and received in a respectful, direct way.

Focused on the Benefit of All Unit 103 Bridge Players.

We consider players from across the whole Unit in our Board and Club decisions. We focus on the growth all Bridge players' abilities, especially new and advancing players.

Fun-Loving.

We look for opportunities to use humor in our work together and across the great game of Bridge.

Revised May 25, 2023

Revised April 21, 2023

Revised January 17, 2023

Revised 5/26/22

APPENDICES

1.0 Philosophy statement – Pair/Team games (8.01)

Pairs/team Games

A pairs/team game is a pair event, run with full tables, which allows the event to be scored additionally as a team event. The pairs starting at North/South and East/West are considered a team for a separate section that the director sets up for scoring purposes. The players play as regular pairs, and the results will be based on their scores against other pairs playing in their direction. At the same time, the director gets results from team matchups based on Board-a-Match scoring, where the result is either a win, a loss, or a tie based on the score when each N/S and E/W pair play their opposite number's "teammates".

This is popular with players because there are two chances to win master points, and it requires no additional costs or strategy considerations on their part. Players can play their regular game with their partners. Those pairs that score well in the pair event will be awarded accordingly. Should their "teammates" also score well, it may turn out that the team score will give them a higher master point award. Each pair will receive the **higher of the results, not both**, so the master points can be spread throughout the field. This means that you may have only moderate results in the pairs contest, yet still score well if your teammates turn in a good round.

Unit 103 endorses the principles behind the pair/team format but wishes to address two issues that have been raised throughout the years of its use.

The first issue to address is the issue of **fairness**. It will be Unit 103 policy that when setting up the "teams" at the start of a session, the director, to the best of their ability, will match 'A' pairs with 'C' pairs and 'B' pairs with 'B' pairs. If an 'A' pair are going to do well in pairs, they will receive the appropriate reward in the scoring. Whatever the 'C' pair does in pairs play will not diminish the pair score of their 'A' teammates. Combining 'B' pairs as teams will help to equalize the team field. The addition of the team scoring is a bonus awarded by the game format. Any masterpoints won as a team will be through the combination of each pairs contribution.

As an additional issue of fairness, it will be Unit 103 policy that when there is a pairs/team open section and a non life master section is run at the same time, both sections should be run as pairs/team. There is no good

reason to exclude lower ranked players from the opportunity to earn extra points through the pair/team format, and an additional reason why we should introduce NLM's to these games.

A second issue to address with regards to the pair/team format is **education**. Opportunities to learn about team play are frequently absent for newer players. Declining entry for 'C' teams in the Grand National Team trials are the result. The pair/team format is a perfect opportunity to introduce newer players into the team experience. To utilize this opportunity to the fullest Unit 103 strongly encourages the following:

Before the start of a pairs/team session, someone on the tournament committee (or any experienced player) gives an explanation about the pair/team format and how the team scoring will be effected. There can be a written explanation to hand out to the newer players, but a short verbal presentation should also take place.

After the session is complete, the players should meet at their home table to compare scores. This is where our stronger players can help out the newcomers by answering any questions that may come up, or offer advice about any tricky deals they experienced. This does not need to be a lengthy discussion, but we strongly encourage that both parties take the time to compare scores. The team score is a bonus, and the players involved should be willing to commit to a few minutes of their time to educate and encourage our newer players towards team play.

This format requires extra work from the director to set up the two sections for scoring purposes. It also requires full tables in order to function properly, so the tournament partnership chair needs to have people on standby as possible fill-ins for all sections involved. When all conditions are met, we should see satisfied players at the end of each session, and that will be the mark of a successful tournament event.