

Unit 550 Policy & Procedure Section

Policies describe significant decisions the Board of Directors have made via a motion and vote. The date provides the meeting date when the decision was made, e.g. [January, 2010].

Procedures describe the how and when (if appropriate) of key activities that the Board is responsible for implementing. The role descriptions of the Board positions found elsewhere in the *Handbook* identify who is responsible for ensuring the activity is implemented successfully and within the defined timeframe.

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Policies

Organization

Number of Directors

Fixed at nine. [December, 2007]

Committees

299er Coordinator

The 299er Coordinator position is folded into the Education Liaison position. [November, 2009]

Term Limits

[Discussed in 2011; no policy adopted.]

Executive Meetings

The President or a Director may call for a meeting which is restricted solely to members of the Board of Directors, e.g., when personnel issues need to be discussed. The protocol was discussed at the April, 2008 meeting. Meetings of public benefit corporations, which Unit 550 is, are not subject to California's Open Meetings law. Therefore, our belief is that the Board may have closed meetings.

Voting by email

[Discussed in 2011; no policy adopted beyond that stated in the *Bylaws*.]

Agenda Items

[Discussed in 2011; no policy adopted beyond that stated in the *Bylaws*.]

IT & Web

Providing Player Contact Information

The mission of Unit 550 which relates to “promoting the game of bridge” can only be fully successful if the Unit is able to communicate with new or re-entering players. To accomplish this, Unit 550 needs to maintain updated database of people interested in bridge. Club Owners, Club Managers and Instructors can help by providing the Unit Webmaster contact information regarding their players and/or students.

To ensure Unit 550 has continuing visibility to all players and to promote games, workshops, classes, and other bridge related events unit wide, the Unit 550 Board of Directors requests the following assistance:

1. Club Owners and Managers provide the names of players for each of their sanctioned games. This can be done easily by providing an ACBLscore LRECA (option 8) report electronically to the Unit Webmaster.
2. Instructors provide the initial roster, preferably in electronic format, to the Unit Webmaster containing the names, ACBL numbers (if an ACBL member) and email addresses (if available) of students attending their classes and updates if a new student joins the class.
3. Club Owners, Club Managers and Instructors who maintain their own website include a link to the Unit's website on their home page in a relatively conspicuous location and font. For an example, see the Unit website's link to existing clubs operating in Unit 550.
4. Club Owners, Club Managers and Instructors help promote and support Unit Games and Sectionals by:
 - i. Posting flyers at their location for at least one month prior to the event when provided by the Unit for Sectionals or Unit Games.
 - ii. Providing a link to the Sectional section of the Unit's website for two months prior to the event, if maintaining their own website.
 - iii. Not running a game or class during Sectional weekends or during a Unit Game, except as approved in advance by the Unit Board.

Those Club Owners, Club Managers and Instructors who support the Unit's mission as outlined above will continue to have access to certain benefits the Unit provides, specifically:

- i. Use of the Unit database for mass emails.
- ii. Club listing and News articles on the Unit website.
- iii. Upcoming classes and workshops included in the "Weekly Results" email.
- iv. Link(s) to their club from the Unit website.
- v. Instructor and class listings on the Unit website.
- vi. Co-op advertising re-imbusement.

Concerns about the privacy of the provided player information when added to the Unit 550 database are addressed by the security of the database and the existing Unit 550 Database policy below. [April, 2012]

Unit 550 Database

The Unit 550 Webmaster will maintain a database of people playing within Unit 550. These may or may not be ACBL members. The database will be used for mass emails related to Unit 550 activities, for player lookup, for an online directory and other purposes directly related to the mission of Unit

550. The database and the personal information it contains will not be accessible except for the specific purposes listed in this policy. The database has multiple layers of security and only the Unit Webmaster has access to the database.

The system provides for a member “opting out” of being listed in an online query or receiving emails or news from the Unit.

Mass emails

The Unit Board may authorize the Webmaster to send bridge related emails to members or a set of members. The Unit Board may authorize and optionally charge others for use of the email list if the purpose complies with the mission of the Unit. The charge is \$.05 per email. [March, 2010; replaces policy adopted in May, 2008]

Dealer4 Usage

See attached.

Unit Website

The Unit website, www.santacruzbridge.org, is maintained for Unit 550 by 49Software.com under contract, *Website Development and Hosting Agreement*, dated April 23, 2010. The programs and scripts, which implement the calendar, posting of results, the Hall of Fame and other applications, are copyright of 49Software.com. [March & April, 2010]

All club owners’ content is treated equally on the Unit website. [April, 2010]

Minutes

The Board *Minutes* for a month are posted on the Unit Bulletin Board and to the web (Unit 550 Info) within one week after approval by the Board at the meeting which follows the subject month.

Annual Report

The *Annual Report* is posted on the Unit Bulletin Board and on the Unit’s website. [April, 2010]

News

The Unit Board of Directors controls the content listed in the *News* section of the website.

Calendar

The SCBC (SCBA) calendar is printed by the SCBA directors/owners; the Unit Calendar is available online and may be printed by anyone wanting a hardcopy. Directions for printing are available online. [April, 2010]

The original implementation of the website did not allow for multiple, simultaneous sessions to be listed on the online calendar. This limitation extends to game results as well. The estimate is that 100 to 300 hours of programming and testing work would be required to fix this limitation. [March, 2010]

The solution to handle multiple, simultaneous games was to create a separate Unit 550 website which will hold only Unit 550 information; bridge clubs within Unit 550 must create, implement and maintain their own websites to hold their calendars and game results.

As of August 15, 2011, two enhancements were made to the calendar: (1) Allow classes to be displayed on the calendar; (2) allow Unit and Club games to be displayed simultaneously on the calendar. See Calendar Updates procedure for details. [August, 2011]

Lessons

The Unit website provides a summary page of lessons offered within Unit 550. Detailed information on the lessons and classes must be placed on each Club's own website. [March, 2010]

Directory

The Unit provides an online capability to query for a member's contact information. The system allows using either first or last names.

Welcome Letter

New members of Unit 550, including those who are transferring from another Unit, receive a Welcome Letter signed by the Unit President. [April, 2009]

Newsletter

The written Newsletter has been suspended. The *News* section of the website is more effective in getting timely information to the members. [February, 2008]

Forum articles

[There has been discussion regarding the content of *Forum* articles; no policy adopted.]

Backup computer

The backup computer, generously donated by Roxanne Vatuone, is for use at Sectional tournaments hosted by Unit 550. It may also be temporarily used by SCBA Club Owners if their computer crashes.

Unit Games & Sectionals

Directors' Fee

Beginning in January, 2012, the Unit Board has adopted a new policy for paying directors:

- 1) Play and direct. 15% of the \$7 table fees collected plus playing the game at no charge.
- 2) Direct only. \$70 and \$10 additional if the director makes up the boards.

For a full explanation of issues associated with playing directors, see the [Using Playing Directors](#) document under the Unit 550 Info section of the website.

If there is an additional section, the director is paid an additional \$15.

Board Preparation

The Unit pays the Director \$10 for preparing boards using the Dealer4. Interested BOD members are encouraged to learn how to use the Dealer4 and software so that the Unit does not have to pay this fee. [Discussed at several meetings during 2010 and 2011]

Free Plays

Pairs who earn a 70% or better score in Unit Games receive a coupon each for a free play at the future Unit Game. Pairs with fewer than 500 masterpoints held by each player receive a free play each for achieving a 60% or better score in a Unit Game. If the under 500 masterpoint pair achieves a 70% score, they receive only one free play each, not one for each category.

Sectional Sponsorships

Individual game memorials are \$100 and corporate sponsorships are \$150. (The individual game sponsorships were initially \$250/game.) [June, 2010]

Sectional Game Fees

Increased to \$10 for ACBL members and \$11 for non-ACBL members. [June, 2009]

ACBL Communications

In and Out Report

This monthly report from the ACBL contains confidential information regarding Unit 550 members such as complete addresses and dues status. The report is distributed only to the Unit President and Membership Chair. A full ACBLscore database restore, which can be periodically requested from the ACBL will be the source for updates to the SCBA computer. The Unit 550 Database will be updated from the *In and Out Report*. [January, 2009]

The information regarding new rank attainment is extracted by the Membership Chair and sent to those Club Owners who have requested this information.

Recognition:

Dolores Abrams Game

Fees and Food

The game fee will be the standard game fee. [July, 2009] Cake and champagne will be served during the break. [September, 2010]

Eligibility and Participation

For a pair to be eligible for listing on either Dolores Abrams plaques, each player must be a member of Unit 550 and the ACBL. The pair with the highest percentage is the winner and listed on the plaque. [February, 2008 & July, 2011] Starting in 2011, a separate award and plaque recognizes the 299er pair with the highest percentage. [July, 2011]

Participation in this event is open. If a team wins the event but does not meet the criteria above, the next team which does meet the criteria is the team listed on the plaque. [2010 and March, 2008]

Life Master Plaques

A person's names is permanently added to the Life Master plaque when a Life Master transfers into Unit 550 or an existing member becomes a Life Master. [May, 2010]

ACBL Charity

The overall winner of the August Unit Game may designate a charity of their choice, when District 21 or the ACBL supports a donation in the winner's name. [August, 2007]

Financial:

Accounting and Cash Flow

The Unit accounting is on a cash basis with a physical year calendar. The treasurer prepares a zero balance budget for the year by using income from the investment accounts (4% withdrawal rate based on average account balance of last 12 quarters.) Any potential surpluses should be shown in the "member benefits" category. One exception: An annual deficit from the previous year shall require a corresponding surplus to be budgeted the following year, otherwise the Unit risks depleting the investment account. [February, 2011]

Quicken

The Unit Treasurer will use Quicken for managing the Unit's accounts and producing reports. [July, 2008]

Expense Sharing Agreement (ESA)

Set \$1830.67 as the amount the SCBA will pay to Unit 550 for the fixed costs of the SCBC lease. This amount is due by the 5th of the month. [July, 2007]

1099s

The Board follows California and IRS requirements for issuing 1099s. [May, 2011]

Signature Authority

The Unit President and Treasurer have full signature authority for all banking and investment accounts of the Unit. An Assistant Unit Treasurer, if someone is so identified by the Board, has the same signature authority. [June, 2009]

Vanguard and Union Bank Online Access

Endowment Investment

The endowment investment goal and policy is specified in the *Financial Committee Recommendations* (v1.1) and modified from time to time by the Financial Committee, with approval from the Unit Board. The investment policy adopted has a long time horizon philosophy and is expected to remain in essentially the same ratios for five years.

Money Market

The Treasurer is authorized to transfer funds if Vanguard Money Market Fund account goes below the minimum. [May, 2010]

Soda Sales

Unit 550 purchased the refrigerator from Charlie Pender in 2009 for \$60. [November, 2009]

The price of sodas is \$1 and water is \$0.50. Ken Llacera is in charge of re-stocking. [August, 2009]

DSL

Of the ongoing monthly expense for the phone line the Unit pays \$20, Club Owners pay balance. [April, 2009] At a subsequent date, there was a decision to upgrade to a faster DSL service and this increases the Unit's portion of the phone bill to \$35.

Marketing:

Free Plays

The Unit suspended providing free plays to new members. [February, 2008]

Coop-Advertising

To help promote the ACBL and duplicate bridge, Unit 550 will partially reimburse teachers' advertising expenses for beginner bridge lessons, newcomer programs, social bridge recruitment events, and ACBL member recruitment. **To be eligible for a Unit payment, the ads must approved for reimbursement under the ACBL Cooperative Advertising Program (CAP).** Payments to teachers shall be **12.5 percent of eligible advertising expenses, with a maximum of \$ 50 per class.** Each teacher may receive Unit payments for **no more than two classes per year.** The Unit reserves the right to modify or cancel the program without notice at any time. [June, 2011]

The above policy replaces the policy adopted in January, 2009, not to provide funds for advertising of classes by Club Owners or Instructors.

Bridge Classes and Workshops

The Unit Board refers requests for instruction and classes to current instructors conducting classes. [May, 2010]

Facility (SCBC):

Usage

Outside groups (non-bridge & fund-raising)

The SCBC may be used for fund-raising events sponsored by the Unit. Other uses require insurance by the party, Unit Board approval and generally not encouraged. No fee is established at this time. [August, 2011]

Lessons

See the ESA for the current fee for conducting bridge classes and lessons in the facility.

Parking

The parking spaces are reserved for those participating in bridge or Unit 550 activities at the SCBC. [March, 2008]

Commercial Sales

There are to be no commercial sales or soliciting at the Santa Cruz Bridge Center which are not directly associated with a class/instruction or a sanctioned bridge game within Unit 550. Commercial advertising is limited to the Community Bulletin Board. [July 2011]

Bulletin Boards

The Board decided that a written policy for posting on the Community Bulletin Board needs to be made. It will contain such things as how long something be posted and as to size and who can post on the bulletin board. [March, 2010]

Community Bulletin Board

Flyers, commercial ads by Unit 550 members or friends of members and other information about games and lessons may be posted on the Community Bulletin Board. [January, 2009]

The Community Bulletin Board will be maintained by [???]. A person wishing to post information must provide it to a Board member, who will date it, post it on the board and remove it after one month. [July 2011]

Slow Play

Although this issue has been discussed by several Boards, only conduct of Unit Games is within the purview of the Board. The Club Owners exclusively control their games. [October, 2006 and the ESA]

Fragrance and Smoking

Members voluntarily refrain from wearing scents such as cologne, perfume or after shave in consideration of fellow bridge players who suffer from asthma and other health conditions that can be aggravated by pungent fragrances. Signs will be posted to this effect. [June, 2009]

Unit Board Set Checkout

Ken Llacera is in charge of checking out old boards belonging to the Unit, to interested parties, until further notice. [December, 2010]

Unit File Cabinet

Pantry Room Shelves

Cell Phone

[There have been discussions on cell phone policy but none has been determined. Part of the issue is that Club Owners are independent and may set their own rules.]

Procedures

Amendments to Bylaws

[The process to updating the physical Bylaws and maintaining the current copy needs to be specified.]

Board of Directors Election

[There needs to be a list of each Director and their term of office.] After the election is certified, the current Secretary will update the list of Board of Directors and Committee Chairs. The updated list is provided to the Webmaster for updating the website and to the ACBL, which has an online form for this purpose.

Board of Directors Handbook

At the beginning of each year, updated Handbooks will be distributed to the Directors. ??? is responsible for updating the content. [January, 2011]

Board of Directors Calendar

[The procedure for updating this calendar needs to be specified.]

Game Calendar

The webmaster generates the regular game schedule quarterly; six weeks prior to the beginning of the quarter, SCBA Club Owners provide any changes to the regular game schedule. The Club Owners then enter any games not regularly scheduled. After the beginning of the quarter, if a Club Owner makes a change to one of their games, the Club Owner notifies the webmaster to broadcast the change to the membership.

The calendar program has been enhanced to provide a consolidated view of games at the SCBC (Unit and Clubs running games at the SCBC) and classes; details may be shown or hidden. (Note: Details prior to the current date are not shown, even when “Details” is selected.) Selected events on the Unit 550 and SCBC bridge calendars may be imported into Outlook, Google, iCal or other calendar programs. Other enhancements are documented in the [2011 Calendar Enhancements Guide](#). [August, 2011]

Class Calendar

Classes must be added to the regular game calendar by instructors. This allows the calendar to be a “master calendar” for games and classes held at the SCBC. Instructors request a password from the webmaster and receive training on how to enter and update classes in the calendar. [August, 2011]

Dealer4 Maintenance

The Dealer4 needs to be thoroughly cleaned every 2000 deals. [August, 2011]

Unit Game Sanctions

Unit Game sanctions are generally obtained at the first of the year for all games during the year. After receiving the sanction, print out a summary and place it in the binder behind the director’s desk. [September, 2011]

Use this [link](#) to the ACBL site. Select Local Championship (One Site), same Start & End Date, and Morning Session (First Session).

STaC games do not require an ACBL sanction. Check the Western Conference website for current procedures.

Unit Game Hospitality

The Hospitality Chair will post the game assignment list behind the director's desk. If any of the BoD members cannot be there on their given day, they should notify the Hospitality Chair or find another BoD member to trade for the date. [May, 2010]

The BOD Handbook contains a description of how to prepare and run the hospitality of a Unit Game, "To Do List for Unit Games".

Unit Game Food and Sign-Ups

The sign-ups for the Unit Game will include an indication of whether each person will buy the optional meal, available for \$3.00. Special-occasion potluck will occasionally be scheduled. [April, 2011]

Unit North American Pairs Qualifier

This two session game is scheduled after the Surf's Up Sectional so that the game may be advertised at the sectional. [September, 2010]

Life Master Plaques

The Membership Chair is responsible for updating the Life Master plaques when a member achieves a new milestone. The Webmaster is responsible for updating the online Hall of Fame. [April, 2006]

Memorials

A memorial announcement will be placed on the website to honor unit members who have passed away. The Secretary or Membership Chair provides the information to the Webmaster. [February, 2009]

Extended Team Knockouts

See the document in the Unit 550 Info section of the Unit website under "Other Unit Documents".

Unit Inventory List

At the beginning of the year, the Board reviews the Unit Inventory List with the SCBA. [January, 2011]

Sunshine Cards

The Unit Secretary sends out cards on behalf of the Unit when a member has a serious illness, hospitalization or passes away.

Lease

The Unit leases the facility at 720E Capitola Avenue which renews automatically, including an increase in lease payment, on a 5 year basis. The next renewal is August 2012.

Locking the SCBC

Generally the Club Owner/Director/Instructor is charged with locking up after a game or lesson, including turning off all interior lights, the coffee machine and other appliances. Only the dishwasher may be left running. If a Unit Board member decides to remain in the facility for some purpose, then that person is charged with the responsibility.

Mini-McKenney Medallions

The Membership Chair orders the Mini-McKenney Medallions which are awarded in April at the Recognition Unit Game. [March, 2009]

Gems

The "Gems" plaque recognizes those members of Unit 550 who are Diamond Life Masters or higher. A diamond symbol is also be placed on the member's Life Master plaque. [May, 2010]

Holiday Games and Annual Meeting

Generally, the Unit schedules two games, before and after the Annual Meeting and holiday meal. Individuals may only confirm for one game and may wait list for the other. The Unit will try to accommodate all members but the each game is limited to 16 tables. [November, 2011]

Name Badges

Once a year, the Membership Chair solicits requests for name badges to consolidate into a single order.

Keys

Each Director is provided a key to the facility at the beginning of their term. The key must be returned at the end of the Director's term or when the Director resigns from the Board. The tracking and maintenance of facility keys is the responsibility of the.... [???

Carpet Cleaning

Arrangements for cleaning carpets are made for the weekends of the two Unit 550 Sectionals so as to not interfere with regular play at the SCBC. The Facility Chair is responsible for arranging the service.

Parking Stripes

The Unit is responsible for painting the stripes on an as required basis. Last done in July, 2007 by A&B Sweeping. The Facility Chair is responsible for arranging the service.

Policy and Procedures

The process for updating this section needs to be specified; the person who is responsible for maintaining this section is the responsibility of [???

Annual Clean Up Day

The Unit Board of Directors provides a free game play for a Unit game for all those members who help clean for the majority of the Clean Up Day. [April, 2010]

Bee Clean was contracted for the blinds at \$12 per blind.

Mentor Program

See the Mentor Program [description](#).

Welcome Letter

The Webmaster will generate a *Welcome* letter for new members who have an email address. The Membership Chair will send Welcome Letters to those members who don't have an email address.
[April, 2009]

Appendix A

Dealer4 Usage Policy

Updated: November 5, 2010

There is no charge* to Unit 550 bridge clubs using the machine for:

Sanctioned games

Bridge lessons

Other activities approved by the Unit, such as the Wednesday Night games.

*The Unit may charge for the Dealer4 usage in the future.

- The Dealer4 must be used at the Santa Cruz Bridge Center (SCBC) as the insurance only covers the machine at the SCBC physical location.
- Any Unit 550 Club Owner or Bridge Instructor giving lessons in Unit 550 who have been through Dealer4 training (“authorized persons”) may use the SCBC computer for utilizing the Dealer4.
- The machine does not require special cards, however, Directors using the machine must employ relatively new card decks to reduce mechanical problems and maintenance issues. If the Dealer4 has 2 or more jams in a 36 board set, the cards do not meet the standard for using the decks. Please replace the deck(s) causing the jams with a new deck if you experience this condition.
- Acceptable card decks exhibit all of the following characteristics :
 - Cards fan smoothly
 - Cards are not sticky when manually dealt
 - No card in the deck have separating layers
 - No cards in the deck are bent or warped

The Unit, using the standards above, is the sole judge of card deck condition. Directors who persist in using unacceptable card decks will be prohibited from using the Dealer4.

Operating Guidelines:

When lifting the Dealer4, grab only the blue metal parts of the machine; do not touch the silver bracket holding the camera.

Use the aerosol air spray before and after each use.

Plug in the USB and power cable after you have brought up the computer but prior to running the Dealer4 software. If the Dealer4 software does not recognize the machine or cannot communicate with it, restart the computer with the USB and power cable attached.

Report any problems to Ken Llacera.

The Dealer4 does not require special boards. However, “New Generation Boards” (see [Baron Barclays](#)) allow for even faster dealing. The Dealer4 site has a [video](#) showing the use of both types of boards in action. A set of 36 costs \$99.

Anyone using the Dealer4 and associated software must have gone through training provided by the Unit. The Unit will conduct training sessions for all those wishing to use the Dealer4.

Contact Ken Llacera to schedule a training session.

The Dealer4 comes with software for generating random deals. The standard procedure uses this program to create the deals which populate the boards. Currently, *Bridge Composer* is used to create the PDF of the hand records.

Both *Bridge Composer* and *Dealmaster Pro* have been licensed by Ken Llacera for usage on the SCBC computer by authorized persons (as defined above) using the Dealer4. These two programs may be used to generate pattern deals for instruction. These programs may not be copied for use on other computers.

The process of uploading the scores to the web has been expanded to include hand records and the deal file used to generate the boards. Because the hand records are available on the web, Directors may choose to print a limited number of hand records for quick, post-game reviews, as is done now for the game summary page.