

# NVBA POLICIES AND PROCEDURES MANUAL

## TABLE OF CONTENTS

<b>1</b>	<b>ADMINISTRATION.....</b>	<b>5</b>
1.1	BOARD MEETINGS .....	5
1.1.1	<i>Regular Meetings.....</i>	5
1.1.2	<i>Special Meetings.....</i>	5
1.1.3	<i>Executive Session.....</i>	5
1.1.4	<i>Parliamentarian.....</i>	6
1.1.5	<i>Joint NVBA/Washington Bridge League (WBL) Board Meetings .....</i>	6
1.2	NVBA EXECUTIVE COMMITTEE.....	6
1.3	STANDING COMMITTEES.....	6
1.4	AD HOC COMMITTEES/POSITIONS .....	6
1.5	ANNUAL MEETING.....	6
1.6	FINANCIAL MANAGEMENT .....	6
1.6.1	<i>Budget.....</i>	7
1.6.2	<i>Accounting System.....</i>	7
1.6.3	<i>Annual/Monthly Accounting Review.....</i>	7
1.6.4	<i>Annual Inventory .....</i>	7
1.6.5	<i>Authorization and Accountability of Expenses.....</i>	7
1.6.6	<i>NVBA Credit Card.....</i>	7
1.6.7	<i>NVBA Cell Phone .....</i>	7
1.7	INSURANCE COVERAGE .....	8
1.8	ADVERTISING .....	8
1.8.1	<i>NVBA-Sponsored Events .....</i>	8
1.8.2	<i>Newsletter Advertising.....</i>	8
1.8.3	<i>Website Advertising .....</i>	8
1.9	SCHEDULE OF EVENTS .....	8
1.10	NVBA WEB PAGE.....	9
1.11	BRIDGE INFORMATION LINE (BIL) .....	9
<b>2</b>	<b>APPEALS .....</b>	<b>9</b>
<b>3</b>	<b>CADDIES .....</b>	<b>9</b>
3.1	AGE RESTRICTIONS.....	9
3.2	CADDY CHAIR RESPONSIBILITIES AND RECOGNITION.....	9
3.3	UNIT GAME .....	10
3.4	SECTIONAL TOURNAMENTS .....	10
3.5	HEAD CADDIES.....	10
3.6	CADDIES-IN-TRAINING .....	10
<b>4</b>	<b>CHEER AND SYMPATHY.....</b>	<b>10</b>
<b>5</b>	<b>CLUBS.....</b>	<b>10</b>
5.1	NVBA SUPPORT FOR CLUBS .....	11
5.2	CLUB MANAGERS/OWNERS BREAKFAST .....	11
<b>6</b>	<b>CONDUCT AND ETHICS (C&amp;E).....</b>	<b>11</b>
6.1	C&E COMMITTEE RESPONSIBILITIES.....	11

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

6.2	TOURNAMENT C&E COMMITTEES .....	11
<b>7</b>	<b>CONFLICT OF INTEREST .....</b>	<b>11</b>
<b>8</b>	<b>CONSTITUTION .....</b>	<b>12</b>
<b>9</b>	<b>COORDINATION WITH OTHER BRIDGE ORGANIZATIONS.....</b>	<b>12</b>
9.1	OTHER UNITS .....	12
9.1.1	<i>Washington Bridge League (WBL).....</i>	<i>12</i>
9.2	DISTRICT 6 (D6).....	12
9.2.1	<i>Membership .....</i>	<i>12</i>
9.2.2	<i>Elections .....</i>	<i>12</i>
9.2.3	<i>Representatives to Mid-Atlantic Bridge Conference (MABC).....</i>	<i>12</i>
9.3	ACBL.....	12
9.3.1	<i>Representation .....</i>	<i>12</i>
9.3.2	<i>Voting.....</i>	<i>13</i>
9.3.3	<i>Minutes of NVBA Meetings.....</i>	<i>13</i>
<b>10</b>	<b>DIRECTORS.....</b>	<b>13</b>
10.1	UNIT GAME .....	13
10.2	SECTIONAL TOURNAMENTS .....	13
10.3	SPECIAL EVENTS.....	13
<b>11</b>	<b>EDUCATION.....</b>	<b>13</b>
11.1	BRIDGE-IN-SCHOOLS AND OTHER TEACHING PROGRAMS .....	13
11.1.1	<i>Bridge-In-Schools Coordinator.....</i>	<i>13</i>
11.2	LIST OF BRIDGE TEACHERS .....	14
11.3	TEACHING ACTIVITIES.....	14
<b>12</b>	<b>ELECTIONS.....</b>	<b>14</b>
12.1	NVBA GENERAL ELECTIONS .....	14
12.2	NOMINATIONS CHAIR .....	14
12.3	ABSENTEE BALLOTS.....	15
12.4	DISTRICT 6 OFFICERS .....	15
<b>13</b>	<b>FORMS OF RECOGNITION AND FREE PLAYS.....</b>	<b>15</b>
13.1	FREE PLAYS – ALL CATEGORIES .....	15
<b>14</b>	<b>JUNIOR FEES.....</b>	<b>23</b>
14.1	UNIT GAME .....	23
14.2	SECTIONAL TOURNAMENTS .....	23
<b>15</b>	<b>MEMBERSHIP.....</b>	<b>23</b>
<b>16</b>	<b>NEWSLETTER .....</b>	<b>23</b>
16.1	PUBLICATION DATES .....	23
16.2	SUBSCRIPTION RATE.....	23
16.3	NEWSLETTER INSERTS .....	24
16.4	NEWSLETTER PRODUCTION EDITOR RESPONSIBILITIES AND COMPENSATION .....	24
16.5	NEWSLETTER LIAISON RESPONSIBILITIES.....	24
16.6	CONTENT.....	24
16.6.1	<i>Club News.....</i>	<i>24</i>

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

16.6.2	<i>Member News</i> .....	24
16.6.3	<i>President's Column</i> .....	24
16.6.4	<i>NVBA Board News</i> .....	25
16.6.5	<i>District 6 or MABC News</i> .....	25
16.6.6	<i>Committee News</i> .....	25
16.6.7	<i>Unit Game Schedule</i> .....	25
16.6.8	<i>Special Unit Events</i> .....	25
16.6.9	<i>NVBA Sectional Tournaments</i> .....	25
16.6.10	<i>WBL Sectionals</i> .....	25
16.6.11	<i>Regular Columns or Features</i> .....	25
16.6.12	<i>Column Reviews</i> .....	25
16.7	ADVERTISING .....	26
<b>17</b>	<b>PARTNERSHIPS</b> .....	<b>26</b>
<b>18</b>	<b>POLICIES</b> .....	<b>26</b>
<b>19</b>	<b>PRIZES AND TROPHIES</b> .....	<b>26</b>
19.1	SECTIONAL TOURNAMENT PRIZES AND TROPHIES .....	26
19.2	UNIT TROPHIES.....	26
19.2.1	<i>Trophies</i> .....	26
19.2.2	<i>Criteria</i> .....	26
19.3	MEDALS AND CERTIFICATES.....	27
19.4	JOINT NVBA/WBL SECTIONAL TROPHIES.....	27
19.5	HOLIDAY PARTY AWARDS - DAVE MURRAY AWARD AND SARA GOODWIN AWARD.....	28
19.5.1	<i>Dave Murray Award</i> .....	28
19.5.2	<i>Sara Goodwin Award</i> .....	28
<b>20</b>	<b>RECORDER</b> .....	<b>28</b>
20.1	PLAYER RESPONSIBILITIES .....	28
20.2	RECORDER RESPONSIBILITIES.....	29
<b>21</b>	<b>REGULATIONS REGARDING PLAY</b> .....	<b>29</b>
21.1	KNOCKOUT EVENTS.....	29
21.2	SLOW PLAY .....	29
21.3	SMOKING .....	29
21.4	SYSTEMS AND CONVENTIONS .....	30
21.5	CONVENTION CARDS .....	30
21.6	BID BOXES.....	30
<b>22</b>	<b>ROUND ROBIN</b> .....	<b>30</b>
<b>23</b>	<b>SEEDING</b> .....	<b>30</b>
<b>24</b>	<b>LIFE MASTER/NON-LIFE MASTER GAME</b> .....	<b>31</b>
<b>25</b>	<b>TOURNAMENTS</b> .....	<b>31</b>
25.1	TOURNAMENT CHAIR RESPONSIBILITIES AND RECOGNITION.....	31
25.2	SECTIONALS.....	31
25.3	REGIONALS.....	32
<b>26</b>	<b>UNIT GAME</b> .....	<b>32</b>
26.1	GENERAL .....	32

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

26.2	UNIT GAME MANAGER.....	32
26.3	CHIEF DIRECTOR .....	32
26.4	DEPUTY CHIEF DIRECTOR.....	33
26.5	ASSISTANT DIRECTOR .....	33
26.6	SUBSTITUTE DIRECTOR.....	33
26.7	EMERGENCY SITUATIONS .....	33
26.8	ENTRY FEES.....	33
26.9	PRIZES .....	33
26.10	INTERMEDIATE/NOVICE (I/N) GAME .....	33
26.11	BOARD DUPLICATION .....	33
26.12	BRIDGEMATES .....	34
<b>27</b>	<b>ACRONYMS AND ABBREVIATIONS.....</b>	<b>35</b>

## **1 ADMINISTRATION**

Administrative policy addresses the conduct of Board meetings; the composition of the Executive Committee; appointment of Standing Committees and Ad Hoc Committees; the Annual Meeting of the Northern Virginia Bridge Association, Inc. (henceforth referred to as NVBA); financial management; insurance coverage; scheduling of events; advertising; and the NVBA Web Page.

### **1.1 Board Meetings**

#### **1.1.1 Regular Meetings**

The regular meeting is the monthly business meeting held during the second week of every month at 7:00 p.m. unless altered by the Board of Directors. Board Members are expected to attend each meeting. Any Board member who is unable to attend a regular meeting is expected to inform the President or the Secretary. Regular meetings are open to any member of the Unit.

#### **1.1.2 Special Meetings**

A Special Meeting is a separate session of the Board of Directors that is held at a time different from that of the regular meeting and convened only to consider one or more urgent items of business as specified in the call of the meeting. A good faith effort must be made to provide one-day notice of the time, place, and exact purpose of the meeting to all Board members. Notice may be accomplished by mail, phone, electronic means or any combination thereof. Once notification has occurred, a quorum of Board members is sufficient to vote on any actions proposed at the Special Meeting. The reason for a Special Meeting is to deal with urgent matters that may arise between regular meetings and require a Board action or decision before the next regularly scheduled meeting. Examples of emergency situations that would require the holding of a special meeting are: an action taken in violation of the Constitution that requires immediate redress; a sudden loss of lease of a playing site; when officers are at risk in performance of their duties, to include the filing of a lawsuit against the Unit or Board/Board member(s); to prevent fiscal impropriety and/or the sudden discovery of financial/fiscal propriety or any type of impropriety by any Board member that would call into question that Board member's fitness for duty; and the need to make decisions on an issue by a deadline that falls before the next scheduled meeting. If an action must be taken outside of the items listed, the Board must ratify the action at the next regular meeting. All motions put forward should be handled according to Robert's Rules of Order. The secretary shall call a Special Meeting of the Board at the request of the President or upon written request of three (3) Board members. Options to follow for calling "Special Meetings" and holding votes on motions proposed at these meetings include: gathering in one location to hold the meeting, sending group messages and voting by electronic mail, holding conference calls, or using letter mail.

#### **1.1.3 Executive Session**

An executive session of the Board of Directors is a portion of a regular meeting at which the proceedings are confidential and not published in the meeting minutes. A motion to go into executive session must be adopted by a majority vote. Only Board Members and special invitees may remain in the meeting room. All participants are honor-bound not to divulge issues that are discussed. The action that is taken as a result of the executive session, but no discussion, will be reported in the minutes of the regular meeting.

#### **1.1.4 Parliamentarian**

There will be a Parliamentarian, appointed by the President, who will be asked to attend NVBA Board meetings when needed. The Parliamentarian will be responsible for ensuring that the NVBA Board upholds the NVBA Constitution and By-Laws in accordance with Robert's Rules of Order.

#### **1.1.5 Joint NVBA/Washington Bridge League (WBL) Board Meetings**

The NVBA Board will hold joint meetings with the Washington Bridge League (WBL) Board as appropriate. No votes are actually cast at these meetings and the input is primarily advisory.

#### **1.2 NVBA Executive Committee**

The Executive Committee of the NVBA Board of Directors will consist of the President, Vice President, Secretary, and Treasurer.

#### **1.3 Standing Committees**

Standing Committees will be established in accordance with the NVBA Constitution and By-Laws to include Caddies, Club Liaison, Conduct and Ethics, Education, Newsletter, Partnerships, Trophies/prizes, Publicity/Membership Retention, Tournaments, Unit Game Manager. The President will appoint the chairs of these committees at the first regular Board meeting following the Annual Meeting, or as soon as possible thereafter.

#### **1.4 Ad Hoc Committees/Positions**

The President with the approval of the Board as needed may appoint ad hoc committees and their Chairs. Examples of ad hoc committees or positions to fill include: Budget, Cheer and Sympathy/Goodwill, Nominations/Elections, Seeding, Finance, and Accounting Review.

#### **1.5 Annual Meeting**

In accordance with the Constitution and By-Laws of the NVBA, there will be an open membership meeting held annually in May. At this time, the business of the Unit is conducted for the year. Elections for the Board of Directors (including Unit Officers) are held as stipulated in the Constitution and By-Laws (see also Section 12.1). Unit awards for Player of the Year categories are presented (see Sections 13.1, 19.2 and 19.3). A state-of-the-Unit address, complete with current financial status (see Section 1.6), is given.

In conjunction with the Annual Meeting, the Unit will provide all NVBA members with a free dinner. The charge for the game to NVBA members will be the standard Unit fee for a charity game. Non-NVBA members who eat and/or play bridge must pay a fee determined by the Board each year for their dinner, as well as their entry fee. The game at the Annual Meeting will be titled "The Pat Eyman Strawberry Pairs."

#### **1.6 Financial Management**

The NVBA's fiscal year is the same as the calendar year. The NVBA Treasurer will present the State of the NVBA treasury at the Annual Meeting. The NVBA Treasurer is responsible for maintaining all financial records and reporting monthly to the full Board. All expenditures must be documented and any Board Member, Officer or NVBA member seeking reimbursement must complete a form provided by the Treasurer, or provide other appropriate documentation. Spending limits exist for expenses that have not been previously authorized by the Board, and these expenditures must be reported to the Board at its next regularly scheduled meeting. See the NVBA Position Descriptions and/or this Manual for specifics.

### **1.6.1 Budget**

The President will work with the Treasurer and any Budget Committee to outline projected revenue and expenses for the coming year and develop a budget for presentation to the NVBA Board for approval by the November Board meeting.

### **1.6.2 Accounting System**

An acceptable accounting system approved by the Board will be used to maintain the financial records.

### **1.6.3 Annual/Monthly Accounting Review**

The Vice President shall review monthly statements of all NVBA financial accounts. A person external to the Board will conduct an annual accounting review after the end of the fiscal year. The results of this annual review will be reported in the minutes of the Board meeting for the month it is reported and accepted.

### **1.6.4 Annual Inventory**

The President will appoint someone to conduct an annual inventory of NVBA possessions and to publish the inventory at the Annual Meeting along with the Treasurer's report. The Treasurer is responsible for maintaining a record of all of the physical assets of the Unit and for the proper liquidation/disposal of all such assets.

### **1.6.5 Authorization and Accountability of Expenses**

Board members or other members of the Unit who have been charged to make authorized purchases will submit the request on a standard form (available from the Treasurer) when seeking reimbursement of expenses from the Treasurer. Requests for reimbursement must have a receipt.

The President of the NVBA will have the right to spend up to and including \$100.00 per month at his/her discretion without prior authorization of the NVBA Board of Directors.

Any NVBA Board member will have the right to spend \$25.00 on Unit business without prior authorization of the NVBA Board of Directors and \$100.00 after consulting with a member of the Executive Committee. All expenditures are to be reported at the next possible Board Meeting.

When there is any new business before the Board that requires the expenditure of funds in amounts greater than \$100.00 prior to the next Board meeting, the Board may vote on the proposed expenditure by phone or email, and then a record of the vote should be included in the minutes of the next Board meeting.

### **1.6.6 NVBA Credit Card**

The Unit will maintain an NVBA credit card. Only Executive Committee members are authorized to make purchases with this card.

### **1.6.7 NVBA Cell Phone**

If the Board decides to acquire and pay for the maintenance of a Unit cell phone, the phone should be used to handle requests for partners for the Unit Game and can also be used as a number players can call during NVBA tournaments to communicate last minute/urgent information about the status of their efforts to get to the game. On Thursdays (Unit Game) and during NVBA Sectionals the cell phone will be kept on to receive partnership requests. The phone will be given to the individual who is handling partnership requirements for a particular event. The phone bill may be paid using the NVBA Credit Card. The phone can also be used as a Bridge Information Line to inform players of the status

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

of scheduled games during times of inclement weather or holidays/unplanned events that cause the closure of the usual playing site.

### **1.7 Insurance Coverage**

The Board of Directors will maintain insurance coverage to ensure the fiscal integrity of the Unit. In addition to the standard coverage by the ACBL, the NVBA Treasurer is responsible for the purchase and maintenance of said policies.

### **1.8 Advertising**

Advertising is permitted in the following venues only.

#### **1.8.1 NVBA-Sponsored Events**

The NVBA Board of Directors must approve all advertising at any NVBA-sponsored event, and in consultation with the Tournament Chair in the case of NVBA sectionals. At these events, literature may be displayed a public entry area or the playing area or handed out in person in a manner that does not disrupt the bridge game being played. No literature may be placed on card tables or handed out to players while the game is in progress unless players actively indicate a desire for that information. Any Club may advertise, in an approved manner, its games and activities at NVBA-sponsored events.

#### **1.8.2 Newsletter Advertising**

Advertising in the NVBA Newsletter will be available to any person or firm at the rates listed in Section 16.7 of this document. The Newsletter Liaison will approve any appropriate ad for publication. If the Newsletter Liaison has any questions about the propriety of the advertisement, s/he will consult with and obtain the approval of the NVBA Board prior to publishing the advertisement.

#### **1.8.3 Website Advertising**

The NVBA Board of Directors must approve all advertising on the NVBA website. Club Directors, bridge teachers and bridge players with non-bridge-related businesses are welcome to advertise on the NVBA website. The rates are \$10.00 per month.

### **1.9 Schedule of Events**

NVBA-sponsored events, including Unit Games, the Annual Meeting, the Holiday Party, LM-NLM pairs, Sectional Tournaments, the Sectional Tournaments at Clubs (STaC), Unit-level North American Pairs (NAP) and Grand National Teams (GNT) qualifying events when held, etc., are scheduled in coordination with the WBL and the District 6 Tournament Coordinator to ensure that conflicts within District 6 are kept to a minimum and meet ACBL guidelines for competing club games/tournaments. A meeting to discuss the upcoming year's events is generally scheduled soon after the Summer NABC, and involves the Unit Presidents, Unit Game Managers, Tournament Chairs, and Chief Directors of the NVBA and the WBL, as well as the District 6 Tournament Coordinator and other interested parties. Each Unit's schedule of events is then approved separately by its respective Unit Board, and published jointly, by the time of the Holiday Party, if possible. Before the joint schedule is finalized, the NVBA member(s) negotiating the contract with the playing site for the Unit Games should present the proposed schedule to the responsible authorities at the playing site to ensure there are no conflicts in the schedule with holidays/other events scheduled at the site, and to allow the Unit Game Manager time to find an alternate site when conflicts exist.



## **1.10 NVBA Web Page**

The NVBA maintains a web page, with the address of <http://www.nvba.org>. The purpose of this web page is to promote Unit, District, Mid-Atlantic Bridge Conference (MABC), and American Contract Bridge League (ACBL) activities. In addition, the web page has a current list of Board members and their contact information, the Constitution and By-laws, and Policies and Procedures, and provides timely information of interest to NVBA players (e.g., Unit Game schedules and results, Sectional Tournament schedules and results, player-of-the-year standings, monthly NVBA Board Meeting minutes, and a listing of active clubs in Unit 218, their sites, schedules and links to posted results where available).

## **1.11 Bridge Information Line (BIL)**

If the Board votes to maintain a Bridge Information Line (BIL), the BIL Coordinator is responsible for keeping the information current for NVBA club games, Unit Game, Sectional Tournaments, special events, and weather-related closings of the aforementioned activities.

## **2 APPEALS**

Appeals from the rulings of tournament directors and decisions on conduct and ethics matters will be handled in accordance with ACBL regulations, including its Code of Disciplinary Regulations.

For the Unit Game, while it is desirable to conduct it in the same manner as a tournament game, time restraints rarely permit appeals before a committee. If a player desires to appeal a director's ruling, the Chief Director will consult with the Unit Game Manager, President, or senior NVBA Board of Director member at the game. The person consulted will determine what action to take. Actions permitted under The Laws of Duplicate Bridge are as follows:

- 1) Grant the request for a committee to be selected by the Chief Director;
- 2) Hold an expedited appeal before the Unit Game Manager, President, or senior NVBA Board of Director member; or
- 3) Deny the request.

Decisions rendered with regard to Unit game issues under this provision are final.

See also Conduct and Ethics (Section 6), Recorder (Section 20), and Tournaments (Section 25).

## **3 CADDIES**

Caddies will be used as needed at the Unit Game and NVBA Sectionals, primarily at team games. The person responsible for identifying, scheduling and training NVBA caddies is the Caddy Chair (CC). The NVBA President appoints the CC with the approval of the NVBA Board.

### **3.1 Age Restrictions**

Caddies will be at least 11 years of age to be considered for training (see Section 3.6), and 12 years old to be used as a "regular" caddy. The CC will use experience, maturity, and past performance as the basis for the selection of caddies.

### **3.2 Caddy Chair Responsibilities and Recognition**

The CC is responsible for scheduling caddy(s) at NVBA-sponsored events when requested in advance by the Unit Game Director, Unit Game Manager, or tournament chairs.

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

It is the responsibility of the person in charge of the particular Unit-sponsored event to consult the Chief Director and inform the CC of the number of caddies needed at the event.

Specific CC duties and responsibilities are listed in the NVBA Position Descriptions and Policies and Procedures Manual (hereafter, PPM).

### **3.3 Unit Game**

In those instances where more than one caddy is needed, such as the Holiday Party and Annual Meeting, the policies governing the appointment of a Head Caddy (see Section 3.5) may apply.

The Thursday night Unit Game caddy will be paid a minimum of \$30.00. The Director-in-Charge (DIC) will pay this caddy at the end of the evening. As directed, the caddy will help the DIC and the Unit Game Manager. The DIC has the authority to pay the caddy more if attendance and the evening's activities in general warrant additional pay.

### **3.4 Sectional Tournaments**

All fully trained caddies will be paid \$25.00 per session, and the policies governing the appointment of a Head Caddy and the use of any caddy-trainees (see Section 3.6) apply. If caddies are asked to assume duties other than those normally assigned to them, the CC, in consultation with the Tournament Chairman and/or the Sectional DIC, may adjust the pay rates upward.

### **3.5 Head Caddies**

When appropriate, the CC will appoint one of the more experienced caddies to act as Head Caddy and to assume extra duties as needed. Most importantly, this caddy will coordinate with the DIC as to how the available caddies will be used across the events that are scheduled and will oversee the other caddies. The Head Caddy will also help the Tournament Chair (TC) as needed. Head Caddies will be paid a minimum of \$30.00 per session.

### **3.6 Caddies-in-Training**

All caddies-in-training will be paid \$15.00 for the first session they work (when they are being trained), and full caddy rate (\$30.00) for each session thereafter. If a caddy-in-training is needed to work a full section or more when he or she is first being trained, then that caddy will be paid full caddy wages.

## **4 CHEER AND SYMPATHY**

The President will appoint the Cheer and Sympathy Chair. Chair duties will include:

- Buying and sending cards, flowers or other cheery items to seriously ill NVBA members or members undergoing serious operations
- Buying and sending cards to active NVBA members in honor of weddings, births, etc.
- In the case of the death of an active NVBA member or any other person deemed appropriate by the Board, arranging for a tribute not to exceed \$100.00 in cost.

The NVBA Treasurer will reimburse all costs borne by the Cheer and Sympathy Chair in fulfilling the above responsibilities from Unit funds.

## **5 CLUBS**

The NVBA will support Club activities and facilitate communication among managers and owners.

## **5.1 NVBA Support for Clubs**

One Free Play will be mailed with the "welcome packet" sent to every new NVBA member by the NVBA Membership Secretary for use by that player in an area Club of his/her choice or at the Unit Game. In addition, Club Managers may include separate promotional Free Plays for their Clubs in this letter or they may distribute these Free Plays at the NVBA Unit Game so long as this causes no problems or delays in the operation of the game.

## **5.2 Club Managers/Owners Breakfast**

A Club Managers/Owners Breakfast may be held annually for all area Club owners. This event, when it is held, is co-sponsored with the WBL, and is hosted alternately by each Unit in conjunction with an NVBA or WBL Sectional. The purpose of this event is to foster communication between the local Units and the Clubs, and to discuss activities and procedures that work to better the local bridge environment for all players. The NVBA Club Liaison is responsible for organizing this event.

## **6 CONDUCT AND ETHICS (C&E)**

The NVBA is a strong advocate of appropriate behavior at all times on the part of its members. The Conduct and Ethics (C&E) Committee hears complaints against NVBA members for breaches of acceptable conduct and ethics in the environment of any NVBA bridge activity. The President will appoint this committee with the approval of the NVBA Board. This committee will consist of at least nine (9) NVBA members, three (3) of whom must be NVBA Board members.

### **6.1 C&E Committee Responsibilities**

NVBA Conduct and Ethics matters shall conform to the current ACBL Code of Disciplinary Regulations (CDR). The CDR must be consulted before proceeding with a conduct & ethics action. If there is any doubt about unit jurisdiction, the President or Recorder will consult the ACBL Recorder and abide by his decision.

The unit exercises original jurisdiction over:

- (1) Conduct and Ethics charges at the unit game and NVBA sectional tournaments
- (2) Ethics charges reported at a club game

The unit, including the Recorder, has no jurisdiction over conduct charges at Club games, including misbehavior by the club manager or owner.

### **6.2 Tournament C&E Committees**

All tournament committees hearing C&E matters at NVBA events will consist of at least three (3) members of the 9-member NVBA Conduct and Ethics Committee. It is desirable that two (2) of these be Board members. Should a committee be needed and any 3 of these 9 members are not available, the event coordinator (Tournament Chair, NAPs or GNT coordinator) will appoint the remaining members needed.

## **7 CONFLICT OF INTEREST**

Whenever possible, Directors or Committee members should not be placed in a position that would affect them, their spouses, significant others, other family members, or business associates or would pose a conflict of interest to the Director or Committee member regarding said people.

## **8 CONSTITUTION**

The Constitution and By-Laws of the Northern Virginia Bridge Association embody the principles for government of the NVBA. A copy of the Constitution and the By-Laws will be available to all NVBA members through the Unit Secretary and the NVBA website.

## **9 COORDINATION WITH OTHER BRIDGE ORGANIZATIONS**

The NVBA considers coordination between itself and other Units, District 6, and ACBL Headquarters as instrumental in ensuring the applicability and integrity of NVBA programs and tournaments.

### **9.1 Other Units**

The NVBA will consult with and consider other Units' activities and preferences when scheduling its own activities (see Section 1.9) and when making policies that affect ACBL members outside the NVBA. The NVBA will abide by all ACBL regulations in effect when making scheduling decisions.

#### **9.1.1 Washington Bridge League (WBL)**

Cooperation with and coordination between the NVBA and the WBL is desirable due to the close proximity of the two Units and the frequent participation of both Units' members in each other's games.

##### **9.1.1.1 Scheduling**

The NVBA will cooperate with the WBL in matters of scheduling (see Section 1.9), and in sponsoring the Club Managers Breakfast (see Section 5.2), Sectional Tournaments (see Section 25.2), the annual 4th of July Regional (see Section 25.3), and any Unit- sponsored Round Robin events.

### **9.2 District 6 (D6)**

#### **9.2.1 Membership**

The NVBA President is automatically a member of the District 6 Board with voting rights. If (s)he appoints a representative to attend a District 6 Board meeting in his/her stead, it must be in writing to the District 6 Secretary if the representative is to have a vote. The NVBA President or his/her representative will represent the interests of the NVBA on issues considered by District 6, and is authorized to be reimbursed for expenses up to \$100.00 a day for two days when attending up to four (4) District 6 Board meetings a year.

#### **9.2.2 Elections**

The procedure for the election of District 6 officers to represent District 6 on ACBL Boards is stated in Section 12.4.

#### **9.2.3 Representatives to Mid-Atlantic Bridge Conference (MABC)**

The District 6 Board of Directors elects all D6 representatives to the MABC Board.

### **9.3 ACBL**

#### **9.3.1 Representation**

The NVBA President or his/her representative will represent the interests of the NVBA on issues considered by the ACBL. The NVBA Secretary acts on behalf of the Unit in all matters of correspondence and administers ACBL Policies and Guidelines as needed to support the Unit.

### **9.3.2 Voting**

On ACBL issues or elections where a vote is required, the NVBA will follow the regulations specified by the ACBL.

### **9.3.3 Minutes of NVBA Meetings**

The NVBA Secretary will post the minutes of each NVBA Board meeting to the NVBA website once the NVBA Board has approved them.

## **10 DIRECTORS**

NVBA policies concerning its directing staff for the Unit Game, Sectional Tournaments, and special NVBA sponsored events are discussed in the sections below.

### **10.1 Unit Game**

The NVBA Board will hire the Unit Game Chief Director and all Assistant Directors. In the event none of the regular Unit Game Directors is available to run the game, the Chief Director should arrange for a substitute Director in consultation with the Unit Game Manager. The responsibilities of each of these director categories are detailed in Section 26 of the PPM.

### **10.2 Sectional Tournaments**

The Tournament Chair recommends a Chief Director for NVBA Sectional Tournaments to the NVBA Board for its approval. The selection of assistant directors to work with the Chief Director is the responsibility of the Chief Director and will be done in consultation with, and with the approval of, the NVBA Tournament Chair. Directors' session fees, per diem, and travel reimbursement are set by the ACBL. Once approved by the NVBA Board, a Chief Director cannot be removed from the official schedule for a particular tournament without cause. The appointment of a Chief Director is done for each Sectional approximately six months in advance.

### **10.3 Special Events**

The Chief Director for all NVBA-sponsored special events held at the Unit Game site on a Thursday night will be the Unit Game Chief Director. The Chief Director may hire an Assistant Director for the Open Game, if needed. The Board needs to approve the choice of Assistant Director.

## **11 EDUCATION**

The President appoints the Education Chair with the approval of the NVBA Board. The Chair will develop and maintain the NVBA education program in accordance with the Constitution and By-Laws and the PPM.

### **11.1 Bridge-in-Schools and other Teaching Programs**

#### **11.1.1 Bridge-In-Schools Coordinator**

The Bridge-in-School (BIS) program shall be run under the education chair that is appointed by the president. The education chair may assign the duties or entire position of the BIS coordinator as he/she sees fit. The BIS coordinator shall report monthly or as needed to the NVBA board.

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

The duties of the BIS coordinator shall include but not be limited to the following:

1. A budget line item adjusted and approved annually for the promotion, advancement and maintenance of the BIS program.
2. Overseeing equipment – Yearly authorization of each school’s equipment to include visual inspection, signature of responsible party, notes on needs, replacements and wear. It is suggested that August or September be designated the month to complete inspection.
3. Volunteers – Keep a list of active volunteers and acknowledge and recruit new volunteers for each school as requested by the leader of each individual school program. Provide training and have release forms signed by volunteers as requested by the Board of Directors.
4. Each school program – meet with the designated lead person for individual schools and keep them informed of the intentions and help available from NVBA and other bridge advancement organizations. Facilitate as necessary all needs (snack, transportation, promotion, recruiting students, holding tournaments, etc.)

### **11.2 List of Bridge Teachers**

The NVBA will maintain a current list of bridge teachers in the Unit and coordinate the assignment of teachers to the various teaching programs conducted by the Unit. The Education Chair will be responsible for updating this list annually.

### **11.3 Teaching Activities**

The Education Chair will act as the focal point of contact for all NVBA teachers, and will report on all teaching activities within the NVBA to ensure Unit knowledge of and support for these activities.

## **12 ELECTIONS**

This section includes information on election of NVBA Officers and members of the Board of Directors as well as on election of District 6 representatives.

### **12.1 NVBA General Elections**

General elections are held at the Annual Membership Meeting in accordance with the procedures dictated in the NVBA Constitution and By-Laws. No NVBA official or employee may electioneer when functioning in an official capacity. In those years when the number of candidates for Board positions does not exceed the number of vacancies on the Board, ballots need not be prepared. Under these circumstances, a vote for the slate of candidates by acclamation at the Annual Meeting replaces a vote by ballot.

### **12.2 Nominations Chair**

The Nominations Chairperson will be appointed by the NVBA President each year, and may not be a person whose name appears on the ballot. The Chairperson is responsible for all facets of conducting the election and handling disputes regarding the election process or results, including preparing the ballots and announcing the results. In addition to oral announcements, a written record of the results will be posted in a common area/website following the announcements. The Nominations Chair must provide ballots or the names of all candidates to appear on the ballot to the Membership Secretary fourteen (14) days prior to the Annual Meeting.

### **12.3 Absentee Ballots**

Absentee ballots for Annual Meeting elections in years when there is a contested election will be available to any member who, for whatever reason, is unable to attend the Annual Meeting at the time of the election.

The Membership Secretary cannot honor requests for absentee ballots prior to 14 days before the Annual Meeting, the deadline for all nominations to be submitted. Absentee ballots will be mailed to qualified members at the time official ballots are available and will be received by the Membership Secretary until noon of the day of the Annual Meeting. All absentee ballots must be received by US mail.

Absentee ballots will be counted at the same time ballots are counted at the Annual Meeting and will be identical in character so as to be indistinguishable from other ballots issued at the Annual Meeting.

### **12.4 District 6 Officers**

The NVBA Board casts votes for the following District 6 Officers:

- The District 6 Representative to the ACBL Board of Directors
- The First and Second Alternates to this Representative
- The three (3) Board of Governors Representatives from District 6

NVBA Board members cast their votes in accordance with the method they choose from those outlined in ACBL voting procedures, either electronically, by mail, or at a board meeting. Abstentions in the voting process will be counted as an absent member, with proportions of those Board members casting votes for individuals being adjusted accordingly by ACBL.

## **13 FORMS OF RECOGNITION AND FREE PLAYS**

Free Plays to NVBA-sponsored events are granted as prizes or as recognition for services rendered in support of Unit activities. The President of the Board, the Unit Game Manager, or the Tournament Chairs may issue Free Plays to the NVBA Unit Game or an NVBA-sponsored Sectional Tournament, as they deem appropriate for services rendered in support of the Unit. Examples of these services are: providing I/N guest lectures at tournaments, substituting for the partnership or seeding chairs, serving on appeals committees or C&E committees at Unit Games or Tournaments, maintaining the NVBA website, running educational programs for the Unit, assisting in the publication/ mailing and/or writing columns for the newsletter, providing pro bono legal financial/audit services, and performing hospitality/clean-up/table set-up/cheer and sympathy/goodwill/membership retention tasks for the Board. The Secretary is responsible for issuing the Unit Game free plays to NVBA Board members and specific committee chairs in accordance with the table below. Board members wanting to give recognition or appreciation for services rendered to the NVBA in the form of plaques, certificates of recognition, gift certificates, trophies, silver/crystal objects, flowers, etc. should make a motion to do so at a regularly scheduled Board meeting, or schedule a vote on a motion by e-mail, phone or letter vote between Board meetings.

### **13.1 Free Plays – ALL CATEGORIES**

The Membership Secretary sends a welcome letter and Free Play to the Unit Game or a Club game to all new members of the Unit and to players who transfer from other areas into the Unit. Reinstated members do not receive a Free Play to the Unit Game.

Free Plays will not be awarded to players who play for free under special offers or for any non-Unit team games played at the Unit game, including GNT qualifying games and STaC Swiss team events.

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

In addition, the Unit Chief Director, or his equivalent may grant Free Plays, to ensure the Unit Game runs smoothly. Each Free Play will have a specified dollar value. Any additional fee (charitable contribution, increased sanction fee, etc.) will be paid by the player using the Free Play. It is the player's responsibility to check the Free Play box for any Free Plays he/she may have won. Guaranteed partners play free and receive an additional Free Play to take home.



**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

This table summarizes Free Plays awarded by the NVBA in various categories:

**CALENDAR YEAR FREE PLAYS AND PRIZE SUMMARY**

**UNIT MANAGEMENT/ADMINISTRATION**

<b>Item</b>	<b>Purpose</b>	<b>Type of award</b>	<b>Conditions</b>
NVBA President and Vice President	In appreciation of duties performed	6 Unit Game Free Plays	Non-transferable
NVBA Treasurer	In appreciation of duties performed	12 Unit Game Free Plays	Non-transferable
NVBA Secretary	In appreciation of duties performed	6 Unit Game Free Plays	Non-transferable
Other Board Members	In appreciation of duties performed	6 Unit Games Free Plays	Non-transferable
Youth/Junior Advisor	In appreciation of service to the Unit	4 Sectional Free Plays	Transferable
Webmaster	In appreciation of duties performed	12 Sectional Free Plays; plays free at Unit Game	Sectional games transferable; Unit games non-transferable
Webmaster Assistant/Backup	In appreciation of duties performed	4 Sectional Free Plays	Transferable
Newsletter Chair	In appreciation of duties performed	20 Sectional Free Plays	Transferable; not dated
Membership Secretary	In appreciation of duties performed	Plays free at Unit Game	Non-transferable
Cheer and Sympathy Chair	In appreciation of duties performed	3 Sectional Free Plays	Transferable; not dated
District 6 Director	In appreciation of duties performed	Free entry to all NVBA-sponsored events	Non-transferable; good when present

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

Doug Grove	In appreciation of longstanding service to NVBA	Free entry to all Unit Games and Sectional Games	Non-transferable; good when present
------------	---	--	-------------------------------------

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

<b><u>TROPHIES</u></b>			
<b>Item</b>	<b>Purpose</b>	<b>Type of award</b>	<b>Conditions</b>
Male of the Year Award	Reward one male player for his play at all NVBA-sponsored events	2 Sectional Free Plays	Non-transferable
Female of the Year Award	Reward one female player for her play at all NVBA-sponsored events	2 Sectional Free Plays	Non-transferable
Rush Buckley Award	Reward one player for his/her play at all NVBA-sponsored events	2 Sectional Free Plays	Non-transferable
Rookie of the Year Award	Reward one player for his/her play at all NVBA-sponsored events	2 Sectional Free Plays	Non-transferable
Ace of Clubs Awards (14)	Reward players at each level for play at all NVBA clubs	1 Unit Game Free Play	Non-transferable

**Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

<b>Item</b>	<b>Purpose</b>	<b>Type of award</b>	<b>Conditions</b>
Mini-McKenney Awards (14)	Reward players at each level for play at all ACBL events	1 Club Free Play	Non-transferable
New Life Masters	In recognition of their achievement	Play free at annual meeting	Non-transferable; good when present
Diamond, Emerald and Platinum Life Master Awards	In recognition of achievement	2 Sectional Free Plays	Non-transferable
Grand Life Master Award	In recognition of achievement	Plays free at all NVBA-sanctioned events	Also other recognition as appropriate
Dave Murray Award	In recognition of sportsmanship	Plays free at Holiday Party	Non-transferable; good when present
Sara Goodwin Award	In recognition of participation in NVBA events	Plays free at Holiday Party	Non-transferable; good when present
New NVBA Members	Welcome new and transferred members	1 Free Play to Unit or Club game	Non-transferable

Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013

<b><u>SECTIONALS</u></b>			
<b>Item</b>	<b>Purpose</b>	<b>Type of award</b>	<b>Conditions</b>
NVBA Tournament Chair(s)	In appreciation of duties performed	9 Sectional Free Plays per chair per tournament	Transferable
WBL Tournament Chair(s)	In appreciation of duties performed	9 Sectional Free Plays for each tournament	Non-transferable
Partnership Chair	In appreciation of duties performed	4 Sectional Free Plays for each tournament	Transferable
Prize Chair	In appreciation of duties performed	3 Sectional Free plays	Transferable
Caddy Chair	In appreciation of duties performed	2 Sectional Free Plays for each tournament	Transferable
Seeding Chair	In appreciation of duties performed	1 Sectional Free Play for each tournament	Transferable
I/N Lecturer	In appreciation of duties performed	1 Sectional Free Play for each lecture	Transferable
Guaranteed Partnership Program	In appreciation	Up to 4 Free Plays per session of each Sectional	Non-transferable
Director/TC Discretion	Free play for services rendered	10 or fewer per each Sectional	Non-transferable

Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013

<b><u>UNIT GAME</u></b>			
<b>Item</b>	<b>Purpose</b>	<b>Type of award</b>	<b>Conditions</b>
Unit Game Section Tops	Reward players for winning at Unit Game	1 Free Play for N-S and E-W overall winners in each section	Non-transferable
Unit Game Manager	In appreciation of duties performed	1 per Unit Game	Non-transferable
Unit Game Hospitality - Food	In appreciation of duties performed	2 per game total; NOT per person	Non-transferable
Unit Game Hospitality – Beverages	In appreciation of duties performed	1 per game	Non-transferable
I/N Lecturer	In appreciation of duties performed	1 Unit Game Free Play for each lecture	Non-transferable
Each Guaranteed Partner	In appreciation	1 Free Play for Unit Game if plays; 1 for subsequent game.	Non-transferable
New Player Free Play	Incentive for new Unit Game players	1 Unit Game Free Play	Non-transferable; must not have played at Unit game for 6 mos.; may not use on the first night of play
New Player “Finder” Free Play	Incentive to bring new players to Unit Game	1 Unit Game Free Play	Non-transferable – free play is used immediately
Director Discretion	Free Play for services rendered	10 or fewer per year	Non-transferable
Miscellaneous Free Plays – Given by Board President	Free Play for services rendered	10 or fewer per year	Non-transferable

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

The Grand National Teams (GNT) Coordinator, when one is appointed, will receive two (2) one-session Free Plays to the Unit-level GNT event or its equivalent. In those years when Unit-level GNT qualifying events are not held, the Club Liaison officer will be responsible for the scheduling and publicity connected with holding GNT qualifying games at the club level.

The North American Pairs (NAP) Coordinator, when one is appointed, will receive two (2) one-session Free Plays to the Unit-level NAP event or its equivalent. In those years when Unit-level NAP qualifying events are not held, the Club Liaison officer will be responsible for the scheduling and publicity connected with holding NAP qualifying games at the club level.

### **13.2 New Life Masters Recognition**

New Life Masters will be announced at the Annual Meeting and asked to stand for recognition. Also, their names will be inscribed on cakes served as dessert at the Annual Meeting. They play for free at the Annual Meeting if present.

## **14 JUNIOR FEES**

Reduced entry fees for Juniors (defined as anyone 25 and under in accordance with ACBL policy) are in effect for all NVBA sanctioned events. February has been designated Junior Month by the ACBL; entry fees for Junior Fund-designated games will include an extra dollar per person to be used by the ACBL to support Junior programs. The NVBA will participate fully in this endeavor. The specific fees for Juniors playing in NVBA events are detailed in the sections below.

### **14.1 Unit Game**

NVBA will pay one-half of the entry fees for Juniors, rounded down to the nearest dollar.

### **14.2 Sectional Tournaments**

NVBA will pay one-half of the entry fees for Juniors, rounded down to the nearest dollar.

## **15 MEMBERSHIP**

Records of the membership of the NVBA Unit will be maintained by a Membership Secretary, who will be appointed by the President with the approval of the NVBA Board. The Membership Secretary will be given Unit Game Free Plays for performing the duties identified in the NVBA PPM.

## **16 NEWSLETTER**

The newsletter is considered the primary means of communicating news of NVBA Unit activities and decisions, member accomplishments to all NVBA members, and a vehicle for Club news. The newsletter is posted on the NVBA website, and members are asked to read it there to the extent they have Internet access. Specific policies are detailed below.

### **16.1 Publication Dates**

The NVBA publishes a quarterly newsletter.

### **16.2 Subscription Rate**

Upon specific request from a member, the newsletter will be mailed to members at no charge; however, only one copy is sent per household or mailing address. The subscription rate for a printed version for non-NVBA members is \$5.00 per year.

### **16.3 Newsletter Inserts**

Sanctioned bridge Clubs within Unit 218 have the right to include an advertising insert with the newsletter, so long as no additional cost(s) beyond the normal publication costs for the newsletter are incurred by the Unit. Unit 218 is not responsible for any aspect of producing or distributing such an insert.

All costs of an insertion by any Club will be borne by that Club, including, but not limited to, printing, collating, folding, and inserting. In addition, any additional postage costs that may result from such an insertion will be the responsibility of the Club.

### **16.4 Newsletter Production Editor Responsibilities and Compensation**

The Newsletter Production Editor will be compensated for "formatting and layout" at the flat rate of \$110.00 plus \$13 per page per issue. Board Members who perform this function will be paid only with unanimous approval of the Board.

### **16.5 Newsletter Liaison Responsibilities**

The Newsletter Liaison will be appointed by the President with the approval of the NVBA Board, and will be an active NVBA member.

A Newsletter Production Committee, whose primary responsibility will be to help proofread the draft and final copies of the Newsletter before it is sent to press, may assist the Newsletter Liaison in his/her responsibilities.

### **16.6 Content**

The standard content of the newsletter may typically include:

#### **16.6.1 Club News**

NVBA Clubs will be given the opportunity to list special activities and events in the newsletter free of charge. These include charity events, series winners, special parties, etc. However, it is not NVBA policy that every article submitted by a Club manager has to be printed. As space permits, NVBA Club winners will also be included in Unit news. A full list of NVBA Clubs complete with days and times of operation will be published annually in the Newsletter.

#### **16.6.2 Member News**

Member news includes the Parade of Winners, the final standings of each year's Ace of Clubs and Mini-McKenney winners, a Hail and Farewell column for new members, deceased members, and members transferring in and out of the Unit, and Membership Rank Changes.

In the Parade of Winners, it is NVBA policy to include the name of any NVBA member and his/her partner who place first or second overall in a District 6 Regional event and in NVBA and WBL Sectionals.

Obituaries/In Memoriam articles may be included for deceased members at the request of family or friends.

#### **16.6.3 President's Column**

A President's Column will be a standard feature of the Newsletter.



#### **16.6.4 NVBA Board News**

Notice of the Annual Meeting and highlights of NVBA Board actions and decisions that affect the membership or may be of some interest to NVBA members (e.g., changes in policy), will be included in the Newsletter, either in the President's column or as a separate article.

#### **16.6.5 District 6 or MABC News**

Actions taken at District 6 or MABC meetings that may be of interest to the general NVBA membership will be included in each Newsletter.

#### **16.6.6 Committee News**

Any Committee members, subject to NVBA Board approval, may write columns.

#### **16.6.7 Unit Game Schedule**

A key feature of the Newsletter will be the Unit Game schedule for the next three months, with a special announcement of any games to be held at any location other than the standard NVBA Unit Game site.

#### **16.6.8 Special Unit Events**

Notification of special Unit-sponsored events--LM/NLM game, Unit- and District-level NAPs and GNTs, the NVBA Round Robin, 4th of July Regional, Holiday Party, Annual Meeting/Elections--and the subsequent winners of these events, complete with pictures, when possible, will be included.

#### **16.6.9 NVBA Sectional Tournaments**

The Newsletter will always contain the full schedule of upcoming NVBA Sectional Tournaments along with any articles that highlight any special events or activities to be held in conjunction with these tournaments.

#### **16.6.10 WBL Sectionals**

Ads for upcoming WBL Sectional Tournaments will be included in the NVBA newsletter when they are provided by the WBL before the newsletter publication deadline.

#### **16.6.11 Regular Columns or Features**

These include:

- Any regular columns or features authored by our members.
- An Intermediate/Novice (I/N) feature.
- Articles that promote bridge education.
- NVBA Newsletter information.
- Cheer and Sympathy information--who to contact and when.
- Membership information--who to contact and when.
- List of the NVBA Board of Directors and their positions.
- NVBA masthead and Table of Contents.
- A brief notice on how subscriptions can be obtained.
- NVBA website address

#### **16.6.12 Column Reviews**

All columns in the NVBA Newsletter will be reviewed by at least two members of the NVBA Board.

## **16.7 Advertising**

Advertising in the newsletter will be accepted only when accompanied by payment in full. The rates are set by the Board and are currently the following: \$100.00 for a full page, \$75.00 for a half page, and \$50.00 for a quarter of a page per issue. An ad appearing in four consecutive issues will be run for the price of three.

## **17 PARTNERSHIPS**

The President appoints the Partnership Chair(s) for the Unit Game and Sectional Tournaments with the approval of the Board. The Partnership Chair(s) line up Guaranteed Partners and facilitate partnerships for Unit Games and Sectional Tournaments.

## **18 POLICIES**

All policies not in conflict with the Constitution and By-Laws of the NVBA Unit may be amended by a simple majority vote of the Board of Directors, when a quorum is present. The NVBA Constitution and By-Laws defines a quorum of the Board of Directors for the transaction of business as more than 50 percent of the members of the Board of Directors.

## **19 PRIZES AND TROPHIES**

The following sub-sections address NVBA policy with respect to Sectional Tournament prizes, Player-of-the-Year trophies, Mini-McKenney medals, Ace of Clubs certificates, and Round Robin prizes.

### **19.1 Sectional Tournament Prizes and Trophies**

A special event trophy, named for former long-time NVBA Treasurer William Poissant, is awarded annually to the winners of the annual NVBA premier two-session unlimited Pairs event on Saturday of the first NVBA sectional held in a calendar year. It is awarded to the winners at the conclusion of the event and engraved with their names at a later date. This trophy is then kept by the winners for one year and returned to the Prize Chair prior to the first sectional of the following year.

No section top or overall prizes will be awarded in any games above the 100-masterpoint limit at NVBA Sectionals. Players with fewer than 100 MPs who finish first overall in 0-99er Sectional events, in general, will be awarded material prizes. Prizes must be picked up at the tournament – they will not be mailed.

### **19.2 Unit Trophies**

#### **19.2.1 Trophies**

Player-of-the-Year trophies are given out at the Annual Meeting (see Section 1.5) to those players who have acquired the most masterpoints during the previous 12 months in NVBA-sponsored events (see 19.2.2). There are four trophies—Man of the Year, Woman of the Year, the Rush Buckley Trophy (Non-Life Master with more than 20 MPs at the start of the trophy year), and Rookie of the Year (member with fewer than 20 MPs at the start of the trophy year). The names of the winners are engraved on the master trophies kept by the Unit. Each winner receives a smaller trophy to keep. Sectional Free Plays are awarded to the winners of these trophies (see Section 13.1).

#### **19.2.2 Criteria**

Masterpoints earned in the following events are used to compute the winners of the above trophies:

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

- All regular Thursday evening NVBA Unit Games
- All sessions of NVBA Sectionals, including the ones held at the WBL site on Thursday evenings, and Thursday evening sections of the WBL Sectionals at the NVBA site only
- Citywide contest, but only those sections held at Clubs within the NVBA's jurisdiction
- All flights of the NVBA Unit-level competition of the Grand National Teams (when held)
- All flights of the NVBA Unit-level competition of the North American Pairs (when held)
- Extended Knockout (KO) phase of the NVBA Round Robin (when held)

### **19.3 Medals and Certificates**

Mini-McKenney medals will be awarded at the Annual Meeting to those NVBA members who have won the most masterpoints as recorded by the ACBL for the previous calendar year. Members are eligible according to the category they were in as of January 1st of the award year. There are 14 categories:

- Rookie of the Year (0-4.99 MPs)
- Junior Master of the Year (5 MPs)
- Club Master of the Year (20 MPs)
- Sectional Master of the Year (50 MPs--5 must be silver)
- Regional Master of the Year (100 MPs--15 must be silver and 5 either red or gold)
- North American Bridge Championship (NABC) Master of the Year (200 MPs--50 must be pigmented with minimums of 5 gold, 15 red or gold, and 25 silver)
- Life Master of the Year (300 MPs--100 must be pigmented with minimums of 25 gold, 25 red or gold, and 50 silver)
- Bronze Life Master of the Year (500 MPs)
- Silver Life Master of the Year (1000 MPs)
- Gold Life Master of the Year (2500 MPs)
- Diamond Life Master of the Year (5000 MPs)
- Emerald Life Master (7500-9999 MPs)
- Platinum Life Master (10000+ MPs but haven't met criteria for Grand LM)
- Grand Life Master of the Year (10,000 MPs plus one unlimited NABC Championship)

Ace of Clubs certificates will be awarded at the Annual Meeting to those NVBA members who have won the most masterpoints at ACBL-sanctioned Clubs (including the NVBA Unit Game) during the previous calendar year. Members are eligible according to the category they were in as of January 1st of the award year. The 14 categories are the same as those for the Mini-McKenney medals. Excluded events at Clubs are GNT and NAP qualifying games, games held as part of Sectional Tournaments, and NABC fundraising games.

Mini-McKenney Awards are ordered from ACBL and paid for by District 6. The NVBA Prize Chair orders the Ace of Clubs certificates, which are paid for by the NVBA.

See Section 13.1 for the NVBA Free Play policy for winners of these awards.

### **19.4 Joint NVBA/WBL Sectional Trophies**

Two Washington D.C. Area Player of the Year trophies are awarded annually at the 4th of July Regional. One is for the Life Master who wins the most number of points across all NVBA and all WBL Sectional Tournaments in any one "tournament year" (September-May). The second is for the Non-Life Master who wins the most number of points across all NVBA and all WBL Sectional Tournaments in any one "tournament year." Conditions of contest state that the winners must have played in at least two sessions each of at least three NVBA and three WBL Sectional Tournaments,

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

exclusive of the joint Thursday nights, beginning in August of one year and continuing through May of the next, or one full “tournament year”, and must be a member in good standing through the competition period and up to the time of the award. Each winner is given the large trophy with his/her name engraved on it to enjoy for one year, and upon relinquishing the large trophy at the 4th of July Regional, will receive a small replica to keep.

### **19.5 Holiday Party Awards - Dave Murray Award and Sara Goodwin Award**

The Northern Virginia Bridge Association established the Dave Murray award in 2003, and it is awarded at the Holiday Party to an eligible recipient chosen by the Board. In 2009, following the unexpected death of Sara Goodwin, a constant presence at NVBA events, the Board decided to award a trophy in her name.

#### **19.5.1 Dave Murray Award**

The Dave Murray Award is given to a player who exhibits a combination of skill, sportsmanship, courtesy, enthusiasm for the game, and a sense of humor. In short, it is intended to recognize the qualities that made Dave Murray everyone’s favorite partner. The award winner is chosen by the NVBA Board, which solicits nominations from club owners and directors. The award winner plays for free at the Award Dinner and is given a personal trophy. His/her name is engraved on the permanent trophy, which the winner gets to keep until the following year. This trophy is not necessarily awarded every year.

#### **19.5.2 Sara Goodwin Award**

This award is given to the bridge player(s) (does not have to be an NVBA member) who played in the most NVBA Unit Game and NVBA Sectional events from December of the previous year to November of the current year. The winner’s name is engraved on the permanent trophy and the winner receives a small personal trophy to keep. If present, the award winner plays for free at the Holiday Party game.

## **20 RECORDER**

The NVBA President with the approval of the NVBA Board will select a Recorder and an Assistant Recorder.

### **20.1 Player Responsibilities**

Bridge players are responsible for reporting to the Recorder any unusual instances of card play, bidding, or general player behavior that may occur. Specific types of incidents that are appropriate for reporting to the Recorder include: unorthodox/questionable actions by players in bidding or play, non-standard procedural actions (in reporting of scores, calling the director, etc.), or unusually difficult player attitude or mildly disruptive behavior. In addition, the Recorder may handle complaints regarding problems of personal hygiene or personal demeanor when they are of a recurring nature. Reports of any of the above incidents should be made using the Recorder Form/ Player Memo available at all NVBA-sanctioned events. Completed forms should be returned to the Recorder or to the Chief Director of the event (who will forward them to the Recorder) as soon as possible after the incident has occurred.

## **20.2 Recorder Responsibilities**

The Recorder receives, investigates and evaluates all Recorder Form/Player Memos. These are available through the Directors at all NVBA-sponsored events. Players will document all incidents using a Player Memo.

The Recorder responds to the Recorder Form/Player Memo in accordance with the procedures set forth in the ACBL regulations.

Responsibilities of the Recorder are in the NVBA Position Descriptions.

## **21 REGULATIONS REGARDING PLAY**

The following policies are in effect at all NVBA-sanctioned events except sessions played in a Club or private home, or when these policies conflict with the specific conditions of contest for a special event (Round Robin match, etc.).

### **21.1 Knockout Events**

The Director will determine the number of Boards unless specific conditions of contest exist which clearly state the number of Boards that will be played.

### **21.2 Slow Play**

As slow play in bridge clearly interferes with the enjoyment of the game to many, directors are instructed to keep the game moving and are authorized to award penalties when necessary. To assist players, a clock will be used at the Unit Game and at NVBA Sectional Tournaments.

The Director has an obligation to the players to keep the game moving on schedule. Slow play by one or two persons makes the game unpleasant for the majority. Slow play is defined as being three (3) or more minutes late in starting or finishing a round. It is understood that the Director will make every effort to determine who is "at fault" before assessing penalties. The following procedures will apply to slow play at all NVBA-sponsored events:

1. First offenders will be given a warning that they have two rounds to catch up before a late play penalty is applied. Once a warning has been issued, it remains in effect for the remainder of the game.
2. Second offenders will receive a 1/4-Board match point penalty.
3. Subsequent offenses will result in doubling of the penalty.
4. Players may be allowed only one late play during a session at the discretion of the director. Late play offenders will receive an average minus on all subsequent late play Boards. Any non-offending pairs will receive an average plus on any Boards not played. Late plays might not be allowed at the Thursday night Unit Game because of time constraints.
5. Documented, consistent slow play may result in committee action.

The NVBA Board has enacted slow play and late play penalties to help ensure that the game remains enjoyable for all that play. Slow play and late play penalties are NOT meant as a punishment nor are they a reflection on player character; they are simply necessary in extreme and presumably infrequent circumstances to ensure the integrity of the game.

### **21.3 Smoking**

All events sponsored by the NVBA will be non-smoking, with an appropriate number of hospitality breaks. At NVBA playing sites, smoking is allowed only in designated spaces. Smoking is never allowed in the playing areas, restrooms, or hallways outside restrooms.

*Smoking in Temple Beth El, the site of the NVBA Unit Game, is strictly prohibited.* Anyone found smoking in the Temple will be barred from bridge play at that site and brought up on conduct charges in front of the NVBA Conduct and Ethics Committee. At the Unit Game, smoking is allowed only outside the Beth El Temple. A maximum of three (3) hospitality breaks will be provided for the players at the discretion of the Head Director and/or the Unit Game Manager.

#### **21.4 Systems and Conventions**

Mid-Chart conventions will be permitted in NVBA-sponsored Flight A and Flight A/X events. Only General Chart conventions will be allowed in Open, Open Stratified, Flight B/C and Flight C and below events. In conformance with national ACBL regulations, Super-Chart conventions will be permitted in the top bracket or flight of sectionally-rated NVBA-sponsored extended team events only (more than 12-Board matches).

#### **21.5 Convention Cards**

All players in NVBA-sponsored Flight A and Flight B events will have two identically filled-out convention cards on the table during the course of play. Any players not in compliance with this policy will have two rounds to complete a card. If this is not done, the offending players may be subject to scoring penalties. Repeated offenses will result in a score adjustment.

#### **21.6 Bid Boxes**

It is NVBA policy to have bid boxes available for all players at all NVBA-sponsored events. In accordance with ACBL policy, players must respect those who have handicaps and request, for valid reasons, not to use the bid boxes.

### **22 ROUND ROBIN**

The Round Robin may be conducted annually any time between October 1 and May 1 and will consist of a Round Robin stage and a knockout stage.

If the Board decides the Unit will sponsor a Round Robin event, it will appoint the Coordinator of the Round Robin. The Round Robin Coordinator will select committee members to help seed and conduct the Round Robin. One member of this subcommittee must be a member of the NVBA Board (this person may be the Coordinator, if the Coordinator is also a Board member).

The Round Robin Coordinator will report status, problems, and final results to the Board. The Round Robin Coordinator will coordinate with the Publicity Chair to advertise and solicit teams for the event. The Coordinator will prepare and submit to the NVBA Board for approval the conditions of contest for the event. These will address late arrival, slow play, smoking policy, seeding, etc. The Round Robin Coordinator will obtain the appropriate sanctions from and report the results of the Round Robin to ACBL Headquarters.

The Round Robin Committee will arbitrate disputes between participating teams in accordance with the conditions of contest. Committee members will not participate in decisions involving their own league or during the finals in decisions in which the outcome would affect their team. The NVBA Board will hear appeals of decisions made by the Committee.

### **23 SEEDING**

The purpose of seeding an event is to help balance the field in pair events so that all sections (and both directions in a section) have about the same number of good pairs, and no one section is weak or top-heavy.

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

To ensure that seeding is accomplished in a fair and equitable manner, the Board may ask the Chief Director to do the seeding at NVBA Unit Games or appoint a Seeding Chair, subject to Board approval, to help with the seeding at events with larger attendance where the Director(s) need assistance with seeding.

The Seeding Chair's responsibilities are outlined in the NVBA Position Descriptions and Procedures Manual. The Director-in-Charge, if qualified, may seed any NVBA-sponsored event, except sectionals, NAPs and GNTs.

### **24 LIFE MASTER/NON-LIFE MASTER GAME**

The Life Master/Non-Life Master Game Coordinator is appointed by the President with the approval of the NVBA Board, and will work with the Publicity and Newsletter Chairs to publicize the game and to ensure maximum participation in the event. This Coordinator will specifically solicit participation by Life Masters within the Unit, and will work with the NVBA clubs to solicit the participation of the Non-Life Masters. The Coordinator will work with the Unit Game Manager to ensure that there is adequate playing space, directing staff, caddies, and refreshments for this game.

### **25 TOURNAMENTS**

The NVBA hosts four Sectional Tournaments annually, and alternates hosting the 4th of July Regional for the MABC with the WBL. All tournaments are the responsibility of the NVBA Tournament Chair(s).

#### **25.1 Tournament Chair Responsibilities and Recognition**

The President, with the approval of the NVBA Board, appoints the NVBA Tournament Chair (TC). The TC is responsible for all aspects of NVBA-sponsored tournaments. Responsibilities include such activities as:

- Ensuring that appropriate playing sites are available and under contract.
- Scheduling four tournaments and their respective events.
- Submitting sanctions through the District Coordinator to the ACBL for approval.
- Submitting ads for the tournaments to the District 6 Table TALK Editor for publication.
- Preparing an ad for the NVBA Bulletin.
- Providing food and drink for all players.
- Approving Director assignments and making hotel reservations for Directors as needed.

For specific TC duties and responsibilities, see the NVBA Position Descriptions. The Tournament Chair will seek the Board's advice and in turn be responsive to suggestions from the Board relative to the scheduling of events for each tournament.

#### **25.2 Sectionals**

As noted above, the NVBA hosts four Sectional Tournaments per year. The entry fee for each session of play is \$10.00 for all players, with two exceptions: Juniors, whose fee is set forth in Section 14.2 herein, and 199ers, for whom the entry fee is \$8.00 for the Thursday night session only. Players with 0-5 masterpoints play free at NVBA Sectionals. If EasyBridge!-style games are held in conjunction with a sectional, the entry fee for those games may be reduced based on the number of boards played. Such a pricing decision will be made at the time that the decision is made to include these games.

There will be an additional surcharge for non-ACBL members and ACBL Life Members whose status is not current in accordance with ACBL policy.

## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

The NVBA Tournament Chair has overall responsibility for these tournaments. Sectionals are conducted in full accordance with the regulations concerning conventions (see Sections 21.4 and 21.5), slow play (see Section 21.2), and smoking (see Section 21.3). Bid Boxes will be available for use by all players in all events (see Section 21.6). There will be no exception to their use when any player is hearing-impaired.

### **25.3 Regionals**

The Mid-Atlantic Bridge Conference (MABC) sponsors an annual 4th of July Regional Tournament in the Washington area. The NVBA and WBL alternate hosting this Regional. The NVBA Board nominates their candidate for the Tournament Chair(s) to District Six, which in turn makes the nomination to the MABC. The MABC has final approval authority over the choice of the Tournament Chair. All regulations regarding play, Directors, entry fees, etc. are governed by the MABC.

## **26 UNIT GAME**

The NVBA Unit Game is held Thursday evenings beginning at 7 p.m. at the Beth El Hebrew Congregation, 3830 Seminary Road, Alexandria, Va.

### **26.1 General**

The Temple is a non-smoking building. Regulations concerning non-smoking must be strictly observed as a condition of the continuing use of the Temple by the NVBA (see Section 21.3). There are two separate games held: a stratified or strataflighted Open and an Intermediate-Newcomer (I/N) stratified game. The game, including the play, scoring, and clean-up must be completed by 11:15 p.m.

As much as possible, hand records and pre-dealt Boards generated by the Unit Game Director using the NVBA's dealing machine will be used in all open and I/N pair games.

Refreshments are provided for the players free of charge. The Temple, at a fee negotiated into the weekly rental, provides free tea and coffee service, while sodas are available at \$.50 per can or bottle.

### **26.2 Unit Game Manager**

The Unit Game Manager is appointed by the NVBA President with the approval of the NVBA Board and is responsible for the overall conduct of the Unit Game. Specifically, this entails:

- Ensuring adequate space is available for each Thursday Unit Game
- Providing food, coffee and tea makings, sodas and paper goods weekly and equipment as needed
- Making recommendations to the Board regarding Unit Game policies
- Interfacing with the playing site management to handle any problems that may arise during the year
- Coordinating with the Tournament Chair and the Special Events Coordinator to ensure that any unusual requirements for special or tournament Thursdays are satisfied.

### **26.3 Chief Director**

The Chief Director of the Unit Game will attend Board meetings as needed, and will coordinate with the Unit Game Manager and the Special Events Coordinator. The Chief Director will also attend the annual NVBA/WBL scheduling meeting (see Section 1.9). The Director's duties include selling entries for, running, and scoring the Unit games in accordance with ACBL regulations, and any other duties delineated in the contract negotiated between the Director and the Unit. The Chief Director will be



## **Northern Virginia Bridge Association Policy and Procedures manual – Revised: 9/17/2013**

paid up to \$100.00 per session when s/he is in charge. Also, the Chief Director is to be paid an administrative fee of \$40.00/month for filing the required monthly reports and forms with the ACBL.

### **26.4 Deputy Chief Director**

The Deputy Chief Director will direct the Novice game at the Unit Game and will substitute for the Chief Director and perform all the duties of the Chief Director when the Chief Director is absent. The Deputy Chief Director will be paid \$70 when he/she directs the Novice game and will be paid the same as the Chief Director when he/she directs the open game. If a director (other than the Deputy Chief Director) is hired to run the Novice game, that director will be paid \$50.

### **26.5 Assistant Director**

When an assistant(s) is (are) hired to help the Chief Director run the Unit Game (examples: the world-wide Instant Match point game, the LM-NLM game, the Annual Meeting, the Holiday Party), he/she will perform the duties delegated by the Chief Director and will be paid up to \$80.00 per session. If a Computer Helper or Director-in-Training is hired to assist the Chief Director, then that person shall be paid \$25.

### **26.6 Substitute Director**

If a Substitute Director (Directors) is (are) needed to run the Unit Game, then that director (or each director present) will sell, run, and score the Unit Game, and turn in entry fees, game statistics, and entry fees to the Chief Director. The Substitute Director will be paid up to \$100.00 per session as determined by the Chief Director, plus any extraordinary expenses incurred in order to meet his/her Substitute Director obligations.

### **26.7 Emergency Situations**

The NVBA President has the authority to override the amounts paid to the assistant or substitute director in emergency situations. Directors will be paid half their regular salary if the Unit Game is cancelled due to weather or power outage situations.

### **26.8 Entry Fees**

As of January 17, 2013, the entry fee for all regular games held at the Thursday Unit Game is \$9.00. The entry fee for the 0-199er game is \$7.00. NVBA will pay one-half of the entry fees for Juniors, rounded down to the nearest dollar. ACBL members and new players with 0-5 masterpoints play free at the NVBA Unit Game and at all NVBA-sponsored events. Players using the Unit site to play sanctioned knockouts will pay \$2.00 each.

### **26.9 Prizes**

Prizes in the form of Unit Game Free Plays will be awarded to all Section Top winners (see Section 13.1).

### **26.10 Intermediate/Novice (I/N) Game**

There is a mini-lesson offered before the Unit Game. The person giving the mini-lesson receives one Unit Game Free Play. The Deputy Chief Director will be paid up to \$70.00 per game.

### **26.11 Board Duplication**

The NVBA will pay \$15 per set duped by hand and \$12 per set if a duplicating machine is used.

**26.12 Bridgemates**

The NVBA will acquire and maintain an adequate supply of Bridgemates to use in scoring all Unit Games and NVBA Sectional events. A member of the NVBA Board will serve as the Bridgemates coordinator. On those days when the Bridgemates are not in use, they are available to clubs to rent at a flat rate of \$3.00 per box. Club directors should contact the Unit Bridgemates coordinator to schedule the rental, pickup and return of the Bridgemates to Beth El.

## 27 Acronyms and Abbreviations

ACBL – American Contract Bridge League

BIS – Bridge-in-Schools

C&E – Conduct and Ethics

CC – Caddy Chair

CDR – Code of Disciplinary Regulations

D-I-C – Director-in-Charge

GNT – Grand National Teams

I/N – Intermediate/Newcomer

KO - Knockout

LM – Life Master

MABC – Mid-Atlantic Bridge Conference

MPs - masterpoints

NABC – North American Bridge Championships

NAP – North American Pairs

NLM – Non Life-Master

NVBA – Northern Virginia Bridge Association

PPM – Policies and Procedures Manual (this document)

STaC – Sectional Tournament at Clubs

TC – Tournament Chair

WBL – Washington Bridge League

### **CERTIFICATION**

This is to certify that this Policies and Procedures Manual was duly adopted at a regularly called and held meeting of the Board of Directors at which meeting a quorum was present and voting on this 17th day of September, 2013.

/S/

Alan Dockterman, Secy.