

# **STANDING RULES**

As of November 7, 2016

## **SECTION I: GAME & EDUCATIONAL PARTICIPATION AND MEMBERSHIP**

1. Participation Open to All
  - a. The South Orange County Bridge Center is a member owned, not for profit, bridge center that is open to all persons wishing to participate in classes and games offered.
  - b. Membership in the South Orange County Bridge Center and membership in the ACBL is not required to play in bridge games or participate in classes offered by South Orange County Bridge Center. All bridge classes and games offered at South Orange County Bridge Center are open to the public. South Orange County Bridge Center places a high priority on educating individuals on how to play bridge and enhance and improve the individual's bridge playing ability, skills and knowledge.
2. South Orange County Bridge Center Membership Fees
  - a. There is no fee for membership in the South Orange County Bridge Center.
  - b. Bridge Table Fees are the same for members and non-members.

## **SECTION II: BOARD OF DIRECTORS**

1. New Board members shall be given a printed copy of the Unit Bylaws and Standing Rules for review prior to their first scheduled Board meeting. An organizational meeting of the new and old boards shall be scheduled after the annual meeting for the purpose of electing officers, initiating transfer of books, records, funds and other Unit property and selecting a monthly meeting date, time and location for their regular meetings.
2. Agenda of Board Meetings
  - a. It is recommended that agenda items be submitted to the Secretary no later than one week in advance of the Board meeting. Each item for the agenda should include a short paragraph explaining the item and the Board action required. The President may add last minute items to the agenda if they require Board action.
  - b. The Secretary shall be responsible for distributing the Board agenda to the Board members. It is recommended that this be done no later than four days in advance of the meeting.
3. In order to minimize confusion and to provide for an orderly meeting, the following participation guides for Board of Directors meetings shall be read whenever members-at-large attend Board meetings.
  - a. Members-at-large shall not participate in the proceedings unless requested to do so by the chair.
  - b. Members-at-large may present items for inclusion on the Agenda prior to the call to order. Additional items may be submitted for consideration during the

meeting, but these will normally be held over to the next meeting unless the Board is willing and time permits immediate consideration.

4. Board members shall use great discretion in disseminating or discussing proceedings of the Board of Directors meetings. Any matters determined by the Board to be sensitive shall not be discussed outside the Directors meetings. Members-at-large attending Board meetings shall be subject to the same limitations.
5. Each Director and committee chairperson shall maintain a notebook of duties and an inventory. This notebook and inventory shall be passed on to his/her successor with the recommendations of the retiring Director or committee chairperson.
6. The following are considered nonvoting ex-officio members of the Board of Directors:
  - a. The immediate past President
  - b. The Unit Manager
7. The Secretary or the President shall be responsible for notifying members prior to each Board meeting of the date, time and location of all meetings.
8. Members of the Board of Directors are expected to assist in the general operation of the Unit and to assure that the games run smoothly and that premises are left in good condition.
9. Upon request, all books shall be open for inspection at Board of Directors meetings.

### **SECTION III: UNIT MANAGER**

1. The Unit Manager (also referred to as the Club Manager) submits a monthly report to the ACBL, which includes the players' master points earned. The Unit Treasurer and Unit President receive a copy of the Monthly report that does not include the master points earned by the players. Players' master point earnings are uploaded to the internet.
2. The Unit Manager will resolve Masterpoint discrepancies with players and the ACBL.
3. The Unit Manager will assist and train Game Directors, assist with and resolve problems, and provide in-service meetings.
4. The Unit Manager will attend committee meetings as required, primarily to focus on increasing class and game attendance.
5. The Unit Manager will establish the monthly calendar and schedule directors for games, recommend special games, coordinate advertising, and coordinate the board duplication and naming and saving of files.
6. The Unit Manager will implement the Board of Directors' goals and ensure the club runs smoothly and efficiently.
7. The Unit Manager will report 75% games and higher to the Bridge Bulletin for inclusion in the magazine.
8. Unit Manager Compensation: The Unit Manager will be paid \$800.00 per month, plus travel compensation of \$4 per round trip to the Club.

### **SECTION IV: GAME DIRECTORS**

1. The Game Director shall be ACBL accredited.
2. The Director shall have, and be familiar with, the current ACBL Rule Book and, when called to a table to make a ruling, shall have the rule book in hand.
3. The Game Director's responsibilities shall include, but not be limited to, the following: (It is understood that the Director cannot personally perform all of these duties but is responsible for overall supervision of the tasks.)

- a. Arrive at all games at least 45 minutes before game time to supervise the setup of the playing area.
  - b. Turn on coffee which has been previously prepared.
  - c. Setup or supervise setup of room and tables properly for the scheduled game(s).
  - d. Collect money and put in safe with appropriate paper work.
  - e. Make table assignments, taking into account any unusual needs.
  - f. Make necessary announcements before the start of the game, especially concerning events that are scheduled for the coming seven-day period. Before the start of the last round, the Director will remind players of their responsibilities in leaving playing area clean of bottles, plates, cups, napkins and other throwaway items.
  - g. Direct play and use game timer clock so that game is run in a timely and friendly manner.
  - h. Prepare coffee as needed up to the last round of the game, using judgment as to amount needed late in game.
  - i. Record any complaints or “incidents” in specified manner and make players aware of their options if they are not satisfied with the Director’s ruling.
  - j. Supervise return of boards to assembly table and return table setup to normal if any unusual changes have been made.
  - k. Enter game results in computer and complete all reports related to game.
  - l. Post results to the Club’s website. In the event of difficulties, the Director should inform the club manager immediately after the game.
  - m. Secure all equipment and supplies at Director’s desk.
  - n. Turn off air conditioning or heat equipment; put away food and setup coffee.
  - o. Secure the Center after the game or assure that someone who knows closing procedures and has necessary keys assumes responsibility.
4. Director Compensation: Game Directors and Caddies are independent contractors and receive the following compensation based on table count:
- a. 10 tables or less - \$95 base fee for Directors with more than one year of experience; or \$90 base fee for directors with less than one year of experience;
  - b. An additional \$3 for every table over ten tables (rounding up all half tables), plus an additional \$1 for every table over 24 tables (rounding up all half tables);
  - c. There will be a \$10 Three Section Bonus (24 + tables) or a \$10 Web Movement Bonus;
  - d. There will be a \$15 bonus for the once-a-month weekday Swiss Team Game Directors;
  - e. Assistant Directors will receive a free play;
  - f. Caddie Directors will receive \$70 per game;
  - g. Caddies will receive \$50 per game;
  - h. The foregoing compensation does not apply to Bridge classes but does apply to EasyBridge games (see Section VI.2 below);
  - i. Directors will receive a distance-based allowance for directing-related travel to and from the Club in excess of 15 miles per one-way trip. Caddies and Caddie Directors do not receive the distance-based allowance. The rate of compensation will be 30 cents per mile, rounded to the nearest dollar.

5. Director Play
  - a. The Director may not kibitz.
  - b. The Director may play in limited Masterpoint games when the players would like the Director to fill in.
  - c. The Director may not play if there are 18 or more tables or two or more sections; Monday, Wednesday and Friday night games are exceptions to this rule.
  - d. The Director may not play to make a half table.
  - e. The Director may not receive master points in pair's games.

## **SECTION V: EDUCATION**

1. Unit authorized teachers using facilities for their bridge classes shall pay DHBC 25% of the student fees per session. For classes taught and advertised through a Municipal Recreation Center, the teacher will pay 20% to DHBC. Teachers set the fees that students pay for the classes.
2. Teachers will submit a class roster and the DHBC's portion of the fees to the Treasurer and the roster to the Education Committee for each session. DHBC will provide coffee but not snacks for classes at DHBC.
3. Anyone wishing to teach at DHBC must submit an application and proposed course curriculum to the Education Committee for approval. All subsequent proposed course offerings require approval of the Education Committee.

## **SECTION VI: GAME OPERATION**

1. Player Stratification
  - a. It is the objective of the Unit, as determined by the Board, that for purposes of competition and in the interest of fairness, players be ranked in an appropriate manner relative to their playing skill and experience. Normally, that means that players will be ranked or stratified to their master point total as recorded by the ACBL. However, directors are empowered to alter or adjust the ranking whenever it is apparent that a player would be placed inappropriately relative to his or her actual skill as demonstrated by their play and experience. Some of these factors could be the possession of points accumulated outside of the ACBL jurisdiction, extensive rubber bridge experience not played under ACBL sanction and not recorded as such, and/or the ability to play at a level substantially higher (or lower) than the master point record would indicate.
  - b. The Board has established the Policy of player stratification, but it is the Directors who are authorized to implement it. It is therefore implied that the directors will confer and agree on a general approach and on guidelines for making decisions in this regard.
2. EasyBridge Program
  - a. The EasyBridge Presenter (EBP) manages the EasyBridge program and games on behalf of the Club. The EBP utilizes free plays as game incentives. These free play awards differ from regular game free plays and are to be used exclusively for the EasyBridge games and/or Bridge Basic students who play in the 0-20 game(s) or the Friday morning 0-99 game.

- b. The EBP may require Game Director's assistance. Game Directors assisting the EBP will be compensated \$30 in cash as independent contractors in lieu of a free play.
  - c. The EB I, EB II and EBIII game presenter will be compensated at the same rate as other game directors. In addition the presenter will be paid \$30 for the pre-game lecture.
  - d. Standby players who have been specifically asked by the Wednesday or Friday EasyBridge Game Director to be present to fill in when there is less than a full table will receive a free play for being present whether or not they actually play as a fill in. The maximum number of stand by free plays will be three for the Wednesday and Friday morning games.
3. Psyching
- a. While it is understood that psyching is part of bridge, it is the Board's position that it should not be employed against substantially weaker or inexperienced players. Whenever the improper use of this technique is brought to the attention of the Director, the Director is empowered to redress the action via appropriate adjustments to the score.
4. Stratification Levels
- a. Directors are free to establish game stratification levels within guidelines provided by the Unit Manager. Generally, Directors will strive to set individual game stratification levels that provide all participants a reasonable opportunity to earn Master Points.

## **SECTION VII: DISCIPLINARY PROCEDURES**

1. Zero Tolerance
- a. The Club will enforce the guidelines of ACBL zero tolerance policy at all Club and Unit games. This Policy will be posted at the Club so players can read it.
  - b. Slow Play Regulations.  
Slow play, especially habitual slow play, is a violation of law and subject to penalty. When a pair has fallen behind, it is incumbent on them to make up the time lost as quickly as possible whether at fault or not. All players are expected to make a concerted effort to catch up when they have fallen behind, regardless of the reason for their lateness. In the absence of compelling evidence to the contrary, the director should presume that a pair finishing a round late by more than two or three minutes on more than one occasion during a session is responsible for the lateness. There is a strong expectation that the director will penalize such a pair. The size of a penalty will tend to increase for subsequent instances of slow play and for chronic or egregious slow play. While warnings typically will be given before a penalty is assessed, failure to do so in no way limits the director's authority to issue a penalty.
  - c. Players are expected to be aware, in a general sense, of time used and remaining in a segment in which they are playing regardless of whether a clock is in use or a time announcement has been made. An excuse of "no announcement" or "no clock immediately visible" will not be considered persuasive.
  - d. Slow play director's procedure:
    - Warn on the first time.

- Pull a board on the second time.
  - 3rd time- Penalize-1/4 board and players at no fault of their own will get an average + or a NP whichever is the higher percentage. In other words if the non-offending side is having a 65% game they will get a NP because the A+ only gives you a 60%.
2. The club will follow the ACBL Code of Disciplinary Regulations (CDR) and the ACBL Handbook of Rules and Regulations (HB), Chapter Four, Section Three, IV G Club Discipline.
  3. Directors will copy the Club Manager on all complaints and “incidents” from the club games. The club manager will be responsible to review these, identify any players who have repeat complaints, and speak with them about the situation. All Player Memos will be sent to the Unit Recorder for investigation and evaluation before they are irreversibly raised to the Conduct and Ethics Committee level.
  4. The Conduct and Ethics Committee will impose disciplinary actions, as appropriate.

#### SECTION VIII: FREE PLAY AND GIFT CERTIFICATE POLICY

1. New ACBL members of Unit 538 (including transfers) shall receive one (1) free play voucher which will be sent to them along with a letter of welcome from the Membership Chairperson.
2. The Partnership Coordinator(s) and Bridge Forum news correspondent will receive one free play per month. At the Board’s discretion, the Purchasing Manager and members picking up food supplies may also be awarded Free Plays in recognition of these services. One Kitchen Helper per week-day will receive a free play for his/her service. The newsletter editor, the individual making the bank deposits, and pre-game mini lesson lecturers will each receive one free play. The Food Committee Chairperson will receive two free plays per week, in recognition of the services provided. The administrator of the Mentor /Mentee Program shall receive three free plays per mentoring session and the mentors shall each receive a free play for participation in each session of the program.
3. In addition, the Club Manager or the Board can issue one or more free plays per month to members that do some extraordinary work. However, since most Club work is on a volunteer basis, use of free plays should be used sparingly as an incentive for special rather than routine tasks.
4. Students with fewer than 50 master points playing in an afternoon game on the same day as attending a Modern Bridge I, II or III (Bridge Basics) class or EasyBridge I or II Class may receive a five dollar discount on their afternoon game fee.
5. Gift certificates are available for sale by game Directors at the price of a regular card fee. These certificates may also be used for STaC, Charity and other special games (but note Item 7, below).
6. Gift certificates are not to be used in lieu of free play certificates or vice versa.
7. When redeemed, free play and gift certificates have the value of a regular card fee. STaC, charity or other special game fees are not covered (the certificate holder must pay any supplementary card fee).
8. Since free play and gift certificates have monetary value, a designated Board Member is responsible for the printing, issuance and control of certificates and related cash collections. Usage of certificates will be recorded by the issuer on the forms provided.

9. The designated Board Member will report free play and gift certificate activity to the Treasurer on a monthly basis.
10. On Veterans Day all veterans will be allowed to play for free.

## **SECTION IX: AWARDS**

1. The Unit will issue Ace of Clubs and Mini-McKenney awards annually.
2. The Jim Senter Sportsmanship/Citizenship Award will be awarded annually.
3. Other awards may be given as determined by the Board of Directors.
4. The Board will bear the cost of and extend an invitation to the annual holiday party for the current year's Board President.

## **SECTION X: FACILITY USE**

1. Use of all facilities is limited to events sponsored by the Unit and directly involving bridge, including District and ACBL related events.
2. Banners and announcement postings are strictly limited to bridge related items.
3. Rent for District and ACBL events shall be negotiated on an individual basis. A Club Monitor shall be paid \$50 per session from rent proceeds. Where a monitor is not required to stay for the entire session, a mutually satisfactory amount shall be agreed upon.
4. Players may bring service animals to DHBC, but no other animals are permitted.

## **SECTION XI: FACILITY OPERATION**

1. Distribution of Keys
  - a. The Facility Manager is responsible for issuing all keys to the premises, the fireproof file cabinet at the Director's desk, the storage areas, and the mailbox.
  - b. The Facility Manager will maintain a record of key holders and collect all keys from those who are no longer authorized access.
  - c. The following shall have a front door key: Directors, Board members, Instructors (during their teaching time only), Janitor, Vending machine operator, landlord, Unit/Club Manager and Facility Manager.
2. Janitorial Service shall be contracted at the direction of the Board.

## **SECTION XII: REIMBURSEMENT OF EXPENSES**

1. The Board of Directors must authorize all expenditures over \$500 that are not part of normal operations. The President must authorize all expenditures of \$500 or less that are not part of usual operations.
2. All requests for reimbursement must be made on a standard form provided by the Treasurer and must be backed up by the appropriate receipts. Reimbursements less than \$100 may be paid from the daily cash fund, if sufficient, otherwise will be paid by check.
3. The Food Committee Chairperson will be responsible for the overall supervision, selection and ordering of food and snacks. This responsibility is limited to weekday afternoon games, Saturday Games and EasyBridge Games. Sunday and evening games will be handled on an ad hoc basis.

The quantity and variety of food purchases will be based upon a daily menu prepared by the Chairperson each month, taking into account expected attendance for each day. Using this menu, the Chairperson will order the requisite quantity of food items to be purchased and/or delivered.

When sandwiches are on the menu, the Chairperson will make arrangements to order them and have them delivered to the Club. The person responsible for accepting delivery of the sandwiches should also collect the batch invoices for each batch. The Treasurer will reimburse the vendor directly by check, based on the invoices.

The Chairperson will also order in advance pizzas or similarly prepared food items, based upon typical or expected attendance for that day. At the time of delivery, the Director will pay the vendor from the day's cash, including an appropriate tip. Food purchases of this nature will be shown on the Director's daily cash report with receipts for these purchases attached.

In addition, the Chairperson will specify supplementary bulk purchases of prepared food, snacks and supplies from Costco or other suppliers and make arrangements for them to be picked up. Major purchases should be charged to the Club's account and paid by the Treasurer upon receipt of the store's monthly statement. Smaller purchases may be refunded from the day's cash.

