



# ACBL of Santa Cruz County

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**Unit  
550**

## **DEFINITION OF TERMS**

**Updated December 9, 2013**

The following terms are important in understanding how the Unit and Club Owners operate and relate to each other. Details about many of these terms and additional information can be found on the Unit 550 website under the “Unit 550 Info” tab.

The “About the ACBL” section of the ACBL website ([www.acbl.org/about/index.html](http://www.acbl.org/about/index.html)) contains considerable information on the organization of the ACBL. There you will also find a definition of terms: “ACBL from A to Z”.

The *ACBL Handbook of Rules and Regulations* is another source of information about ACBL related activities and policies. It can be found at [www.acbl.org/about/handbook.html](http://www.acbl.org/about/handbook.html). Chapter 3, Unit Regulations, has been included in this section.

**Club Owner:** A Club Owner has obtained an ACBL **Sanction** to run a particular type of duplicate game, at a certain time and at a specific location. Unit 550 currently has these Club Owners: Bill McIntosh, Mark Hasey, Nancy Wainer, Jane Jennings, Sherry Gilbreath and Robin Evenden. A Club Owner is an independent business person. The Unit has limited control over the conduct of a Club Owner’s game. However, to run a game at the **SCBC**, the Club Owner must sign a **Sublease Agreement (SLA)** with Unit 550 and agree to the terms and conditions therein. Club owners may hire a **Game Director** to run their sanctioned games. Club owners pay any ACBL fees associated with their games directly to the ACBL.

**Unit 550:** Unit 550 is a 501(c)4 Public Corporation; as such it is a non-profit, but donations are not tax deductible. The ACBL has chartered Unit 550 to represent the ACBL and promote bridge within Santa Cruz County. The Unit Board has adopted this mission statement:

*Our mission is to promote the game of bridge, support the six bridge clubs operating within Unit 550 at the SCBC, provide a pleasant environment, and operate effective facilities for playing duplicate bridge in Santa Cruz.*

Part of the charter allows Unit 550 to run Unit Games and conduct two sectionals per year. All ACBL members who live within Santa Cruz County are members of Unit 550, except if they moved to Santa Cruz and were already ACBL members. In that case, they must request a change in Unit assignment. The Unit receives a portion of the ACBL annual dues paid by members of the Unit.

Unit 550 operation is conducted under Bylaws, which were filed at the time of incorporation, and Policy and Procedures, adopted by Board votes. Both of these documents may be found under “Unit 550 Info” on the Unit website.

Unit 550 leases the facility at 2450 17<sup>th</sup> Avenue, Suite 200 from PACCOM. The Unit charges Club Owners under terms of a Sublease Agreement to recover a portion of the monthly lease payments. Unit 550 pays all expenses of running the facility and charges the Club Owners for a portion of the charges under terms of the SLA.

Unit 550 is also responsible for managing the Dolores Abrams’ endowment made in 2002 to fund a facility for the SCBC. Unit 550 originally undertook a 10-year lease for a facility in Capitola and in 2012 entered into the current 10-year lease with PACCOM for the 2450 17<sup>th</sup> Avenue facility. The Club Owners paid approximately half of the Capitola lease and the Unit made up the difference. Because the endowment investments have not covered this difference, the Unit has run at a deficit every year. In order to ensure the endowment is not exhausted and remains in place to help reduce the future cost of bridge for all players in Santa Cruz County, Unit 550 developed and executed a new agreement with

Club Owners, the Sublease Agreement, which provides for sharing any increase in Table Fees (over \$7 per player) between the Club Owners and the Unit. This change is expected to allow the Unit to maintain the endowment according to the Financial Committee Recommendation (2007).

**SCBC:** The Santa Cruz Bridge Center (SCBC) refers to the facility located at 2450 17<sup>th</sup> Avenue, Suite 200. The Unit leases the facility.

**Sanction:** The ACBL annually sells the right to hold a bridge contest (pairs, team, etc) on a particular day and session: Morning, Afternoon, Evening or Late. The sanction-holder agrees to follow the rules of the ACBL. The ACBL encourages competition between Club Owners but does not allow two identical game sanctions within at the same location.

**Game Director:** A **Game Director** must have passed the ACBL Directors Test to run a sanctioned game. The Unit has adopted a policy for playing Directors.

**Sublease Agreement (SLA):** Each Club Owner signs a SLA with Unit 550 which describes their responsibilities as a club owner and the charges they will pay to Unit 550. The club owner total payment is made up of Table Charges and Game Charges. Table Charges, currently \$2.75 per table, are used to offset variable expenses, such as gas, electricity, trash, etc. Game Charges, currently \$51 per game, are used to offset fixed expenses, such as lease payments and insurance.

The SLA also provides for sharing any increase in Table Fees (over \$7 per player) between the Club Owners and the Unit. This income is also used to offset fixed expenses.

The SLA is renewed annually with club owners, but due to 2013 renewal negotiations, the next renewal of the SLA is August 1, 2015<sup>1</sup>. The 2013 negotiations fixed the Table Charges until 2015.

**District 21 (D21):** There are currently 25 Districts within the ACBL. Governance of ACBL is through a Board of Directors, whose members are elected from each District. The Board of Directors hires the CEO of the ACBL. See the ACBL website under the Administration tab for more information.

**Unit 550 Website:** The website at [www.santacruzbridge.org](http://www.santacruzbridge.org) contains a wealth of information about most aspects of Unit 550, its operation, the bridge clubs, daily results with hand records and dealing files, schedules, a calendar showing events, games and classes, and other bridge information, such as the Unit 550 Hall of Fame and winners of the Dolores Abrams Memorial Game.

Most Unit 550 documents are available on the website. For example, Unit 550 Board of Directors and minutes from their meetings, the Unit 550 Budget, the Bylaws, Policies and Procedures, the SLA, and others.

**Unit 550 Database:** Unit 550 maintains a member database, accessible from the website, to look up members and to allow the Unit, Club Owners and Instructors to communicate via email to members or certain subsets of members, e.g. all members with less than 100 masterpoints.

**Unit 550 Policies and Procedures:** Policies describe significant decisions the Board of Directors have made via a motion and agreed by vote.

Procedures describe the how and when (if appropriate) of key activities that the Board is responsible for implementing.

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<sup>1</sup> For those club owners who agreed to raise their Table Fees in 2013 or on January 1, 2014.

**Unit Game:** An ACBL sanctioned game offered by Unit 550. The net proceeds help Unit 550 offset some expenses of running the facility and providing benefits to Unit 550 members. These are one of the few revenue sources for the Unit Board. The ACBL allows 24 Unit Game sanctions per year; STaC games and some other special games do not count towards the total.

More points are awarded to players in a Unit game than a typical club game. Unit games may not conflict with **Club Owner** games. **Unit Games** may use any authorized format, but is typically a Pairs game.

In the past, a **Game Director** was hired by the Unit Board who charged \$60-\$70 for the service; however, since several Board members are now Game Directors, the Unit has adopted a new policy regarding Unit Game Directors (see Policy and Procedures).

**Unit Shelves:** The shelf space in the **SCBC** closet is divided among the **Club Owners** and the Unit.

**Unit In-Box:** Used for written communication and mail to Board members or *Forum* input. The Unit In-Box is located behind the Director's desk at the **SCBC**.

**Bulletin Boards:** There are 4 bulletin boards at the **SCBC** that are specifically designated for:

1. **Club Owners News:** This board is exclusively reserved for news posted by Club Owners. No one else may post on this board without express permission from the **Club Owners**.
2. **Unit News:** This board is used to post all news relating to Unit 550, such as President's Message, *Treasurer's Report*, *Minutes*, Unit Game sign-ups/promotional fliers, etc. The chair of the Hospitality Committee post Unit Game sign-up sheets.

3. **I/N News:** This board is used to post all news relating to players with 0-499 points. The I/N Coordinator is responsible for all postings.
4. **Tournaments:** This board is used to display information of Unit 550 tournaments: Rising Stars 299er Sectional and the Surf's Up Open Sectional. The Tournament Chair is responsible for postings on this board.

In addition, a **Community Bulletin Board** located on the wall near the kitchen. Any Unit member may post reasonably-sized, appropriate items there for a limited time after checking with a Board member. The Unit has adopted a policy for materials on the Community Bulletin Board. The Second Vice President or Membership Chair is responsible for monitoring this board.