

Unit 550 Policy & Procedure Section

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

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

Contents

- Policies 5
 - Organization:..... 5
 - Number of Directors 5
 - Committees 5
 - Term Limits 5
 - Executive Meetings 5
 - Voting by email 5
 - Agenda Items 5
 - Diversity of Club Ownership Policy: 5
 - Misconduct by Club Owners: 6
 - Introduction 6
 - Policy 6
 - Sanctions 6
 - Appeal 6
 - Warning Letter (Form) 6
- IT & Web: 6
 - Unit 550 Database..... 6
 - Privacy Policy..... 7
 - Mass emails..... 7
 - Dealer4 Usage 7
 - Unit Website 7
 - Minutes 7
 - Annual Report 7
 - News..... 7

Calendar	7
Lessons	8
Directory	8
Welcome Letter	8
Newsletter.....	8
<i>Forum</i> articles	8
Backup computer	8
Unit Sponsored Club	8
Definition	8
Director Fees	9
Game Director Duties	9
Hospitality Duties and Compensation	9
Unit Games & Sectionals:.....	9
Unit Game Director Fee	9
Using Playing Directors	9
Conflict of Interest	9
Card Holder Board Preparation	10
Free Plays	10
Sectional Sponsorships	10
Sectional Game Fees	10
ACBL Communications:	10
In and Out Report	10
Recognition:	10
Dolores Abrams Game	10
Life Master Plaques.....	11
ACBL Charity.....	11
Volunteer Recognition Game.....	11
Financial:	11
Accounting and Cash Flow	11
Quicken	11
1099s.....	11
Signature Authority.....	12
Endowment Investment.....	12

Money Market	12
Capital Assets and Depreciation Schedule.....	12
Soda Sales	12
Shared Janitorial Supplies	12
Check Bounce Policy	12
Marketing:.....	12
Free Plays	12
Coop-Advertising.....	12
Bridge Classes and Workshops	13
Facility (SCBC):	13
Usage.....	13
Emergency Evacuation Procedures.....	13
Parking	13
Commercial Sales	13
Unclaimed Clothes	13
Community Bulletin Board.....	13
Sunshine Board	14
Running a Game.....	14
Slow Play & Round Timer	14
Fragrance and Smoking.....	14
Unit Board Set Checkout.....	14
Cell Phone	14
Special Chairs	14
Procedures	15
Process to Update Bylaws with Amendments	15
Board of Directors List	15
Board of Directors Handbook	15
Director Abuse	15
Providing Player Contact Information.....	15
PACCOM Lease Renewal	16

The SCBC has two five year extension options for the PACCOM lease. These options must be exercised not more than 360 days and not less than 180 days from the end of the original term of 10 years and the end of the first extension. Taking these options allows the SCBC to stay at the

current location until September, 2032. The Board of Directors is responsible for notifying PACCOM of these extensions.....	16
Board of Directors Calendar.....	16
Game & Class Tracker	16
Game Calendar.....	16
Class Calendar	17
Dealer4 Maintenance.....	17
Unit Games Times	17
Unit Game Sanctions.....	17
Unit Game Hospitality.....	17
Unit North American Pairs Qualifier	17
Life Master Plaques.....	17
Memorials	17
Extended Team Knockouts.....	18
Unit Inventory List.....	18
Sunshine Cards.....	18
Lease	18
Locking the SCBC.....	18
Mini-McKenney Medallions	18
Gems	18
Holiday Game and Annual Meeting	18
Name Badges	18
Keys	18
Carpet Cleaning.....	18
Policy and Procedures.....	19
Annual Clean Up Day.....	19
Mentor Program	19
Appendix A Dealer4 Usage Policy	1
Operating Guidelines:	1
Maintenance Guideline:.....	2
Appendix B Misconduct by Club Owners Policy	1
Warning Letter	1

Policies

Organization:

Number of Directors

As of September, 2013, number of Directors increased to ten. Nine. [December, 2007] Updated to include the two sectional Chairs during their active role in running the sectional. See *Bylaws* amendment 7.3(c). [December, 2012] Updated to include a Special Board Member. See *Bylaws* amendment 7.3(d). [September, 2013]

Committees

299er Coordinator

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

Advisory Committees

All committees, unless otherwise explicitly stated, are Advisory Committees as defined by the *Bylaws*. [June, 2012]

Term Limits

[Discussed in 2011; no policy adopted.]

Executive Meetings

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

Voting by email

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

Agenda Items

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

Diversity of Club Ownership Policy:

The policy of this Unit limits club ownership by any individual/entity ("Club Owner") to two games operated at the SCBC. Unit 550 implements this policy as a best management practice in order to have diversification across Club Owners and to limit exposure/risk that would occur when one Club Owner operates/manages more than two games.

If a Club Owner is selling a game and the only buyer for that game is prevented from purchasing the game due to this policy, the Unit will purchase the game for \$250 per table based upon an average table count, where the average table count is calculated over the previous twelve months. [October, 2016]

Misconduct by Club Owners:

Introduction

This policy affirms that Club Owners as identified in the Sub Lease Agreement (SLA) are independent contractors with Unit 550 and not employees. The purpose of this policy is to promote the Unit's "Play Nice" program, thereby ensuring a pleasant bridge playing experience for all, and to clearly extend "Play Nice" to the conduct on the part of Club Owners. Further, sanctions are identified for Club Owners, who violate this policy, up to and including termination of the SLA because of a material breach as discussed in Section 2.B. of the SLA.

Policy

It is a breach of the SLA if a Club Owner while acting as a Club Owner, as provided in the SLA, exhibits conduct that is rude, discourteous, illegal, or discriminatory. Further, any behavior on the part of a Club Owner that reflects poorly on Unit 550 is also a breach of the SLA. The Unit 550 Board of Directors will have final authority in determining whether any instance of misconduct on the part of a Club Owner is a breach of the SLA, and whether that breach is material.

Sanctions

The Board of Directors of Unit 550 will determine the sanctions for the violation of this policy up to and including termination of the SLA with the Club Owner in violation (material breach). Sanctions will be: 1) upon first offense a warning notice will be sent to the offending Club Owner; 2) upon a second offense a \$100 fine assessed against the offending Club Owner. A refusal by sanctioned Club Owner to pay the fine will be recognized as a third offense; 3) upon a third offense, the sanctioned Club Owner be found in material breach of the SLA and subject to termination procedures identified in the SLA. While it is the preference of the Board of Directors to invoke sanctions through written warnings, in no case shall the number of written warnings exceed three within a two-year period, or three warnings for the same category of breach. Further, this policy asserts that one breach, if serious enough, can be determined by the Board of Directors to be a material breach and result in termination of the SLA with the offending Club Owner. All warning notices and notices of sanctions shall be sent by certified US mail to the address of the Club Owner on file.

Appeal

The Club Owner who has received a warning or notice of a breach, may appeal the notice of breach within 10 working days of the date of the notice. After receiving a timely notice of your appeal, the Board of Directors will, at their convenience, schedule a meeting to hear your appeal. The Board of Directors decision on any appeal shall be final.

Warning Letter (Form)

See Attachment B.

IT & Web:

Unit 550 Database

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

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

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

Privacy Policy

Unit 550 complies with the ACBL Privacy Policy for member information and with the FCC regulations regarding “mass emails”. [October, 2014]

Mass emails

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

Dealer4 Usage

See attached.

Unit Website

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

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

Minutes

The monthly Board *Minutes* are posted on the Unit Bulletin Board within one week after approval by the Board at the meeting which follows the subject month. The *Minutes* are also posted to the Unit website within two months after approval by the Board.

Annual Report

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

News

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

Calendar

The game Calendar is available online and may be printed by anyone wanting a hardcopy. Directions for printing are available online. [April, 2010]

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

The solution (prior to July, 2012) to handle multiple, simultaneous games was to create a separate Unit 550 website which will hold only Unit 550 information; bridge clubs within Unit 550 must create, implement and maintain their own websites to hold their calendars and game results.

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

The website implementation has been updated to support multiple games running simultaneously in different locations. For example, this allows a game in the Main Room and a game in the Classroom to be on the calendar and the results posted to the website. [July, 2012]

Lessons

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

Directory

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

The Unit provides paid advertising space on the printed directory to offset the cost of printing. The annual fee is \$200. [December, 2016]

Welcome Letter

The Webmaster will generate a *Welcome* letter for new members of Unit 550 who have an email address. The Membership Chair will send Welcome Letters to those members who don't have an email address. [April, 2009]

Newsletter

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

The Unit has begun publishing a *Weekly Recap* with news and the class schedule. The *Weekly Recap* is sent to all active members who have not opt-ed out of emails from the Unit. [January, 2012]

Forum articles

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

Backup computer

The backup computers, generously donated by Nancy Wainer and Roxanne Vatuone, are for use to run the dealing machine, at Sectional tournaments hosted by Unit 550 and temporarily used by Club Owners if the computer crashes. [January, 2015]

Unit Sponsored Club

Definition

A Unit Sponsored Club is a sanctioned ACBL Bridge Club owned by Unit 550.

Director Fees

Unit Sponsored Club game directors are paid according to the following schedule:

- \$70 for 8 tables or less
- \$80 for 9 tables
- \$90 for 10 tables
- \$100 for 11 tables
- \$110 for 12 tables
- \$120 for 13 or more tables

Game directors will be paid a flat \$50 for an additional section.

Game Director Duties

- a. Prepare ACBLscore and Bridgемate software
- b. Make coffee and put out morning snacks
- c. Make up next week's boards
- d. Post game to website and The Common Game
- e. Perform all clean up duties (if there is a host for lunch, assist in clean up)

[August, 2016]

Hospitality Duties and Compensation

For those Unit Sponsored Club games which provide an optional lunch, a Hospitality person will be chosen by the Board. For performing these duties, the Hospitality person will receive a free lunch and game. The following are the key duties of this position:

- a. Work with Director as a team
- b. Purchase or order lunch entrée with salad and dessert
- c. Set up lunch
- d. Provide receipt to Treasurer for reimbursement
- e. Perform all clean up duties, including sweeping the main room floor

Unit Games & Sectionals:

Unit Game Director Fee

The Saturday Unit Game will return to a once-a-month schedule. The game will not have sign-ups and Ken L will return as a playing director for non-STaC games at no charge to the Unit. This arrangement means a 5-table game will not lose money and will provide a Saturday game for those who have expressed a strong desire for it to return. If Ken cannot direct, he will attempt to get a suitable director for the game who will direct only, unless filling out a table. This director receives the Director Fees which are the same as Unit Sponsored Clubs. [April, 2017]

Using Playing Directors

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

Conflict of Interest

There is no conflict of interest if a Board member substitutes as a game director for a Club Owner. [July, 2013]

Card Holder Board Preparation

The Unit pays members who are not also on the Unit 550 Board of Directors \$10 for preparing boards using the Dealer4. Interested BOD members are encouraged to learn how to use the Dealer4 and software so that the Unit does not have to pay this fee. [Discussed at several meetings during 2010 and 2011]

Free Plays

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

Sectional Sponsorships

Individual game memorials are \$100 and corporate sponsorships are \$200. (The individual game sponsorships were initially \$250/game.) [June, 2010]

Sectional Game Fees

Increased to \$10 for ACBL members and \$13 for non-ACBL members. [January, 2014]

ACBL Communications:

In and Out Report

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

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

Recognition:

Dolores Abrams Game

Fees and Food

The game fee was eliminated [July, 2013]. The cost of the refreshments and ACBL fees will be posted to Member Benefits. [October, 2013] The Board of Directors will determine if there are Open and Limited sessions or sections. The Board of Directors will publish start time(s) and planned refreshments in advance of the game. [September, 2016]

Eligibility and Participation

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

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

Non-members of Unit 550 may participate in the game and get masterpoints. Regular table fees apply.

Honorees

Unit 550 members and other players who frequented Unit 550 games who have passed away during the previous 12 months will be honored at the Dolores Abrams Game. [February, 2017]

Life Master Plaques

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

The Unit will pay for new plates: when a member of Unit 550 reaching their Life Master milestone; an ACBL member in good standing becomes a member of Unit 550; or a member of Unit 550 has legally changed their name. All other situations will be decided on a case-by-case basis, but the Unit will generally favor paying for a member's plate. This policy will be made clear in the Membership Handbook. [October, 2015]

ACBL Charity

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

Volunteer Recognition Game

The Unit will endeavor to run a Volunteer Recognition Game for those members who worked on projects, e.g. Sectionals, Board committees and support functions, mentors in the Mentor Program, etc., the previous year. Specific criteria set each year by Board. A lunch is provided. The game fee is waived for volunteers; others pay \$10. [November, 2016]

Financial:

Accounting and Cash Flow

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

Quicken

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

1099s

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

Signature Authority

The Unit President and Treasurer have full signature authority for all banking and investment accounts of the Unit. The 2nd VP was added as signature authority. [March, 2015] An Assistant Unit Treasurer, if someone is so identified by the Board, has the same signature authority. [June, 2009]

Endowment Investment

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

Money Market

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

Capital Assets and Depreciation Schedule

Capital assets, including significant upgrades to the SCBC, will be depreciated on straight-line schedules in order to reflect future costs. These will be included in the Total Assets of the Corporation. [July, 2013]

Soda Sales

Unit 550 purchased the refrigerator from Charlie Pender in 2009 for \$60. [November, 2009] The price of sodas is \$1 and water is \$0.50. [August, 2009]

Shared Janitorial Supplies

Jabico agreed to pay \$75 per quarter towards the cost of janitorial supplies for the shared bathrooms. [June, 2013]

Check Bounce Policy

Club Owners presenting a check to the Unit which bounces will receive one warning. Second and subsequent checks which bounce incur a \$25/check charge. In all cases, the Club Owner is also charged the bank processing fee for a check presented with insufficient funds. This policy is effective June 1, 2015.

Marketing:

Free Plays

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

Coop-Advertising

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

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

Bridge Classes and Workshops

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

Facility (SCBC):

Usage

Outside groups (non-bridge & fund-raising)

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

Lessons

Instructors pay 10% of gross revenue as the fee for conducting bridge classes and lessons in the SCBC facility.

Emergency Evacuation Procedures

These need to be formulated [March, 2013].

Parking

The three parking areas to the north of the SCBC, next to Soquel Avenue is the preferred parking area for bridge games and lessons at the SCBC. Only members with difficulties walking distances should park in front of Staples. [November, 2014]

Commercial Sales

There are to be no commercial sales or soliciting at the Santa Cruz Bridge Center which are not directly associated with a class/instruction, or a sanctioned bridge game within Unit 550. Commercial advertising, if approved, is limited to corporate sponsors of Unit 550 sectionals. [July 2011]

Unclaimed Clothes

Each Friday, before the SCBC is locked up, clothes remaining on the coat rack (across from the Dolores Abrams plaque) will be moved to the "Unclaimed" coat rack. Personal items such as backpacks and bags, including those left in cubbies, will be moved to an "Unclaimed" plastic crate.

At the conclusion of each month's board meeting, all unclaimed clothes and personal items will be put into the "Lost and Found" crate. The following month, if unclaimed, these items will be donated to charity. [May, 2013]

Community Bulletin Board

Flyers, ads for non-profit events closely associated with a Unit 550 members and other information about games and lessons may be posted on the Community Bulletin Board. [Clarified March, 2015; January, 2009]

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

Sunshine Board

This bulletin board is restricted to news relating to members who have a serious medical situation, usually requiring hospitalization and obituaries, including immediate family of members.

[November, 2014]

Running a Game

Except for Unit Games and those policies agreed to by Club Owners in the SLA, Club Owners exclusively control their games. [October, 2006]

Slow Play & Round Timer

The Unit installed a bridge timer program for timing rounds and a second monitor to display the clock and results at the conclusion of play. The Unit guideline for using the timer is that when the timer announces there are two minutes left in the round, do not begin a new board. Specifically, if the last board has not be scored and all players have not taken their cards for the next board, the board must be marked as a “No Play.” If this is ignored by the table, all players at the table receive an Average Minus. Club Owners are strongly encouraged (but not required) to implement this policy. [October 2013]

Fragrance and Smoking

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

Unit Board Set Checkout

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

Cell Phone

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

Special Chairs

The Unit has purchased three black, high-back, swivel chairs. The chairs are reserved, on a first-come basis, for players who need them due to physical issues, for example, those with severe back pain.

The game director may use one of these chairs, if not needed by a player. [April, 2015]

Procedures

Process to Update Bylaws with Amendments

The process to update the physical Bylaws with Amendments occurs when the Board directs the webmaster to consolidate the approved Amendments into the Bylaws.

Board of Directors List

After the election is certified, the current Secretary will update the list of Board of Directors and Committee Chairs. The updated list is provided to the Webmaster for updating the website and to the ACBL, which has an online form for this purpose.

Board of Directors Handbook

At the beginning of each year, new Directors will be made aware of the resources available on the Unit website. As of this date, these digital resources replace the existing paper handbooks.

[December, 2016]

Director Abuse

When directors feel that a member has violated the Zero Tolerance policy, a memo will be sent to all Board members. The Disciplinary Chair will meet with the member, research the incident and report back to the Board by email. If specified by the Board, a warning letter will be sent to the member and placed in a file for future reference. [December, 2016]

Providing Player Contact Information

The mission of Unit 550 which relates to “promoting the game of bridge” is facilitated by the communication with new or re-entering players. Unit 550 maintains an updated database of people interested in bridge. Club Owners, Club Managers and Instructors may help by providing the Unit Webmaster contact information regarding their players and/or students.

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

1. Club Owners and Managers provide the names of players for each of their sanctioned games. This can be done easily by providing an ACBLscore LRECA (option 8) report electronically to the Unit Webmaster.
2. Instructors provide the initial roster, preferably in electronic format, to the Unit Webmaster containing the names, ACBL numbers (if an ACBL member) and email addresses (if available) of students attending their classes and updates if a new student joins the class.
3. Club Owners, Club Managers and Instructors who maintain their own website include a link to the Unit’s website on their home page in a relatively conspicuous location and font. For an example, see the Unit website’s link to existing clubs operating in Unit 550.
4. Club Owners, Club Managers and Instructors help promote and support Unit Games and Sectionals by:

- i. Posting flyers at their location for at least one month prior to the event when provided by the Unit for Sectionals or Unit Games.
- ii. Providing a link to the Sectional section of the Unit's website for two months prior to the event, if maintaining their own website.
- iii. Not running a game or class during Sectional weekends or during a Unit Game, except as approved in advance by the Unit Board.

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

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

Concerns about the privacy of the provided player information when added to the Unit 550 database are addressed by the security of the database, the existing Unit 550 Database policy, and by adherence to the ACBL Privacy Policy. [Updated March, 2015; April, 2012]

PACCOM Lease Renewal

The SCBC has two five year extension options for the PACCOM lease. These options must be exercised not more than 360 days and not less than 180 days from the end of the original term of 10 years and the end of the first extension. Taking these options allows the SCBC to stay at the current location until September, 2032. The Board of Directors is responsible for notifying PACCOM of these extensions.

Board of Directors Calendar

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

Game & Class Tracker

Club and Unit game directors and instructors must update the monthly Game and Lesson Tracker located on the cabinet behind the Director's desk. The Unit Treasurer provides the monthly sheets for the Game & Class Tracker. [February, 2016]

Game Calendar

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

The calendar program has been enhanced to provide a consolidated view of games at the SCBC (Unit and Clubs running games at the SCBC) and classes; details may be shown or hidden. (Note: Details

prior to the current date are not shown, even when “Details” is selected.) Selected events on the Unit 550 and SCBC bridge calendars may be imported into Outlook, Google, iCal or other calendar programs. Other enhancements are documented in the [2011 Calendar Enhancements Guide](#). [August, 2011]

Class Calendar

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

Dealer4 Maintenance

The Dealer4 needs to be thoroughly cleaned, including use of isopropyl alcohol for the rollers and brushing light breaker switches, for every game. [August, 2011] The Dealer4 needs to be factory refurbished every 40,000 deals. The maintenance screen shows the number of deals.

Unit Games Times

The Saturday Unit game will start at 10AM. [April, 2017]

When the Unit schedules a morning and afternoon Unit Game for the same day, the recommended start times are 10AM and 2PM. [January, 2014]

Unit Game Sanctions

Unit Game sanctions are generated using a code, see the handbook behind the Director’s Desk for details. All Unit Games must be run under the special Unit Club Number: 905505.

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

Unit Game Hospitality

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

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

Unit North American Pairs Qualifier

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

Life Master Plaques

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

Memorials

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

Extended Team Knockouts

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

Unit Inventory List

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

Sunshine Cards

The “Sunshine” person or the Unit Secretary, if there is no one assigned as “Sunshine”, sends out cards on behalf of the Unit when a member has a serious illness, hospitalization or passes away.

Lease

The Unit leases the facility at 2450 17th Avenue, Santa Cruz, CA 95062 which is for 10 years, from August 1, 2012 and then renews twice automatically, on a 5 year basis.

Locking the SCBC

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

Mini-McKenney Medallions

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

Gems

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

Holiday Game and Annual Meeting

As of 2013, the Unit schedules the Holiday Party and Annual Meeting after the first Unit Game of December (unless it is a STaC week). This allows more time for member questions and concerns.
[October, 2014; November, 2013]

Name Badges

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

Keys

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

Carpet Cleaning

Arrangements for cleaning carpets are made for the weekends of the two Unit 550 Sectionals so as to not interfere with regular play at the SCBC. The Facility Chair is responsible for arranging the service. [March, 2013]

Policy and Procedures

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

Annual Clean Up Day

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

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

Mentor Program

See the Mentor Program [description](#). To encourage Mentors to play in Open Games with Mentees the Unit suggests that team average be used to set strats as follows: A: 2000+ B: 750 C: 300. Also, the Unit has changed the computation of the yearly average recognition so that games played with a Mentee (less than 750 MP) will be omitted. [September, 2017]

Appendix A

Dealer4 Usage Policy

Updated: November 5, 2010

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

- Sanctioned games
- Bridge lessons
- Other activities approved by the Unit, such as the Wednesday Night games.

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

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

The Unit, using the standards above, is the sole judge of card deck condition. Directors who persist in using unacceptable card decks will be provided new decks and charged.

Operating Guidelines:

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

Use the aerosol air spray before and after each use.

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

Report any problems to Ken Llacera.

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

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

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

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

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

Maintenance Guideline:

The Dealer4 should have a full maintenance by the manufacturer or representative every 40 thousand deals. In order to reduce costs, this maintenance should be arranged when there is an NABC within driving distance, as the manufacturer usually provides this service at NABCs.

Appendix B

Misconduct by Club Owners Policy

Warning Letter

Initial Entry: October 23, 2016

See letter on next page.

Date: _____

To: _____

From: Unit 550 Board of Directors

Re: Second Warning for Violation of Unit's Club Owner Misconduct Policy

Purpose of Notification

This Written Warning is being issued to you for your violation of the Unit's Policy on Misconduct by Club Owners (Policy). This is your second Written Warning.

Prior Warnings

On _____ (Date) you were issued a Warning Letter for violating the Policy. A copy of the Warning Letter is attached.

Incident Resulting in this Warning

(Detail what occurred. When possible, note specific and relevant behaviors that were not met and explain what is unacceptable about the Club Owner's behavior or actions. Include any specific consequences of the actions if possible)

The incident in question occurred on _____ (Date and Time), when you:

- 1.
- 2.
- 3.
- 4.

Consequences of Policy Violation

Since this is your second violation you are assessed a fine of \$100 and a copy of this letter will be placed in your file. The \$100 fine must be paid to Unit 550 within 10 working days from the date on this notice. Should the Unit not receive the payment, you will be found in violation of this Policy for the third time. Should such a circumstance occur you would be provided notice; and, if the Unit Board confirms the third violation, you will be found in Material Breach of the SLA, and the Material Breach procedures will be initiated.

Appeal Rights

You may appeal this Written Warning within 10 working days of the date of this notice. After receiving a timely notice of your appeal, the Board of Directors will, at their convenience, schedule a meeting to hear you appeal. The Board of Directors decision on any appeal shall be final.

Board President: _____ Date: _____