

District 16

Policies and Procedures

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Introduction

The *District 16 Policies and Procedures and Job Descriptions* document is intended to guide the organization on a day-to-day basis to conform with its [Bylaws](https://d16acbl.org/D16_Bylaws.html) (https://d16acbl.org/D16_Bylaws.html). All dated policies and procedures in this manual have been approved at a D16 Board meeting and noted in the minutes.

Changes must be approved by the District 16 Board and incorporated immediately into this document with an annotation of the month and year of approval. The Policies Administrator maintains this document and makes an updated copy available for posting on the District website.

Overview

District 16 (D16) is one of twenty-five districts in the American Contract Bridge League (ACBL). The ACBL defines the D16 geographical boundaries, which includes most of [Texas and all of Mexico](https://d16acbl.org/D16_Map.html) (https://d16acbl.org/D16_Map.html). The district is made up of eighteen member units:

172 San Antonio	205 Amistad
173 Mexico	207 Texas Capital Bridge
174 Houston	209 Greater Permian Basin
176 Dallas	224 Fort Phantom
183 Fort Western	225 East Texas
187 South Texas	233 Central Texas
197 Llano Estacado	237 Magic Valley
201 Sabine Neches	254 San Miguel de Allende
204 Fort Concho	353 Wichita Falls

D16 is primarily a volunteer organization, with volunteer services provided by officers, committee chairs, tournament chairs, tournament workers and other D16 members.

Organization

A Board of Directors (Board) governs D16, as defined in the [Bylaws](https://d16acbl.org/D16_Bylaws.html) (https://d16acbl.org/D16_Bylaws.html). Each of the eighteen units elects or appoints one representative or director to serve on the Board for three years. These eighteen directors are the voting members of the Board. [Current Board members](https://d16acbl.org/D16_BoardOfDirectors.html) (https://d16acbl.org/D16_BoardOfDirectors.html) are listed on the D16 Website.

Board members elect officers every two years at the Lone Star Regional in Houston. Officers are elected for a two-year term, from election until successors are elected and qualified. If an officer cannot complete their term, a new officer is elected at the next regular meeting. (The President may appoint an officer until the next meeting, if required.)

D16 Board officers are:

- President
- Vice-President
- Second Vice-President
- Executive Secretary
- Executive Treasurer.

[Current Board officers](https://d16acbl.org/D16_BoardOfDirectors.html) (https://d16acbl.org/D16_BoardOfDirectors.html) are listed on the D16 Website.

The following chairs and key personnel are non-voting members of the District Board of Directors:

- Regional Director, the D16 and District 15 member of the ACBL Board of Directors
- Representatives of the Advisory Council
- Disciplinary Committee Chair
- Appellate Committee Chair
- *Scorecard* Editor
- North American Pairs Coordinator
- Grand National Teams Coordinator
- Tournament Committee Chair
- Internet Coordinator/Webmaster
- Other committee chairs appointed or elected by the Board or the President. (Amended February 8, 2021).

[Current chairs and key personnel](https://d16acbl.org/D16_KeyPersonnel.html) (https://d16acbl.org/D16_KeyPersonnel.html) are listed on the D16 Website.

See “Jobs and Roles Descriptions” for an explanation of these offices.

The Board meets three times a year at D16 regionals: winter at the Lone Star Regional in Houston, summer at the Fourth of July Regional in Austin or San Antonio, and late summer at the Labor Day Regional in Dallas. Board meetings are held the Saturday morning of the regional. The room set up should be an open square with enough seating for about 25 participants. (The President and/or Executive Secretary will provide the Regional Chair the approximate number of attendees.) Breakfast is served before the meeting, either plated or buffet style. The room should have water, juice, coffee/tea and a server to assist. If breakfast is eaten in the meeting room, place settings are laid out, including flatware and napkin. Effective in 2022, the District will pay for each breakfast.

Between meetings of the Board, district business is managed and conducted by the Executive Committee.

Committees

Committees contribute to the efficient operation of the District and the ACBL. District President-appointed committees communicate information and assist decision making by researching and providing information.

Standing Committees

D16 has three permanent or standing committees: the Executive Committee, the District Disciplinary Committee and the District Appellate Committee.

Executive Committee

The Executive Committee manages District business between meetings of the Board.

The Executive Committee is made up of the Board officers plus the immediate past president of the Board. (See the [Bylaws](https://d16acbl.org/D16_Bylaws.html) (https://d16acbl.org/D16_Bylaws.html) Article V Section 3 for a description

of the powers and duties of the Board and Article VI for a description of the powers and duties of the Executive Committee.)

District Appellate Committee

The District Appellate Committee hears appeals from rulings made by Unit or District Disciplinary Committees or in instances where a unit or district having jurisdiction chooses not to act. The District Appellate Committee also hears matters referred by the ACBL Appeals and Charges Committee. The District President appoints a chair for the committee, and the President and the Committee Chair select committee members. The Committee convenes on an as-needed basis.

The duties and responsibilities of an Appellate Committee are specified by the ACBL, and the Committee serves a defined role in the ACBL appeals process.

Disciplinary Committee

The Disciplinary Committee:

- Hears matters concerning alleged incidents of conduct and ethics arising at regional and sectional tournaments.
- Reports committee findings to the D16 President.

The Disciplinary Committee is made up of a chair and members appointed by the President and approved by the Board. The Committee convenes on an as needed basis.

The ACBL specifies the duties and responsibilities of the Disciplinary Committee, and the Committee serves a defined role in the ACBL conduct and ethics process.

ACBL Committees

Advisory Council

The ACBL Advisory Council (formerly Board of Governors) reviews reports and actions taken by the ACBL Board of Directors. The Advisory Council is made up of three members from each of the 25 ACBL districts.

Advisory Council Representatives are elected for a three-year term. To be a representative, a D16 member notifies the ACBL that they wish to serve on the Advisory Council. The ACBL then informs the District President. If more than three people are running for the three available seats, the ACBL will contact each unit directly to hold an election to determine which three people will serve. If a representative resigns before their term completes, the District President appoints someone to fill the term.

Current D16 Advisory Council Representatives are listed on the [D16 Website](https://d16acbl.org/D16_ACBL_BOG.html) (https://d16acbl.org/D16_ACBL_BOG.html).

ACBL Goodwill Committee

The ACBL Goodwill Committee and its individual members work to create goodwill for ACBL. They receive, convey, and act on suggestions for the betterment of the ACBL, particularly in the areas of active ethics, conduct, tournament conditions, bridge for juniors, and bridge for the handicapped.

Each year the District President appoints two district members to the Goodwill Committee. The District President can also appoint two additional members to fill vacancies.

D16 ACBL Goodwill Committee members are listed on the [D16 Website](https://d16acbl.org/Honors/D16_Goodwill.html) (https://d16acbl.org/Honors/D16_Goodwill.html).

Special Committees

The President appoints special or ad hoc committees as needed. These committees fulfill specific requirements.

Awards Committee

The Awards Committee works with D16 units to recognize outstanding volunteers and to honor players who exhibit a spirit of courtesy, kindness and tact at the bridge table. The Awards Committee is made up of the Awards Chair and other recipients of the Jacoby Service Award. The Awards Chair and District President appoint the members of the committee.

These awards are presented each year:

- Oswald and James Jacoby Service Award
- District 16 Unit Star Award
- District 16 Unit Goodwill Awards
- Teacher of the Year Award.

See “*Awards*” for details describing the processes and responsibilities for nominating, selecting, and presenting awards.

Charity Committee

The Charity Committee:

- Promotes and schedules the maximum number of charity (special) games, as allowed by ACBL annually.
- Approximately every four years, allocates \$30,000 received from the ACBL Charity Foundation to no more than five qualified organizations.
- Encourages members to participate in AmazonSmile.

The Charity Committee consists of a Chair, appointed by the President and approved by the Board. Other members are appointed by the Chair.

Awards

D16 Awards recognize outstanding volunteers and honor players who exhibit a spirit of courtesy, kindness and tact at the bridge table.

These awards are presented each year:

- Oswald and James Jacoby Service Award
- Unit Star Award
- Unit Goodwill Awards
- District 16 Teacher of the Year Award

- Presidential Extra Mile Award. (Presented at the discretion of the District President.)

The following information gives an overview of the nomination, selection and presentation processes of these awards. See “Job Descriptions” for Awards Chair and “Teacher of the Year Committee Chair” for additional information.

Oswald and James Jacoby Service Award

The Oswald and James Jacoby Service Award (Jacoby Award) is D16’s premier service award. Established in 1982, this award honors volunteers who have worked diligently at both the unit and district level for many years.

Nomination Process

Each March, the Awards Chair sends a notification to each unit to nominate a candidate for the Jacoby Award. The notice outlines the qualifications for the Jacoby Award and stresses the need for confidentiality. This notification may be by email or by an article in *Scorecard*. Unit nominations must be received by the Awards Chair by July 1.

Guidelines for nominations and eligibility include:

- A volunteer who has worked diligently at the unit level and has risen to be recognized at the district level after many years of outstanding service.
- A candidate does not have to be a member of the nominating unit, but must be an ACBL member in good standing and a member of D16.
- Past recipients of the award are not eligible.
- A candidate not chosen has their nomination remain on file for future consideration, and the unit must update the nominee’s volunteer information. A unit can also nominate that candidate in following years.
- The Awards Committee only considers volunteers nominated by a unit.
- Nominal compensation for burdensome tasks does not disqualify a volunteer.

Selection Process

The Awards Committee sets a convenient time to meet and to review candidate qualifications

The Awards Committee screens nominees to determine the most qualified candidate. Members of the Awards Committee should only discuss the method, screening and selection process amongst themselves. Members of the Awards Committee should ensure that the identity of the recipient of the Jacoby Award will not be revealed before the award is presented. However, the Awards Chair informs the recipient before the presentation of the Jacoby Award so the recipient can bring family members and guests.

No member of the Awards Committee should participate in the unit nomination process. If a member of the Committee inadvertently affects a unit nomination, that Committee member cannot participate in the screening and selection process.

The Awards Chair retains nominations on file for five years. Nominees not selected will be reconsidered up to five years after being submitted.

Presentation

After the recipient is chosen, the Awards Chair:

- Works with the Dallas Labor Day Regional Tournament Chair to coordinate the presentation. The award is typically presented just before the second session of the game that begins on Saturday morning.
- Ensures that the presentation is listed on the printed tournament schedule.
- Sends a picture and bio of the recipient to *Scorecard*.
- Sends the information to the D16 Webmaster to update the appropriate section of the website. (This is the official record of the Award.)
- Maintains a record of the recipients.
- Schedules Judy Jacoby to present the Jacoby Award. If she is not available, schedules a Committee member to present the award.
- Orders the two-part Jacoby Award: a pin and a plaque. (Currently, the pin is purchased from Designer Jewels in Houston.)
- Delivers the award to the recipient's Unit President if they cannot attend the presentation ceremony.

(See "Awards Chair" in "Job Descriptions" for more information.)

District 16 Star Award

The District 16 Star Award honors unit volunteers who work steadfastly to promote unit bridge and to further unit activities. Each unit board selects a Star Award recipient. (The Star Award was established in 1995 -- formerly "Texas Star Award.")

Selection Process

Each September, the Awards Chair notifies all unit presidents to name a recipient of the Star Award. The notice outlines the qualifications for the Star Award and stresses the need for confidentiality. This notification may be an email or an article in *Scorecard*. The unit board's selection must be received by the Awards Chair by December 31. (Units do not have to name a Star Award recipient.)

The Unit Board of Directors selects the Star Award recipient considering these guidelines:

- Star Awards go to worthy volunteers who perform service in their unit.
- A recipient must be a member of the unit in good standing and a resident of D16.
- A member can only receive the Star Award once.
- A unit may ask the Awards Committee to verify the qualifications of a potential recipient. The Awards Committee's determination is final.
- Nominal compensation for burdensome tasks does not disqualify a volunteer.

The unit president informs the Awards Chair of their board's decision by December 31. If no selection is made by year end, no award will be given for the unit that year, and there is no carry-forward.

Presentation

Once recipients are chosen, the Awards Chair:

- Works with the Lone Star Regional Tournament Chair to coordinate the presentation.
- Ensures that the presentation is listed on the printed tournament schedule.

- Sends the names of the recipients to *Scorecard*.
- Sends the information to the D16 Webmaster to update the appropriate section of the website. (This is the official record of the award.)
- Orders the pins to be presented, if necessary. (Currently, the pins are purchased from Designer Jewels in Houston.)

(See “Awards Chair” in “Job Descriptions” for more information.)

Traditionally, the Awards Chair presents the Star Awards at the Lone Star Regional Tournament. (If the Awards Chair is not available, then the Awards Chair selects another person.) Star Award recipients are notified beforehand by their unit president so they can attend the awards presentation. If the recipient cannot attend, the Awards Chair contacts the recipient to deliver the award.

District 16 Unit Goodwill Award

The D16 Unit Goodwill Award recognizes and honors players who exhibit a spirit of courtesy, kindness and tact at the bridge table. These are our ambassadors of goodwill. There is no masterpoint requirement, but recipients should be frequent players in unit clubs and tournaments. The District 16 Goodwill Award is modeled after the ACBL Goodwill Award.

Selection Process

Each September, the Awards Chair notifies unit presidents to name two recipients of the Goodwill Award. The notice outlines the qualifications for the Goodwill Award and stresses the need for confidentiality. This notification may be by email or an article in *Scorecard*.

A unit board’s selection must be received by the Awards Chair by December 31. Individuals may receive the Goodwill Award only one time. Units do not have to name Goodwill Award recipients. If no selection is made by year-end, no awards will be given for that unit that year, and there is no carry-forward.

(See “Awards Chair” in “Job Descriptions” for more information.)

Presentation

Once recipients are chosen, the Awards Chair:

- Works with the Lone Star Regional Tournament Chair to coordinate the presentation.
- Ensures that the presentation is listed on the printed tournament schedule.
- Sends a picture and bio of the recipient to *Scorecard*.
- Sends the information to the D16 Webmaster to update the appropriate section of the website. (This is the official record of the award.)
- Orders the pins to be presented, if necessary. (Currently, the pins are purchased from Designer Jewels in Houston.)

Traditionally, the Awards Chair presents the Goodwill Awards at the Lone Star Regional Tournament. (If the Awards Chair is not available, then the Awards Chair selects another person.) Goodwill Award recipients are notified beforehand by their unit president so they can attend the awards presentation. If the recipient cannot be present, the Awards Chair contacts the recipient to deliver the Award.

D16 Teacher of the Year Award

Annually, D16 recognizes and honors teaching excellence with the Teacher of the Year (ToY) Award.

The ToY Committee may recognize one or more finalists and a Rising Star (a relatively new teacher that the ToY Committee chooses to recognize for their efforts and to encourage them to continue to grow as a teacher). Secondary awards may or may not be awarded, based on the recommendation of the Committee.

Nomination Process

From September through November, the ToY Committee Chair solicits nominations with *Scorecard* articles, personal emails (D16 members, clubs, and directors), flyers, the D16 website, and unit/club websites. The Chair defines technical expectations that are clear, fair and attainable.

To be considered for the ToY Award, a teacher must:

- Have taught bridge for at least five years and at least fifty hours in the past year.
- Be an individual teacher.
- Not be a previous winner.
- Reside in D16 and be an ACBL member in good standing.
- Give permission to be nominated.

Students as well as leaders in the bridge community nominate candidates. The nominator must describe why they are nominating this teacher. Finalists are automatically nominated for the next year, and nominees who did not receive an award may be nominated again, if they meet eligibility requirements.

Required Materials from Candidate

When the Chair receives a nomination, they email the nominated teacher and explain requirements and the schedule. Candidates must:

- Verify that they meet eligibility criteria.
- Describe how bridge influenced their teaching.
- Explain their teaching philosophy, methods and best practices.
- Show class details, including materials for two class lessons, with interactive elements.
- Offer testimonials from students and others describing how their teaching has favorably impacted students or the bridge entities they represent.

Candidates must submit their teaching materials for evaluation by December 31.

Selection Process

The ToY Committee selects the Teacher of the Year from the slate of nominees vetted by the ToY Committee Chair. The ToY Awards Committee is made up of the ToY Committee Chair, the D16 Awards Chair, and three members selected by the D16 President and the Awards Chair. (Past winners of the D16 ToY award are ideally suited to be on this committee.)

The ToY Committee evaluates nominees based on the selection criteria of the American Bridge Teachers' Association (ABTA) for its Teacher of the Year, the basis for the D16 Teacher of the Year

Award. Criteria include teaching excellence, innovation, service to bridge and service to the community. See detailed selection information at ABTA “[Teacher Eligibility](https://abtahome.com/content.aspx?page_id=22&club_id=606538&module_id=366537)” (https://abtahome.com/content.aspx?page_id=22&club_id=606538&module_id=366537).

Because of the wide demographics, especially around language, availability of bridge resources and accessibility of clubs and tournaments, success at teaching looks different from one area to another. The ToY Committee adjusts criteria based on circumstances.

Ultimately, ToY Committee selections begin with a preliminary ranking of nominees. Based on the number of candidates, the individual rankings are put into a group ranking. That process eliminates half or more of the candidates. The Committee then selects the winner and decides if other nominees also deserve recognition (finalists and Rising Star) and apportion secondary awards.

Presentation

The award(s) is presented on Teacher Appreciation Day at the Lone Star Regional (traditionally on Friday between the morning and afternoon sessions). The ToY Committee Chair arranges for the presentation with the Tournament Chair (Unit 174 President) and the D16 President. This includes putting notices in tournament bulletins and other announcements as well as arranging for a dedicated space.

The Committee Chair announces the overall winner and any secondary awards, including a short bio. The D16 President presents the award(s). (If the ACBL President is present, then the D16 President should introduce them and allow them to present the awards.)

The Teacher of the Year receives a certificate, a pin and \$100. The finalist(s) receives a certificate, and the Rising Star receives \$50 and a certificate. Pins are in stock but the ToY Committee Chair completes the certificate.

The award is typically presented in the area around “hot dog day” refreshments, which are served at that time. D16 provides two cakes that are decorated for teachers.

Follow up

This complex process should be reviewed every year. Suggested changes should be brought to the D16 Awards Chair and D16 President for review and discussion at a Board meeting.

Presidential Extra Mile Award

The Presidential Extra Mile Award is the District President’s way of acknowledging a volunteer’s outstanding efforts and contribution to the district. This award is given at the President’s discretion, with no yearly requirement to award it. This award does not require a number of years of service.

The District President presents the award at the Lone Star Regional.

Bridge Activities

The ACBL sanctions more than 1100 tournaments a year. All D16 events and activities are conducted under the rules and regulations of the ACBL. In addition, D16 provides support for North American Bridge Championships (NABC) held within the district.

D16 conducts these bridge events sanctioned by the ACBL:

- NABCs (North American Bridge Championships)
- Regional Tournaments
- Sectional Tournaments
- Sectional Tournaments at Clubs (STaC)
- Grand National Team (GNT) Qualifying Games
- North American Pairs (NAP) Qualifying Games
- 199ers Nite Club
- 99ers Nite Club
- 0-50 Game.

D16 has guidelines for scheduling tournaments to maximize participation and to avoid tournaments conflicting with other tournaments. (2011) The D16 Tournament Coordinator implements these guidelines.

Action plans to support the guidelines include:

- Posting tournament schedules on the D16 website and asking unit tournament coordinators to review the [D16 schedule](#) to avoid conflicts.
- Observing traditional schedule dates.
- Scheduling regional tournaments, NAPs and GNTs at least three years in advance.
- Scheduling sectional tournaments in large units two-three years in advance.
- Limiting each unit to four open sectional tournaments per year. (2013)

Note: Outlying clubs like Kerrville and New Braunfels are treated on an individual basis. (2013)

General Information and Rules

This section applies to all D16 events.

Please check the COVID vaccination and masking policies that are in place for D16 on the [District website](#) (<https://www.d16acbl.org/>).

Policies for Players

All players must adhere to these policies:

- Electronic cigarettes may not be used in playing areas at regionals; units are encouraged to adopt a similar policy for their events. (2013)
- All D16 events will be “fragrance free.” (2015)
- D16 Zero Tolerance policy is in effect at all times.
- The sixth of the month is the cutoff date to determine masterpoint levels for stratification qualifying. (2009)
- Cell phones, audible pagers or any similar communication equipment may not be operated or operable in the playing area during a session, except for health-related equipment or with permission of the DIC of the tournament or event. These penalties are recommended for all D16 events: (2016)

- Pair events: first ring penalty is one-quarter of a board (full board if player answers); second ring and each subsequent rings, full board.
- Team events: first ring penalty is one IMP (four IMPs if answered); second ring penalty is four IMPS.

Policies for Units

These policies apply to all units:

- The District will not grant sanctions for tournaments to units that have not paid for their *Scorecard* announcements. (2006)
- Units may rent D16-owned BridgePads and servers at the rate of \$.50 per table per session. This fee will be split equally between device maintenance and to the D16 General Treasury. (2015) D16 has the right to suspend or adjust this fee at any time. (As of June 2021, D16 has 38 BridgePads.) Rental requests should be made to the District Tournament Coordinator and will be allocated on a first-come, first-served basis.
- Units are each allocated up to four special fund/foundation games a year. (2009)
- The D16 dealing machine may be used on a first-come, first-served basis by units. Units are encouraged to use pre-dealt boards at sectionals. (2013)

NABC Tournaments

North American Bridge Championships (NABC) are conducted by the ACBL and are held three times a year across the United States and Canada. NABCs offer platinum, gold and red points. There are pair and team games at every level. When D16 is awarded an NABC, the D16 Board will typically ask for a Tournament Chair recommendation from the unit hosting the NABC. This recommendation requires D16 Board approval.

In D16, our most recently scheduled NABCs have been Austin (2021), Dallas (2014 and 2006), Houston (2009 and 2002).

D16 continually raises funds for the next NABC held in D16. On Saturdays at D16 Regionals, a \$1 surcharge is added to the game for the NABC fund. (2004) The surcharge is limited to five years per NABC, not to exceed \$20,000. If there are more than five years between NABCs or \$20,000 is reached, the District may use the additional funds collected for different purposes. If the NABC is cancelled by the ACBL, any monies given to the unit by the District and not used by the unit will be divided between the unit and the District with the District not receiving any monies greater than the amount it had originally contributed. If the unit itself cancels the NABC, any monies received from the District must be returned to the District. (2020)

Regional Tournaments

Regional tournaments are seven-day (at most) events hosted by units. Regionals offer many opportunities to win both gold and red masterpoints in a variety of open and limited games.

The ACBL determines how many tournaments each district is entitled to hold annually. This allocation is based on the number of members in a district and previous regional attendance. A district with over 9000 members receives an additional tournament for each 3000 members beyond the 9000-member level. Additionally, if a tournament draws in excess of 3000 tables in any three out of four years, that tournament does not count against the district's tournament allocation,

i.e., the district gets an additional tournament. Currently, the Lone Star Regional qualifies the D16 for an additional tournament.

D16 assigns regionals to units to host, prepare and run. Assuming D16 has five regionals to allocate each year:

- Dallas and Houston each get one
- San Antonio and Austin alternate years
- Ft. Worth and Tyler alternate years
- Beaumont, Abilene and Corpus Christi each get a regional every third year. (2012)

General Information

General information for all D16 regionals:

- The D16 Tournament Coordinator approves regional sanction requests and must be contacted in case of a cancellation.
- All regional team events in D16 are scored on the 20 Victory Point scale. (2013)
- On the Saturday of a regional (not including NLM Regionals) there will be an NABC surcharge of \$1 per player per game. This surcharge goes toward funding future NABCs. (2004) See the NABC section for more details.
- District sanction fee per table is \$1.40. (2004)
- Funds collected at regionals should be transferred to either a safe at the venue or deposited in a bank on a daily basis. The DIC is responsible for all funds until given to a unit official(s), predesignated by the tournament chair. (2018)

Planning a Regional

ACBL published a [Regional Tournament Planning Guide](http://web2.acbl.org/documentlibrary/units/RegionalTournamentGuide.pdf) (<http://web2.acbl.org/documentlibrary/units/RegionalTournamentGuide.pdf>) that was designed to assist Tournament Chairs plan and run a regional. While dated, it still provides a lot of great information.

General recommendations for the Tournament Chair:

One year - nine months before the tournament:

- Propose a schedule (with stratification information) and send to the ACBL (tournaments@acbl.org) for approval.
- Create a flyer and then have ACBL approve and post it. Also, post the flyer on the D16 and unit websites, with a link to the ACBL post.
- Print the flyers and make them available at NABCs, regionals, and other tournaments. If the flyer is updated, be sure to send it to ACBL, plus the D16 and unit webmasters.
- Prepare a budget, assign committee chairs, and select registration gifts and section top awards.
- Decide if any continuing education will be offered (such as Better Bridge, Teacher Best Practices, Directors Course or Refresher) and, if so, begin coordinating.
- Reserve space for one-two ads in the appropriate issue(s) of the *Bridge Bulletin*, typically to be published two-three months before your regional. Check deadlines and send the ads in before the deadlines. (Ads in the *Bridge Bulletin* are not required.)

Six months before the tournament

- If planning to invite the ACBL President, do so as early as possible.
- If naming events, determine pricing and deadline date. Develop an advertising flyer to be placed at clubs and online.
- If having daily speakers or planning to include any vendors, start coordinating.
- Prepare and send an announcement (ad) to *Scorecard*.
- Plan and implement your eblast schedule for publicizing the regional with Pianola or Robly (Nancy Strohmer or Paul Cuneo manages the Robly account). Using the fee-based Pianola, ACBL allows districts to contact members in a 500-mile radius for regional tournaments. Radius is determined by the zip code of the tournament location. If using Robly, the allowable distance reach is within D16, and there is no cost.

Two - four months before the tournament

- Arrange for any hospitality and meals being served with the venue and the rooms for tournament events (such as director/teacher course or district meeting).
- Reserve rooms for directors (see TourneyTrax for staffing schedule) and provide confirmation information to the DIC. (Note: Compensated directors pay for their own rooms, and the ACBL bills appropriate charges back to the hosting unit.)
- If a Board meeting is scheduled during the regional, the breakfast and meeting normally take place on Saturday morning (consult with District President). Typically, 20-30 people attend. Let the District President know that the room, breakfast and refreshments have been confirmed.
- Confirm your caddy needs with the DIC and schedule caddies accordingly.
- For daily bulletins, plan out each day's layout with your editor and publisher (whether printed or digital).

One month before the tournament

- Develop a daily speaker poster.
- Ensure any needed equipment will be available (projector, easel, handouts).

During or after the tournament

Either during the tournament or after the tournament, forward a pdf of each day's tournament bulletin to the [D16 Webmaster](mailto:d16acblwebmaster@gmail.com) (mail to d16acblwebmaster@gmail.com) to post on the district website. Name the daily bulletin file in this format:

Date(yyyy-mm-dd) – BULLETIN – tournament name – weekday.pdf

For example:

2022-02-01 – BULLETIN – Lone Star Regional – Monday.pdf

Regionals Held in Mexico

There are two regionals in Mexico: The Mexican National (Unit 173, Mexico City) is currently held in San Miguel de Allende, and the Resort Regional (Unit 205, Amistad-PV) is held in Puerto Vallarta. Both are owned by D16 and do not count against district regional allocations. These regionals are subject to the same restrictions and benefits as all other regionals held in D16 and are solely responsible for all sanction and table fees, purchasing their own electronic scoring devices and equipment.

Unit 173 (Mexico City) hosts and runs the Mexican National in San Miguel de Allende, with some volunteer assistance from Unit 254 (San Miguel de Allende). Unit 173 keeps 60% of net profits and Unit 254 gets 40%. See the attached May 19, 2021 agreement.

Regionals at Sea (RaS) Tournaments

A Regional at Sea bridge cruise from Galveston features games (gold points), daily lectures, along with question-and-answer sessions. The hosts are experienced bridge teachers and entertaining presenters.

ACBL negotiated that Regionals at Sea (RaS) will pay D16 \$1250 for each RaS excursion, plus \$5 for each ACBL D16 member attending. (2/3/18)

NLM Regional Tournaments

D16 is allocated three Non-Life Master (NLM) Regionals annually. NLM Regionals limit players to a maximum of 750 masterpoints and pay gold and red points. Units that submit sanction requests to ACBL must seek approval from the D16 Tournament Coordinator before ACBL agrees to the sanction. An NLM Regional may be held concurrently with an open sectional.

When run concurrently with an open sectional, separate schedules for each should be submitted to ACBL for approval.

Note: NLM Regionals are not subject to the NABC Regional surcharge.

Sectional Tournaments

Sectional tournaments are shorter tournaments. Most run for three days, although some are longer and a few run for only two days. Sectionals are hosted by a unit or by a club with the approval of the ACBL. Silver points are awarded in all events at a sectional.

Sectionals mostly draw players from the immediate area. An open sectional features events for most player levels, from novices and intermediates up to experts. Limited games are usually offered at an open tournament.

Although authorized by the units, the D16 Tournament Coordinator approves each sanction application before it is acted on by the ACBL to ensure there are no conflicts with D16 regionals or NAP/GNT finals, although GNT and NAP finals are usually held in conjunction with a sectional tournament. Two or more sectionals can be held on the same date if approved by the D16 Tournament Coordinator. If a sectional must be canceled, the unit must contact the D16 Tournament Coordinator.

- Units are limited to four open sectionals a year. (2013, 2022)
- While all sanction requests for sectionals must be made no later than 90 days before the event (2015), it is recommended that requests be made as far out in advance as possible to avoid any scheduling conflicts. For larger units, it is recommended that sanction requests be made two-three years ahead. The Unit Tournament Coordinator applies sanctions via TourneyTrax.
- Units may include up to two sessions as Grass Roots Charity events during sectionals, with \$1 per player per session assessed. Funds go to the District Grass Roots Fund. (2013)

Tournament Chair

The Tournament Chair submits a proposed event schedule to the ACBL Tournament Department (tournaments@acbl.org) at least six months before the tournament. Earlier submission is recommended to be sure that all tournament advertising material is available on time.

The Tournament Chair should send all flyer and advertising information to the ACBL, D16 *Scorecard* Editor, District Webmaster and Unit Webmaster four to six months in advance, or as soon as possible after the tournament schedule is approved. The flyer and advertising material should include the phone numbers and email addresses of the Tournament Chair and the Partnership Chair. Updates or changes **MUST** be communicated to all of the above to be sure that no contradictory information is published.

NLM Sectionals

Non-life Master (NLM) Sectionals are limited to players with fewer than 750 masterpoints who have not achieved the rank of Life Master (the upper limit of masterpoints is typically lower). These I/N (intermediate/novice) tournaments are for players who are still learning duplicate bidding, tournament procedures, and tournament play, as well as for players looking to learn more about the game of bridge or to improve their game.

Units may offer no more than three one-day NLM sectionals per year (ACBL rule), but multi-day NLM sectionals are not limited. (2015)

A unit can run its own I/N tournaments, or it can give one or more I/N sectional sanctions to a club in the unit. An I/N sectional sponsored by a unit should be organized to attract players from a larger area, whereas an I/N sectional run by a club may attract only local players and should be organized accordingly.

Sectional Tournaments at Clubs (STaC)

Sectional Tournaments at Clubs (STaC) are ACBL tournaments with sectional rating staged at many clubs in a geographical area over a period of up to seven days. Events are played at several clubs, and results are transmitted to the director in charge (DIC). The DIC combines the results from all clubs and determines the winners and overall places for participants. Silver masterpoints are awarded and results are reported daily.

Based on average masterpoints, STaC flights are 0-750 masterpoints, 750-2500, and open is 2500 plus. (2015)

A STaC week starts on a Monday and concludes on a Sunday, lasting one week. Requests for sanctioning a STaC are made through the District STaC Coordinator.

An ACBL Director is assigned as the DIC and works with the unit or District STaC Tournament Chair. Clubs within the unit or district are invited to participate. Clubs that choose to participate pay to do so through a stipulated table fee remitted to the STaC coordinator assigned to the event. Players compete not only for club overall awards, but also against players at all other clubs that hold STaC games during that session.

District STaC

D16 is allowed one District STaC annually. Currently, it is sanctioned in June, in the week leading up to and concluding on Father's Day.

Unit STaC

The Houston Unit 174 began running an individual STaC game a number of years ago. Several of the larger units requested to do the same and the District created several clusters. These units work together to stage a STaC week, based on their geographical location. These assigned geographical combinations include:

- Houston (Unit 174)
- DFW Metroplex (Dallas, Fort Worth, and the Mexico Units)
- Central Corridor (Austin, San Antonio, Waco)
- Gulf Coast (East Texas, Beaumont, Corpus, Rio Grande Valley)
- West Texas (San Angelo, Midland-Odessa, Abilene, Wichita Falls, Lubbock)

Each of the above groups (except for Houston) can hold one STaC Week annually. Unit 174 was "grandfathered" and continues to hold two STaC weeks annually. Units in Mexico are allowed to join any single STaC, but traditionally have joined DFW.

Grand National Teams (GNT)

The GNT is a Grass Roots team event that begins in the units, continues to the district, and concludes at the Summer NABC. The event is flighted, with eligibility for each flight based on masterpoints as of the August 6 report from the ACBL (masterpoints as of the end of July). (2015) There are four flights:

- The Championship Flight, open to all players
- Flight A: open to players with less than 6000 masterpoints
- Flight B: open to players with less than 2500 masterpoints
- Flight C: open to non-life masters with less than 500 masterpoints.

The GNT Coordinator must review the ACBL list of players not in good standing no later than two weeks before an event. The DIC must review the list of ineligible players on the day of the event. D16 GNT events typically start with unit-qualifying events that are conducted from September to February. Units hold as many club qualifiers as they would like. The event is open to players in good standing who resided in D16 as of the previous September 1, the date on which district residency is determined, regardless of subsequent relocation.

See D16 [GNT Conditions of Contest](#)

(<https://web2.acbl.org/documentLibrary/play/coc/gnt/16.pdf>).

North American Pairs (NAP)

The North American Pairs (NAP) is an annual ACBL-wide pairs event. Players must qualify to advance to the next level of competition. (For example, one must qualify at the club level to advance to the district level.) The event starts each summer with club-level qualification. Players may qualify at any club NAP game in the ACBL with any partner. (The club does not have to be in your district or unit.) A player may play in any number of club-level NAP games, even after qualifying.

There are three flights – A, B and C:

- Flight A: open to all players
- Flight B: open to players with less than 2500 masterpoints
- Flight C: open to non-life masters with less than 500 masterpoints.

The NAP Coordinator must review the ACBL list of players not in good standing no later than two weeks before an event. The DIC must review the list of ineligible players on the day of the event.

In D16, a District NAP final is held every year, alternating between San Antonio and Austin. (2005)

For more information, see the [D16 NAP Conditions of Contest](http://web2.acbl.org/documentlibrary/play/coc/nap/16.pdf) (<http://web2.acbl.org/documentlibrary/play/coc/nap/16.pdf>).

199er Nite Club

The 199er Nite Club game provides players who have 0 to 199 masterpoints a fun and relaxed venue to socialize while playing and learning more bridge - - all on the Internet. (2021)

At each game:

- A mini-lesson is offered via Zoom at 5:30pm Central by Lynn Berg, a Gold Life Master and accomplished bridge teacher, lecturer and columnist.
- Play a 12-board virtual game that awards masterpoints (MPs).
- Invitations are emailed daily, with the previous day's results and recorded sessions of the mini-lesson.

The games are held seven nights a week at 6:05 Central for players with fewer than 200 masterpoints and are members of districts 3, 4, 6, 7, 9, 10, 16 or 24.

Join the 199er Nite Club Game

To play in the 199er Nite Club game, players must be proficient on Bridge Base Online (BBO). First-time players must register to see the game schedule. Please send an email to 199niteclub@gmail.com to be included. (Entry Fee is \$6 on BBO; \$8 for special games.)

After registering, complete your entry for the game:

- Starting at 4:10pm to 5:55pm, log in to BBO. You can register two hours before the game. Space is limited so don't wait too long to register.
- Log into BridgeBase.com. Select *Competitive* under *Play or Watch* bridge.
- Select *ACBL Virtual Clubs* under *Tournaments*.
- Look for the District 9 199ers Invitational Game. (BBO dollars must be purchased in advance.)

If a partner is needed, click on *Partnership Desk* at the top of *D9-199er Nite* and add your name to the list. Then "invite" someone to play with you. Add your name to the list so others can find you OR pick a partner from the existing list and "invite" them to pair with you.

The host director in charge will be supported by other world class directors who specialize in beginner/developing players. Volunteers will help with registration and BBO training. They monitor the registration email and are available to offer assistance. If extra help is needed, call Tom Paul (865-458-3299) or Bill Whitehouse (517-518-0130).

Game Management

The D16 199er Nite Club Liaison invites clubs to “opt in” to the program and sends a thank you to those who participate. A club will receive approximately \$3 each time its 199er plays (similar distribution as SYC games - - Save-Your-Club games). The D16 Treasurer sends checks monthly once the club game participation list information is received.

The Liaison oversees the program and helps clubs and players with any questions or needs.

99er Nite Club

The 99er Nite Club game provides players who have 0 to 99 masterpoints a fun and relaxed venue to socialize while playing and learning more bridge - - all on the Internet. (2021)

At each game:

- A mini-lesson is offered via Zoom at 5:30pm by Lynn Berg, a Gold Life Master and accomplished bridge teacher, lecturer and columnist.
- Play a 12-board virtual game that awards masterpoints (MPs).
- Invitations are emailed daily, with the previous day’s results and recorded sessions of the mini-lesson.

The games are held seven nights a week at 6:00pm Central for players with fewer than 100 masterpoints and are members of districts 3, 4, 6, 7, 9, 10, 16 or 24.

Join the 99er Nite Club Game

To play in the 99er Nite Club game, players must be proficient on Bridge Base Online (BBO). First-time players must register to see the game schedule. Please send an email to 99niteclub@gmail.com to be included. (Entry Fee is \$6 on BBO; \$8 for special games.)

After registering, complete your entry for the game:

- Starting at 4:00pm to 5:45pm, log in to BBO. You can register two hours before the game. Space is limited so don't wait too long to register.
- Log into BridgeBase.com. Select *Competitive* under *Play or Watch* bridge.
- Select *ACBL Virtual Clubs* under *Tournaments*.
- Look for the District 9 99ers Invitational Game. (BBO dollars must be purchased in advance.)

If a partner is needed, click on *Partnership Desk* at the top of *D9-99er Nite* and add your name to the list. Then “invite” someone to play with you. Add your name to the list so others can find you OR pick a partner from the existing list and “invite” them to pair with you.

The host director in charge will be supported by other world class directors who specialize in beginner/developing players. Volunteers will help with registration and BBO training. They

monitor the registration email and are available to offer assistance. If extra help is needed, call Tom Paul (865-458-3299) or Bill Whitehouse (517-518-0130).

Game Management

The D16 99er Nite Club Liaison invites clubs to “opt in” to the program and sends a thank you to those who participate. A club will receive approximately \$3 each time its 99er plays (similar distribution as SYC games - - Save-Your-Club games). The D16 Treasurer sends checks monthly once the club game participation list information is received.

The Liaison oversees the program and helps clubs and players with any questions or needs.

0-50 Masterpoint Game

The 0-50 game provides players who have 0 to 50 masterpoints a fun and relaxed venue to socialize while playing and learning more bridge - - all on the Internet. These games are weekly on Mondays from 4-5:45pm Central.

To join the 0-50 Beginner Game, you will need to do the following before the first time you play:

1. Get your [free 120 day ACBL membership](#) if you are not already an ACBL member by going here: www.acbl.org/guest-join.
2. [Register with BBO](#) (bridgebaseonline.com) and set up an account with your ACBL number. Put money in your account.
3. Email Kim Brinkman at beginner20bridge@gmail.com and let her know you want to play. Give her your BBO name so she can follow you.
4. Put a reminder on your calendar: D16 0-50 Game every Monday @ 4-5:45pm Central.

How to find the game:

1. Log into BBO.
2. Click “Competitive.”
3. Click “all tournaments.”
4. Upper right search line, type *D16 0-50 Beginner Game*.
5. If you don't have a partner, join the *partnership desk* and see if anyone else is looking too and invite them to play. You never get charged for the game until it starts and it's a great way to meet someone new. Unfortunately, partners cannot be guaranteed.
6. The games will be listed two hours before game time (game time 4:00pm Central).

At each game:

- Play a 12-board online game that awards masterpoints (MPs).
- Pay \$3 per person.
- Kim will email a write up of two boards the following day.
- To join the game the first time, email Kim Brinkman at beginner20bridge@gmail.com; she will follow you and give you instructions on how to find the game.

Education

Membership growth and retention is the future of bridge in the District. Education is the cornerstone of encouraging players to grow expertise and to grow more comfortable at the table.

Newer players can take classes, learn at the table, and participate in other learning programs. More experienced players can hone their skills in particular areas in classes like defense and declarer play. D16 has:

- Certified teachers who offer classes at all levels and refresher courses for teachers and directors.
- Special games for learning at the table.
- Lectures and webinars presented by District bridge experts.

Teacher and Director Courses

To find teachers in your area, go to the ACBL teacher directory at:

<https://my.acbl.org/teachers/directory>.

The District offers teacher and director refresher courses to provide opportunities for the growth of District teachers and directors, but these courses are not to provide an income-producing venture for any unit.

Teacher Courses

The District will pay for two ACBL teacher courses each year whether Best Practices (previously TAP) or the Online Course. The unit that requests a course for a District Regional may offer the course for free or charge a fee in order to provide refreshments during the course. The costs of these two courses should not exceed \$4000 without additional District Board approval.

Director Courses

Directors - if a unit hosts a Director course of any type at a District Regional, the District will subsidize up to 40% of the ACBL costs to reduce or eliminate the deficit, but the reimbursement will not exceed the deficit. (2015)

Special Learning Games

The 99er Nite Club game, the 199er Nite Club game and the 0-50 Game provide players who have 0-99 masterpoints, 0-199 masterpoints and 0-50 masterpoints a fun and relaxed venue to socialize while playing and learning more bridge - - all on the Internet. (2021) For more information, see the "199er Nite Club," the "99er Nite Club" and the "0-50 Masterpoint Game. "

Lectures for Beginners and Intermediates

The District offers a monthly beginner lecture the first Saturday of the month and a monthly intermediate lecture the second Saturday of the month.

Check the District website for more information. [Past lectures](https://d16acbl.org/D16_Zoom_Lessons.php) are available on the District website (https://d16acbl.org/D16_Zoom_Lessons.php).

News

Scorecard

Scorecard is the D16 bimonthly digital newsletter. It publishes news from all units, recognizes achievements of members, and promotes tournaments and other special events held within D16. Articles from D16 experts are also included.

How to Submit Articles for Scorecard

This section outlines general submission guidelines for units and clubs, covering editorial, photography, and announcement submissions. All the information needed is in this document, but should there be something missing or clarification is needed, contact the *Scorecard* Editor directly.

Sue Caulfield, *Scorecard* Editor
D16-ScorecardEditor@twc.com
303.264.4729

File Naming

If submitting material for a later edition of *Scorecard* (not the current one being published), indicate in the email which edition of *Scorecard* you want the material to go into.

Unit Articles

D16 Unit Editors submit a column for each edition of *Scorecard* by the fifteenth of the month prior to the month *Scorecard* publishes. If additional time is needed to complete the submissions, please contact the *Scorecard* Editor. The Unit Editor must also submit their color photo (at 300 dpi resolution) for their first new submission to *Scorecard*.

Other Types of Documents

All submissions are due by the fifteenth of the month before the month *Scorecard* is published. If additional time is needed, contact the *Scorecard* Editor.

Tournament Photographs

Tournament photographs are due by the fifteenth of the month before the month *Scorecard* is published, except when the tournament completes in the last fifteen days of the month. The *Scorecard* Editor will attempt to get the pictures into the newsletter, as long as the photos are received by the end of month.

Submit tournament photographs with event information, place achieved, and winner names placed in the photo title. The photo information can also be sent in an MS Excel or Open Office spreadsheet. Prepping the image names correctly saves time, especially for a tournament that is played in the second half of the month before publication.

Announcement Requirements

All D16 regional events are required to place at least a full-page announcement in *Scorecard*. For two-page regional announcements, cost will be for a spread (not individual pages). See *Announcement Costs below*. Non-Life-Master Regional announcements must also be placed in *Scorecard*; there is no placement fee.

Sectional announcements are required only if they are associated with the GNT or NAP. Other sectional announcements are optional.

Announcement Submission Deadlines

Submissions are due by the fifteenth of the month prior to the month *Scorecard* is published.

Typically, submissions are due February 15, April 15, June 15, August 15, October 15, and December 15.

Announcement Costs

Pricing for announcements may be changed by the D16 board at any time.

Note: Through 2022, D16 will not charge for sectional announcements in *Scorecard*. This only applies to sectional announcements. Charges for regional announcements and all other types of announcements remain in place. This policy will be revisited at the end of 2022.

- Spread: **\$550** (two full-page announcements or a spread) That is, 2-8" x 10.5" or a 16" x 10.5" spread, with at least ¼ inch allowed for the gutter.
- Full Page, No Border: **\$325** (8" x 10.5")
- 3/4 Page within Border: **\$250** (7.5" x 9.75")
- 1/2 Page within Border: **\$125** (7.5" x 5") or (3.75" x 9.75")
- 1/3 Page within Border: **\$100** (7.5" x 3.25") or (3.75" x 6.5")
- 1/4 Page within Border: **\$60** (3.75" x 5")
- 1/6 Page within Border: **\$35** (3.75" x 3.25")

Submissions do not have to fit these sizes exactly. Fees will be assessed for the size closest to the sizes listed above.

Announcement Format

Use the following standard formats.

Color: Please submit everything in color
Save as: 300dpi PDF or 300dpi JPG or PNG.

Revisions

There will be no charges for any revisions to announcements. It is best to submit revisions as soon as you can before *Scorecard* publishes (always the first week of the publication month).

Occasionally, a revision is needed after *Scorecard* is released. Because *Scorecard* is digital only, the online file can be updated and will be posted on the District 16 website. There will not be another Robly email blast indicating a revision, but the update will be available online for anyone who clicks through from the original email link or directly on the D16 website.

Announcements

Support is available for preparing announcements. Notify the *Scorecard* Editor before the fifteenth of the month deadline. There is no charge for this support, unless it is at the last minute.

Announcement costs still apply.

Announcement Payment

Payment for announcements is due upon announcement submission. Payment may be made electronically, check or money order. Payment must be received by the end of the month prior to publication. (Venmo and PayPal are not accepted at this time.)

Note: Should there be payment issues, contact the D16 President.

ACH Wire Transfers

Payment may be made by wire transfers, via ACH or other wire transfer means. Most banks will do ACH transfers and many do not charge for a transfer. Fees, if they are charged, are usually minimal.

The information needed for an ACH wire transfer is as follows.

Name of Account Holder: American Contract Bridge League Inc. Texas Conference Dist. 16

Name of Bank: Frost Bank

Routing Number: 114000093

Account Number: 520211222

ACH transfers are international and should work with Mexico units.

For payment by check or money order, please submit to:

ACBL- D16 c/o Tom Trudeau

18334 Gran Mesa

San Antonio, TX 79259.

D16 Website

The [D16 Website](https://www.d16acbl.org/) (<https://www.d16acbl.org/>) is the primary source of D16 news and information, such as:

- District and unit news
- [District Bylaws](#)
- District [officers, officials and contacts](#)
- District [Board meeting minutes](#) and [financial reports](#)
- [Tournament calendar](#)
- [Lecture Series on Zoom](#)
- [D16 Membership](#)
- D16 member [Masterpoints](#)
- Conditions of contest for games.

The D16 Webmaster constructs the web pages, maintains the content and oversees day-to-day management of the website, as well as assures the quality and filing integrity of the data on the website.

Contact the [webmaster](mailto:D16ACBLWebMaster@gmail.com) (D16ACBLWebMaster@gmail.com) to post tournament flyers and information on the D16 Website.

Facebook Group

The [D16 Group Facebook page](https://www.facebook.com/groups/361538851957494) (https://www.facebook.com/groups/361538851957494) supports bridge and bridge-related interests, including:

- Improving communication and partnership between players, the District Board and ACBL
- Education, announcements and shared interests.

To join and post on the D16 Facebook page:

1. First, join Facebook: Go to facebook.com and click “Create New Account.” Enter your name, email or mobile phone number, password, date of birth and gender. Click “Sign Up.” To finish setting up your account, confirm your email or mobile phone number.

2. Then, join the D16 group: Go to the [ACBL District 16 Facebook page](#).

Click “+ Join Group.” It’s just below the cover photo.

3. Then join the discussion. Tell the group what's on your mind or comment on someone’s post. Just type over the text, "What's on your mind, your name?" Or paste in that field. You can enter text, paste text, graphics, or video.

(Note: Please limit posts to bridge-related topics.)

Robly

Robly is a software tool for emailing news, announcements and other information to District members.

All units in D16 can use the D16 Robly account, at no cost to the units. Since D16 has only one account, units are subject to the following:

- One authorized user per unit.
- Use is limited to “unit” communications; not for promotion of individual clubs or club events. There are too many clubs in the District to allow clubs to use the District’s Robly license, and D16 does not discriminate between clubs by promoting one and not others.
- Use the appropriate segment of the D16 list only. Content sent to more than one unit must be approved and sent by Paul Cuneo.
- All changes to the D16 list are made by Paul by downloading an ACBL roster, which is done around the tenth of each month. Member email addresses are not to be changed in Robly.
- No data may be exported from the Robly site.
- Units may create their own templates or modify an existing template. Units are free to upload images in JPG format or documents in Microsoft Word format.
- Units may delete only their own emails. Units may not create new lists or list segments, and may not delete lists or list segments.
- Login only to do work. Do not remain logged in as this will block other users.
- Units may use online support documents, but may not call Robly for support.

Zoom

Zoom is a video conferencing program that can be used for video conferencing meetings, audio conferencing, webinars, recording meetings, and live chat. D16 has an annual license to Zoom Pro,

which is renewable yearly on January 6 (a search should be done to evaluate what is needed at renewal time).

D16's Zoom license can have 500 participants, which is the "large" meeting capacity.

Currently, D16 uses Zoom for the following:

- The Beginner and Intermediate lecture series.
- District Board meetings.
- Committee meetings.
- All D16 units for their annual meetings. (Contact the Zoom Administrator to schedule the Zoom meeting.)

The Zoom Administrator follows these steps for the Lecture Series:

- Opens the session at 11:45am with the "Waiting Room" enabled. The Lecture Series Coordinator works with the lecturer and practices to make sure they are ready at 12:30, with screen share, etc.) at which time the "Waiting Room" is opened.
- Makes sure the lecturer is the Zoom co-host.
- Records the session once the lecture begins.
- Mutes participants during the session for those who unmute themselves.
- Clicks "End Meeting for All" at the end of the session.
- Forwards the recording to the Webmaster for posting on the website and copies the President.
- Uploads the recording to GoogleDocs.
- After two weeks, deletes the recording in Zoom to open up memory space for the next lecture.

Miscellaneous

Conflict of Interest Document

District 16 CONFLICT OF INTEREST POLICY

Purpose: The purpose of this Conflict of Interest policy is to provide safeguards to members of the District 16 Board of Directors (BoD) from: (1) using their Board positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain; (2) using their Board position for purposes that are, or give the appearance of being, motivated by a desire to support a non-financial interest for themselves or others such as those with whom they have family, business or other ties; and (3) any other acts which may constitute, or may appear to constitute, a conflict of interest.

Financial Interest: No member of the BoD may vote on any matter which may directly or indirectly result in financial gain to that individual member or his immediate family which may conflict with that member's obligations to another organization or to his employer, it being understood that Board members may vote on matters which have a financial effect applying equally to all Board members.

Non-Financial Interest: A "Non-Financial Interest" shall be defined as an interest, not involving financial gain, which might lead an independent observer reasonably to question whether a BoD member's actions or decisions in connection with District 16 business are influenced by considerations of such outside interest. Non-Financial Interests include, but are not limited to, personal (direct or indirect through relatives and friends), bridge related and professional interests.

Disclosure: Board members are required to disclose any actual or potential financial or non-financial interest that constitutes, or gives the appearance of constituting, a conflict of interest.

2/8/2021

District Materials

Written materials not posted on the District website will be stored in Google Docs. (2020)

Charity Games and Grants

March is the ACBL Charity month, where clubs can offer special games that award more masterpoints and raise money for local charities. April is the ACBL Charity Foundation month, where clubs can offer special games that award more masterpoints and raise money for local charities, as well as for the Foundation.

The District Charity Committee consists of a Chair, appointed by the President and approved by the Board, and other members who are appointed by the Chair. The Charity Committee:

- Promotes and schedules the maximum number of charity (special) games, as allowed by ACBL annually.
- Approximately every four years, allocates \$30,000 received from the ACBL Charity Foundation to no more than five qualified organizations.
- Encourages members to participate in AmazonSmile.

District Charity Games

D16 holds four charity games per year, as allowed by ACBL; the games are held in March. The first and third games benefit ACBL Grass Roots. The second and fourth games are designated for District 16 Charity. The Board voted (9/2/18) to allow unit boards or their designee to select the local charity, and the funds collected would be sent to the unit's treasurer to disburse to the designated charity.

Authorized District Grants

Approximately every four years, the ACBL Charity Foundation allocates \$30,000 on a rotational basis to the districts. This sum can be divided into no more than five separate grants, each of which must be made to a qualified 501(c) 3 organization. The check will be written after the appropriate documentation of the 501(c) 3 status has been provided, and the checks will be distributed directly to the recipients. Requests for checks will be made by the Regional Director. The D16 Charity Committee selects the grant recipients.

No later than July 1, the Charity Committee Chair will send a Robly email blast and post an announcement in *Scorecard* notifying District members that grant request applications are being accepted. The deadline for applications is November 15. If no applications are received by the deadline, the unused portion of the money will be forfeited and returned to the general fund of the

ACBL Charity Foundation. The availability of liquid assets may delay the distribution of funds, and the districts shall be promptly notified of any such delays.

Note: Requests for grant allocations must be made by November 15 or the unused portion will be forfeited and the funds returned to the general fund of the Charity Foundation to be distributed by the Trustees to an eligible 501(c) 3 charity by the Spring meeting of the following year.

Within the District's funding guidelines, grant requests are considered without regard to race, gender, disability, religion, ethnicity, age or sexual orientation. When submitting grant requests for a designated 501(c)(3) organization (required), the following information is recommended:

- Be a designated 501(c)(3) organization (required).
- Include information that may be helpful in understanding why the organization should be considered.
- Include why the organization needs the grant.
- Include the website link, if applicable.
- Include the Charity Navigator rating, if possible.
- Include the name, address and contact person/information.
- Submit the grant request so that it is received by August 1.

Grants will **not** be awarded to any organization related to bridge. There are two other foundations that award grants specifically to the bridge community: Educational Foundation and Foundation for the Preservation and Advancement of Bridge.

Once the District 16 Charity Committee determines how the money is to be distributed, the following information is to be sent to the district director:

1. The exact name and address of the beneficiary.
2. A copy of the IRS designation as a 501 (c) (3) organization or comparable for Mexico organizations
3. The name and address of the person to whom the check should be mailed. Double check the mailing address.

Appendix A: Subsidies, Fees and Financials

General Financial Policies

This section lists financial policies proposed and approved by the Board at various times.

- Annual budget of \$1000 for education programs approved by the Education Committee Chair. (2011)
- District financial reports should be prepared quarterly and approved by the Board semiannually.
- The Executive Treasurer must retain financial records for seven years. (2007)
- Revenue collected from Grass Roots games is designated for GNT and NAP competitions, such as finalist subsidies and advertising. (2013)

- Funds collected at regionals should be transferred daily to either a safe at the venue or deposited in a bank. The DIC is responsible for these funds until the money is transferred. (2018) Electronic payments have been initiated at various regionals beginning in 2022.
- District sanction fees per table raised to \$1.40 for regionals.
- District-owned Bridgepads and servers may be loaned to units for use and reimbursed for \$1 per table per session; \$.50 is earmarked for a maintenance and replacement fund and \$.50 to the D16 general treasury. (2015)
- Mexico Regionals pay \$1.40 per table to the District as do all other D16 regionals. (7/6/21) Unit 173 hosts San Miguel, splitting net revenues 60/40 with 254. (7/6/20)
- NABC surcharge of \$1 per player on the Saturday of each regional, not including the NLM Regionals. (2004)
- Units not paying for their *Scorecard* announcements will not be granted sanctions for tournaments. (2006)
- The Scorecard Editor receives a payment of \$750 per issue of Scorecard. The past two payments were \$500 in 2021 and \$750 in 3/2022.
- Presenters for D16 lectures receive \$100 per lecture. (2021)
- The Executive Treasurer and Webmaster receive twenty (20) free plays a year for regionals and sectionals. (2015)

Grand National Teams (GNT) Subsidies

The District grants subsidies for the finalists in the GNT District competition. First-place teams (if they actually play in the NABC) are given \$2000 per team in each of the four flights, plus travel expenses. (If a winning team declines, the team that placed next is eligible to play and to receive the relevant subsidy.)

In flights B and C, if eight or more teams compete in the District Finals, then a second team qualifies for the NABC. The second teams (that actually play in the NABC) receive \$1600 per team.

In addition, entry fees are reimbursed for all D16 competitors at the GNT NABC for rounds that the ACBL does not cover. (ACBL typically pays for the first two days of games for flights A, B and C. They do not pay entry fees for the Open Championship team.) (2020)

GNT participants will be subject to penalties and withheld subsidies for zero-tolerance infractions. (2017)

GNT subsidies come from the D16 Grass Roots Fund. (2013)

North American Pairs (NAP) Subsidies

The ACBL typically gives subsidies to top pairs in district NAP competitions. The amount of the subsidies has varied over the years. The 2021-2022 subsidies are below.

ACBL NAP Subsidies for 2021-2022

	First	Second	Third	Fourth
Flight A	\$700	\$300	0	
Flight B	\$700	\$700	\$300	0

Flight C	\$700	\$700	\$300	0
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Each year, the D16 NAP Coordinator proposes a D16 NAP subsidy supplement schema at the first Board meeting of the year (Houston Lone Star Regional). Usually, the Board chooses to supplement the smaller amounts (\$100 - \$300 range), but not the higher amount (\$700 in 2021-2022). In 2021-2022, the \$300 amounts were supplemented by \$200 (yielding a total of \$500) and the \$0 amounts were supplemented by \$300. The Board chose to give fourth place finishers \$300 (in the past, the Board has given them nothing). (District 16 *sometimes* gets to send an additional place (fourth) to the NAP finals in certain flights. The additional fourth place is awarded by the ACBL.) (2022)

D16 NAP Supplemental Subsidies for 2021-2022

	First	Second	Third	Fourth
Flight A	0	+\$200	0	+\$300
Flight B	0	0	+\$200	+\$300
Flight C	0	0	+\$200	+\$300

The Board might choose not to give any supplements at all to any particular places and/or flights. The Board chose *not* to give any supplements when the national-level event is held online (since the supplements are a subsidy to defray travel expenses, not an award, and there are no expenses to be defrayed if the event is held online). The Board has also sometimes chosen to give *substitutes* who replace the original qualifiers a subsidy (in the lowest amount). The subsidies, if any, are paid to recipients *after* the national-level event has been held *and* the qualifiers actually played in the event.

The subsidy might be reduced (or eliminated altogether) for any qualifier(s) who receives a zero-tolerance penalty (or penalties) at the district-level competition and/or at the national-level competition. The NAP Coordinator monitors this and reports to the D16 Treasurer if a reduced amount (which could be zero) is to be paid. The amount by which the subsidy is to be reduced will be reported to the Treasurer by the NAP Coordinator. (2017)

The NAP supplemental subsidies come from the D16 Grass Roots Fund. (2013)

Appendix B: Record of District 16 Approved Policies

This section lists the policy proposals approved by the D16 Board of Directors:

- Policies approved up to February 2021.
- Policies approved after February 2021.

Policies Approved Up to February 2021

Compendium of District 16 Policies

2/8/2021

**THIS DOCUMENT SERVES AS THE HISTORICAL MEMORY OF D16 AND HAS NOT BEEN
UPDATED SINCE FEBRUARY 2021. LOOK TO THE CURRENT *POLICIES AND PROCEDURES*
MANUAL FOR THE LATEST INFORMATION.**

Tournaments/Special Games/General:

1. NAPs will be held every year, alternating between San Antonio and Austin. (2005)
2. All GNT members must be residents of D16 by September 1 of the year preceding the finals. (2005)
3. Units not paying for their Scorecard announcements will not be granted sanctions for tournaments. (2006)
4. Units are each allocated a maximum of four special fund/foundation games per year. (2009)
5. August 6 is the cutoff date for determining masterpoint levels for qualifying purposes. (2009)
6. Regional allocation: assuming the District has five regionals to allocate per year, Dallas and Houston will each get one, San Antonio/Austin and Ft. Worth/Tyler will get one every other year and Beaumont, Abilene and Corpus Christi will each get one every third year. (2012)
7. A tournament committee was appointed and charged with establishing guidelines for tournaments, which guidelines were distributed. (2011)
The guidelines included the following goals:
 - a. To schedule tournaments to maximize participation and
 - b. To avoid scheduling tournaments that would interfere with other tournaments.
 - c. Action plans to support the goals, including:
 - i. Having schedules current on the District website and Unit schedulers reviewing the District schedule to avoid conflicts,
 - ii. Traditional schedule dates being observed,
 - iii. Regional tournaments, NAPs and GNTs being scheduled at least three years in advance,
 - iv. Sectional tournaments in large Units being scheduled 2-3 years in advance, and
 - v. Each Unit being limited to four Sectional tournaments per year.Outlying clubs like Kerrville and New Braunfels would be treated on an individual basis with respect to this last action plan.
8. Units are limited to 4 Open Sectionals per year (not counting Kerrville and New Braunfels) (2013)
9. All Regional team events should be scored on the 20 Victory Point scale. (2013)
10. The dealing machine purchased by the District may be used on a first come, first served basis by Units (who are encouraged to use pre-dealt boards for sectionals.) (2013)
11. Units may include up to two sessions as Grass Roots Charity events during sectionals, with \$1 per player per session assessed which funds would go to the District Grass Roots Fund. (2013)
12. No electronic cigarettes may be used in playing areas for Regionals; Units are encouraged to adopt a similar policy for their events. (2013)
13. A template for Regional schedules was proposed for small and medium regionals which was approved for use by units. (2014)
14. Regionals and other D16 events shall be “fragrance free.” (2015)
15. STaC flights: 0-750; 750-2000; and open. Based on averaged masterpoints. (2015)

16. Units may offer no more than three one-day NLM Sectionals per year (ACBL rule), but multi-day NLM sectionals are not limited. (2015)
17. All sanction requests for Sectionals must be made no later than 90 days prior to the event. (2015)
18. Cell phone usage penalties implemented for all D16 events. (2016)
 - a. Pair events: 1st infraction ¼ board, full if player answers, 2nd infraction, full board
 - b. Team events: 1st infraction, 1IMP, 4 if answered, 2nd infraction, 4 IMPS
19. GNT and NAP participants will be subject to penalties and withheld subsidies for civil behavior infractions. (2017)
20. NAP and GNT coordinators must review the ACBL list of players not in good standing no later than 2 weeks prior to the applicable event; DICs will review the list of ineligible players on the day of the event. (2018)
21. NAPs shall require only club qualification for 2019 as a trial to see effect on participation.
22. Written materials not posted on the District website will be store in Google Docs. (2020)
23. A Conflict-of-Interest Policy has been established by the District. (2021)
24. The District will participate in the 99er Nite Club East program. (2021)

Fees/Financials:

25. NABC surcharge of \$1 per player on the Saturday of each Regional—not including the NLM Regionals. (2004)
26. NABC Surcharge Policy: Without a formal policy currently in place, District 16 will provide the Austin Unit \$25,000 for the 2021 Fall NABC.

Henceforth, it is policy of District 16 that surcharges of \$1 per person on the Saturday events will go towards future NABCs and are limited to five years per NABC, not to exceed \$20,000. If there is a longer period between NABCs that collects surcharges or the sum of \$20,000 has been reached, the District may decide to utilize the additional funds collected for a different purpose. If the NABC is cancelled by the ACBL, any monies given to the Unit by the District and not used by the Unit will be divided between the Unit and the District with the District not receiving any monies greater than the amount it had originally contributed. If the Unit itself cancels the NABC, any monies received from the District must be returned to the District. (9/8/20)

27. District Sanction fees per table raised to \$1.40 for regionals. (2004)
28. Executive Treasurer must retain financial records for 7 years. (2007)
29. GNT subsidies for the first-place teams (if they actually play in the NABC, or for their replacement if they decline) are \$2000 per team in each of the four flights. In flights B and C, if the number of teams competing in the District Finals is eight or more, then a second team qualifies for Nationals. Those teams (that actually play in the NABC) will receive a subsidy of \$1600.
In addition, there will be a reimbursement of entry fees for all D16 competitors at the GNT Nationals for rounds that the ACBL does not cover. (ACBL typically pays for the first two days of games for flights A, B & C. They do not pay the entry fees for Superflight.) (2020)
30. GNT Unit Finals fees were previously payable by Units at \$15 per team, with a maximum of \$1000. (2005) These fees are temporarily waived, so as to not disadvantage the Units relative to Finals held in the clubs. (2020)

31. Annual budget of \$1000 for education programs approved by the committee chair for 2012.
32. District financial reports should be prepared quarterly and presented for approval by the Board semi-annually. (2011)
33. Grass Roots games revenue use is restricted to such aims as designated by the District, to include GNTs and NAPs (e.g. player subsidies and advertising). (2013)
34. Each of the Executive Treasurer, *Scorecard* editor and Webmaster shall receive 20 free plays per year for use at Regionals. (2015)
35. District owned Bridgepads and servers may be loaned to Units for use and reimbursed at the rate of \$1 per table per session; \$.50 earmarked for a maintenance and replacement fund and \$.50 to the D16 general treasury. (2015)
36. *Scorecard* subscription raised to \$.60 per person per printed issue. (2016) *Scorecard* subscription for digital issue is \$.25 per person. (2019) Note: these fees were canceled when the *Scorecard* went all digital in 2022.
37. Funds generated at regionals should be transferred on a daily basis to either a safe at the venue or deposited into a bank. The DIC is responsible for all funds until such transfer. (2018)
38. Mexico regionals: San Miguel shall be hosted by Unit 173, splitting net revenues 60%/40% with Unit 254; Puerto Vallarta shall split net revenues 70% to District/30% to Unit 205. (7/6/20)
39. Regionals at Sea (RaS). At the Feb 3, 2018 board meeting, ACBL President Jay Whipple agreed that cruises conflicting with Texas-based tournaments should give D16 compensation. ACBL negotiated that RAS will pay the District \$1250 for each RaS plus \$5/ACBL D16 member attending.
40. Speakers for Zoom lecture series will be paid \$100 per lecture (2/8/21)
41. All payments made in excess of \$5000 require two signatures. (2/8/21)

Awards/Education:

42. District support of teacher and director/director refresher courses are meant to provide opportunities for growth of District teachers and directors but not provide an income-producing venture for any unit. The parameters for the courses are as follows:
TEACHERS - The District will pay for two ACBL teacher courses each year whether Best Practices (previously TAP) or the Online Course. The unit that requests a course for a District Regional may offer the course for free or charge a fee in order to provide refreshments during the course. The costs of these two courses should not exceed \$4000 without additional District Board approval.

DIRECTORS - if a unit hosts a Director course of any type at a District Regional, the District will subsidize up to 40% of the ACBL costs to reduce or eliminate the deficit, but the reimbursement will not exceed the deficit. (2015)
43. The District will purchase a one-year license for Learn Bridge in a Day (5 users) for \$500. (2/5/18)
44. The District will purchase a one-year license for Learn Bridge in a Day (5 users). (2/17)
45. The District will purchase a one-year license for Learn Bridge in a Day (5 users) for \$300. (2/6/16)
46. The District hosted a Patty Tucker Learn Bridge in a Day in 2020 at a cost of \$150 for the technical session and \$750 for the teaching session. (2020)

47. The District hosted a Patty Tucker Learn Bridge in a Day at a cost of \$900 for the technical and teaching sessions. (2021)
48. Units may charge up to \$50 per person to cover coffee, breakfast, etc. for Learn Bridge in a Day; net profits to be tendered to the District since the District is funding the program and the unit provides the refreshments. (2016)
49. Oswald Jacoby Award will only be issued if the award committee determines there is a qualified candidate. (2018)
50. Texas Star is changed to District 16 Star. (2018)
51. Teacher of the Year (ToY) Program—The District will award \$100 to the winner of the ToY program each year. (2017) From time to time, the Chair of the program and committee may decide to award an upcoming teacher. This award is \$25. The District will also provide two cakes for members when the winner is announced typically at the Lone Star Regional. A detailed document is stored in Google Docs. (2020)

Other items from compendium

A Conflict-of-Interest Policy has been developed by the District. (2021)

Written material not posted on the District website will be stored in Google Docs. (2020)

Policies Approved After February 2021

This section includes policy proposals approved by the Board after February 2021. As policies are approved, this section will be updated.

2/8/21

Financial Transaction Policy

Rebecca Brown shared that this is to replace the elimination of the bonding requirement in the latest bylaw change. Instead, she is making a motion that all checks written in excess of \$5,000 require two signatures. This was seconded by Tomi Storey and passed without discussion.

7/6/21

Agreement Between D16 and Unit 205

Tomi Storey reported on the official agreement voted by the D16 Board of Representatives.

- The Puerto Vallarta Regional will be handled as all other Regionals throughout the District, subject to the same restrictions and benefits as all other Regionals.
- D16 waives any profit from the PV Regional, terminating the current profit-sharing agreement with Unit 205 insofar as Unit 205 is now subject to all sanction and table fees charged to other Regional events.
- Unit 205 will be solely responsible for purchasing its own electronic scoring device, equipment, and supplies.

All profits will belong to Unit 205. This new agreement went into effect on May 19, 2021. President Strohmer asked for official ratification and it passed unanimously. The executed agreement is attached.



Unit 205 PV Agreement (1).pdf

9/14/21

Awards

Vice-President Betty Starzec introduced a possible new award for volunteers who have stepped up in trying times. This type of volunteerism does not require the years of service needed to win the Oswald and James Jacoby Award, but VP Starzec believes it is vital to recognize all our volunteer efforts, and this would encourage them. This award would be at the President's discretion, with no committee input and no yearly mandate to award it. She proposed this award be called the Presidential Extra Mile Award. Since the President serves a two-year term, they would be allowed a maximum of two awards, and she also asked that it be grandfathered to allow President Strohmer two awards before leaving office. A motion was made, seconded, and passed by acclamation.

Subsidies for NAP finalists

Larry Davis suggested raising the subsidies to the Flights to level the awards, since subsidies are need-based rather than merit based. The first motion presented was to increase the district subsidies to pay \$200 per player to Flight C finalists, \$100 to Flight B finalists, and zero to Flight A, making the payment structure much more level. Vice-President Starzec seconded this. After a brief discussion, the motion passed.

The second motion was to ensure that if the NAP did play online in 2022 (as it was in 2021), no subsidies would be paid. This was seconded by Secretary Storey, and the motion carried. It was also moved that this same policy would apply to the GNT, should it be held online rather than F2F. The motion carried.

Ad Hoc Scorecard Committee

Rebecca Brown, chair of this committee, presented the findings after being tasked at the July 2021 to consider the future direction of the Scorecard. Cost is only one consideration; after surveying other district practices and products, the committee concluded that District 16 is behind the times and needs to advance our technology and approach to meet present best practices. A detailed report was presented to the Board with their findings.

Since the last meeting, two of the largest units in the District have changed their subscriptions from paper copies to digital, including Houston Unit 174, which currently carries the brunt of the total yearly assessment of paper subscriptions (45.3%) and San Antonio Unit 172 (9.7%). Based on this change, Ed Rawlinson of Unit 172 made a motion to reconsider allowing units to select either paper or digital copies and asked that the District go to all digital. This motion was made, seconded, and passed, allowing discussion to follow on how the Scorecard would move forward.

Mrs. Brown now moved that the District go to an all-digital Scorecard. If this passes, a PDF version would be available to facilitate printing for any unit that would like to have printed copies for its

members. The new size would be a standard 8½ x 11 inches. Because of the importance of this issue and the fact that after a motion to reconsider, a new motion must pass by a two-thirds majority, Secretary Storey called for a voice vote rather than a show of hands, and the weighted votes from each unit came into play.

The motion passed. Going forward, the Scorecard will be sent out digitally. Mrs. Brown now moved that the new editor fees be set at \$500 per issue. E.W. Sweeney asked if this was in line with other units, and Mrs. Brown confirmed that it is. In comparison, District 16 has paid an average of \$3,000 per issue, i.e., \$18,000 annually for the past several years. This is a substantial savings. The motion was seconded and passed without further discussion.

Note: The \$500 stipend was raised to \$750, and was approved by Board email vote on March 8, 2022. This will be ratified at the July board meeting.

District 16

Jobs and Roles Descriptions

All District Officers, Chairs, Coordinators and Key Personnel are encouraged to attend Board meetings. Only the eighteen Unit Representatives who make up the District Board of Directors are voting members.

District Officers

President

The President acts as chair and presides at all meetings of the Board of Directors, supervises and manages the affairs of the District and performs all other duties incidental to the office. The President is an officer for ACBL D16, a member of the Executive Committee and must be a member in good standing of a unit in the District. The President is elected by the District Board for a two-year term. The President is a member ex-officio of all committees, and the President appoints and supervises all committees.

Among other things, the President:

- Ensures that D16's activities comply with and supports the D16 mission.
- Leads, manages, and develops the D16's volunteer base.
- Develops, implements, monitors, and assesses the results of D16 events (such as GNT, NAP, and STaC).
- Develops, informs, and supports the Board and the Board committees to carry out their governance functions.
- Ensures that the Board's directives, policies, and resolutions are carried out.
- Ensures effective external communications about D16 and its mission, priorities, importance, programs, and activities.
- Keeps current on significant developments and changes in the ACBL environment, and informs D16's leadership.
- Leads D16's planning processes.
- Prepares the President's Post for *Scorecard*.
- Coordinate Board meeting breakfasts along with the Executive Secretary and local contacts.
- Serves as Co-Administrator of D16's Facebook Group Page.
- Manages/Updates Google Docs.
- Provides updates to the Webmaster.
- Understands the D16 Bylaws and Standing Rules.

Updated March 2021.

First Vice-President

The First Vice-President is an ACBL D16 officer and must be a member in good standing of a unit in the District. The First Vice-President is elected by the District Board for a two-year term. If the First Vice-President is unable to complete their term, a replacement Vice-President is elected at the next regular District Board meeting. (The President may appoint an officer to serve until the next regular meeting.) The First Vice-President is a member of the Executive Committee.

The First Vice-President presides over meetings of the District Board of Directors and Executive Committee in the temporary absence of the President.

If the President is permanently unable to serve, the Vice-President serves as President until the next regular election of officers. The Vice President should understand and be prepared to perform the following responsibilities of the President:

- Ensures District activities are compliant and in furtherance of its mission.
- Leads, manages and develops the District's volunteer base.
- Develops, implements, monitors, and assesses district segments, such as, GNT, NAP, STaC, etc. (including their impact).
- Ensures that the Board's directives, policies, and resolutions are carried out.
- Ensures effective external communications about the District and its mission, priorities, importance, programs, and activities.
- Keeps informed of significant developments and changes in the ACBL environment.
- Leads the District's planning processes.
- Prepares the President's Post for *Scorecard*.
- Understands the D16 Bylaws and Standing Rules.

Updated November 2021.

Second Vice-President

The Second Vice-President:

- Performs any assignments or projects requested by the President.
- Understands how the District Board operates, including:
 - Knowing the Bylaws and Policies of the District.
 - Knowing how the District Board conducts business.
 - Knowing the purpose and responsibilities of the various committees.
 - Preparing to temporarily assume the office of First Vice-President, if required, or to be elected to the Office of First Vice-President at a regular election of officers.
- Serves as a district committee chair or a unit representative to the District Board of Directors.
- Presides over meetings of the District Board of Directors and Executive Committee, in the temporary absence of the President and First Vice-President.
- Should the President be permanently unable to serve, and the First Vice-President assumes the office of President, the Second Vice-President assumes the position of First Vice-President until the next regular election of officers. Likewise, if both the President and First Vice-President are permanently unable to serve, the Second Vice-President assumes the office of President until the next regular election of officers.

Updated March 2021.

Executive Secretary

The Executive Secretary:

- Maintains a current and accurate list of Board Members, committee chairs, alternates and Advisory Council representatives, to include names, phone numbers and email addresses.
- Maintains the District's historical files.
- Takes and records attendance at each District meeting.
- Prepares an agenda for each upcoming meeting, after consulting with the President and other Board members when appropriate.
- Prepares packets for Board Members, including agenda, draft minutes, reports, financial statements and budget, if any, for distribution at the Board meeting.
- Prepares minutes of each meeting, including motions made and actions taken.

- Answers questions pertaining to the Bylaws of the District.
- Circulates the draft minutes of the prior meeting along with the proposed agenda for the upcoming meeting to the Board and committee chairs before the scheduled meeting. Solicits reports and agenda items from Board members.
- Coordinates with the Webmaster to post pertinent items.
- Updates the ACBL with D16 election results on an annual basis.
- Serves as Zoom Administrator.
- Coordinates D16 Board meeting breakfasts with President and local contacts.

Updated February 2020.

Executive Treasurer

The Executive Treasurer oversees the management and reporting of D16's finances and:

- Maintains accounts, selects banks, signs checks, and invests excess funds wisely. Reconciles all bank accounts on a monthly basis. Oversees the *Scorecard* bank account. Writes subsidy checks for NAP and GNT D16 champions.
- Performs financial transaction oversight: Restricts access to D16's funds, pays any outstanding bills or debts owed, and develops systems for keeping cash flow manageable. Oversees finances of the *Scorecard* managers.
- Develops the annual budget and compares the actual revenues and expenses incurred against the budget. Produces a preliminary budget and submits it to the Executive Committee and then to the Board of Directors for approval.
- Distributes rebate checks to the clubs participating in the 199er and 99er Nite Club games.
- Oversees the development of D16's financial policies. Utilizes double entry accounting method for all D16 bookkeeping.
- Keeps the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and makes these forms available to the Board.
- Prepares and files the District's annual federal income tax return before the deadline.
- Serves as a member of the Executive Committee.
- Maintains copies of bank statements, receipts, invoices, deposits, and tax returns for at least seven years, which is consistent with D16 policies. (2007)
- Sends a copy of the QuickBooks data base directly to Verifier after each quarter end.
- Receives twenty (20) regional/sectional free plays a year.

Updated February 2020.

Board of Directors

Each member of the Board of Directors:

- Promotes and administers bridge throughout the District, consistent with ACBL mandates and the District's Charter and Bylaws.
- Develops and implements activities designed to attract and retain players.
- Allocates Regional Tournaments and reviews tournament successes and failures in order to refine the allocation process and to determine how best to support tournament administration.
- Chooses officers and gives them direction and supervision to help achieve the goals of the District.
- Reviews proposals and reports presented at Board meetings, participates in Board meetings, and offers suggestions for improving the performance of the Board and the District officers.

- Ensures the continued solvency of the District.
- Ensures that officers take necessary actions to comply with applicable laws and regulations, including ACBL mandates.
- Reviews significant actions taken by the ACBL and determines if those actions require the District to change its practices to conform to ACBL requirements.
- Communicates both District and ACBL actions to D16 units, with guidance to implement decisions made by the District or ACBL.
- Reviews disciplinary actions taken by the District.
- Provides information to the ACBL about the District's activities as may be helpful to ACBL's administration and promotion of bridge.
- Structures and administers District-level qualifying competitions in the Grand National Teams and North American Open Pairs. Determines and administers any District subsidies to players who qualify to compete at the National level.
- Attends Board meetings and tries to get a proxy if unable to attend.

This list is not static or complete. Each director must consider possible additional activities and improvements to existing activities, and present them to the Board for consideration. Each director should consider whether the Board's responsibilities could be better or more efficiently discharged through new or restructured approaches.

Updated April 2021.

Regional Director

The Regional Director (formerly District Director):

- Represents Region 9/D16 on the ACBL Board of Directors.
- Provides a report to keep the District apprised of issues and opportunities.
- Writes articles for *Scorecard* (six issues/year).
- Helps D16 and Unit Board members navigate the ACBL to find help and resolve issues.
- Gives members information about ACBL as requested.

Updated July 2020.

Personal to Paul Cuneo:

- Publishes the monthly D16 I/N newsletter.
- Manages the D16 Robly account.

District Representative to ACBL Advisory Council (formerly Board of Governors)

An Advisory Council Representative:

- Acts as liaison between the D16 Board of Directors and ACBL management to ensure that D16's membership requirements and concerns are addressed, while improving communication and coordination between districts and units.
- Links to the Advisory Council to pass on requirements and concerns.
- Is a member in good standing with the ACBL and a member of a unit in D16. They must remain a member of that unit during their three-year term.

Updated February 2020.

Chairs, Coordinators and Key Personnel

Appellate Chair

The Appellate Chair reviews all appeals of findings of violations of the Code of Disciplinary Regulations (CDR), including ethical and behavioral violations, brought forward by the charged party following the decision of the District Disciplinary Committee. Assuming the grounds for appeal are met and the appeal is granted, the Appellate Chair:

- Assembles an ad hoc committee from the Board-approved standing committee. The ad hoc committee should reflect the diversity of the bridge community, including geography, size of units and playing expertise (where appropriate).
- Prepares and distributes Notices of Hearing to the charging party, charged party, witnesses and advocates, if applicable. Confirms Receipt of Notices.
- Determines, after consulting the parties, the location of the hearing - - in person, telephone/video conference - - then arranges the meeting. Notifies meeting information to those involved, including committee members.
- Reviews and understands the provisions of the CDR.
- Conducts the hearing in accord with the CDR.
- Prepares a report of the appellate review and notifies the parties and the ACBL of the results, all in accordance with the CDR.
- Advises the standing committee and ad hoc committee members about the rules that apply to their participation.
- Makes periodic reports to the D16 Board of Directors, consistent with the confidentiality provisions of the CDR.

Updated 2020.

Awards Chair

The D16 Awards Committee Chair (Awards Chair) processes D16 Awards, coordinating with the D16 Awards Committee and the Teacher of the Year Committee Chair. The Awards Chair is appointed by the District President. The Awards Committee is made up of the Awards Chair and other recipients of the Jacoby Award (the Awards Chair is a past Jacoby winner as well). The Awards Chair and District President appoint the members of the committee. The Awards Chair and Awards Committee are announced at the Lone Star Regional, at the beginning of the calendar year.

The Awards Chair manages the D16 Award processes for the Oswald & James Jacoby Service Award, the Star Award, and the Goodwill Award. This includes sending units the guidelines and schedules for selecting recipients for the Star Award and the Goodwill Award, as well as nominating worthy candidates for the Jacoby Award. The Awards Chair also manages the presentation of the awards.

The Awards Chair works with the Awards Committee to select the Jacoby Award winner and to advise units as needed for other matters. The Awards Chair also advises the Teacher of the Year Chair.

For additional details describing the Awards Chair's responsibilities, see "District 16 Awards" in *Policies and Procedures*.

Updated May 2021.

Charity Committee Chair

The Charity Committee Chair:

- Proposes Charity game dates to the Board one year in advance that will not conflict with national special games and D16 regional tournaments. Once approved, schedules (gets sanctioned) the maximum number of Charity games allowed by the ACBL each year.
- Notifies club managers/owners of upcoming Charity games through the ACBL. The ACBL Special Games department will send an eblast to all club managers/owners giving the instructions for these games.
- Requests the club participant list from the ACBL Special Games department thirty days after the games are held.
- Notifies those clubs that have not remitted the funds due for the games (\$4/table).
- Emails thank you notes to all clubs that participated in charity games.
- Submits a charity report at the Board of Directors meeting.
- Encourages members to participate in AmazonSmile.

Updated 2020.

Approximately every four years, the ACBL Charity Foundation allocates \$30,000 on a rotational basis to the Districts. The Charity Committee Chair:

- Reviews the "Grant Guidelines" for grant requests.
- Forms a committee that selects D16 grant recipients, as offered by the ACBL Charity Foundation.
- Follows criteria for the selection of the charity recipients.
- Considers information as reflected by Charity Navigator and GuideStar.
- No later than July 1, sends a D16 email blast requesting charity grants submissions from units, with an August 1 deadline. Also includes the request on the D16 website homepage.
- Drafts an article for *Scorecard* that includes the requirements and the deadline for the grant requests.
- Meets with the committee members after the deadline and selects up to five grant recipients.
- Submits up to five grant recipients as chosen by the committee to the District Board for approval.
- Submits the approved grant recipients to the ACBL before the deadline (November 15), along with any required information.
- Notifies all grant recipients, preferably by a physical visit, and takes photos to publish in *Scorecard*. Notifies those who were denied.

Funding Priorities

- Worthy Causes: charities that reach out to causes that have financial needs in the following categories: Animals/Arts, Culture, Humanity/Education/Environment/Health/Human Services.
- Financial Need: charities that receive no or minimal federal/state funding.
- Geographical Diversity: charities that represent the District geographically.

ACBL contact for these grants: ACBL Charity Foundation, Attn: Sabrina Goley, 6575 Windchase Blvd., Horn Lake, MS 38637-1523 / 662-253-3146 / sabrina.goley@acbl.org.

See the *District 16 Policies and Procedures Manual* for “Grant Guidelines” and additional information related to the D16 Charity programs

Updated February 2020.

Disciplinary Chair

The Disciplinary Chair addresses all complaints of violations of the Code of Disciplinary Regulations (CDR), including ethical and behavioral violations brought forward by the District Recorder or other applicable person.

Included in addressing the complaint are:

1. Timely assembling an ad hoc Disciplinary Committee from the board-approved standing committee. The ad hoc committee should reflect the diversity of the bridge community, including geography, size of units and playing expertise (where appropriate). *Note: The duties and responsibilities of a Disciplinary Committee are specified by the ACBL and the Committee serves a defined role in the ACBL conduct and ethics process.*
2. Preparing and timely distributing Notices of Hearing to the charging party, charged party, witnesses and advocates, if applicable. Receipt of Notices shall be confirmed.
3. Determining after consultation with the parties whether the hearing will be in person, by telephone conference, video conference or the like, and arranging for a suitable location. Communicating such information to all those involved, including Disciplinary Committee members.
4. Conduct the hearing in accord with the CDR, including but not limited to making a recording of the hearing.

District Facebook Group Administrator

The Facebook Group Administrator:

- Approves (or declines) requests to join the District 16 Facebook Group.
- Monitors postings to keep discussions related to bridge. Deletes posts that are not bridge related or are otherwise not suitable to the intent of the group.
- Invites units and skilled bridge players to contribute postings.

Updated April 2021.

District Recorder

The District Recorder:

- Investigates player memos or requests from the charging party (typically the District President). The investigation is completely confidential unless the player waives confidentiality. The Recorder makes a report and either records the incident or makes a recorder complaint based upon a single incident or on a pattern.
- Investigates incidents at regional and sectional tournaments. The Recorder doesn't investigate incidents at clubs unless a serious allegation of cheating or ethical violation is made.
- May appoint assistant recorders for large units (e.g., Houston).

Updated February 2020.

Education Coordinator

The Education Coordinator:

- Serves as a resource for Unit Education Coordinators.
- Advocates for education activities in D16.
- Coordinates programs for the ACBL Best Practices, ACBL Online Teacher Certification, director training, Better Bridge and Learn Bridge in a Day!
- Oversees the D16 sponsored Beginner and Intermediate Lecture Series.
- Oversees the D16 sponsored 0-50 games.
- Oversees the 199er and 99er Nite Club programs.

Updated 2021.

Financial Verifier

The Financial Verifier:

- Reviews checks.
- Compares financial statements presented to the Board with underlying transactions to verify that transactions have been reported accurately.
- Reports to the Board at least quarterly that Verifier functions have been performed and reports any discrepancies.
- Receives monthly bank statements from the bank, including copies of cancelled checks.
- Reviews the “books” (QuickBooksbackup) of D16 quarterly.

Updated 2020.

Grand National Teams (GNT) Coordinator

The GNT Coordinator ensures the smooth operation of the District’s participation in this national grass roots event.

The GNT Coordinator:

- Ensures D16 GNT participation complies with the ACBL’s Conditions of Contest.
- Drafts D16 Conditions of Contest, gets them approved by the ACBL and then publishes them on the D16 Website.
- Coordinates with each unit’s GNT Coordinator and ensures that there are adequate opportunities for Flights B and C players to qualify.
- Informs D16 members of the year’s GNT schedule (including write-ups for *Scorecard* and other communications vehicles).
- Informs the Board about GNT status, including issues, changes, and schedule.
- Monitors qualification events and compiles a list of qualifiers.
- Reviews the ACBL list of players not in good standing no later than two weeks before the applicable event. (2018)
- Ensures that D16 finals run smoothly; verifies that all contestants are playing in the correct flight.
- Supports the Director in Charge at D16 finals.
- Informs the ACBL of the results and the qualifiers for the Summer NABC.
- Ensures that those who play in the NABC receive any expense subsidies to which they are entitled.

Updated March 2020.

Intermediate/Newcomer Coordinator

The Intermediate/Newcomer Committee contributes to the strength and vitality of our bridge communities by improving the services to intermediate and newcomer players.

The Intermediate/Newcomer Coordinator:

- Works with Unit Intermediate/Newcomer Coordinators to understand what the units are doing for intermediate and newcomer players.
- Determines what programs are working effectively.
- Solicits suggestions from the units on what could be done by the units, D16, or ACBL and then disseminates this information.
- Works with the D16 Webmaster to improve the Intermediate/Newcomer portion of the website.

Updated February 2020.

Marketing and Publicity Chair

The Marketing and Publicity Chair:

- Develops marketing and descriptive materials to promote D16 events and educational opportunities.
- Edits and rewrites articles, as requested by committee heads and Board members.

Updated April 2021.

Membership Chair

The Membership Chair:

- Obtains monthly membership update from the ACBL for D16 units and forwards the updates to the D16 Webmaster for posting.
- Works with the President, appointee(s) and unit membership chairs.
- Develops and implements initiatives to grow D16 membership and retain members.
- Works with the Marketing/Publicity Chair to develop materials that encourage D16 members to invite potential new members to participate in beginning player initiatives.
- Works with the Education Coordinator to offer limited games for newer players and to provide teacher training and incentives.

Updated 2021.

North American Pairs (NAP) Coordinator

The NAP Coordinator:

- Writes NAP-related articles for several issues of *Scorecard*. Encourages members and clubs to participate in the NAP competition.
- Collects the names of all club-level qualifiers from club managers in September.
- Collects the names of all unit-level qualifiers (if any) from unit NAP coordinators by December.
- Verifies that unit qualifiers are in good standing with the ACBL. (2018)
- Attends the two-day district-level NAP, currently held in January in either Austin or San Antonio (alternate years).
- Informs the national-level qualifiers about National and District subsidies (and possible unit funding) and penalties for Zero Tolerance violations.

- Proposes changes to the District 16 Conditions of Contest as appropriate.

Updated 2020.

Policies Administrator

The Policies Administrator updates the *District 16 Policies and Procedures and Job Descriptions* documents as directed by the District President.

After updating the documents, the Administrator sends the modified document to the District Webmaster.

Scorecard Editor

The *Scorecard* Editor's most important responsibility is effective and open communication with the Board and with all unit and club members in D16.

The Editor gathers materials (articles and announcements) that will be published, making sure everything is submitted on schedule for publication. Content is reviewed for spelling and grammatical errors, then incorporated into the document that will become a final newsletter.

The Editor may also be asked to do other responsibilities related to *Scorecard*, such as creating announcements by request of a board or unit member, writing documentation for *Scorecard* submissions, or gathering information related to publication.

STaC Coordinator

The STaC Coordinator:

- Selects and coordinates (with the District Tournament Coordinator) the dates for the annual STaC event. Dates are selected no later than one year before the event. (Currently that date starts the Monday before Father's Day and ends on Father's Day.)
- Sets the stratification and the Conditions of Contest for the event with the appointed Director in Charge (DIC).
- Ensures that all clubs eligible to participate are notified by the DIC.
- Provides contact information for any questions by participating clubs.
- Collects all monies due to the District (using information provided by the DIC) and submits the monies to the Executive Treasurer.

Updated April 2020.

Teacher of the Year Committee Chair

The Teacher of the Year (ToY) Committee Chair works with the ToY Committee to select the D16 Teacher of the Year.

The ToY Committee Chair follows these objectives for managing the selection process:

- Solicits nominations throughout D16.
- Affords teachers equal opportunity across the district.
- Defines technical expectations that are clear, fair and attainable.
- Makes sure the selection process is widely understood and applied fairly.
- Raises the visibility of winners and finalists throughout the District.
- Helps build respect and value for good teaching.

- Grooms an eventual replacement chair.

Tournament Chair

The Tournament Chair:

- Serves as the D16 appointee to the ABCL for tournament issues.
- Works closely with the Tournament Coordinator.
- Responds to correspondence or direct personal contacts regarding conflicts, as requested by the Tournament Coordinator.
- Monitors D16 tournaments for compliance with District policies and procedures.
- Acts as the D16 interface to the ACBL Venue Selection Committee for potential and selected NABC sites.
- Conveys Board policy changes to units and appointed Unit Tournament Chairs.
- Works with tournament managers, the Director in Charge (DIC), and the D16 Representative to the ABCL as advisor for any events held in D16, as needed.
- Performs additional duties as requested by the Board or the President.

Updated April 2020.

Tournament Coordinator/Sanctions Applications

The Tournament Coordinator/Sanctions Applications:

- Reviews all sanction requests for District 16 tournaments in accordance with the guidelines provided by the Tournament Committee.
- Confers with the Tournament Chair if the request is unclear or controversial.
- Approves or denies the request, explaining the reason for any denial.

Updated March 2021.

Webinar Lecture Series Coordinator

D16 has two free monthly webinars as part of our education program. The Webinar Lecture Series Coordinator:

- Schedules the webinars. Proposes webinar dates to the Board one year in advance, making sure the dates do not conflict with national and District events. Once approved by the Board, adds the dates to the District calendar.
- Acquires a presenter for each webinar.
- Six weeks before a webinar, prepares an announcement and forwards it to the District President and District Webmaster for publication. The announcement includes the speaker's name and a two-three paragraph biography.

The Lecture Series Coordinator will follow these steps:

- Lecture title with a one-two paragraph abstract that describes the content, with a "teaser" to encourage attendance.
- Opens the session at noon only to the presenter and works with the lecturer and practices to make sure they are ready at 12:30 with screen share, etc.
- Makes the lecturer co-host.
- Records the session once the lecturer begins.

- Mutes participants during the session who unmute themselves.
- Clicks "End Meeting for All" for the session at the end.
- Forwards the presenter's lecture and recording to the District Webmaster for posting.
- Uploads the recording to GoogleDocs.
- After two weeks, deletes the recording in Zoom to free up memory space for the next lecture.

Updated November 2021.

Webmaster/Internet Coordinator

The Webmaster manages the D16 Website, D16acbl.org and:

- Updates the unit content of the website, annually (around March).
- Updates Masterpoints for each unit monthly.
- Sends *Scorecard* mailing list information from the ACBL to *Scorecard* Editor monthly.
- Updates membership totals.
- Updates financial information quarterly.
- Updates D16 personnel, appointees and other relevant information, such as the Board of Directors, Advisory Council, committee chairs and tournament directors.
- Updates other D16 Website content when requested.
- Receives twenty regional/sectional free plays a year.

Updated 2021.

0-50 Masterpoint Game Coordinator

The 0-50 Masterpoint Game Coordinator manages this game and:

- Works in conjunction with the Education Coordinator.
- Sends player participation to D16 Executive Treasurer for reimbursement.
- Monitors dedicated email account for the 0-50 Masterpoint Game and answers emails as they come in.
- Sets up the game on BBO each Monday at 4:00pm Central for at least 12 boards, \$3 per person (fee increases \$1 for extra-point games).
- Follows "new players" so they can join the game; sends them a welcome email.
- Directs game and offers educational assistance when asked.
- Each week gives a suggestion via game chat and/or emails participants with at least one hand or a suggestion to improve/clarify.

199er and 99er Nite Club East Liaison

The D16 199er and 99er Nite Club Liaison:

- Communicates with Operations/Billing Support, help@TheCommonGame.com, for all matters regarding the program except for specific Game Support. For Game Support, contact gurujess@aol.com.
- Encourages clubs to "opt-in" to the 199er and 99er programs.
- Encourages 199ers and 99ers to participate in the games.
- Oversees the rebate distribution to clubs.

Updated March 2021.

