

Washington Bridge League Policies

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Policy Revision History

The change history prior to August 2012 is not recorded in this document

Date	Changes
August 28th 2012	Rearranged to separate schedules from substantive policies. Incorporated recent policy decisions. Fixed a number of grammatical and typographical problems. Updated schedules to bring fees, named individuals, etc, in line with current practice

Advertising

A voting Board member must approve all advertising at any WBL-sponsored event.

Appeals

All WBL members have the right to appeal any decision of a Unit officer, Board member or committee. When exercising this right, the member must submit a signed, written notice of appeal to the President. This notice must state the basis or reason for the appeal.

Upon receipt of the notice, the President may either schedule a formal hearing before the Board or consult with the Executive Committee to ascertain its views on the merits of conducting a formal Board hearing. If the Executive Committee unanimously believes there are insufficient grounds for appeal, the President must report their findings to the Board at the next regular meeting. A copy of the appeal should be provided to each Board member. The Board retains the right to hold a formal hearing regardless of any Executive Committee action.

Board Meetings

Board meetings are currently held approximately once each month. Typically, Board members host the meeting in their homes and are reimbursed a standard sum (see [Schedule A](#)) for dinner/refreshments.

All Board members are expected to attend each meeting. In addition, the Tournament chairperson, the Bulletin editor, the head director of the Unit Game, the club manager of the WBL and the Membership Secretary are encouraged to attend. Any Board member who is unable to attend a meeting is responsible for informing the host, Secretary or President. Missing either three consecutive meetings or four meetings between annual meetings will constitute grounds for review for impeachment.

Board meetings are open to any member of the Unit as long as the President, Secretary, or host is notified in advance to ensure adequate space. Executive Sessions, however, are limited to members of the Board. Special meetings will be scheduled if necessary. Email discussions prior to a meeting are encouraged; voting by email will be avoided unless decisions need to be made before a meeting can be held.

An agenda will be sent by the Vice President to all board members before each meeting. Approved minutes will be made available for members on the WBL web site. Sensitive remarks may be recorded in the executive session minutes, which are part of the WBL archives, but not available to members or published on the web site.

At the conclusion of each Board meeting, the President will state the precise date and location of the next meeting. The Secretary should notify any absent members of the location and date of the next

meeting within ten days. The President and/or Secretary will insure all Board members are informed of any changes.

The Board extends a standing invitation to the District Six representative to the ACBL Board to attend a WBL Board meeting before each ACBL meeting. The President will notify the District Representative of the date and location of the meeting and request the representative's attendance.

Committees charged with making recommendations to the Board should notify the Board members of findings in advance of the Board meeting so as to facilitate intelligent discussion and to give Board members an opportunity to provide additional input.

Bulletin

The WBL will publish a Bulletin six times per year. The exact publication dates will vary in order to coincide with major events such as tournaments and the annual meeting.

The Bulletin is mailed to members at no cost to the member. Subscription rates for non-WBL members are set out in [Schedule A](#).

The Bulletin staff consists of the editor, the bulletin liaison (a voting board member), the treasurer, the historian, and may include an assistant editor. The editor shall be compensated for coordinating and compiling advertising, data and articles, typing, layout, design, compiling the two mailing lists (and working with an assistant ([Schedule C](#)) who will delete the Opt Out list) and working with the printer to get them all the files in a timely fashion, review proofs, acquire overs and copies of the stamped postal forms. The Bulletin Editor shall be a nonvoting member of the Board. The Editor shall be compensated at current rates (see [Schedule A](#)) and be granted free plays to all WBL sponsored games. In Dec. '07, the board agreed to an 8% increase and the general principle that further new compensation also take effect bi-yearly with the first issue every other year thereafter at about 8% upon review and approval of the current board.

Advertising in the Bulletin will be accepted (on a space available basis), as a rule, only when accompanied by payment in full. The rates are set out in [Schedule A](#). An ad appearing in six consecutive issues in one calendar year will be run for the price of five. The treasurer will bill advertisers and also pay the printer, the editor and maintain a three issue balance at the post office. The editor will fill out the yearly postal form of an accounting of the postal year's mailing statistics. The job of labeling and mailing the bulletin is currently done by a printer and the fee is included in their bill.

The content of the Bulletin may include:

- Club news. WBL open clubs will be given the opportunity to list special activities and events in the Bulletin free of charge. These include: charity events, series winners, special parties, etc. However, it is not the policy that everything submitted by a club manager has to be printed. As space permits, NVBA clubs will also be included in club news.

- Novice club championship winner's names.
- NVBA tournament schedule will be included in the calendar of upcoming events.
- The tentative tournament schedule as far in advance as practicable.
- A Board news column which includes decisions that may affect the membership or may be of some interest to our members.

One of the outside pages of each issue will be reserved exclusively for advertising WBL special events. Such events are to be determined by the Board or the Bulletin committee no later than one month prior to issues deadline.

Columns in the WBL Bulletin shall be reviewed by the Bulletin Editor who will determine whether to submit any column for further review to the Bulletin Committee Chairperson and/or any member of the WBL Executive Committee.

Cheer and Sympathy

Seriously ill members and members experiencing the death of a close family member should be sent a card. The Chairperson is responsible for mailing such cards. When appropriate, such a card may be brought to the unit game to give those in attendance an opportunity to add their good wishes to the card. In unusual cases involving the death of an individual who has contributed in a particularly significant manner to WBL, the Chairperson will send a tribute the value of which is not to exceed the currently approved limit ([Schedule A](#)) upon the approval of a member of the Executive Committee.

Congratulatory cards are also sent to active WBL members or anyone deemed appropriate when brought to the attention of the Chairperson, e.g. weddings, new arrivals, winning the Spingold.

Clubs

The WBL will be supportive to area clubs whenever possible. When requested, the Unit Game Chief Director will announce major changes to the schedule and charity events for local club games. Any WBL club can advertise, in an approved manner, their games and activities at WBL events. (See Bulletin section for additional policies concerning reporting and advertising in the Bulletin).

Area clubs may give promotional free plays for their own club at our Unit Game as long as this causes no problems or delays in the operation of the game. These may be mailed with our "welcome" letter.

The club managers' breakfast is an annual event co-sponsored with the NVBA. A club managers' newsletter is published as appropriate.

Committees

The current standing committees are:

1. Conduct & Ethics
2. Executive
3. Round-Robin
4. Tournament
5. Unit Game
6. Membership
7. Ways and Means

Conduct and Ethics

The WBL Conduct and Ethics Committee will have full power to make decisions as set out by the ACBL. The committee will consist of six non-board members to serve two-year staggered terms and three Board members who serve a one-year term. A panel to hear and consider conduct and ethics complaints shall consist of at least five members, at least one of whom should be a board member. Panel members are expected to be familiar with relevant provisions of the ACBL's Code of Disciplinary Regulations. All members of the committee will be informed of all hearings. The Conducts and Ethics Chair may, if deemed appropriate, ask WBL members who are not on the C&E committee to hear and consider a specific complaint. In no case will such outside members make up a majority of the panel.

The WBL standing C&E committee will be selected at the first regular Board meeting following the Annual Meeting. The selection process is conducted by the President using secret ballots. Two negative votes of the Board can disqualify a candidate for appointment to the committee.

Actions that may be cause for a C&E hearing are contained in the C&E guidelines in the ACBL Handbook.

Players who pass checks to the WBL that are returned and not made good will be reported to ACBL.

All Tournament panels hearing C&E matters at WBL events shall consist of at least five members. It is desirable that two of these be Board Members.

Conflict of Interest

Whenever possible, Directors or Committee Members should not be placed in a position (either positively or negatively) which would affect themselves, their spouses or significant others. In addition, Board members should recuse themselves if there could be a conflict of interest, either financially or of a direct personal benefit, in the outcome of a motion.

Constitution

The "Constitution of the Washington Bridge League" embodies the principles for the government of the WBL. The procedures for initiating a Constitutional amendment are:

1. A motion moved and seconded by WBL members at a duly convened meeting of the membership; or

2. A petition signed by twenty-five WBL members sent to the Unit Secretary or President by certified mail or delivered in person no later than 60 days before the Annual meeting; or
3. A majority vote of the WBL Board.

Motions to be brought before the WBL membership to establish or change the “Constitution” must be published in the WBL Bulletin in advance of a duly convened meeting of the membership.

Director’s Certification

The Chief Unit game director or a designee will monitor club director’s tests requested by any WBL unit member.

Executive Committee

The Committee shall consist of the President and the three most senior members of the Board. Seniority is determined by the number of consecutive years of membership on the Board. The executive committee is empowered to act when a full board meeting would be impractical.

Elections

General elections will be held at the annual membership meeting in accordance with the procedures indicated in Article VI (Elections) of the “Constitution.” In addition to these procedures, all candidates have the opportunity to speak to the electorate for a maximum of two minutes. Also, no WBL official or employee may electioneer when functioning in an official capacity. The procedures for counting ballots are:

1. A ballot can be counted if the candidate name has a mark next to it. In the case of over-votes, the ballot is disallowed for that contest. These policies are to be printed on the ballot. A vote for a candidate who has won an officer election does not automatically disqualify that ballot as an over-vote.
2. Recounts are required on all contests with fewer than a ten-ballot difference if requested by anyone at the meeting.
3. Pre-printed forms are to be used to aid in the tabulation of ballots.

The Elections Chairperson, by tradition a WBL past President, will be appointed by the President each year to be responsible for conducting the election and performing specific duties as follows:

1. Distribute, accept and certify petitions to be placed on the ballot.
2. Conduct the election portion of the annual meeting.
3. Ensure the ballots are printed (including any Constitutional amendments) as follows: -- Separate and different colored ballots for officers, Board of Directors and a separate ballot to be used to identify the person as a eligible voter or be used to break ties
4. Contested officer candidates to be listed as potential Board candidates on the bottom of the Board ballot.

5. Deliver ballots and ballot boxes to the election site by 2:30 PM on Election Day.
Ballots will be available to electorate from 3:00 PM on day of election.
6. Appoint people to distribute, collect and count ballots. A minimum of four ballot distributors, four ballot counters and two ballot box watchers are needed.
7. Arrange for a counting center room and supplies.
8. Notify candidates of optional two-minute speech and keep speeches within the time limit.
9. Reconcile ballots, post results and certify election.
10. Keep ballots for seven days after election.
11. Handle any disputes regarding the election process or results.

Entry fees

In accordance with ACBL policy, the WBL will charge an additional per session-fee at tournaments to all non-ACBL members (see [Schedule B](#)), non-dues-paying non-life-masters, and nonservice-fee-paying Life Masters. Members in good standing of the American Bridge Association (ABA) will not be charged the additional fee.

Full-time students 25 and under will pay 50 percent of the regular entry fee. In addition, a junior who is a member pair or first alternate of a Junior International Team will be given a free entry. Players 16 and under, who do not play professionally, play for a reduced fee ([Schedule B](#)) at the Unit game and at WBL Sectionals.

The Unit game entry fee for all Unit Game events will be a base fee plus an element at special games to cover any additional sanction fee imposed by the ACBL, such as for North American Pairs (NAP), Grand National Teams (GNT), Instant Match Point games, charity games and Sectional Tournament at Clubs (STAC).

Round robin and KO matches played at Unit site will be charged a fee.

Tournament and Unit Game entry fees are set out in [Schedule B](#)

Finances

The WBL Board of Directors should review the current bank and financial statements of the Unit at each monthly meeting. As a matter of policy, the monthly bank statements will be sent directly to the Vice-president for review and then forwarded to the Treasurer. In addition, an annual review of the books is to be conducted by the Ways and Means committee and the results made available prior to the annual membership meeting. The Treasurer is expected to render a detailed report at the monthly Board meetings, provide a mid-year summary, and prepare an annual report. The Treasurer shall send copies of the annual reports to District Six. A budget for the coming fiscal year will be presented to the Board during the January board meeting for its approval.

Board members shall submit vouchers and/or paid receipts when seeking reimbursement. Vouchers should normally be issued by the committee chairperson and should indicate which committee is involved and to whom payment is to be made.

Free Plays

Free plays to WBL-sponsored events are granted as prizes, as publicity, or as token rewards for services rendered to workers according to the following schedule. In addition, Tournament Chairs, Directors in Charge or Volunteer Coordinators may issue free plays for exceptional service. It is the goal of the WBL to keep total free plays to less than 12.5% of total entries. In all cases the charity portion of any such game will be paid in addition to the free play.

Publicity:

1. Clubs that close because of a WBL event will be granted a designated number of free plays dependent on the number of sessions closed to be used at the relevant WBL event.
2. New or transfer members to the WBL will be sent a free play for one session at the Unit Game.
3. Members whose ACBL membership has lapsed will be sent a postcard good for a free play if they renew their membership.

Prizes:

1. The free play awards for the Trophy Races will be the same for each category – four sessions for first, two sessions for second and one session for third. These free plays will be valid for the City of Washington Sectional; however, they may be used at another sectional at the discretion of the tournament Chairperson.
2. At the Unit game one free play will be given for the section top in each direction when there are at least seven tables in the section. Otherwise only one free play will be given for the highest score in the section.
3. New Life Masters shall play free in the Life Masters Pairs event held during the January WBL sectional, if such a game is held.
4. Winners of the Mini-McKenney and Ace of Clubs awards shall be given free plays to the Annual Meeting unit game.
5. Winner of the WBL Solver's club shall be given one free play to the Unit game.

Unit Game:

1. Round Robin and Unit KO Coordinator – free entries at the Unit game for a six-month period starting at the beginning of the round robin or KO.
2. Unit game partnership and record keeper for both the open and novice/intermediate games – all Unit games and sectional tournaments.
3. Trophies record keeper (see [Schedule C](#)) – all tournaments events and the Unit game.
4. Hospitality chair receives free plays to all unit games. The unit game refreshment buyer receives a free play at the discretion of the Unit game Chairperson.

5. President and Treasurer receive free plays at all WBL events except Round Robin and KO matches.
6. WBL Bulletin Editor receives free plays to all WBL sponsored events.
7. Because of their service to the WBL, certain individuals will play free at all WBL-sponsored events – see [Schedule C](#)
8. The WBL Web master plays free at all WBL-sponsored events.
9. The Membership Secretary plays free at all WBL-sponsored events.
10. The WBL club manager shall play free at all WBL-sponsored events.
11. Guaranteed Partner. The volunteer stand-by partner at the Unit game will get a free play for a future unit game and will play free for that night if needed.
12. If a player in the 0-20 game or the NLM game brings a player to that game who has not previously played at a unit game, both of those players will receive a free play for that evening.

Sectionals:

1. Chairperson -- all sessions
2. Partnership -- all sessions
3. Caddymaster -- 4 sessions
4. Hospitality -- all sessions
5. Seeding -- two sessions
6. Photographer -- four sessions
7. Volunteer Coordinator -- all sessions
8. The NVBA Tournament Chairperson or co-chairs will receive free plays, maximum of seven sessions, for all WBL tournaments.

The Tournament Chairperson, Director in Charge, Volunteer Coordinator, and the President have the discretion to issue any additional free plays warranted by circumstances.

In general free plays are not transferable with the exception that a Tournament Chairperson who doesn't play during the tournament in order to work on the event and thus doesn't use the allotted free plays will receive free plays for an equal number of sessions at the Unit game.

Free plays issued at the tournament are valid for use at the Unit game and expire at the conclusion of the following tournament.

Guaranteed Partner Program

To encourage new players to come out, the WBL has developed a "Guaranteed Partner" Program for our unit game. It consists of two components. If someone calls the person in charge during the week they will be put in contact with anyone else who calls or registers at the web site. In addition the Unit will have a standby partner available on Thursday nights in case an odd number of people show up without partners. This program normally will not allow any person to utilize the Thursday night standby more than once every quarter.

Insurance

The WBL will purchase “Directors and Officers” insurance to cover any possible liability claims against board members or other officers acting in their official capacities. This may be purchased through the ACBL if offered, or from outside insurers.

Membership

The Membership Secretary shall be a member of the WBL. The secretary will be given an honorarium plus free entries to all WBL sponsored events for performing the following duties.

1. Responding to inquiries and dispense information to callers. If the information is not known, she will refer the callers to appropriate WBL Board or committee members. Information of the following types should be available for dispensing to callers – location and schedules of local bridge clubs – telephone numbers and names of bridge teachers in the area – where and how to acquire bridge supplies – locating partners – ACBL numbers of WBL members.
2. Sending welcome packets to new members and to persons who transfer into the Unit.
3. Processing mailed Bulletins that have been returned by the Postal Service. This task involves an effort to determine why the Bulletin was returned and action to correct the problem when appropriate. The WBL shall refuse to accept transfers of membership from other Units when the individual requesting transfer is under disciplinary investigation or appeal. The membership committee is responsible for the issuance of a membership directory approximately every three years. Copies will be made available at tournaments, Unit game, area clubs and to members on request rather than via a general membership mailing. Advertising will be available in the membership directory for a fee (see [Schedule A](#)).

Motions at annual meeting

In order for binding motions to be brought before the WBL membership, they must be published in the WBL Bulletin issued in advance of a duly convened meeting of the membership.

Nadine Wood Service Award

This award is given at most biannually (beginning in 2011) to a person who has contributed over a number of years through exemplary and outstanding volunteer service to the WBL. The award is made in the form of a plaque with recipients’ names placed on it as it is awarded. The recipient of the award is announced at the annual holiday party. The recipient is chosen by a committee initially chosen by the WBL President and is not limited to WBL board members. Over the years, recipients will be added to the committee. If the committee feels that no one has demonstrated the level of service specified, the award will not be given that year. Volunteer activities to be considered include, but are not limited to, helping provide hospitality, such as cooking or preparing food, buying and delivering refreshments or other supplies, helping with logistics, such as parking, acting as a guaranteed partner, and other activities that contribute to an enhanced bridge playing experience.

Novice Program

Purposes of the program are to:

1. Attract new players and encourage them to become active in area clubs and tournaments.
2. Provide a program that would stimulate these players to become active members of the ACBL.

The WBL will consider funding written proposals presented to the Board to defray advertising and other costs for the purpose of offering free lessons to new bridge players.

Ombudsman

The President, with the approval of the Board, will appoint an ombudsman who is authorized to discuss with the Unit game director, Sectional director-in charge, or the Board all issues raised by the membership pertaining to directors. These discussions will remain confidential.

Policies, Amendments

These policies may be amended by a simple majority vote of the Board of Directors.

Recorder

A Recorder will be selected by the WBL Board to serve during all WBL-sponsored events. As stated in ACBL policies, the Recorder is an official of the Unit and is therefore covered under the ACBL liability policy. Guidelines from the ACBL and the WBL will be the basis for the Recorder's responsibilities.

The duties of the Recorder are in the C&E guidelines in the ACBL Handbook.

The Recorder may recommend to complainant that another type of action (Conduct & Ethics, Appeals, nothing) is more appropriate than filing a recorder form. In all cases, the Recorder will use their own judgment (and/or request assistance from the Board) as to seriousness of the complaint and the appropriate actions to be taken.

If the recorded incident is not serious, the recorder should take no action and either file the form or discard it.

If the incident is serious, the recorder should:

- a. Inform the recorded party of the general nature of the issue.
- b. Give the recorded party an opportunity to respond to the complaint
- c. Keep the recorder form on file
- d. Not show the recorded party the form
- e. Not disclose who submitted the form

Regulations re play

The following policies are in effect at all WBL-sanctioned events except those sessions held in a club or private home.

Behavior

The WBL is strongly committed to fostering good behavior and eliminating rude behavior at all WBL sponsored events. The WBL Board has instructed its directors to strictly enforce Rule 74A of the Laws of Duplicate Bridge, which provides as follows: A player should maintain a courteous attitude at all times. A player should carefully avoid any remark or action that might cause annoyance or embarrassment to another player or might interfere with the enjoyment of the game. The WBL has instructed its directors to give penalties as warranted for infractions of Rule 74A with penalties becoming more severe for repeat offenders.

Slow Play

Players are responsible for:

- 1) maintaining a pace consistent with the time allotted for the round,
- 2) being aware of the time remaining in each round,
- 3) being seated and ready to play at the start of each new round, and
- 4) making a concerted effort to catch up when behind, whether at fault or not.

Directors should:

- 1) determine fault for slow play when possible, and
- 2) apply the following guidelines consistently (taking into account particular circumstances, including experience levels).
 - The first violation (two or more minutes late starting a round) in a session will normally incur a warning.
 - Extreme violations (four or more minutes late starting a round), and habitual slow play that persists from one session to another, may be penalized without prior warning.
 - Failure to catch up within two rounds of being warned, any subsequent slow play violation, or playing through the whole of a break, will normally incur a penalty (usually $\frac{1}{4}$ board).
 - Further violations may incur additional increasing penalties.

Late Plays:

- 1) Late plays may be awarded in pair events in order that all scheduled boards be played, but these should not become a reward for slow play.
- 2) Award of a late play will always be accompanied by a slow play warning or penalty.

The club manager is instructed to maintain a record of all slow play penalties (and warnings and late plays as far as practicable) awarded in WBL events, and to bring persistent or flagrant slow play to the attention of the Unit Recorder.

Smoking

All events sponsored by the WBL will be non-smoking with appropriate hospitality breaks. Playing rooms are completely non-smoking before, during, and after sessions. House rules apply for round robin matches in private homes, but players must be informed in advance if smoking is allowed and they may refuse to play under such circumstances without penalty.

Systems & Conventions

The conventions included in the ACBL Mid-level Convention Chart are authorized for use in all WBL Unit games and sectionals. At the Unit game, all mid-chart conventions are permitted in the A/X and B/C/D events without regard to the board limits that apply in ACBL-sponsored events.

Cell phones

An announcement should be made at the start of each session advising players to turn off all cell phones or other telecommunication equipment. After that, penalties will be automatic if a cell phone goes off during play.

Round Robin

The WBL will conduct an annual round robin. The committee will consist of a minimum of five members. Its responsibilities include: developing the conditions of contest, seeding the field, and acting as the first route of appeal of all rulings. In addition, this committee will also be responsible for the Unit Knockout.

The entry fees and prizes for the round robin are listed in [Schedule D](#)

All round robin matches will be non-smoking unless both teams agree otherwise.

Smoking breaks will be allowed.

The duties of the coordinator include: Advertising, receiving applications, handling deposits, ACBL paperwork, prizes, receiving match reports. The Coordinator is also responsible for referring to the Round Robin Committee problems involving lateness substitutions, augmentation and failure to reach agreement on dates for matches. In addition, the Coordinator is responsible for reporting results and current standings through the WBL Web Page.

The Coordinator should consult the RR committee to rule upon addition or replacement of team members, use of substitutes, lateness penalties, adjudication of failure-to-agree-upon-date/location/time-of match situations, plus responsibility of setting up knockout brackets.

Telephone

The WBL has a mobile phone that can be used both for general messages, questions or concerns during the week and will also be available at the unit game and sectionals for calls from participants who will be late or face other difficulties.

Tournaments

The WBL sponsors four Sectional tournaments per year. The tournaments are:

1. "Presidential", usually held the first weekend in January that does not include January 1st
2. "City of Washington", usually held near first of March.
3. "Potomac Valley", usually held in April
4. "D.C. Championship" usually held in late summer or early Fall.

Records

The tournament chairperson and Treasurer are to retain their respective tournament records indefinitely.

Caddies

The minimum age of caddies should be twelve years; however, at the discretion of the Caddy Master, a mature caddy under twelve may be hired. Caddy payments per session are shown in [Schedule A](#). In order to resolve the discrepancy between caddy wages on regular Thursday Unit games compared to Sectional Thursday night games, regular Unit game caddies at Thursday night games during sectionals will receive their usual Unit game wage, which may be more than sectional only caddies receive. In addition caddies working on Sundays may be paid a bonus for helping to clean up and pack.

Novice events

Events with a master point limit of fewer than 50 masterpoints will in general be awarded trophies or physical prizes with scrip being an option.

Snack Bar

If there is a snack bar, personnel receive a basic session fee as set out in [Schedule A](#). Additional services such as making beer runs, staying through dinner hours, early arrival or staying very late earn a higher fee per session. Exceptional service, which includes all of the above plus packing, unpacking, transporting food and supplies, receives a higher fee per session. These are all listed in [Schedule A](#).

Swiss Teams

Swiss team irregularity caused by two teams sitting in the same direction will be resolved by assigning zero victory points to each team. If the irregularity is the fault of the directors, each team will receive an average plus (12 VP on a 20-VP scale).

Behavior

Players may not bring in, or consume, outside alcohol during any WBL sectional game. [Passed June 2008].

Trophies

Four player-of-the-year traveling trophies will be awarded each year to the WBL members who win the most master points in selected WBL events. The trophies are:

- Lovenberg: Open
- Izzy Cohen: Players who had fewer than 1500 Master Points at the start of the year (January 1st)
- Tubbs: Players who were Non-Life Masters and had fewer than 500 Master Points at the start of the year (January 1st)
- Woolridge: Players who had fewer than 20 Master Points (or the equivalent total from any other bridge organization) at the start of the year (January 1st)

To be eligible a person: [[Modified Dec 8, 2008, November 2010, December 2010]]

1. Must be a member of the Washington Bridge League (Unit 147 of the American Contract Bridge League) at the time the points are won except:
 - Administrative delays in transferring memberships from another unit or organization will not count (i.e., points count from the time the transfer is approved and submitted).
 - For first time ACBL members, points count from the first of the year. Must never have been a member the ACBL or a similar bridge organization.
2. Must be a member in good standing during the entire award year. Anyone suspended by the ACBL for six months or more for an offense committed after January 1st, 2009 will lose trophy race eligibility for life. [[Added. Dec 2010]] A member shall not be in good standing if on probation or under suspension at any time during the year.
3. Must meet the race specific eligibility above.

The events to be counted are: [[Modified Nov 2010, effective 2011]]

1. All WBL Sectional Thursday, Friday, Saturday, and Sunday Games at full MP value (except the team portion of a pair/bracketed team event and any Life Master/non-Life Master game).
2. WBL annual Knock Out and Round Robin Team events.
3. All Thursday evening Unit Games (includes STaC overalls if won at the WBL site, NVBA sectional overalls (Thursday only) if won at the WBL site, NAP Qualifying games, and GNT qualifying games but NOT WBL Sectional pair games which are already counted in 1. above.)

Awards: Awards are the same for each race. Winners will be able to use the free plays at another sectional at the discretion of the Tournament Chairperson.

1st Place: Name on respective Trophy plus four (4) free plays at the 2nd Sectional of the year following the race.

2nd Place: Two(2) free plays at the Second Sectional of the year following the race.

3rd Place: One(1) free play at the Second Sectional of the year following the race.

Anyone who wins two or more categories gets the awards for all competitions won. In case of a tie for any player-of-the-year competition, the prizes will be divided and the trophy shared.

Unit Game

Guidelines: The Unit game is held Thursday evenings starting at 7:30 P.M. The starting time will strictly be enforced. The game schedule will be agreed each year following a joint scheduling meeting with the NVBA. The Game will be stratified or strataflighted, NLM stratified and a newcomer game. (Strata will be determined by sanctioning or club manager). The Chief Director will be responsible for the movements and scoring systems to be used. All mid-chart conventions are permitted to be used in the A/X and B/C/D games at the Unit game, without regard to the board limits that apply in ACBL-sponsored events.

Prizes: Prizes in the form of free plays will be awarded to winners. These free plays will expire after three years. Free plays are awarded for section tops in each direction for each section. If there are less than 7 tables in a section, then only one free play will be given for the higher of the EW or NS scores. In a team game, each member of the winning team will receive a free play.

Chief Director: The Chief Director of the Unit game shall be a nonvoting member of the Board. The chief director normally also acts as club manager for the Unit game, a separate role described elsewhere. The Chief Director is a paid WBL employee, receiving a directing fee, inclusive of traveling and other expenses, for each Unit Game session worked. Some or all of the duties below may be delegated for specific sessions, but the Chief Director has the final responsibility for ensuring that appropriate staff are available to fulfill all necessary directing functions. The responsibilities of the post include:

- Selling entries, being prepared to begin the sale at least half an hour before game time;
- Providing a bank of sufficient change for the sale of entries;
- Directing, supervising and assisting other directors at the Unit game;
- Paying caddies, directors, and teachers, and other staff and reimbursing board duplication, refreshments and other petty expenses, unless other arrangements have been made to do so;
- Ensuring that all monies received and disbursed during a session are properly accounted, recorded, and held secure until banked or otherwise provided to the WBL;
- Maintaining the best possible playing conditions during the game;
- Ensuring that the Unit game runs smoothly and begins and ends promptly;
- Remaining on hand until the scoring of all games is completed and all equipment and supplies are properly put away;
- Recruiting and managing Appeal Committees that may be needed at or after the game from time to time;
- Ensuring that the premises where the game takes place are properly vacated and secured at the end of the game;
- Coordinating posting scores from unit games to the appropriate online locations (e.g. the ACBL Club Results page and The Common Game);

- Handling scoring corrections and questions within the approved scoring correction period (typically until the Sunday evening following the game);
- Assigning the total compensation package for Directors, within WBL policy guidelines;
- Ensuring that sufficient directing staff are scheduled for upcoming games – normally two directors for pair games and three directors for team games, with allowance for sessions that are expected to be exceptionally busy or light;
- Training and mentoring directing staff;
- Ensuring that all directors, and in particular substitute Directors in Charge, are informed of current WBL policies governing the Unit game;
- Maintaining records of slow play warnings and penalties in accordance with the WBL policy on Slow Play;
- Managing on-going issues of player discipline and communication with the Recorder, C&E chair, etc.;
- Proctoring director exams for WBL members if requested;
- Presenting a club status report at WBL Board Meetings.

Directors: Directors, other than the Chief Director will be paid a session fee based on experience and ability, at the discretion of the Chief Director and the concurrence of the Unit Game Committee. An additional fee per session will be paid to the assistant if only two directors are working that evening. These fees are listed in [Schedule E](#).

Novice Game Coordinator: The Novice Game Coordinator shall be paid a fee per month. A novice game teacher and assistant teacher shall receive a fee per week.

Club Manager: The club manager is responsible for administration of the club, and receives a stipend ([Schedule E](#)) each week that a Unit Game (normally any game except a session of a WBL or NVBA sectional) takes place. The club manager is normally also the Chief Director. Specific responsibilities of the post include:

- Timely procurement of adequate equipment and consumable supplies to run the Unit game;
- Paying Unit game costs other than those disbursed by the Chief Director or by the Treasurer;
- Regularly depositing collected monies in the WBL bank account, or otherwise providing them to the WBL;
- Filing the monthly club report with the ACBL and remitting the associated monthly sanction fees.
- Keeping financial records;
- Submitting monthly financial reports to the Treasurer;
- Providing an annual summary to the Treasurer of all directing and caddy fees paid out, broken out into salary, per diem, and travel components;
- Notifying the Treasurer of any payments due, such as local charity payments, STaC fees, and GNT fees;

- Submitting sanction requests to the ACBL for approval of special events, including Unit Championships;
- Registration for STaCs and ensuring that hand records are obtained and processed;
- Renewal of the annual sanction for Unit Game club sessions;
- Filing new memberships and membership renewals;
- Responding to enquiries from prospective and current members about the Unit Game;
- Assisting communication between members and ACBL regarding reported masterpoints;
- Ensuring that hand records are available for all games in time for printing and duplication;
- Ensuring that sufficient sets of pre-duplicated boards are available;
- Arranging for transportation of hand records and duplicated boards;
- Maintaining the WBL Unit computer including arranging for regular updates of all scoring software, and the player database, and maintenance of the software and database for electronic scoring devices;
- Investigating continuing opportunities for using technology and software to benefit the Unit, for example by enhancing player experience, improving post-game presentation of information, or reducing expenses;

Providing reports to GNT and NAP coordinators of players qualified and fees due, and making lists of qualifiers available for posting to the WBL web site if required.

Caddies: Unit game caddies should be at least 12 years old and mature enough to handle the job. The caddies work for and will receive instructions from the directing staff. The caddies receive a fee per session for working the Unit game and will be paid by the Chief Director or a designee. Less experienced caddies may receive a reduced fee. A single experienced caddy working on a smaller night is paid a higher fee. These fees are all set out in [Schedule E](#). The difference between rates for the Unit game and tournaments is accounted for by the extra work expected on Thursday nights (assisting with refreshments and clean-up, closing and storing bid boxes and unused expendables, and the extra time pressure). The Caddy master or the Chief Director is authorized to reward a bonus to any caddy for service above and beyond the call of duty.

Conditions of Contest: The WBL Board of Directors will be responsible for developing conditions of contest for any special events (fast pairs, par games, etc). These conditions of contest will be written and made available at the Unit game.

Inclement Weather: The Unit Game Chair and the Chief Director will be responsible for determining if the weather conditions necessitate the cancellation of the Unit Game. The Unit Game Chair is responsible for notifying the facilities manager and the web master of the closing. The game will be open if at all possible. The necessary conditions are:

- 1) a director is available
- 2) all necessary equipment (e.g., cards) is available, and
- 3) the site is open with heat and power.

The decision is to be made by 4:00 PM and the decision posted on the website and programmed on the unit's cell phone. [[Added Jan 2008]]

Behavior: Players may not bring in, or consume, outside alcohol during any WBL unit game [Passed June 2008].

Washington Player of the Year

The WBL in conjunction with the NVBA has created a Washington Player of the Year trophy and NLM Player of the Year trophy. These competitions are based on the total number of masterpoints won in the WBL and NVBA sectionals during the time period of July 1 to June 30. To be eligible, a player must participate in at least five sessions at each tournament site excluding Thursday evenings. Traveling trophies will be awarded to the winners during the 4th of July regional tournament. In addition, the winners will be presented with a replica trophy to keep. No free plays will be given in addition to the trophies.

Web Page

The WBL will maintain a Web Site for the use and benefit of the membership at <http://www.WashingtonBridgeLeague.org>. It shall contain information to include at least:

1. Unit Game and WBL Sectional schedules and results
2. Solver's Club contest information and results
3. Round Robin and Unit KO information and results
4. Information on clubs in the WBL unit
5. Other information as requested by the Board.

Schedules to the Washington Bridge League Policies

Schedule Revision History

Date	Changes
August 28th 2012	Separated schedules from the main body of policy text. Updated fees, named individuals, etc, to reflect current practice
June 16 th 2016	Updated a number of rates and fees to reflect current policy

As of 7/31/2012 except where explicitly specified

Schedule A: Current reimbursement rates, compensation and fees

For hosting dinner at a scheduled Board meeting	\$150.00	
Three-year non-member Bulletin subscription	\$21.00	
Bulletin editor compensation: per page	\$21.00	As of Jan/Feb 2012
Bulletin editor compensation: additionally, per edition	\$273.00	As of Jan/Feb 2012
Bulletin advertisement: full page*	\$125.00	As of Jan 2009
Bulletin advertisement: half page*	\$75.00	As of Jan 2009
Bulletin advertisement: quarter page*	\$50.00	As of Jan 2009
Bulletin advertisement: eighth page*	\$25.00	As of Jan 2009
Membership secretary honorarium per quarter	\$100.00	
Advertising in the membership directory: full page	\$350.00	
Advertising in the membership directory: half page	\$225.00	
Tournament caddy fee, per session	\$30.00	
Tournament snack bar personnel, per session	\$30.00	
Tournament snack bar personnel staying late, etc, per session	\$40.00	
Tournament snack bar personnel, exceptional service	\$40.00	
Table transport and setup to/from alternate site	\$130.00	
Cheer and Sympathy maximum tribute	\$100.00	

Schedule B: Entry fees (per person unless otherwise noted)

Juniors 16 and under at the Unit game and per session at WBL Sectionals	\$1.00
Regular tournament fee, per session for dues-paying non-life Masters, service-fee-paying Life Masters and members in good standing in the American Bridge Association (ABA)	\$10.00
Additional fee per tournament session for ACBL non-members and for LMs not paying the annual ACBL service fee	\$3.00

* Advertisements running for six consecutive editions of the Bulletin in one calendar year will run for the price of five.

Unit Game regular session fee	\$10.00
Unit Game special session fee (STaC, NAP, GNT, Charity, etc)	\$10.00
Round-robin and KO games played at a Unit Game session, per team	\$10.00

Schedule C: Designated individuals

Free plays at all WBL Events in recognition of services to the Unit	Steve Robinson
Trophies Record Keeper	Don Berman

Schedule D: Round Robin Fees and Prizes

Flight A entry per team	\$50.00
Flight B entry per team	\$40.00
Flight C entry per team	\$40.00
Spring Round Robin Flight A first/second prize	\$50.00/\$25.00
Spring Round Robin Flight X first prize	\$50.00
Spring Round Robin Flight B first prize	\$40.00
Spring Round Robin Flight C first prize	\$40.00

Schedule E: Unit Game Directing and Administration fees

Unit Game Club Manager weekly fee	\$60.00
Unit Game Assistant Director Fee	\$65.00 - 90.00
Unit Game Director-in-Charge Fee	\$100.00 - \$130.00
Unit Game Assistant Director supplement if only two directors	\$10.00
Unit Game Setup Assistant Director	\$25.00 + free play
Unit Game Caddy, unassisted	\$75.00
Unit Game caddy, with setup assistance	\$50.00
Unit Game caddy setup assistant	\$25.00
Unit Game caddy, inexperienced	\$25.00
Novice Game coordinator monthly fee	\$150.00
Novice Game teacher weekly fee	\$75.00
Novice Game teaching assistant	\$50.00

Glossary of abbreviations and acronyms

ABA	American Bridge Association
ACBL	American Contract Bridge League
C&E	Conduct and Ethics
DIC	Director in Charge
GNT	Grand National Teams
NAP	North American Pairs
NLM	Non Life Master
NVBA	Northern Virginia Bridge Association
RR	Round robin
STAC	Sectional Tournament at Clubs
VP	Victory Point
WBL	Washington Bridge League