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1 ADMINISTRATION

Administrative policy addresses the conduct of Board meetings; the appointment of an Executive Committee, Standing Committees, Ad Hoc Committees; the Annual Meeting of the Northern Virginia Bridge Association, Inc. (henceforth referred to as NVBA); financial management; insurance coverage; scheduling of events; advertising; and the NVBA Web Page.

1.1 Board Meetings

1.1.1 Regular Meetings

The regular meeting is the monthly business meeting held on the second Monday of every month at 7:00 p.m. unless altered by the Board of Directors. Board Members are expected to attend each meeting. Any Board member who is unable to attend a regular meeting is expected to inform the President or the Secretary. Regular meetings are open to any member of the Unit. The Board meeting host will be reimbursed up to \$50 for refreshments.

1.1.2 Special Meetings

A special meeting is a separate session of the Board of Directors, called by the President or Vice President, that is held at a time different from that of the regular meeting and convened only to consider one or more items of business as specified in the call of the meeting. A good faith effort must be made to provide one-day notice of the time, place, and exact purpose of the meeting to all Board members. Once notification has occurred, a quorum of Board members is sufficient to vote on any actions proposed at the special meeting. The reason for a special meeting is to deal with urgent matters that may arise between regular meetings and require a Board action or decision before the next regularly scheduled meeting. Examples of emergency situations that would require the holding of a special meeting are: an action taken in violation of the Constitution that requires immediate redress; a sudden loss of lease of a playing site; when officers are at risk in performance of their duties, to include the filing of a lawsuit against the Unit or Board/Board member(s); to prevent fiscal impropriety and/or the sudden discovery of financial/fiscal propriety or any type of impropriety by any Board member that would call into question that Board member's fitness for duty; and the need to make decisions on an issue by a deadline that falls before the next scheduled meeting. If an action must be taken outside of the items listed, the Board must ratify the action at the next regular meeting. All motions put forward should be handled according to Robert's Rules of Order. Options to follow for calling "special meetings" and holding votes on motions proposed at these meetings include: gathering in one location to hold the meeting, sending group messages by electronic mail, holding conference calls, or using letter mail.

1.1.3 Executive Meetings

An executive session of the Board of Directors is a portion of a regular meeting at which the proceedings are confidential and not published in the meeting minutes. A motion to go into executive session must be adopted by a majority vote. Only Board Members and special invitees may remain in the meeting room. All participants are honor-bound to not divulge issues that are discussed. The action that is taken as a result of the executive session, but no discussion, will be reported in the minutes of the regular meeting.

1.1.4 Parliamentarian

There will be a Parliamentarian, appointed by the President, who will be asked to attend NVBA Board meetings when needed. The Parliamentarian will be responsible for ensuring that the NVBA Board upholds the NVBA Constitution and By-Laws in accordance with Robert's Rules of Order.

1.1.5 Joint NVBA/Washington Bridge League (WBL) Board Meetings

The NVBA Board will hold joint meetings with the Washington Bridge League (WBL) Board as appropriate. No votes are actually cast at these meetings and the input is primarily advisory.

1.2 NVBA Executive Committee

The Executive Committee of the NVBA Board of Directors will consist of the President, Vice President, Secretary, and Treasurer of the Board.

1.3 Standing Committees

Standing Committees will be established in accordance with the NVBA Constitution and By-Laws to include Caddies, Club Liaison, Conduct and Ethics, Education, Newsletter, Partnerships, Prizes, Publicity/Membership Retention, Tournaments, Unit Game Business Manager and Unit Game Hospitality Manager. The President will appoint the chairs of these committees at the first regular Board meeting following the Annual Meeting, or as soon as possible thereafter.

1.4 Ad Hoc Committees

Ad hoc committees will be appointed by the President with the approval of the Board as needed. Examples of ad hoc committees include: Cheer and Sympathy/Goodwill, Nominations/Elections, Seeding, Finance, and Accounting Review.

1.5 Annual Meeting

In accordance with the Constitution and By-Laws of the NVBA, there will be an open membership meeting held annually in May. At this time, the business of the Unit is

conducted for the year. Elections for the Board of Directors (including Unit Officers) are held as stipulated in the Constitution and By-Laws (see also Section 12.1). Unit awards for player of the year categories are presented (see Sections 13.1, 19.2 and 19.3). A state-of-the-Unit address, complete with current financial status (see Section 1.6), is given.

In conjunction with the annual meeting, the Unit will provide all NVBA members with a free dinner. The charge for the game to NVBA members will be the standard Unit fee for a charity game. Non-NVBA members who eat and/or play bridge must pay for their dinner as well as their entry fee. The game at the annual meeting will be titled "The Pat Eyman Strawberry Pairs."

1.6 Financial Management

The NVBA Treasurer will present the State of the NVBA treasury at the Annual Meeting. The NVBA Treasurer is responsible for maintaining all financial records and reporting monthly to the full Board. All expenditures must be documented and any Board Member, Officer or NVBA member seeking reimbursement must complete a form provided by the Treasurer. Spending limits exist for expenses that have not been previously authorized by the Board, and these expenditures must be reported to the Board at its next regularly scheduled meeting. See the NVBA Position Descriptions and Procedures Manual for specifics.

1.6.1 Budget

The President will work with the Treasurer to outline projected revenue and expenses for the coming year and develop a budget for presentation to the NVBA Board for approval by the September Board meeting.

1.6.2 Accounting System

An acceptable accounting system approved by the Board will be used to maintain the financial records.

1.6.3 Annual/Monthly Accounting Review

The President shall appoint a committee to review the treasurer's financial records monthly. An annual accounting review will be conducted annually. The results of this annual review of the financial records will be published in the newsletter.

1.6.4 Annual Inventory

The President will appoint someone to conduct an annual inventory of NVBA possessions and to publish the inventory at the Annual Meeting along with the Treasurer's report. The Treasurer is responsible for maintaining a record of all of the physical assets of the Unit and for the proper liquidation/disposal of all such assets.

1.6.5 Authorization and Accountability of Expenses

Board members or other members of the Unit who have been charged to make authorized purchases will submit the request on a standard form (available from the Treasurer) when

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seeking reimbursement of expenses from the Treasurer. Requests for reimbursement over \$50.00 must have a receipt.

The President of the NVBA will have the right to spend up to and including \$100.00 per month at his/her discretion without prior authorization of the NVBA Board of Directors.

Any NVBA Board member will have the right to spend \$25.00 on Unit business without prior authorization of the NVBA Board of Directors and \$100.00 after consulting with a member of the Executive Committee. All expenditures are to be reported at the next possible Board Meeting.

When there is any new business before the Board that requires the expenditure of funds prior to the next Board meeting, the Board may vote the expenditure of funds at that Board meeting.

1.6.6 NVBA Credit Card

The Unit will maintain an NVBA credit card. Only Executive Committee members are authorized to make purchases with this card.

1.6.7 NVBA Cell Phone

The Unit will maintain an NVBA cell phone, number 703-869-0852, to meet the Unit's need with regard to partnership requests. On Thursdays (Unit Game) and during NVBA Sectionals the cell phone will be kept on to receive partnership requests. The phone will be given to the individual who is handling partnership requirements for a particular event.

1.7 Insurance Coverage

The Board of Directors will maintain insurance coverage to ensure the fiscal integrity of the Unit. The NVBA Treasurer is responsible for the purchase and maintenance of said policies.

1.8 Advertising

Advertising is permitted in the following venues only.

1.8.1 NVBA-Sponsored Events

The NVBA Board of Directors must approve all advertising at any NVBA-sponsored event. At these events, literature may be displayed in the playing area or handed out in person in a manner that does not disrupt the bridge game being played. No literature may be placed on card tables or handed out to players while the game is in progress unless players actively indicate a desire for that information. Any Club may advertise, in an approved manner, its games and activities at NVBA-sponsored events.

1.8.2 Newsletter Advertising

Advertising in the NVBA Newsletter will be available to any person or firm at the rates listed in Section 16.8 of this document. The Newsletter Liaison will approve any appropriate ad for publication. If the Newsletter Liaison has any questions about the appropriateness of the advertisement, s/he will consult with and obtain the approval of the NVBA Board prior to publishing the advertisement.

1.9 Schedule of Events

NVBA-sponsored events, including Unit Games, the Annual Meeting, the Holiday Party, LM-NLM pairs, Sectional Tournaments, the Sectional Tournament at Clubs (STaC), Unit-level North American Pairs (NAP) and Grand National Teams (GNT) qualifying events when held, etc., are scheduled in coordination with the WBL and the District 6 Coordinator to ensure that conflicts within District 6 are kept to a minimum. A meeting to discuss the upcoming year's events is generally scheduled the first week following the Summer NABC, and involves the Unit Presidents, Unit Game Managers, Tournament Chairs, and Chief Directors of both the NVBA and the WBL, as well as the District 6 Coordinator and other interested parties. Each Unit's schedule of events is then approved separately by its respective Unit Board, and published jointly by the first week in December (the WBL December Sectional Tournament). Once approved, the schedule should be presented to the responsible authorities at the NVBA Unit game playing site to ensure there are no conflicts in the schedule with other events scheduled at the site, and to allow the Unit Game manager time to find an alternate site when conflicts exist.

1.10 NVBA Web Page

The NVBA maintains a web page, with the address of <http://www.nvba.org>. The purpose of this web page is to promote Unit, District, Mid-Atlantic Bridge Conference (MABC), and American Contract Bridge League (ACBL) activities. In addition, the web page has a current list of Board members and their contact information, the Constitution and by-laws, and Policies and Procedures, and provides timely information of interest to NVBA players (e.g., Unit Game results, Sectional Tournament results, player-of-the-year standings, an online Directory, and monthly NVBA Board Meeting minutes).

1.11 Bridge Information Line (BIL)

The Bridge Information Line (BIL) is maintained on the NVBA cell phone, number 703-869-0852. The BIL Coordinator is responsible for keeping the information current for NVBA club games, Unit Game, Sectional Tournaments, special events, weather-related closings of the aforementioned activities, and, when appropriate, the 4th of July Regional.

2 APPEALS

All NVBA members have the right to appeal any decision of a Unit Director 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 NVBA Board of Directors 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 these 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.

See also Conduct and Ethics (Section 6), Recorder (Section 20), and Tournaments (Section 25).

3 CADDIES

Caddies will be used at all NVBA-sponsored events, including the Unit Game. The person in charge of NVBA caddies is the Caddy Chair (CC). The NVBA President appoints the CC with the approval of the NVBA Board.

3.1 Age Restrictions

Caddies will be at least 11 years of age to be considered for training (see Section 3.7), and 12 years old to be used as a "regular" caddy. The CC will use experience, maturity, and past performance as the basis for the selection of caddies.

3.2 Caddy Chair Responsibilities and Recognition

The CC is responsible for seeing to it that one (1) caddy is present at all Unit games, and that the requisite number of caddies is present at all other Unit-sponsored events.

It is the responsibility of the person in charge of the particular Unit-sponsored event - generally the Unit Game Business Manager, but when it pertains, to the Holiday Party, Annual Meeting, LM-NLM Game organizer - to inform the CC of the number of caddies needed at these events.

Specific CC duties and responsibilities are listed in the NVBA Position Descriptions and Procedures Manual.

Recognition of CC duties performed will be as described in Section 13.2 of this document.

3.3 Unit Game

There will be at least one (1) caddy at all Unit games. In those instances where more than one caddy is needed, such as the Holiday Party and Annual Meeting, the policies governing the appointment of a Head Caddy (see Section 3.6) apply.

The Thursday night Unit Game caddy will be paid a minimum of \$25.00. This caddy will be paid by the Director-in-Charge (DIC) at the end of the evening. As directed, the caddy will help the DIC and the Unit Game Manager. The DIC has the authority to pay the caddy more if attendance and the evening's activities in general warrant additional pay.

3.4 Sectional Tournaments

All fully trained caddies will be paid \$25.00 per session, and the policies governing the appointment of a Head Caddy and the use of any caddy-trainees (see Sections 3.6 and 3.7) apply. If caddies are asked to assume duties other than those normally assigned to them, the CC, in consultation with the Tournament Chairman and/or the Sectional DIC, may adjust the pay rates upward.

3.5 Special NVBA-Sponsored Events

Caddies will be hired for Unit GNT and the NAP qualifying events when held at the Unit level. The Special Events Coordinator or designee will check with the DIC and confirm the number of caddies that will be needed. The Special Events Coordinator will then relay this information to the CC in time for an appropriate number of caddies to be hired.

Caddies will be paid in accordance with the guidelines stated in Section 3.3.

3.6 Head Caddies

When appropriate, the CC will appoint one of the more experienced caddies to act as Head Caddy and to assume extra duties as needed. Most importantly, this caddy will coordinate with the DIC as to how the available caddies will be used across the events that are scheduled and will oversee the other caddies. The Head Caddy will also help the Tournament Chair (TC) as needed. Head Caddies will be paid \$30.00 per session.

3.7 Caddies-in-Training

All caddies-in-training will be paid \$5.00 for the first session they work (when they are being trained), and full caddy rate (\$25.00) for each session thereafter. If a caddy-in-training is needed to work a full section or more when he or she is first being trained, then that caddy will be paid full caddy wages.

4 CHEER AND SYMPATHY

The President will appoint the Cheer and Sympathy Chair. Chair duties will include:

- ?? Buying and sending cards, flowers or other cheery items to seriously ill NVBA members or members undergoing serious operations
- ?? Buying and sending cards to active NVBA members in honor of weddings, births, etc.

?? In the case of the death of an active NVBA member or any other person deemed appropriate by the Board, arranging for a tribute not to exceed \$65.00 in cost

The NVBA Treasurer will reimburse all costs borne by the Cheer and Sympathy Chair in fulfilling the above responsibilities from Unit funds.

5 CLUBS

The NVBA will support Club activities and facilitate communication among managers and owners.

5.1 NVBA Support for Clubs

One Free Play will be mailed with the "welcome packet" sent to every new NVBA member by the NVBA Membership Secretary for use by that player in an area Club of his/her choice or at the Unit Game. In addition, Club Managers may include separate promotional Free Plays for their Clubs in this letter or they may distribute these Free Plays at the NVBA Unit Game so long as this causes no problems or delays in the operation of the game.

5.2 Club Managers/Owners Breakfast

A Club Managers/Owners Breakfast is held annually for all area Club owners. This event is co-sponsored with the WBL, and is hosted alternately by each Unit in conjunction with an NVBA or WBL fall tournament. The NVBA sponsors this breakfast in odd numbered years. The purpose of this event is to foster communication between the local Units and the Clubs, and to discuss activities and procedures that work to better the local bridge environment for all players. The NVBA Club Liaison is responsible for organizing this event.

6 CONDUCT AND ETHICS (C&E)

The NVBA is a strong advocate of appropriate behavior at all times on the part of its members (examples of inappropriate behavior are given in Section 6.1). The Conduct and Ethics (C&E) Committee hears complaints against NVBA members for breaches of acceptable conduct and ethics in the environment of any NVBA bridge activity. The President will appoint this committee with the approval of the NVBA Board. This committee will consist of at least nine (9) NVBA members, three (3) of whom must be NVBA Board members.

6.1 C&E Committee Responsibilities

When a complaint is brought to the attention of the Chair of the C&E Committee, the Chair will consult with all involved parties, and will attempt to settle all incidents as appropriate. This committee will use as a guide the ACBL rules and regulations governing conduct and ethics for bridge. When deemed necessary, or when requested by

any party, a hearing before at least five (5) members (of which at least one (1) must be a Board member) of the C&E Committee will be held. The Chair, in consultation with the Committee members, will adopt appropriate procedures for selecting which members will sit at any hearing.

The following actions may be cause for a C&E hearing:

- ?? Abusive language
- ?? Abusiveness to partner or opponents
- ?? Anti-social behavior
- ?? Cheating
- ?? Disruption of event
- ?? Drunken behavior
- ?? Illegal drug use
- ?? Loud outbursts
- ?? Physical violence
- ?? Discrimination

6.2 Tournament C&E Committees

All tournament committees hearing C&E matters at NVBA events will consist of at least five (5) members of the 9-member NVBA Conduct and Ethics Committee. It is desirable that two (2) of these be Board members. Should a committee be needed and any 5 of these 9 members are not available, the event coordinator (Tournament Chair, NAPs or GNT coordinator) will appoint the remaining members needed.

7 CONFLICT OF INTEREST

Whenever possible, Directors or Committee members should not be placed in a position which would affect them, their spouses, significant others, other family members, or business associates or would pose a conflict of interest to the Director or Committee member regarding said people.

8 CONSTITUTION

The Constitution and By-Laws of the Northern Virginia Bridge Association embody the principles for government of the NVBA. A copy of the Constitution and the By-Laws will be distributed to each new member of the Board of Directors at the beginning of each term and will be available to all NVBA members through the Unit Secretary and the NVBA website.

9 COORDINATION WITH OTHER BRIDGE ORGANIZATIONS

The NVBA considers coordination between itself and other Units, District 6, and ACBL Headquarters as instrumental in ensuring the applicability and integrity of NVBA programs and tournaments.

9.1 Other Units

The NVBA will consult with and consider other Units' activities and preferences when scheduling its own activities (see Section 1.9) and when making policies that affect ACBL members outside the NVBA.

9.1.1 Washington Bridge League (WBL)

Cooperation with and coordination between the NVBA and the WBL is desirable due to the close proximity of the two Units and the frequent participation of both Units' members in each other's games.

9.1.1.1 Board Member List

After the Annual Meeting and elections in May, the NVBA Secretary will send a list of the NVBA Board members' phone numbers and addresses to the WBL Secretary.

9.1.1.2 Scheduling

The NVBA will cooperate with the WBL in matters of scheduling (see Section 1.9), and in sponsoring the Club Managers Breakfast (see Section 5.2), Sectional Tournaments (see Section 25.2), the annual 4th of July Regional (see Section 25.3), the annual Unit-sponsored Round Robin events (see Section 22), and the STaC (see Section 25.4).

9.2 District 6 (D6)

9.2.1 Membership

The NVBA President is automatically a member of the District 6 Board with voting rights. If (s)he appoints a representative, in his(her) stead, it must be in writing to the District 6 Secretary if the representative is to have a vote. The NVBA President or his/her representative will represent the interests of the NVBA on issues considered by District 6, and is authorized to spend up to \$100.00 a day for two days when attending up to four (4) District 6 meetings a year.

9.2.2 Elections

The procedure for the election of District 6 officers is stated in Section 12.4.

9.2.3 Representatives to MABC

The District 6 Board of Directors elects all D6 representatives to the MABC Board.

9.3 ACBL

9.3.1 Representation

The NVBA President or his/her representative will represent the interests of the NVBA on issues considered by the ACBL. The NVBA Secretary acts on behalf of the Unit in all

matters of correspondence and administers ACBL Policies and Guidelines as needed to support the Unit.

9.3.2 Voting

On ACBL issues or elections where a vote is required, the NVBA will follow the regulations specified by the ACBL.

9.3.3 Minutes of NVBA Meetings

The NVBA Secretary will send copies of the minutes of each NVBA Board meeting to the President of District 6 and to the WBL President once the NVBA Board has approved them.

10 DIRECTORS

NVBA policies concerning its directing staff for the Unit Game, Sectional Tournaments, and special NVBA sponsored events are discussed in the sections below.

10.1 Unit Game

The Unit Game will have a designated Chief Director and a designated Assistant Director or Directors selected by the NVBA Board. The Chief Director may appoint a substitute from a list approved by the NVBA Board. The responsibilities of and compensation for each of these director categories are detailed in Section 26 and the NVBA Position Descriptions and Procedures Manual.

10.2 Sectional Tournaments

The Tournament Chair recommends a Chief Director for NVBA Sectional Tournaments to the NVBA Board for its approval. The selection of assistant directors to work with the Chief Director is the responsibility of the Chief Director and will be done in consultation with, and with the approval of, the NVBA Tournament Chair. Directors' session fees, per diem, and travel reimbursement are set by the ACBL. Once approved by the NVBA Board, a Chief Director cannot be removed from the official schedule for a particular tournament without cause. The appointment of a Chief Director is done for each Sectional approximately six months in advance.

10.3 Special Events

The Chief Director for all NVBA-sponsored special events held at the Unit Game site on a Thursday night will be the Unit Game Chief Director. An Assistant Director, if needed, will be the Assistant Director of the Unit Game. If this person is not qualified according to ACBL regulations or is not available, then the Chief Director will appoint a qualified assistant of his/her choosing with the approval of the NVBA Board.

For special events held on days other than Thursday (e.g., Unit North American Pairs and

Grand National Teams qualifying events are traditionally held on Sunday), it is the responsibility of the Special Events Coordinator, having received approval of his/her choice from the NVBA Board, to inform that Director of his/her selection as Chief Director for a particular event. It is expected that the Unit Game Chief Director will be selected to run these events, and s/he will be informed of this as soon as the yearly schedule of events is approved (see Section 1.9).

11 EDUCATION

The President appoints the Education Chair with the approval of the NVBA Board. The Chair will develop and maintain the NVBA education program in accordance with the Constitution and By-Laws and the NVBA Position Descriptions and Procedures Manual.

11.1 Novice Committee

The Education Chair will establish and chair a Novice Committee to develop a teaching program, mini-lessons before Unit Games and Sectional Tournament sessions, high school and college programs. The Novice Committee is responsible for developing and maintaining the NVBA novice program. The goals of this program are to:

- ?? Encourage participation by new players
- ?? Provide games in which new players can play against other players whose bridge skills are commensurate with theirs
- ?? Provide, in coordination with the Education Committee, lectures and classes for new players

11.2 List of Bridge Teachers

The NVBA will maintain a current list of bridge teachers in the Unit and coordinate the assignment of teachers to the various teaching programs conducted by the Unit. The Education Chair will be responsible for updating this list annually.

11.3 Teaching Activities

The Education Chair will act as the focal point of contact for all NVBA teachers, and will report on all teaching activities within the NVBA to ensure Unit knowledge of and support for these activities.

12 ELECTIONS

This section includes information on election of NVBA Officers and members of the Board of Directors as well as on election of District 6 representatives.

12.1 NVBA General Elections

General elections are held at the Annual Membership Meeting in accordance with the procedures dictated in the NVBA Constitution and By-Laws. No NVBA official or

employee may electioneer when functioning in an official capacity.

12.2 Nominations Chair

The Nominations Chairperson will be appointed by the NVBA President each year, and may not be a person whose name appears on the ballot. The Chairperson is responsible for all facets of conducting the election and handling disputes regarding the election process or results, including preparing the ballots and announcing the results. In addition to oral announcements, a written record of the results will be posted in a common area following the announcements. The Nominations Chair must provide ballots or the names of all candidates to appear on the ballot to the Membership Secretary fourteen (14) days prior to the Annual Meeting.

12.3 Absentee Ballots

Absentee ballots for Annual Meeting elections will be available to any member who, for whatever reason, is unable to attend the Annual Meeting at the time of the election.

The Membership Secretary cannot honor requests for absentee ballots prior to 14 days before the Annual Meeting, the deadline for all nominations to be submitted. Absentee ballots will be mailed to qualified members at the time official ballots are available and will be received by the Membership Secretary until noon of the day of the Annual Meeting. All absentee ballots must be received by US mail.

Absentee ballots will be counted at the same time ballots are counted at the Annual Meeting and will be identical in character so as to be indistinguishable from other ballots issued at the Annual Meeting.

12.4 District Officers

The NVBA Board casts votes for the following District 6 Officers:

- ?? The District 6 Representative to the ACBL Board of Directors
- ?? The First and Second Alternates to this Representative
- ?? The three (3) Board of Governors Representatives from District 6.

The procedure for the election of District 6 officers is as follows: The NVBA will cast its votes in proportion to how the Board votes. Absentee votes of Board members are permitted. Once the division of votes is determined, the President will appoint someone (if at all possible, a Board member) to carry the NVBA vote to the election site. Half votes are permitted in the final tabulation.

12.4.1 Abstentions

Abstentions in the voting process will be counted as an absent member, with proportions of those Board members casting votes for individuals being adjusted accordingly.

12.4.2 Write-In Votes

Write-in votes will be counted and will be included in the proportions attributed to each contestant.

13 FORMS OF RECOGNITION AND FREE PLAYS

Free Plays to NVBA-sponsored events are granted as prizes or as token recognition for services rendered in support of Unit activities. The President of the Board, the Unit Game Manager, or the Tournament Chairs may issue Free Plays to the NVBA Unit Game or an NVBA-sponsored Sectional Tournament as they deem appropriate for services rendered in support of the Unit. Examples of these services are: providing I/N guest lectures at tournaments, substituting for the partnership or seeding chairs, serving on appeals committees or C&E committees at Unit Games or Tournaments, maintaining the NVBA website, running educational programs for the Unit, assisting in the publication/ mailing and/or writing columns for the newsletter, providing pro bono legal financial/audit services, and performing hospitality/clean-up/table set-up/cheer and sympathy/goodwill/ membership retention tasks for the Board. Board members wanting to give recognition or appreciation for services rendered to the NVBA in the form of plaques, certificates of recognition, gift certificates, trophies, silver/crystal objects, flowers, etc. should make a motion to do so at a regularly scheduled Board meeting, or schedule a vote on a motion by e-mail, phone or letter vote between Board meetings.

13.1 Free Plays – ALL CATEGORIES

The Membership Secretary sends a welcome letter and Free Play to the Unit Game or a Club game to all new members of the Unit and to players who transfer from other areas into the Unit. Reinstated members do not receive a Free Play to the Unit Game.

Free Plays will not be awarded to players who play for free under special offers or for any non-Unit team games played at the Unit game, including GNT qualifying games and STaC Swiss team events. In addition, Free Plays may be granted by the Unit Chief Director, or his equivalent, to ensure the Unit Game runs smoothly. A Free Play will be equivalent to the normal entry fee for a one-session event. Any additional fee (charitable contribution, increased sanction fee, etc.) will be paid by the player using the Free Play. It is the player's responsibility to check the Free Play box for any Free Plays he/she may have won. Guaranteed partners play free but do not receive an additional free play.

This table summarizes all Free Plays awarded by the NVBA in various categories:

FREE PLAYS AND PRIZE SUMMARY

Note: All free plays are valued at current base entry fee with the exception of the unit game manager whose entry is totally free.

UNIT MANAGEMENT/ADMINISTRATION

Item	Purpose	Type of award	Conditions
NVBA President and Vice President	In appreciation of duties performed	20 Unit Game free plays	Non-transferable; good when present
NVBA Treasurer	In appreciation of duties performed	20 Unit Game free plays	Non-transferable; good when present
NVBA Secretary	In appreciation of duties performed	20 Unit Game free plays	Non-transferable; good when present
Other Board Members	In appreciation of duties performed	8 Sectional free plays	Transferable
Youth/Junior Advisor	In appreciation of service to the Unit	8 Sectional free plays	Transferable
Webmaster	In appreciation of duties performed	20 Sectional free plays per year	Transferable; not dated
Newsletter Chair	In appreciation of duties performed	20 Sectional free plays per year	Transferable; not dated
Cheer and Sympathy Chair	In appreciation of duties performed	3 Sectional free plays per year	Transferable; not dated
District 6 Director	In appreciation of duties performed	Free entry to all NVBA-sponsored events	Non-transferable; good when present
Doug Grove	In appreciation of longstanding service to NVBA	Free entry to all Unit and Sectional Games	Non-transferable; good when present
Millard Nachtwey	In appreciation of longstanding service to NVBA & WBL	Free entry to all Sectional Games	Non-transferable; good when present

MARKETING

Item	Purpose	Type of award	Conditions
Male of the Year Award	Reward one male player for his play at all NVBA-sponsored events	8 Sectional free plays	Non-transferable
Female of the Year Award	Reward one female player for her play at all NVBA-sponsored events	8 Sectional free plays	Non-transferable
Rush Buckley Award	Reward one player for his/her play at all NVBA-sponsored events	8 Sectional free plays	Non-transferable
Rookie of the Year Award	Reward one player for his/her play at all NVBA-sponsored events	8 Sectional free plays	Non-transferable
Ace of Clubs Awards (11)	Reward players at each level for play at all NVBA clubs	1 Club free play	Non-transferable
Mini-McKenney Awards (12)	Reward players at each level for play at all ACBL-sanctioned events	1 Club free play	Non-transferable
New Life Masters	In recognition of their achievements	Play free at annual meeting	Non-transferable; good when present
Diamond, Emerald and Platinum Life Master Awards	In recognition of achievement	8 Sectional free plays	Non-transferable

Grand Life Master Award	In recognition of achievement	Play free at all NVBA-sanctioned events for one year	Also other recognition as appropriate
Dave Murray Award	In recognition of achievement	Play free at annual meeting	Non-transferable; good when present
New NVBA Members	Welcome new and transferred members	1 free play to Unit or Club game	Non-transferable
SECTIONALS			
NVBA Tournament Chair(s)	In appreciation of duties performed	8 Sectional free plays per chair for each tournament	Transferable
WBL Tournament Chair(s)	In appreciation of duties performed	8 Sectional free plays for each tournament	Non-transferable; dated for specific tournament
Partnership Chair	In appreciation of duties performed	4 Sectional free plays for each tournament	Transferable
Prize Chair	In appreciation of duties performed	3 Sectional free plays for each tournament	Transferable
Caddy Chair	In appreciation of duties performed	3 Sectional free plays for each tournament	Transferable
Seeding Chair	In appreciation of duties performed	2 Sectional free plays for each tournament	Transferable
I/N Lecturer	In appreciation of duties performed	1 Sectional free play for each lecture	Transferable
Guaranteed Partnership Program	In appreciation	Up to 4 per session of each Sectional	Non-transferable
Director/TC Discretion	Free play for	Estimate: 10 or	Non

	services rendered	fewer per year	transferable
<u>UNIT GAME</u>			
Item	Purpose	Type of award	Conditions
Unit Game Section Tops	Reward players for winning at Unit Game	320-480 per year (8-12 per Unit Game; 40 games per year)	Non-transferable
Unit Game Business Manager and Unit Game Hospitality Manager	In appreciation of duties performed	40 per year	Transferable only if duties assumed by someone else for a specific night
I/N Lecturer	In appreciation of duties performed	1 Unit Game free play for each lecture	Transferable
Guaranteed Partnership Program	In appreciation	160 per year (4 per unit Game; 40 games per year)	Non-transferable
New Player Free Play	Incentive for new Unit Game players	1 Unit Game free play	Not transferable ; must not have played at Unit game for 6 mos.; may not use on the first night of play
New Player "Finder" Free Play	Incentive to bring new players to Unit Game	1 Unit Game free play	Non-transferable – free play is used immediately
Director Discretion	Free play for services rendered	10 or fewer per year	Non transferable
Miscellaneous Free Plays – Given by Board President or Unit Game Manager	Free play for services rendered	10 or fewer per year	Non transferable

The Grand National Teams (GNT) Coordinator, when one is appointed, will receive two

(2) one-session Free Plays to the Unit-level GNT event or its equivalent. In those years when Unit-level GNT qualifying events are not held, the Club Liaison officer will be responsible for the scheduling and publicity connected with holding GNT qualifying games at the club level.

The North American Pairs (NAP) Coordinator, when one is appointed, will receive two (2) one-session Free Plays to the Unit-level NAP event or its equivalent. In those years when Unit-level NAP qualifying events are not held, the Club Liaison officer will be responsible for the scheduling and publicity connected with holding NAP qualifying games at the club level.

13.2 New Life Masters Recognition

New Life Masters will be announced at the Annual Meeting and asked to stand for recognition. Also, their names will be inscribed on cakes served as dessert at the Annual Meeting. They play for free at the Annual Meeting if present.

14 JUNIOR FEES

Reduced entry fees for Juniors (defined as anyone 25 and under in accordance with ACBL policy) are in effect for all NVBA sanctioned events. February has been designated Junior Month by the ACBL, when all game entry fees will include an extra dollar per person to be used by the ACBL to support Junior programs. The NVBA will participate fully in this endeavor. The specific fees for these events are detailed in the sections below.

14.1 Unit Game

Juniors will pay \$3.00 less than the standard entry fee. If there are additional charges added to the standard NVBA entry fee (e.g., an ACBL- or a District 6-wide charity game and the ACBL Instant Matchpoint Games), then Juniors will pay those charges, such that their entry is always \$3.00 less than non-Juniors.

14.2 Sectional Tournaments

Juniors will pay \$4.00 less than the standard entry fee for all single-session Sectional Tournament events. For all events longer than one session, Juniors will pay the fee charged Juniors for a single session event, times the number of sessions.

14.3 Special Events

Juniors will pay \$4.00 less than the standard entry fee for all Unit-level qualifying GNT and NAP games.

There is no specific discount for Juniors playing in the annual NVBA Round Robin. The overall entry fee is set by the Special Events Coordinator, and remains the same regardless of whether teams are comprised of four, five, or six members.

15 MEMBERSHIP

Records of the membership of the NVBA Unit will be maintained by a Membership Secretary, who will be appointed by the President with the approval of the NVBA Board. The Membership Secretary will be given an honorarium of \$65.00 per month for performing the duties identified in the NVBA Position Descriptions and Procedures Manual.

16 NEWSLETTER

The newsletter is considered the primary means of communicating news of NVBA Unit activities and decisions, member accomplishments to all NVBA members, and a vehicle for Club news. Specific policies are detailed below.

16.1 Publication Dates

The NVBA publishes periodic newsletters throughout the year. The exact publication dates will vary to coincide with major events such as tournaments and the Annual Meeting.

16.2 Subscription Rate

The newsletter is mailed to members at no charge; however, only one copy is sent per household or mailing address. The subscription rate for non-NVBA members is \$5.00 per year. The newsletter is available electronically to those members who request it. Free subscriptions will be provided for the current President of the MABC; the current Officers and Board members of the WBL and District 6; and ACBL Headquarters.

16.3 Special Distribution

The newsletter will be mailed at the best available bulk mail rate to NVBA members and other subscribers. The newsletter may be mailed first class to all NVBA members not residing in the state of Virginia.

16.4 Newsletter Inserts

Sanctioned bridge Clubs within Unit 218 will have the right to include an advertising insert with the newsletter, so long as no additional cost(s) beyond the normal publication costs for the newsletter are incurred by the Unit. Unit 218 is not responsible for any aspect of producing or distributing such an insert.

All costs of an insertion by any Club will be borne by that Club, including, but not limited to, printing, collating, folding, and inserting. In addition, any additional postage costs that may result from such an insertion will be the responsibility of the Club.

16.5 Newsletter Editor Responsibilities and Compensation

The Newsletter Editor will be compensated for "typing and layout" at the flat rate of

\$110.00 plus \$13 per page per issue. Board Members who perform this function will be paid only with unanimous approval of the Board.

16.6 Newsletter Liaison Responsibilities

The Newsletter Liaison will be appointed by the President with the approval of the NVBA Board, and will be an active NVBA Board member. At the first regular meeting after the Annual Meeting, the Newsletter Liaison will present the general publication schedule for the year, complete with due dates for contributing authors' articles and an outline of the type of articles expected to be published in each issue for Board approval (see Section 16.7).

The Newsletter Liaison may be assisted in his/her responsibilities by a Newsletter Production Committee, whose primary responsibility will be to help proofread the draft and final copies of the Newsletter before it is sent to press. In addition, the Newsletter Liaison will be assisted by a Newsletter Mailing Committee whose responsibilities are detailed in the NVBA Position Descriptions and Procedures Manual.

16.7 Content

The standard content of the newsletter may typically include:

16.7.1 Club News

NVBA Clubs will be given the opportunity to list special activities and events in the newsletter free of charge. These include charity events, series winners, special parties, etc. However, it is not NVBA policy that every article submitted by a Club manager has to be printed. As space permits, NVBA Club winners will also be included in Unit news. A full list of NVBA Clubs complete with days and times of operation will be published annually in the Newsletter.

16.7.2 Member News

Member news includes the Parade of Winners and NVBA Player of the Year category standings. A Hail and Farewell column for new members, deceased members, and members transferring in and out of the Unit, and, when space allows, Membership Rank Changes, will also be included in the newsletter. *Note:* It is the responsibility of members to notify the Newsletter Liaison of any wins or high placings in sectionals other than those sponsored by the NVBA or the WBL, in Regionals, or at NABCs.

It is not the responsibility of the Newsletter Liaison to seek out winners of non-local Sectional, Regional and National Tournaments where large numbers of NVBA members are known to attend. However, the Newsletter Liaison should make every attempt to secure Daily Bulletins and delegate to a member of his/her committee the task of identifying NVBA winners. It is NVBA policy to include the name of any NVBA member and his/her partner who place anywhere in the overalls in any National event, or

who place first or second overall in a Regional event. First and second overall finishers in Sectionally rated events will also be reported.

Obituaries may be included for members at the request of family or friends.

16.7.3 President's Column

A President's Column, detailing the "state of the Unit" and any other special concerns, will be a standard feature of the Newsletter.

16.7.4 NVBA Board News

A summary of monthly NVBA Board actions, containing decisions that may affect the membership or may be of some interest to NVBA members (e.g., changes in policy), will be included in each Newsletter, either in the President's column or as a separate column.

16.7.5 District 6 or MABC News

Actions taken at District 6 or MABC meetings that may be of interest to the general NVBA membership will be included in each Newsletter.

16.7.6 Committee News

Columns may be written by any Committee members, subject to NVBA Board approval.

16.7.7 Unit Game Schedule

A key feature of the Newsletter will be the Unit Game schedule for the next few months, with a special announcement of any games to be held at any location other than the standard NVBA Unit Game site.

16.7.8 Special Unit Events

Notification of special Unit-sponsored events--LM/NLM game, LM/Rookie game, Unit- and District-level NAPs and GNTs, the NVBA Round Robin, 4th of July Regional, Holiday Party, Annual Meeting/Elections--and the subsequent winners of these events, complete with pictures, when possible, will be included.

16.7.9 NVBA Sectional Tournaments

The Newsletter will always contain the full schedule of the upcoming NVBA Sectional Tournament, with an article that highlights any special events or activities to be held in conjunction with that tournament.

16.7.10 WBL Sectionals

Announcement of any upcoming WBL Sectional Tournament will be included in the NVBA Unit Game Schedule (see Section 16.7.7).

16.7.11 Regular Columns or Features

These will include:

- ?? Any regular columns or features authored by our members.
- ?? An Intermediate/Novice (I/N) feature.
- ?? Articles that promote bridge education.
- ?? NVBA Newsletter information.
- ?? Cheer and Sympathy information--who to contact and when.
- ?? Membership information--who to contact and when.
- ?? List of the NVBA Board of Directors and their positions.
- ?? NVBA masthead and Table of Contents.
- ?? A brief notice on how subscriptions can be obtained.
- ?? NVBA website address

16.7.12 Column Reviews

All columns in the NVBA Newsletter will be reviewed by at least two members of the NVBA Board.

16.8 Advertising

Advertising in the newsletter will be accepted only when accompanied by payment in full. The rates are: \$100.00 for a full page, \$75.00 for a half page, and \$50.00 for a quarter of a page per issue. An ad appearing in four consecutive issues will be run for the price of three.

17 PARTNERSHIPS

The President appoints the Partnership Chair with the approval of the Board. The Partnership Chair provides partnerships for Unit Games and Sectional Tournaments.

18 POLICIES

All policies not in conflict with the Constitution and By-Laws of the NVBA Unit may be amended by a simple majority vote of the Board of Directors, when a quorum is present. The NVBA Constitution and By-Laws defines a quorum of the Board of Directors for the transaction of business as more than 50 percent of the members of the Board of Directors.

19 PRIZES AND TROPHIES

The following sub-sections address NVBA policy with respect to Sectional Tournament prizes, Player-of-the-Year trophies, Mini-McKenney medals, Ace of Clubs certificates, and Round Robin prizes.

19.1 Sectional Tournament Prizes and Trophies

A special event trophy, named for former long-time NVBA Treasurer William Poissant, is awarded annually to the winners of the annual NVBA premier two-session unlimited

Pairs event on Saturday of the first sectional held in a calendar year—usually February, but occasionally late January. It is awarded to the winners at the conclusion of the event and engraved with their names at a later date. This trophy is then kept by the winners for one year and returned to the Prize Chair prior to the first sectional of the following year.

No prizes will be awarded in any games above 100-masterpoint limit at NVBA Sectionals. First overall prizes in sectional events limited to players with fewer than 100 MPs will, in general, be awarded material prizes. Prizes must be picked up at the tournament – they will not be mailed.

19.2 Unit Trophies

19.2.1 Trophies

Player-of-the-Year trophies are given out at the Annual Meeting (see Section 1.5) to those players who have acquired the most masterpoints during the previous twelve months in NVBA-sponsored events (see 19.2.2). There are four trophies—Man of the Year, Woman of the Year, the Rush Buckley Trophy (Non-Life Master at the start of the trophy year), and Rookie of the Year (member with fewer than 20 MPs at the start of the trophy year) . These trophies are traveling trophies and are kept by the winners for one year. Free Plays are also awarded to the winners of these trophies (see Section 13.1).

19.2.2 Criteria

Masterpoints earned in the following events are used to compute the winners of the above trophies:

- ?? All regular Thursday evening NVBA Unit Games
- ?? All sessions of NVBA Sectionals, including the ones held at the WBL site on Thursday evenings, and Thursday evening sections of the WBL Sectionals at the NVBA site only
- ?? The Sectional Tournament at Clubs held at participating Clubs in the years that the STaC is sponsored by the NVBA (even-numbered years). In the years that the STaC is sponsored by the WBL (odd-numbered years), only those games held at NVBA-sponsored Clubs and the Unit will count towards the trophy totals.
- ?? Citywide contest, but only those sections held at Clubs within the NVBA's jurisdiction
- ?? All flights of the NVBA Unit-level competition of the Grand National Teams
- ?? All flights of the NVBA Unit-level competition of the North American Pairs
- ?? Extended Knockout (KO) phase of the NVBA Round Robin

19.3 Medals and Certificates

Mini-McKenney medals will be awarded at the Annual Meeting to those NVBA members who have won the most masterpoints as recorded by the ACBL for the previous calendar year. Members are eligible according to the category they were in as of January 1st of the award year. There are twelve categories:

- ?? Rookie of the Year (0-4.99 MPs)
- ?? Junior Master of the Year (5 MPs)
- ?? Club Master of the Year (20 MPs)
- ?? Sectional Master of the Year (50 MPs--5 must be silver)
- ?? Regional Master of the Year (100 MPs--15 must be silver and 5 either red or gold)
- ?? North American Bridge Championship (NABC) Master of the Year (200 MPs--50 must be pigmented with minimums of 5 gold, 15 red or gold, and 25 silver)
- ?? Life Master of the Year (300 MPs--100 must be pigmented with minimums of 25 gold, 25 red or gold, and 50 silver)
- ?? Bronze Life Master of the Year (500 MPs)
- ?? Silver Life Master of the Year (1000 MPs)
- ?? Gold Life Master of the Year (2500 MPs)
- ?? Diamond Life Master of the Year (5000 MPs)
- ?? Emerald Life Master(7500-9999MPs)
- ?? Platinum Life Master(10000+ MPs but haven't met criteria for GLM)
- ?? Grand Life Master of the Year (10,000 MPs plus one unlimited NABC Championship)

Ace of Clubs certificates will be awarded at the Annual Meeting to those NVBA members who have won the most masterpoints at ACBL-sanctioned Clubs (including the NVBA Unit Game) during the previous calendar year. Members are eligible according to the category they were in as of January 1st of the award year. The twelve categories are the same as those for the Mini-McKenney medals. Excluded events at Clubs are GNT and NAP qualifying games, games held as part of Sectional Tournaments, and NABC fundraising games.

Mini-McKenney Awards are ordered from ACBL and paid for by District 6. The NVBA Prize Chair orders the Ace of Clubs certificates, which are paid for by the NVBA.

See Section 13.1 for the NVBA Free Play policy for winners of these awards.

19.4 Round Robin Prizes

Scrip prizes of \$5.00 per Round Robin entry up to a maximum of \$50.00 for 1st overall will be awarded for each separate flight in the annual NVBA Round Robin that consists

of at least five teams. If two flights must be combined in order to have five or more teams in an event, then the winning team in the combined flight will receive the first place prize, which would be based on \$5.00 times the number of teams entered in the combined flight, up to a maximum of \$50.00. If a team from the lower of the two combined flights wins that Round Robin, then only one prize will be awarded. If a lower flight team in a combined flight event does not win the Round Robin, then the lower flight team with the highest score at the end of the event will receive a prize equal to \$5.00 times the number of entries in the lower flight. Otherwise, no “second place” prizes are awarded.

19.5 Unit-Level GNTs and NAPs

Scrip prizes will be given out for winners of all Flights at the Unit-level GNT and NAP qualifying events.

19.5.1 GNTs

For the GNTs, if there are 16 or fewer teams in any one flight or league, then that flight or league will pay a first-place prize only. If 17+ teams compete, two prizes will be awarded to be split 60-40 at the discretion of the prize chairman. The amount of the prizes will be computed as follows (the amounts have been rounded):

- ?? For Flight A, \$5.00 per team entry will be retained to be paid out in prizes.
- ?? For Flight B, \$4.00 per team entry will be retained to be paid out in prizes.
- ?? For Flight C, \$3.00 per team entry will be retained to be paid out in prizes.

19.5.2 NAPs

NAP prizes are as follows:

- ?? Winners of the Flight A Pairs will receive \$40.00 (\$20.00 per person), and the second-place pair will receive \$30.00 (\$15.00 per person).
- ?? Winners of the Flight B Pairs will receive \$30.00 (\$15.00 per person), and the second-place pair will receive \$22.00 (\$11.00 per person).
- ?? Winners of the Flight C Pairs will receive \$22 (\$11 per person), and the second-place pair will receive \$16.00 (\$8.00 per person).

19.6 Joint NVBA/WBL Sectional Trophies

Two Washington D.C. Area Player of the Year trophies are awarded annually at the 4th of July Regional. One is for the Life Master who wins the most number of points across all NVBA and all WBL Sectional Tournaments in any one “tournament year” (September-May). The second is for the Non-Life Master who wins the most number of

points across all NVBA and all WBL Sectional Tournaments in any one “tournament year.” These trophies are awarded at the local 4th of July Regional. Conditions of contest state that the winners must have played in at least two sessions of at least three NVBA and three WBL Sectional Tournaments, exclusive of the joint Thursday nights, beginning in September of one year and continuing through May of the next, or one full “tournament year”, and must be a member in good standing through the competition period and up to the time of the award. Each winner is given the large trophy with his/her name engraved on it to enjoy for one year, and upon relinquishing the large trophy at the 4th of July Regional, will receive a small replica to keep.

19.7 Dave Murray Award

The Northern Virginia Bridge Association shall annually honor a member in good standing with the Dave Murray Award. This award shall be given to a player who exhibits a combination of skill, sportsmanship, courtesy, enthusiasm for the game, and a sense of humor. In short, it is intended to recognize the qualities which made Dave Murray everyone’s favorite partner. The award winner shall be chosen by the NVBA Board or by a nominating committee appointed by the Board. Current NVBA Board members are not eligible for the Dave Murray Award. The award winner plays for free at the Award Dinner and is given a personal trophy. His/her name is engraved on the permanent trophy which the winner gets to keep until the following year.

20 RECORDER

A Recorder and an Assistant Recorder will be selected by the NVBA President with the approval of the NVBA Board to serve during all NVBA-sponsored events.

20.1 Player Responsibilities

Bridge players are responsible for reporting to the Recorder any unusual instances of card play, bidding, or general player behavior that may occur. Specific types of incidents that are appropriate for reporting to the Recorder include: unorthodox/questionable actions by players in bidding or play, non-standard procedural actions (in reporting of scores, calling the director, etc.), or unusually difficult player attitude or mildly disruptive behavior (not severe enough to warrant a hearing before the NVBA Conduct and Ethics Committee (for behavior warranting a C&E Committee, see Section 6.1). In addition, the Recorder may handle complaints regarding problems of personal hygiene or personal demeanor when they are of a recurring nature. Reports of any of the above incidents should be made using the Recorder Form available at all NVBA-sanctioned events (see Section 20.2). Completed forms should be returned to the Recorder or to the Chief Director of the event (who will forward them to the Recorder) as soon as possible after the incident has occurred.

20.2 Recorder Responsibilities

The Recorder receives, investigates and evaluates all Player Memos. Player Memos are available through the Directors at all NVBA-sponsored events. Players will document all incidents using a Player Memo.

The Recorder may refer a case to the NVBA Conduct & Ethics Committee when either enough complaints of the same type of incident involving the same subject or a single serious incident would warrant such referral (see Section 6).

In addition, the Recorder may recommend to the complainant that another type of action (Conduct & Ethics hearing, Appeals hearing, nothing) is more appropriate than filing a Recorder Form. In all cases, the Recorder will use his/her own judgment as to the seriousness of the complaint and the appropriate actions to be taken.

Specific responsibilities of the Recorder are in the NVBA Position Descriptions and Procedures Manual.

21 REGULATIONS REGARDING PLAY

The following policies are in effect at all NVBA-sanctioned events except sessions played in a Club or private home, or when these policies conflict with the specific conditions of contest for a special event (Round Robin match, etc.).

21.1 Knockout Events

The Director will determine the number of Boards unless specific conditions of contest exist which clearly state the number of Boards that will be played.

21.2 Slow Play

As slow play in bridge clearly interferes with the enjoyment of the game to many, directors are instructed to keep the game moving and are authorized to award penalties when necessary. To assist players, a clock will be used at the Unit Game and at NVBA Sectional Tournaments.

The Director has an obligation to the players to keep the game moving on schedule. Slow play by one or two persons makes the game unpleasant for the majority. Slow play is defined as being three (3) or more minutes late in starting or finishing a round. It is understood that the Director will make every effort to determine who is "at fault" before assessing penalties. The following procedures will apply to slow play at all NVBA-sponsored events:

1. First offenders will be given a warning that they have two rounds to catch up before a late play penalty is applied. Once a warning has been issued, it remains in effect for the remainder of the game.

2. Second offenders will receive a 1/4-Board match point penalty.
3. Subsequent offenses will result in doubling of the penalty.
4. Players may be allowed only one late play during a session at the discretion of the director. Late play offenders will receive an average minus on all subsequent late play Boards. Any non-offending pairs will receive an average plus on any Boards not played. Late plays might not be allowed at the Thursday night Unit Game because of time constraints.
5. Documented, consistent slow play may result in committee action.

The NVBA Board has enacted slow play and late play penalties to help ensure that the game remains enjoyable for all that play. Slow play and late play penalties are NOT meant as a punishment nor are they a reflection on player character; they are simply necessary in extreme and presumably infrequent circumstances to ensure the integrity of the game.

21.3 Smoking

All events sponsored by the NVBA will be non-smoking, with an appropriate number of hospitality breaks. At NVBA playing sites, smoking is allowed only in designated spaces. Smoking is never allowed in the playing areas, restrooms, or hallways outside restrooms.

Smoking in Temple Beth El, the site of the NVBA Unit Game, is not allowed. Anyone found smoking in the Temple will be barred from bridge play at that site and brought up on conduct charges in front of the NVBA Conduct and Ethics Committee. At the Unit Game, smoking is allowed only outside the Beth El Temple. A maximum of three (3) hospitality breaks will be provided for the players at the discretion of the Head Director and/or the Unit Game Manager.

21.4 Systems and Conventions

Mid-Chart conventions will be permitted in all NVBA-sponsored Flight A, Flight A/X, Open and Open Stratified events. Only General Chart conventions will be allowed in separate Flight B/C and Flight C and below events. In conformance with national ACBL regulations, Super-Chart conventions will be permitted in the top bracket or flight of sectionally-rated NVBA-sponsored extended team events only (more than 12-Board matches).

21.5 Convention Cards

All players in NVBA-sponsored Flight A and Flight B events will have two identically filled-out convention cards on the table during the course of play. Any players not in compliance with this policy will have two rounds to complete a card. If this is not done, the offending players may be subject to scoring penalties. Repeated offenses will result in a score adjustment.

21.6 Bid Boxes

It is NVBA policy to have bid boxes available for all players at all NVBA-sponsored events. In accordance with ACBL policy, players must respect those who have handicaps and request, for valid reasons, not to use the bid boxes. See sections 25.2 and 26.1.

21.7 GNT and NAP Events

Bid boxes will be used in all NVBA events. Every attempt will be made by the Unit Coordinator of each of these events to ensure that there are adequate bid boxes on-site for all flights. There will be at least a one-hour dinner break between the two sessions of any Unit-level qualifying event.

22 ROUND ROBIN

The Round Robin may be conducted annually any time between October 1 and May 1 and will consist of a round robin stage and a knockout stage. The entry fee for the Round Robin is \$50.00 per team. Prizes are awarded as noted in Section 19.4.

The Board will appoint annually the Coordinator of the Round Robin. The Round Robin Coordinator will select committee members to help seed and conduct the Round Robin. One member of this subcommittee must be a member of the NVBA Board (this person may be the Coordinator, if the Coordinator is also a Board member).

The Round Robin Coordinator will report status, problems, and final results to the Special Events Coordinator. The Round Robin Coordinator will coordinate with the Publicity Chair to advertise and solicit teams for the event. The subcommittee will prepare and submit to the NVBA Board for approval the conditions of contest for the event. These will address late arrival, slow play, smoking policy, seeding, etc. The Round Robin Coordinator will obtain the appropriate sanctions from and report the results to ACBL Headquarters.

The subcommittee will arbitrate disputes between participating teams in accordance with the conditions of contest. Committee members will not participate in decisions involving their own league or during the finals in decisions in which the outcome would affect their team. The NVBA Board will hear appeals of decisions made by the subcommittee.

23 SEEDING

The purpose of seeding an event is to help balance the field in pair events so that all sections (and both directions in a section) have about the same number of good pairs, and no one section is weak or top-heavy.

To ensure that seeding is accomplished in a fair and equitable manner, a Seeding Committee will be established and a Chairperson designated to head this committee. The Committee Chair will be appointed by the President with the NVBA Board's approval.

The Director-in-charge, if qualified, may seed any NVBA-sponsored event, except sectionals, NAPs and GNTs.

23.1 Seeding Committee/Chair Responsibilities

The Chair of the Seeding Committee (or Seeding Chair [SC]) will be responsible for recruiting, scheduling, and assigning committee members to seed at specified Unit games, Unit-sponsored events, and Sectional Tournaments. The responsibility for chairing the Seeding Committee may be split if deemed appropriate, that is, there may be Co-Chairs instead of one Chair.

The SC will work with the appropriate coordinator (Unit game, NAPs, GNTs, tournament) and Director to ensure that a seeder is scheduled for each designated event, and that both the Director and the seeder are comfortable with the seeding method to be used as well as the selling/seeding table arrangement.

For specific SC duties and responsibilities, see the NVBA Position Descriptions and Procedures Manual.

The SC is responsible for organizing the seeding of specified NVBA-sponsored events. Specific duties and procedures to be followed by Seeding Committee members are listed in the NVBA Position Descriptions and Procedures Manual.

23.2 Unit Game

All non-rating point games held at the Unit will be seeded. Whenever there are likely to be two sections and overall places will be awarded, a seeder will be present to ensure that the best pairs are equitably distributed across the two sections and within each section, between the two directions.

23.3 Sectional Tournaments

A seeder will be present at all NVBA Sectional Tournament sessions when open or Flight A match point events will be played, regardless of the number of sections in any one event that are anticipated.

Seeders will also be present for the NVBA portion of the five annual Thursday night events of WBL Sectionals.

23.4 Special Events

NVBA-sponsored special events include such events as: a Life Master/Non-Life Master game; a two-session Unit-level qualifying GNT event; a two-session Unit-level qualifying NAP event; and an annual Round Robin. Not all of these events may be scheduled in any particular year. Seeding for these events will be based on the general NVBA seeding policy outlined in Section 23.1.

In the case of the GNTs and the NAPs, the SC will be contacted by the special events coordinator and told how many seeders will be needed and on what dates. Seeders for these events will follow the guidelines laid out in the NVBA Position Descriptions and Procedures Manual.

In the case of the Round Robin, the Round Robin coordinator may choose to oversee the seeding of all entered teams and not consult with the NVBA SC. Regardless, a committee will seed all flights of the Round Robin (see Section 22). In the event of only one flight or one bracket of no more than nine teams, the teams will be listed alphabetically.

24 SPECIAL EVENTS

The Special Events Coordinator is appointed by the President with the approval of the NVBA Board, and is responsible for overseeing any GNT and NAP Unit-level qualifying events when scheduled, the Life Master/Non-Life Master game, the Round Robin, and any other special events that are not specifically designated as the responsibility of another coordinator. The Special Events Coordinator may appoint coordinators for each of these events but ultimately retains the responsibility for each.

24.1 GNTs

The Unit GNT Coordinator will work with the District 6 Coordinator for this event and provide information on locations and times of club and Unit qualifying games when held. The Coordinator will set up the date, location, directing staff, caddies, and refreshments for the Unit final of this event and ensure the timely reporting of the results to the District 6 Coordinator. The Unit Coordinator will assist the District Coordinator in resolving any reporting problems involving club or Unit games. The Unit Coordinator will work with the Publicity and Newsletter Chairs to publicize the games within the NVBA and the WBL and the Unit finals of the NVBA, the WBL, the Maryland Bridge Association, and the Richmond Bridge Association. When no Unit-level qualifying games are held, the NVBA Club Liaison is responsible for the scheduling and publicity connected with holding GNT qualifying games at the Club level.

24.2 NAPs

The Unit NAP Coordinator will work with the District 6 Coordinator for this event and provide information on locations and times of club and Unit qualifying games when held. The Coordinator will set up the date, location, directing staff, caddies, and refreshments for the Unit final of this event and ensure the timely reporting of the results to the District 6 Coordinator. The Unit Coordinator will assist the District Coordinator in resolving any reporting problems involving club or Unit games. The Unit Coordinator will work with the Publicity and Newsletter Chairs to publicize the games within the NVBA and the WBL and the Unit finals of the NVBA, the WBL, the Maryland Bridge Association, and the Richmond Bridge Association. When no Unit-level qualifying games are held, the

NVBA Club Liaison is responsible for the scheduling and publicity connected with holding NAP qualifying games at the Club level.

24.3 Round Robin

See Section 22 of this document for the duties of the Round Robin Coordinator.

24.4 Other

The Life Master/Non-Life Master game Coordinator will work with the Publicity and Newsletter Chairs to publicize the game and to ensure maximum participation in the event. This Coordinator will specifically solicit participation by Life Masters within the Unit, and will work with the NVBA clubs to solicit the participation of the Non-Life Masters. Prior to the game, the Coordinator will pair participants to ensure that there are no established partnerships. The Coordinator will work with the Unit Game Manager to ensure that there is adequate playing space, directing staff, caddies, and refreshments for this game.

25 TOURNAMENTS

The NVBA hosts four Sectional Tournaments annually, as well as the 4th of July Regional for the MABC in even-numbered years. All tournaments are the responsibility of the NVBA Tournament Chair(s).

25.1 Tournament Chair Responsibilities and Recognition

The President, with the approval of the NVBA Board, appoints the NVBA Tournament Chair (TC). The TC is responsible for all aspects of NVBA-sponsored tournaments. Responsibilities include such activities as:

- ?? Ensuring that appropriate playing sites are available and under contract.
- ?? Scheduling four tournaments and their respective events.
- ?? Submitting sanctions through the District Coordinator to the ACBL for approval.
- ?? Submitting ads for the tournaments to the District 6 Table TALK Editor for publication.
- ?? Preparing an ad for the NVBA Bulletin.
- ?? Providing food and drink for all players.
- ?? Approving Director assignments and making hotel reservations for Directors.

For specific TC duties and responsibilities, see the NVBA Position Descriptions and Procedures Manual. The Tournament Chair will seek the Board's advice and in turn be responsive to suggestions from the Board relative to the scheduling of events for each tournament.

25.2 Sectionals

As noted above, the NVBA hosts four Sectional Tournaments per year. These are traditionally held in February, March/April, September, and October/November. The entry fee for each session of play is \$9.00 for all players, with two exceptions: Juniors, for whom it is \$4.00 less than the standard entry fee (see Section 14.2), and 199ers, for whom the entry fee is \$8 for the Thursday night session only. Players with 0-5 masterpoints play free at NVBA Sectionals. If EasyBridge!-style games are held in conjunction with a sectional, the entry fee for those games may be reduced based on the number of boards played. Such a pricing decision will be made at the time that the decision is made to include these games.

There will be an additional surcharge of \$.50 for non-ACBL members and ACBL Life Members whose status is not current in accordance with ACBL policy.

The NVBA Tournament Chair has overall responsibility for these tournaments, while caddy and seeding responsibilities are assumed by these respective Chairs (see Sections 3.4, 3.6, 3.7, and 23.3 of this document). Directors are hired and paid in accordance with the policies set forth in Section 10.2. Sectionals are conducted in full accordance with the regulations concerning conventions (see Sections 21.4 and 21.5), slow play (see Section 21.2), and smoking (see Section 21.3). Bid Boxes will be available for use by all players in all events (see Section 21.6). There will be no exception to their use when any player is hearing-impaired.

25.3 Regionals

The Mid-Atlantic Bridge Conference (MABC) sponsors an annual 4th of July Regional Tournament in the Washington area. In even numbered years, this tournament is the responsibility of the NVBA; in odd-numbered years it is the responsibility of the WBL. The Tournament Chair for the NVBA Sectionals will chair the Regional and may delegate responsibilities (Registration, Partnerships, Prizes, Hospitality, etc.) to others. There need be no direct relationship between the responsibility for these tasks at the Sectionals and the responsibility for these tasks at the Regional. All regulations regarding play, Directors, entry fees, etc. are governed by the MABC.

26 UNIT GAME

The NVBA Unit Game is held Thursday evenings beginning at 7 p.m. at the Beth El Hebrew Congregation, 3830 Seminary Road, Alexandria, Va.

26.1 General

The Temple is a non-smoking building. Regulations concerning non-smoking must be strictly observed as a condition of the continuing use of the Temple by the NVBA (see Section 21.3). There are two separate games held: a stratified or strataflighted Open and

an Intermediate-Newcomer stratified game. The game, including the play, scoring, and clean-up must be completed by 11:15 p.m.

Hand records generated by the Unit Game Director will be used in all open and I/N pair games.

Refreshments are provided for the players free of charge. The Temple, at a fee negotiated into the weekly rental, provides coffee service. The Unit Game Hospitality Manager (see Section 26.2) provides snacks.

26.2 Unit Game Managers

The Unit Game Business Manager and the Unit Game Hospitality Manager are appointed by the NVBA President with the approval of the NVBA Board and are responsible for the overall conduct of the Unit Game. Specifically, this entails:

- ?? Ensuring adequate space is available for each Thursday Unit Game
- ?? Providing food, coffee and tea makings, sodas and paper goods weekly and equipment as needed
- ?? Making recommendations to the Board regarding Unit Game policies
- ?? Interfacing with the playing site management to handle any problems that may arise during the year
- ?? Coordinating with the Tournament Chair and the Special Events Coordinator to ensure that any unusual requirements for special or tournament Thursdays are satisfied.

26.3 Chief Director

The Chief Director of the Unit Game will attend Board meetings as needed, and will coordinate with the Unit Game Manager and the Special Events Coordinator. The Chief Director will also attend the annual NVBA/WBL scheduling meeting (see Section 1.9). The Director's duties include selling entries for, running, and scoring the Unit games in accordance with ACBL regulations, and any other duties delineated in the contract negotiated between the Director and the Unit. The Chief Director will be paid up to \$100.00 per session when s/he is in charge. Also, the Chief Director is to be paid an administrative fee of \$40.00/month for filing the required monthly reports and forms with the ACBL.

26.4 Deputy Chief Director

The Deputy Chief Director will direct the Novice game at the Unit Game and will substitute for the Chief Director and perform all the duties of the Chief Director when the Chief Director is absent. The Deputy Chief Director will be paid \$70 when he/she directs the Novice game and will be paid the same as the Chief Director when he/she directs the open game. If a director (other than the Deputy Chief Director) is hired to run the Novice

game, that director will be paid \$50.

26.5 Assistant Director

When an assistant(s) is(are) hired to help the Chief Director run the Unit Game (examples: the world-wide Instant Match point game, the LM-NLM game, the Annual Meeting, the Holiday Party), he/she will perform the duties delegated by the Chief Director and will be paid up to \$80.00 per session. If a Computer Helper or Director-in-Training is hired to assist the Chief Director, then that person shall be paid \$25.

26.6 Substitute Director

If a Substitute Director (Directors) is (are) needed to run the Unit Game, then that director (or each director present) will sell, run, and score the Unit Game, and turn in entry fees, game statistics, and entry fees to the Chief Director. The Substitute Director will be paid up to \$80.00 per session as determined by the Chief Director, plus any extraordinary expenses incurred in order to meet his/her Substitute Director obligations.

26.7 Emergency Situation

The NVBA President and the Unit Game Manager have the authority to override the amounts paid to the assistant or substitute director in emergency situations.

26.8 Entry Fees

As of January 17, 2008, the entry fee for all regular games held at the Thursday Unit Game is \$8.00. The entry fee for the Novice game is \$7. Discounted Junior entry fees will be \$3.00 less than the standard entry fee (see Section 14.1). Players with 0-5 masterpoints play free at the NVBA Unit Game and at all NVBA-sponsored events. Players using the Unit site to play sanctioned knock-out or Round Robin matches will pay \$2.00 each.

26.9 Caddies

There will be at least one caddy at all Unit Games (see Section 3.3).

26.10 Prizes

Prizes in the form of Unit Game Free Plays will be awarded to all Section Top winners (see Section 13.1).

26.11 Intermediate/Novice (I/N) Activities

A teaching program may be offered at the Unit Game site (see Section 11.1). NVBA will offer those who give a "mini-lecture" one Free Play. The I/N Director, if one is needed, will be paid up to \$50.00 per game.

05/01/2008

26.12 Board Duplication

When pre-duplicated boards are used, we will pay \$15 per set if boards are duped by hand and \$12 per set if a duplicating machine is used.