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# District 16 Policies and Procedures

## Introduction

The *District 16 Policies and Procedures* document is intended to guide the organization on a day-to-day basis to conform with the District 16 [Bylaws](#). All dated policies and procedures in this manual have been approved at a District 16 (D16) Board Meeting and noted in the minutes.

Changes must be approved by the D16 Board and incorporated immediately into this document with an annotation of the month and year of approval. The policies editor maintains this document and makes an updated copy available for posting on the D16 Website.

## Overview

District 16 is one of 25 districts in the American Contract Bridge League (ACBL). The ACBL defines the D16 geographical boundaries, which include most of [Texas and all of Mexico](#). The district is made up of 18 member units:

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

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

## Organization

A board of directors (board) governs D16, as defined in the D16 [Bylaws](#). Each of the 18 units elects or appoints one representative or director to serve on the board for three years. These 18 directors are the voting members of the board. [Current board members](#) are listed on the [D16 Website](#).

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

D16 Board officers are:

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

The following chairs and key personnel are non-voting members of the District 16 Board of Directors:

- Region 9 Director, the D16 and District 15 member of the ACBL Board of Directors
- Representatives of the ACBL Advisory Council
- *Scorecard* editor
- North American Pairs coordinator
- Grand National Teams coordinator
- Tournament committee chair
- Internet coordinator/webmaster
- Other committee chairs and key personnel appointed or elected by the board or the president. (Amended February 8, 2021.)

See the *Job Descriptions Manual* for a description of these offices.

The board meets three times a year at D16 Regionals: winter at the Lone Star Regional in Houston, summer at the Fourth of July Regional in Austin or San Antonio and late summer at the Labor Day Regional in Dallas. Board meetings are held the Saturday morning of the regional.

The room set up should be an open square with enough seating for about 25 participants. (The president and/or executive secretary provide the approximate number of attendees to the regional chair.)

Breakfast is served before the meeting, either plated or buffet style. The room should have water, juice, coffee/tea and a server to assist. If breakfast is eaten in the meeting room, place settings are laid out, including flatware and napkin. The district pays for each breakfast.

Between meetings of the board, district business is managed and conducted by the executive committee.

## Committees

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

### *Standing Committees*

#### *Executive Committee*

The executive committee is a permanent or standing committee. The executive committee is made up of the board officers plus the immediate past president of the board. (See the D16 [Bylaws](#), Article V Section 3, for a description of the powers and duties of the board and Article VI for a description of the powers and duties of the executive committee.)

The executive committee manages district business between meetings of the board.

### *ACBL Committees*

#### *Advisory Council*

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

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

Current D16 [Advisory Council Representatives](#) are listed on the district website.

#### *ACBL Goodwill Committee*

The ACBL Goodwill Committee is a lifetime honorary title awarded to individuals who demonstrate exceptional friendliness, graciousness and ethical behavior.

Each year the district president appoints two district members to the goodwill committee.

D16 ACBL Goodwill Committee members are listed on the [D16 Website](#).

### *Special Committees*

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

#### *Awards Committee*

The awards committee works with D16 units to recognize outstanding volunteers and to honor players who exhibit a spirit of courtesy, kindness and tact at the bridge table. The awards committee is made up of the awards chair and recipients of the Jacoby Service

Award. The awards chair may or may not be a Jacoby recipient. If the awards chair is not a Jacoby recipient, then the chair does not vote. The awards chair and district president appoint the members of the committee.

These awards are presented each year:

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

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

Updated 09/23.

### Charity Committee

The charity committee:

- Promotes and schedules the maximum number of charity (special) games, as allowed by ACBL annually.
- Approximately every two years, allocates \$10,000 received from the ACBL Charity Foundation to no more than five qualified organizations.

The charity committee consists of a chair, appointed by the president. Other members are appointed by the chair.

Updated 04/24.

### Publishing Committee

The D16 Publishing Committee ensures consistency in online district communications. This includes district documentation, reports from district officers, coordinators and unit reporters. The committee chair is appointed by the president, committee members are appointed by the chair.

Articles posted on the D16 Website should comply with the D16 Style Guide. The D16 Style Guide describes preferred grammar, punctuation, capitalization and spelling words specific to bridge. See the [Style Guide](#) for more information.

Updated 04/24.

### Awards

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

These awards are presented each year:



- Oswald and James Jacoby Service Award
- Unit Star Award
- Unit Goodwill Awards
- District 16 Teacher of the Year Award
- Presidential Extra Mile Award. (Presented at the discretion of the D16 President.)

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

### *Oswald and James Jacoby Service Award*

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

### *Nomination Process*

Each March the awards chair notifies to all unit presidents to nominate a candidate for the Jacoby Award. The notice outlines the qualifications for the Jacoby Award and stresses the need for confidentiality. This notice may be an email or an article in *Scorecard*. Unit nominations must be received by the awards chair by July 1.

Guidelines for nominations and eligibility include:

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

### *Selection Process*

The awards committee sets a convenient time to meet and to review candidate qualifications.

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

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

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

### Presentation

After the recipient is chosen, the awards chair:

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

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

### District 16 Star Award

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

### Selection Process

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

The unit board of directors selects the Star Award recipient in accordance with these guidelines:

- Star Awards go to worthy volunteers who perform service in their unit.
- A recipient must be a member of the unit in good standing and a resident of D16.
- A member can only receive the Star Award once.
- A unit may ask the awards committee to verify the qualifications of a potential recipient. The awards committee's determination is final.

- Nominal compensation for burdensome tasks does not disqualify a volunteer.

The unit president informs the awards chair of their board's decision by December 31. If no selection is made by the end of the year, no award will be given for the unit that year and there is no carryforward.

### Presentation

Once recipients are chosen, the awards chair:

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

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

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

### District 16 Unit Goodwill Award

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

### Selection Process

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

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

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

## Presentation

Once recipients are chosen, the awards chair:

- Works with the Lone Star Regional Tournament Chair to coordinate the presentation.
- Ensures that the presentation is listed on the printed tournament schedule.
- Sends the information to the *Scorecard* Editor to publish and to the D16 Webmaster to update the appropriate section of the website. (This is the official record of the award.)

Traditionally the awards chair presents the Goodwill Awards at the Lone Star Regional Tournament. If the awards chair is not available, then the awards chair selects another person.

Goodwill Award recipients are notified beforehand by their unit president so they can attend the awards presentation. If the recipient cannot be present, the awards chair contacts the unit president to deliver the award.

## *ACBL Charitable Recognition Award*

The ACBL Charitable Recognition Award is a lifetime honorary title. Each year the district president gives two district members this award.

## *D16 Teacher of the Year Award*

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

## Nomination Process

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

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

- Have taught bridge for at least five years and at least 50 hours in the past year.
- Be an individual teacher.
- Not be a previous winner.
- Reside in D16 and be an ACBL member in good standing.
- Give permission to be nominated.

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

## Required Materials from Candidate

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

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

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

### Selection Process

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

The ToY committee uses the selection criteria and process of the American Bridge Teachers' Association (ABTA) to expand what the committee might think about for its Teacher of the Year Award. The ABTA has a much larger field of candidates, and that criteria is used as a guideline for the D16 process. Criteria include teaching excellence, innovation, service to bridge and service to the community. See detailed selection information at ABTA "[Teacher Eligibility](#)."

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

ToY committee actions begin with a preliminary ranking of nominees. The individual rankings are compiled into a group ranking. The committee determines if the group ranking is appropriate to determine the winner. If the ranking by one committee member is markedly different from other committee members, the committee may choose to recalculate the rankings by eliminating the high and low score of each committee member. Ultimately the committee will discuss any issues and determine the winner.

### Presentation

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

The committee chair announces the overall winner and includes a short bio. The D16 President presents the award. (If the ACBL President is present, then the D16 President introduces them and allows them to present the awards.)

The Teacher of the Year receives a certificate, an award pin and \$100. Pins are in stock and the ToY committee chair completes the certificate.

### Follow Up

The ToY committee chair writes an article for the next *Scorecard* and sends it to the *Scorecard* Editor. The chair also asks the district webmaster to add the name of the new winner to the list of winners in the awards category.

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

### *Presidential Extra Mile Award*

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

The district president presents the award at the Lone Star Regional.

## Bridge Activities

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

D16 conducts these bridge events sanctioned by the ACBL:

- NABCs (North American Bridge Championships)
- Regional tournaments
- Sectional tournaments
- Sectional Tournaments at Clubs (STaCs)
- Grand National Teams (GNT) qualifying games
- North American Pairs (NAP) qualifying games
- 0-50 games
- ACBL Charity events including The Longest Day.

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

Action plans to support the guidelines include:

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

- Limiting each unit to four open sectional tournaments per year. (2013)

### *General Information and Rules*

This section applies to all D16 events.

D16 events follow ACBL guidelines regarding health and safety requirements. D16 follows the [ACBL COVID policy](#).

### *Policies for Players*

All players must adhere to these policies:

- Electronic cigarettes may not be used in playing areas or near exits at regionals; units are encouraged to adopt a similar policy for their events. (2013)
- All D16 events will be “fragrance free.” (2015)
- D16 Zero Tolerance policy is in effect at all times.
- The sixth of the month is the cutoff date to determine masterpoint levels for stratification qualifying. (2009)
- Cell phones, audible pagers or any similar communication equipment may not be operated or operable in the playing area during a session, except for health-related equipment or with permission of the DIC (director in charge) of the tournament or event. These penalties are recommended for all D16 events: (2016)
  - Pairs events: first telephone ring penalty is one-quarter of a board (full board if player answers); second ring and each subsequent rings, full board.
  - Teams events: first telephone ring penalty is one IMP (four IMPs if answered); second ring penalty is four IMPs.

### *Policies for Units*

These policies apply to all units:

- The district will not grant sanctions for tournaments to units that have not paid for their *Scorecard* announcements. (2006)
- Regionals must have *Scorecard* announcements.
- Units may rent D16-owned BridgePads and servers at the rate of \$.50 per table per session. This fee will be split equally between device maintenance and to the D16 General Treasury. (2015) D16 has the right to suspend or adjust this fee at any time. (As of June 2021, D16 has 38 BridgePads.) Rental requests should be made to the District 16 Tournament Coordinator and will be allocated on a first-come, first-served basis.
- Units are each allocated up to four special fund/foundation games a year. (2009)
- The D16 dealing machine may be used on a first-come, first-served basis by units. Units are encouraged to use pre-dealt boards at sectionals. (2013)

### *NABC Tournaments*

North American Bridge Championships (NABC) are conducted by the ACBL and are held three times a year across the United States and Canada. NABCs offer platinum, gold and red points. There are pairs and team games for every level. When D16 is awarded an NABC, the

D16 Board will typically ask for a tournament chair recommendation from the unit hosting the NABC. This recommendation requires D16 Board approval.

In D16, our most recently scheduled NABCs have been Austin (2021), Dallas (2014 and 2006) and Houston (2009 and 2002). Dallas will host the Spring 2027 NABC.

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

### *Regional Tournaments*

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

The ACBL determines how many tournaments each district is entitled to hold annually. This allocation is based on the number of members in a district and previous regional attendance. A district with over 9000 members receives an additional tournament for each 3000 members beyond the 9000-member level. Additionally, if a tournament draws in excess of 3000 tables in any three out of four years, that tournament does not count against the district's tournament allocation, i.e., the district gets an additional tournament. Currently the Lone Star Regional qualifies D16 for an additional tournament.

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

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

### *General Information*

General information for all D16 regionals:

- The D16 Tournament Coordinator approves regional sanction requests and must be contacted in case of a cancellation.
- All regional team events in D16 are scored on the 20-victory point scale. (2013)



- On the Saturday of a regional (not including Non-Life Master (NLM) Regionals) there will be an NABC surcharge of \$1 per player per game. This surcharge goes toward funding future D16 NABCs. (2004) See the NABC section for more details.
- District sanction fee per table is \$1.40. (2004)

### Planning a Regional

ACBL published a [Regional Tournament Planning Guide](#) to help tournament chairs plan and run a regional. While dated, it still provides great information.

General recommendations for the tournament chair:

#### *One year - nine months before the tournament:*

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

#### *Six months before the tournament*

- If planning to invite the ACBL President, do so as early as possible.
- If naming events, determine pricing and deadline date. Develop an advertising flyer to be placed at clubs and online.
- If having daily speakers or planning to include any vendors, start coordinating.
- Prepare and send an announcement (ad) to *Scorecard*.
- Plan and implement your eblast schedule for publicizing the regional by emailing the district contact administrator ([d16-contactadmin@d16acbl.org](mailto:d16-contactadmin@d16acbl.org)). The contact administrator then sends your eblast to D16 members using Robly.

#### *Two - four months before the tournament*

- Arrange for any hospitality and meals being served with the venue and the rooms for tournament events (such as director/teacher course or district meeting).
- Reserve rooms for directors (see TourneryTrax for staffing schedule) and provide confirmation information to the DIC. (Note: Compensated directors pay for their own rooms and the ACBL bills appropriate charges back to the hosting unit.)
- If a board meeting is scheduled during the regional, the breakfast and meeting normally take place on Saturday morning (consult with the district president). Typically, 20-30

people attend. Let the district president know that the room, breakfast and refreshments have been confirmed.

- Confirm your caddy needs with the DIC and schedule caddies accordingly.
- For daily bulletins, plan out each day's layout with your editor and publisher (whether printed or digital).

#### *One month before the tournament*

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

#### *During or after the tournament*

Either during the tournament or after the tournament, forward a PDF of each day's tournament bulletin to the D16 Webmaster (mail to [d16-webmaster@d16acbl.org](mailto:d16-webmaster@d16acbl.org)) to post on the district website. Name the daily bulletin file in this format:

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

For example:

2024-02-01 – BULLETIN – Lone Star Regional – Friday.pdf

#### *Regionals Held in Mexico*

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

Unit 173 (Mexico City) hosts and runs the Mexican National in San Miguel de Allende with some volunteer assistance from Unit 254 (San Miguel de Allende). Unit 173 keeps 60% of net profits and Unit 254 gets 40%. See the attached May 19, 2021, agreement (in article under 07/06/2021).

#### *Regionals at Sea (RaS) Tournaments*

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

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

#### *NLM Regional Tournaments*

D16 is allocated three Non-Life Master (NLM) Regionals annually. NLM Regionals limit players to a maximum of 750 masterpoints and pay gold and red points. Units that submit sanction requests to ACBL must seek approval from the D16 Tournament Coordinator

before ACBL agrees to the sanction. An NLM Regional may be held concurrently with an open sectional.

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

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

### *Sectional Tournaments*

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

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

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

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

### *Tournament Chair*

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

The tournament chair should send all flyer and advertising information to the ACBL, D16 *Scorecard* Editor, district webmaster and unit webmaster four to six months in advance, or as soon as possible after the tournament schedule is approved. The flyer and advertising

material should include the phone numbers and email addresses of the tournament chair and the partnership chair. Updates or changes must be communicated to all of the above to be sure that no contradictory information is published.

### *NLM Sectionals*

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

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

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

### *Sectional Tournaments at Clubs (STaC)*

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

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

A STaC week starts on a Monday and concludes on a Sunday, lasting one week. Requests for sanctioning a STaC game are made through the district STaC coordinator. (Check the district [website](#) under the “D16 Governance” tab to locate the STaC coordinator’s email address.)

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

### *District STaC*

D16 is allowed one district STaC annually. Traditionally it is sanctioned in June, in the week leading up to and concluding on Father’s Day.

### *Unit STaCs*

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

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

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

### *Grand National Teams (GNT)*

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

There are four flights:

- The Championship Flight is open to all players
- Flight A: open to players with less than 6000 masterpoints
- Flight B: open to players with less than 3000 masterpoints
- Flight C: open to Non-Life Masters with less than 750 masterpoints.

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

See D16 [GNT Conditions of Contest](#).

### *North American Pairs (NAP)*

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

There are three flights:

- Flight A: open to all players
- Flight B: open to players with less than 2500 masterpoints
- Flight C: open to Non-Life Masters with less than 500 masterpoints.

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

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

For more information, see the [D16 NAP Conditions of Contest](#).

## Education

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

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

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

## *Teacher and Director Courses*

To find teachers, go to <https://www.acbl.org/learn/#lessons> and search for teachers in your area or for online classes.

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

## Teacher Courses

The district will pay for two ACBL teacher courses each year whether Best Practices (previously TAP) or the online course. The unit that requests a course for a district regional may offer the course for free or charge a fee in order to provide refreshments during the course. The costs of these two courses should not exceed \$5000 without additional District 16 Board approval.

## Director Courses

When a unit hosts a director course of any type at a D16 Regional, the district will subsidize up to 40% of the ACBL costs to reduce or eliminate the deficit, but the reimbursement will not exceed the deficit. (2015)

## *Lectures for Beginners and Intermediates*

The district offers a monthly beginner lecture in English the fourth Saturday of the month and a monthly beginner lecture in Spanish the third Saturday of the month.

Check the district website for more information. Past lectures are available on the district website. Click the “lectures” tab.

## News

### *Contact Database*

The contact database is a roster of all district members, along with contact information for each member. Each month the ACBL sends the D16 Contact Administrator data that includes each member’s unit, address, masterpoints and email address.

The contact administrator uses the software tool Robly to email news, announcements and other information to D16 members. All units in D16 can use Robly and the contact database. Send a request to [d16-ContactAdmin@d16acbl.org](mailto:d16-ContactAdmin@d16acbl.org).

For more information see the [Contact Administration Manual](#).

### *Scorecard*

*Scorecard*, the D16 bimonthly digital newsletter:

- Publishes news from all units.
- Recognizes member achievements.
- Promotes D16 tournaments and other special events.
- Reports results from those events.
- Includes articles from D16 experts.

### How to Submit an Article

This section outlines general guidelines for units and clubs to submit articles covering news, editorials, photographs and announcements. Contact the *Scorecard* Editor directly if you have questions or need clarification by emailing: [D16-ScorecardEditor@d16acbl.org](mailto:D16-ScorecardEditor@d16acbl.org)

To submit an article, email the [Scorecard Editor](#). Include in the email subject line the unit number and what is being submitted.

For example:

Unit 172 - Fourth of July Regional Winners – <*Scorecard* Edition>

or

Unit 174 - Lone Star Regional Flyer - <*Scorecard* Edition>

## Article Guidelines

Follow these guidelines:

- Submit your text (copy) as a Microsoft Word document attached to your email.
- Enter only one space after a punctuation mark. Two spaces are "typewriter" speak and we don't speak that language anymore.
- Do not place images or photos in the Word document. Attach images and photos as separate files in your email.
- To place an image in your text, put the word "photo" for a placeholder and the image filename.
- To specify a caption for an image or photo, put the image filename with the caption beside it at the bottom of your Word document.

If you do not have Word, put the text in the body of your email and follow the same guidelines for your images/photos.

## Unit Articles

D16 Unit Reporters should submit a column for each edition of *Scorecard* by the fifteenth of the month before the month *Scorecard* publishes. If additional time is needed to complete the column, contact the *Scorecard* Editor. A new reporter should submit a head shot for their column as a jpg file.

## Other Types of Documents

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

## Tournament Photographs

When submitting tournament photos, send a separate file that cross-references photo filenames with captions.

## Tournament Flyers

Submit a tournament flyer in either a PDF (preferred) or jpeg format.

## Announcement Requirements

All district regional events must place at least a full-page announcement in *Scorecard*. For two-page regional announcements, the cost will be for a spread (not individual pages). See *Announcement Costs* below.

Non-Life-Master Regional announcements must also be placed in *Scorecard*; there is no placement fee.

Sectional announcements are required *only* if they are associated with the GNT or NAP. Other sectional announcements are optional. There is no charge for sectional announcements.



### Announcement Submission Deadlines

Submit all announcements by the fifteenth of the month before the month *Scorecard* is published.

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

### Announcement Costs

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

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

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

### Announcement Format

Submit an announcement in either a PDF (preferred) or jpeg format.

### Announcement Payment

Payment for an announcement is due when the announcement is submitted. Payment can be made electronically, check or money order. Payment must be received by the end of the month before publication. (Venmo and PayPal are not accepted at this time.)

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

### ACH Wire Transfers

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

This information is needed for an ACH wire transfer:

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

**Name of Bank:** Frost Bank

**Routing Number:** 114000093

**Account Number:** 520211222

ACH transfers are international and should work with Mexico units.

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

ACBL- D16 c/o Jamie Southerland  
5727 Sam Houston Circle

Austin, TX 78731-3336

For Zelle, please use [d16-executive.treasurer@d16acbl.org](mailto:d16-executive.treasurer@d16acbl.org).

Updated 06/2024.

### *D16 Website*

The [D16 Website](https://www.acbldistrict16.org/district-16) (<https://www.acbldistrict16.org/district-16>) is the primary source of D16 definition, news and information, including:

- District and unit news
- D16 Bylaws
- District officers, officials and contacts
- District board meeting minutes and financial reports
- Tournament calendar: open and I/N
- Lecture series on Zoom, current and past
- D16 Membership
- D16 Member masterpoints, updated monthly
- I/N Newsletters, current and past
- Online games for newer players
- Conditions of contest for games.

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

In addition, our domain name ACBL, Inc. Texas Regional Conference has designated responsibilities:

Registrant: current D16 President

Administration: D16 Contact Administrator

Billing: D16 Treasurer

D16acbl.org - Hosted by JustHost

Owner: ACBL Inc., Texas Regional Conference

Registrant: current D16 President

Administration: D16 Contact Admin

Billing: D16 Executive Treasurer

And the following domain:

ACBLDistrict16.org - Hosted by WIX

Owner: Same as [d16acbl.org](https://www.d16acbl.org)

Registrant: Probably the same as D16acbl.org

Administration: D16 Webmaster

Billing: D16 Executive Treasurer

Contact the webmaster ([d16-webmaster@d16acbl.org](mailto:d16-webmaster@d16acbl.org)) to post tournament flyers and information on the D16 Website.

Updated 07/2024.

### *Facebook Group*

The [D16 Group Facebook page](#) supports bridge and bridge-related interests, including:

- Improving communication and partnership between players, the district board and ACBL.
- Education, announcements and shared interests.

To join and post on the D16 Facebook page:

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

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

Click “+ Join Group.” It’s just below the cover photo. The D16 Facebook Administrators approve verified requests to join.

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

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

### *Robly*

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

All units in D16 can use the D16 Robly account, at no cost to the units.

Send an email to the contact administrator for more information: [d16-contactadmin@d16acbl.org](mailto:d16-contactadmin@d16acbl.org).

### *Zoom*

Zoom is a video conferencing program that can be used for video conferencing meetings, audio conferencing, webinars, recording meetings and live chat. D16 has an annual license to Zoom Pro, which is renewable yearly on January 6 (a search should be done to evaluate what is needed at renewal time). D16’s Zoom license can have up to 500 participants, which is the “large” meeting capacity.

Currently D16 uses Zoom for the following:

- The beginner and intermediate lecture series

- District board meetings
- Committee meetings
- All D16 units for their annual meetings. (Contact the Zoom administrator to schedule the Zoom meeting.)

## Miscellaneous

### *District 16 Conflict of Interest Policy*

The purpose of the conflict of interest policy is to provide safeguards to members of the District 16 Board of Directors (BoD) from:

- (1) Using their board positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain.
- (2) Using their board position for purposes that are, or give the appearance of being, motivated by a desire to support a non-financial interest for themselves or others such as those with whom they have family, business or other ties.
- (3) Any other acts that may constitute, or may appear to constitute, a conflict of interest.

### *Financial Interest*

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

### *Non-Financial Interest*

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

### *Disclosure*

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

2/8/2021

### *District Materials*

Written materials not posted on the D16 website will be stored in Google Docs. (2020)

### *Charity Games and Grants*

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

month, where clubs can offer special games that award more masterpoints and raise money for local charities, as well as for the foundation.

The district charity committee consists of a chair appointed by the D16 President and approved by the board. Other members are appointed by the chair. The charity committee:

- Promotes and schedules the maximum number of charity (special) games, as allowed by ACBL annually.
- Approximately every two years, allocates \$10,000 received from the ACBL Charity Foundation to no more than five qualified organizations.

### District Charity Games

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

### Authorized District Grants

Approximately every two years, the ACBL Charity Foundation allocates \$10,000 on a rotational basis to the districts. This sum can be divided into no more than five separate grants, each of which must be made to a qualified 501(c) 3, NPO, AC or IAP (in Mexico) organization. The check will be written after the appropriate documentation of the 501(c) 3, NPO, AC or IAP (in Mexico) status has been provided, and the checks will be distributed directly to the recipients. Requests for checks will be made by the Region 9 Director. The D16 Charity Committee selects the grant recipients.

No later than July 1, the charity committee chair will send an email blast and post an announcement in *Scorecard* notifying district members that grant request applications are being accepted. The deadline for applications is October 1. If no applications are received by the deadline, the unused portion of the money will be forfeited and returned to the general fund of the ACBL Charity Foundation. The availability of liquid assets may delay the distribution of funds, and the districts shall be promptly notified of any such delays.

Note: Requests for grant allocations must be made by October 1 or the unused portion will be forfeited and the funds returned to the general fund of the Charity Foundation to be distributed by the trustees to an eligible 501(c) 3, NPO, AC or IAP (in Mexico) charity by the Spring meeting of the following year.

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

- Name of the charity (must be a designated 501(c)3 or an NPO, AC or IAP (in Mexico) and non-bridge related) and reasons why this organization should receive the grants.
- Address of the charity
- Contact person and telephone number
- Email address of charity
- Copy of the 501(c)3, NPO, AC or IAP document

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

Once the D16 Charity Committee determines how the money is to be distributed, the following information is to be sent to the Region 9 Director:

- Name of the charity
- Address of the charity
- Contact person and telephone number
- Email address of charity
- EIN or Tax ID number for the charity
- Amount of the grant

## Appendix A: Subsidies, Fees and Financials

### *General Financial Policies*

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

- Annual budget of \$1000 for education programs approved by the education committee chair. (2011) Note: This does not include the \$5000 for teacher programs.
- District financial reports should be prepared quarterly and approved by the board semiannually.
- The executive treasurer must retain financial records for seven years. (2007)
- Revenue collected from grass roots games is designated for GNT and NAP competitions, such as finalist subsidies and advertising. (2013)
- Electronic payments have been initiated at various regionals beginning in 2022.
- District sanction fees per table raised to \$1.40 for regionals.
- District-owned Bridgepads and servers may be loaned to units for use and reimbursed for \$1 per table per session; \$.50 is earmarked for a maintenance and replacement fund and \$.50 to the D16 general treasury. (2015)
- Mexico Regionals pay \$1.40 per table to the district as do all other D16 regionals. (7/6/21) Unit 173 hosts San Miguel, splitting net revenues 60/40 with 254. (7/6/20)
- NABC surcharge of \$1 per player on the Saturday of each regional, not including the NLM Regionals. (2004)
- Units not paying for their *Scorecard* announcements will not be granted sanctions for tournaments. (2006)

- The *Scorecard* Editor receives a payment of \$750 per issue of *Scorecard*.
- Presenters for D16 lectures receive \$100 per lecture. (2021)
- The executive treasurer and webmaster receive twenty (20) free plays a year for regionals and sectionals. (2015)

### *Grand National Teams (GNT) Subsidies*

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

In Flights B and C, if eight or more teams compete in the district finals, then a second team qualifies for the NABC competition. The second team (provided they play in the NABC competition) receive \$1600 per team.

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

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

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

### *North American Pairs (NAP) Subsidies*

The ACBL typically gives subsidies to top pairs in district NAP competitions. The amount of the subsidies has varied over the years. The 2024-2025 subsidies are below.

#### **ACBL NAP Subsidies for 2024-2025**

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

Each year the D16 NAP Coordinator proposes a D16 NAP subsidy supplement schema at the first board meeting of the year (Houston Lone Star Regional). Usually the board chooses to supplement the smaller amounts (\$0-\$300 range), but not the higher amount (\$700 in 2024-2025). In 2024-2025, the \$300 amounts were supplemented by \$200 (yielding a total of \$500) and the \$0 amounts were supplemented by \$300. The board chose to give 4<sup>th</sup>

place finishers \$250. Substitute players who participate at the NABC finals receive \$200. (D16 *sometimes* gets to send an additional place (4th) to the NAP finals in certain flights. The additional 4th place is awarded by the ACBL.)

**D16 NAP Supplemental Subsidies for 2024-2025**

	First	Second	Third	Fourth
Flight A	0	+\$200	0	+\$250
Flight B	0	+\$200	+\$300	+\$250
Flight C	0	+\$200	+\$300	+\$250

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

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

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

[Appendix B: Record of District 16 Approved Policies](#)

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

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

[Policies Approved Up to February 2021](#)

**Compendium of District 16 Policies**

**2/8/2021**



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

**Tournaments/Special Games/General:**

1. NAPs will be held every year, alternating between San Antonio and Austin. (2005)
2. All GNT members must be residents of D16 by September 1 of the year preceding the finals. (2005)
3. Units not paying for their *Scorecard* announcements will not be granted sanctions for tournaments. (2006)
4. Units are each allocated a maximum of four special fund/foundation games per year. (2009)
5. August 6 is the cutoff date for determining masterpoint levels for qualifying purposes. (2009)
6. Regional allocation: assuming the district has five regionals to allocate per year, Dallas and Houston will each get one, San Antonio/Austin and Ft. Worth/Tyler will get one every other year and Beaumont, Abilene and Corpus Christi will each get one every third year. (2012)
7. A tournament committee was appointed and charged with establishing guidelines for tournaments, which guidelines were distributed. (2011)  
The guidelines included the following goals:
  - a. To schedule tournaments to maximize participation and
  - b. To avoid scheduling tournaments that would interfere with other tournaments.
  - c. Action plans to support the goals, including:
    - i. Having schedules current on the district website and Unit schedulers reviewing the district schedule to avoid conflicts,
    - ii. Traditional schedule dates being observed,
    - iii. Regional tournaments, NAPs and GNTs being scheduled at least three years in advance,
    - iv. Sectional tournaments in large Units being scheduled 2-3 years in advance, and
    - v. Each Unit being limited to four Sectional tournaments per year.Outlying clubs like Kerrville and New Braunfels would be treated on an individual basis with respect to this last action plan.
8. Units are limited to four open sectionals per year (not counting Kerrville and New Braunfels) (2013)
9. All regional team events should be scored on the 20-victory point scale. (2013)
10. The dealing machine purchased by the district may be used on a first come, first served basis by Units (who are encouraged to use pre-dealt boards for sectionals.) (2013)
11. Units may include up to two sessions as grass roots charity events during sectionals, with \$1 per player per session assessed which funds would go to the district grass roots Fund. (2013)

12. No electronic cigarettes may be used in playing areas for regionals; Units are encouraged to adopt a similar policy for their events. (2013)
13. A template for regional schedules was proposed for small and medium regionals which was approved for use by units. (2014)
14. Regionals and other D16 events shall be “fragrance free.” (2015)
15. STaC flights: 0-750; 750-2000; and open. Based on averaged masterpoints. (2015)
16. Units may offer no more than three one-day NLM Sectionals per year (ACBL rule), but multi-day NLM sectionals are not limited. (2015)
17. All sanction requests for sectionals must be made no later than 90 days prior to the event. (2015)
18. Cell phone usage penalties implemented for all D16 events. (2016)
  - a. Pairs events: 1<sup>st</sup> infraction ¼ board, full if player answers, 2<sup>nd</sup> infraction, full board
  - b. Team events: 1<sup>st</sup> infraction, 1 IMP, 4 if answered, 2<sup>nd</sup> infraction, 4 IMPs
19. GNT and NAP participants will be subject to penalties and withheld subsidies for civil behavior infractions. (2017)
20. NAP and GNT coordinators must review the ACBL list of players not in good standing no later than 2 weeks prior to the applicable event; DICs will review the list of ineligible players on the day of the event. (2018)
21. NAPs shall require only club qualification for 2019 as a trial to see effect on participation.
22. Written materials not posted on the district website will be store in Google Docs. (2020)
23. A conflict-of-interest policy has been established by the District. (2021)
24. The district will participate in the 99er Nite Club East program. (2021)

### **Fees/Financials:**

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

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

27. District sanction fees per table raised to \$1.40 for regionals. (2004)

28. Executive treasurer must retain financial records for 7 years. (2007)
29. GNT subsidies for the first-place teams (if they actually play in the NABC, or for their replacement if they decline) are \$2000 per team in each of the four flights. In flights B and C, if the number of teams competing in the District Finals is eight or more, then a second team qualifies for nationals. Those teams (that actually play in the NABC) will receive a subsidy of \$1600.  
In addition, there will be a reimbursement of entry fees for all D16 competitors at the GNT nationals for rounds that the ACBL does not cover. (ACBL typically pays for the first two days of games for flights A, B & C. They do not pay the entry fees for Superflight.) (2020)
30. GNT unit finals fees were previously payable by Units at \$15 per team, with a maximum of \$1000. (2005) These fees are temporarily waived, so as to not disadvantage the Units relative to Finals held in the clubs. (2020)
31. Annual budget of \$1000 for education programs approved by the committee chair for 2012.
32. District financial reports should be prepared quarterly and presented for approval by the board semi-annually. (2011)
33. Grass roots games revenue use is restricted to such aims as designated by the district, to include GNTs and NAPs (e.g. player subsidies and advertising). (2013)
34. Each of the executive treasurer, *Scorecard* editor and webmaster shall receive 20 free plays per year for use at regionals. (2015)
35. District owned Bridgepads and servers may be loaned to Units for use and reimbursed at the rate of \$1 per table per session; \$.50 earmarked for a maintenance and replacement fund and \$.50 to the D16 general treasury. (2015)
36. *Scorecard* subscription raised to \$.60 per person per printed issue. (2016) *Scorecard* subscription for digital issue is \$.25 per person. (2019) Note: these fees were canceled when the *Scorecard* went all digital in 2022.
37. Funds generated at regionals should be transferred on a daily basis to either a safe at the venue or deposited into a bank. The DIC is responsible for all funds until such transfer. (2018)
38. Mexico regionals: San Miguel shall be hosted by Unit 173, splitting net revenues 60%/40% with Unit 254; Puerto Vallarta shall split net revenues 70% to district/30% to Unit 205. (7/6/20)
39. Regionals at Sea (RaS). At the Feb 3, 2018 board meeting, ACBL President Jay Whipple agreed that cruises conflicting with Texas-based tournaments should give D16 compensation. ACBL negotiated that RAS will pay the district \$1250 for each RaS plus \$5/ACBL D16 member attending. (2/3/18)
40. Speakers for Zoom lecture series will be paid \$100 per lecture (2/8/21)
41. All payments made in excess of \$5000 require two signatures. (2/8/21)

#### **Awards/Education:**

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

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

43. The district will purchase a one-year license for Learn Bridge in a Day (5 users) for \$500. (2/5/18)
44. The district will purchase a one-year license for Learn Bridge in a Day (5 users). (2/17)
45. The district will purchase a one-year license for Learn Bridge in a Day (5 users) for \$300. (2/6/16)
46. The district hosted a Patty Tucker Learn Bridge in a Day in 2020 at a cost of \$150 for the technical session and \$750 for the teaching session. (2020)
47. The district hosted a Patty Tucker Learn Bridge in a Day at a cost of \$900 for the technical and teaching sessions. (2021)
48. Units may charge up to \$50 per person to cover coffee, breakfast, etc. for Learn Bridge in a Day; net profits to be tendered to the district since the district is funding the program and the unit provides the refreshments. (2016)
49. Oswald Jacoby Award will only be issued if the award committee determines there is a qualified candidate. (2018)
50. Texas Star is changed to District 16 Star. (2018)
51. Teacher of the year (ToY) program—The district will award \$100 to the winner of the ToY program each year. (2017) From time to time, the chair of the program and committee may decide to award an upcoming teacher. This award is \$25. The district will also provide two cakes for members when the winner is announced typically at the Lone Star Regional. A detailed document is stored in Google Docs. (2020)

Other items from compendium

A conflict-of-interest policy has been developed by the district. (2021)

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

### *Policies Approved After February 2021*

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

02/08/2021

## Financial Transaction Policy

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

07/06/2021

## Agreement Between D16 and Unit 205

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

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

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



Unit 205 PV Agreement (1).pdf

09/14/2021

## Awards

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

## Subsidies for NAP finalists

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

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

#### *Ad Hoc Scorecard Committee*

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

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

Mrs. Brown now moved that the district go to an all-digital *Scorecard*. If this passes, a PDF version would be available to facilitate printing for any unit that would like to have printed copies for its members. The new size would be a standard 8½ x 11 inches. Because of the importance of this issue and the fact that after a motion to reconsider, a new motion must pass by a two-thirds majority, Secretary Storey called for a voice vote rather than a show of hands, and the weighted votes from each unit came into play.

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

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

01/27/2024

NAP

Larry Davis reported that the following stipends are given by the ACBL as follows:

\$700 to each player for 1st place in Flights A, B and C

\$300 to each player for 2nd place in Flights A, B and C

\$0 for 3rd and 4th places.

Davis made a motion to provide the following stipends by D16 to qualifying players that participate in the finals at the NABC:

D16 give nothing additional for 1st place in each flight. (total stipend of \$700)

D16 give \$200 to each player for 2nd place in each flight. (total stipend of \$500)

D16 give \$300 to each player for 3rd place in each flight. (total stipend of \$300)

Motion was approved.

That D16 provide a stipend of \$250 to each qualifying player on the 4th place team in each flight that participates in the finals at the NABC.

D16 provides a \$200 stipend to substitute players that participate at the finals at the NABC.

D16 reimburse San Antonio \$1000 from the Grass Roots Fund for a loss that San Antonio experienced in the January 2024 NAP Qualifiers.

Motion was approved.

07/06/2024

Approve the D16 Bylaws' amendments as presented was made by Perlman.

Approve the \$3,000 expenditure to update the district website to provide the technical contractor, Sergio Mendivil, a month-to-month salary of \$250, for as long as we continue to require his services.

Waive for Mexico the rule that prevents scheduling Sectionals at the same time as an already scheduled sectional in Texas.

Four motions were made regarding the NAP competition:

- To elect Larry Davis as Chair for the 2025 tournament, pay \$1,000 rent, provide NAP competitors lunch on Sunday, and hold the games at 10:00 a.m. and 3:00 p.m. To charge a \$14 entry fee for the 2025 tournament.
- To spend up to \$125 per day for refreshments for the 2025 tournament.

- To hold the 2025 and all future NAP tournaments in Austin, independent of a sectional tournament.