



UNIT 103 POLICY DOCUMENT

ADOPTED BY THE UNIT 103 BOARD
MOST RECENT AMENDMENTS AND BOARD APPROVAL MADE 1/23/2025

MINNESOTA GOPHER UNIT 103 POLICIES

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POLICY SECTIONS

1.00 PAYMENTS/NON PAYMENTS TO INDIVIDUALS

1.01 DISTRICT 14 MEETINGS

A flat rate of \$75 to be paid according to IRS regulations, for not more than three designated representatives plus the President of the District if he/she is from Unit 103; no payment will be made if the meeting is held at the Gopher Regional.

1.02 UNIT 103 BOARD MEETINGS

Unit pays \$35 to each Board member or individual representing a Board member for each board meeting or special meeting attended. This accumulated payment will be made after the last scheduled Board meeting each year.

1.03 EXECUTIVE SECRETARY

Executive Secretary is paid \$20.00 per hour for work delegated by the Unit Board members for ongoing Unit business. Submit timecard to Unit 103 President each quarter for approval.

1.04 ACBL ADVISORY COUNCIL

Unit 103 board members shall not be compensated for service on the ACBL Advisory Council.

1.05 BLOG MASTER - MINNESOTA BRIDGE BLOG

The Blog Master of the Minnesota Blog receives a stipend as determined by the Board, which is shared equally with Unit 178.

1.06 UNIT PRESIDENT

President of the Unit receives two free hotel room nights for two Unit 103 Twin Cities Sectionals and three free hotel room nights for the Minnesota Gopher Regional.

1.07 POSTAGE AND OTHER EXPENSES

Postage, envelopes, copying and other office expenses incurred by Board Members in regard to Unit 103 will be paid.

1.08 TOURNAMENT CHAIRPERSONS

Reimburse for two nights lodging if a complimentary room is not made available and it is necessary to stay overnight. Charge as a Tournament expense and include in the budget.

1.09 FINANCIAL ADVISOR

Financial Advisor will be paid \$20 per hour. Submit timecard to Unit 103 President for approval each quarter.

1.10 AUDIT

POLICY SECTIONS

Board members participating in Unit audits shall receive a \$50 honorarium. Compensation for non-board members shall be determined by the Executive Committee.

1.11 EDUCATION LIAISON

Education liaison person is reimbursed for mileage and miscellaneous expenses.

2.00 TROPHY INFORMATION

2.01 MINI-McKENNEY & ACE OF CLUBS

- (a) Ace of Clubs and Mini-McKenney recipients will be honored at an awards ceremony. If possible, awards will be delivered personally by a Unit board member. An expenditure not exceeding \$1,000 is authorized for the awards ceremony. If necessary, expenditures over \$1,000 may be approved by the Executive Committee.
- (b) A report containing information about attendance, income, and expenditures shall be provided to the Board.

3.00 FINANCES NOT RELATING TO TOURNAMENTS

3.01 INVESTMENTS

The Executive Committee approves the amount of money and the duration of CD investments.

3.02 CHECK APPROVAL

Checks over \$150 require the approval of the Board president.

3.03 TAX-EXEMPT NUMBER

Unit 103 does not qualify for a tax-exempt number.

3.04 LEGAL FORMS

- (a) The Unit Treasurer/Financial Advisor files IRS forms by May 15th.
- (b) The Certificate of Incorporation with the State of Minnesota to be renewed by the end of each renewal year by a designated Board Member.

3.05 AUDIT

- (a) An audit of Unit 103 financial records including tournament receipts and expenses will be completed when requested by the Board.
- (b) Board members participating in an audit shall receive a \$50 honorarium. Compensation for non-Board members shall be determined by the Executive Committee.

3.06 PAYMENT OF BILLS

POLICY SECTIONS

- (a) Extraordinary bills need approval of the Unit President.
- (b) A bill receipt, or other documentation, to be presented to Treasurer/Financial Advisor for payment of all expenses.

3.07 CARD TABLE STORAGE

- (a) Unit 103 & 178 card tables will be stored in an enclosed trailer.
- (b) All expenses of storage and maintenance of trailer and card tables will be shared equally by Units 103 and 178.

3.08 BRIDGE EDUCATION AND INSTRUCTIONS

- (a) Any sanctioned Unit 103 Club can apply for assistance from the Unit. All applications should be submitted to the Unit President for approval. The following are items that the Unit may currently authorize:
 - I. Up to \$500 per year for bridge instructions. The application should be given to the President for approval. It should include documentation such as purchase receipts of teaching materials or a class syllabus.
 - II. Reimbursement to clubs for advertising costs not covered by the ACBL Cooperative Advertising Program up to a maximum of \$500.
 - III. Free tuition for any students taking a beginning bridge class at a sanctioned club taught by an ACBL Certified Instructor. The Unit will reimburse the club for the lesson fees that would normally be paid by students but were not paid by students.
 - IV. Unit will make a request to the Minnesota Education Fund to subsidize any student's first year ACBL membership fee once having taken a beginning bridge class at a sanctioned club and having exhausted the ACBL's free four-month membership for new players.
- (b) Unit 103 members who complete an ACBL or ABTA certification the TAP program will be eligible to be reimbursed 40% of the class cost or 20% for each class attended up to a maximum of three classes
- (c) Information about sources of funding for bridge education (including Unit 103's) shall be distributed annually to all sanctioned clubs in Unit 103 and available on the Unit 103 website or Minnesota Bridge Blog for clubs to view. Board members shall provide information to the Executive Secretary who will e-mail relevant contact information to sanctioned clubs.

3.09 ONE TIME GRANT FOR EQUIPMENT

- (a) Unit 103 (for existing 103 clubs as of July 1, 2024) will provide 50% reimbursement for hardware purchases (dealing machines, BridgeMates, etc.) up to \$2500, one time reimbursement. Clubs must present receipt of purchase to access this grant.

3.10 INNOVATION POOL GRANT

POLICY SECTIONS

(a) Unit 103 will set aside \$1,000.00 to be used as a pool for players, directors, and teachers to apply for money in an effort to strengthen duplicate bridge in Minnesota. Applications for funds would go through a Unit 103 Committee on innovation before being denied or recommended to the full Board.

4.00 BOARD OF DIRECTORS

4.01 ELECTION PROCEDURES

- (a) Notification of impending Board vacancies shall be given to Clubs in the appropriate geographic area by letter or e-mail and provided to the MN Bridge Blog.
- (b) Candidates may be nominated by clubs, board members, or by filing a written notice to the Board of their candidacy.
- (c) If more than one candidate is nominated or applies, the Board will, by majority vote, elect the board member. If the candidates include an incumbent board member, the incumbent cannot vote.

4.02 SPECIAL RULE OF ORDER

The vote required to amend a motion, policy, or appointment previously adopted or to rescind an item is a majority vote of those present and voting at any Board meeting.

4.03 ELECTRONIC VOTING

Voting on issues where a decision is required before the next scheduled board meeting will be permitted by e-mail. To be considered, votes must be received within 5 days of notification by the Secretary or President. A majority of the votes received will be required to approve. The electronic vote must be ratified at the next regular Board Meeting or the e-mail vote is invalid.

4.04 BOARD MEETING PROCEDURE

Unit 103 Board meeting parliamentary procedures will follow Robert's Rules of Order.

5.00 MINNESOTA BRIDGE BLOG

5.01 MINNESOTA BRIDGE BLOG

- (a) Website is created and maintained by the Blog Master. Site address is:
<https://minnesotabridge.com/bridgeblog.html>
- (b) ACBL sanctioned events and club news submitted to the Blog Master will be included on the websites at no cost. Other bridge related news may be included on the website at the discretion of the Blog Master.
- (d) Advertising may be permitted if approved by Units 103 and 178.

6.00 CORRESPONDENCE

POLICY SECTIONS

6.01 LETTERS OR E-MAIL

All correspondence shall be dated and signed.

6.02 MINUTES

(a) Board Secretary to send approved minutes from each Board meeting to the MBB within two weeks of the meeting.

7.00 UNIT CHAMPIONSHIPS

7.01 UNIT CHAMPIONSHIPS

Clubs may schedule and conduct Unit championships in accordance with ACBL policies and regulations. All expenses incurred shall be the Club's responsibility.

8.00 SECTIONAL TOURNAMENTS

8.01 SEEDING

Tournament Directors will do Seeding as needed.

(a) When pair/team games are on the schedule, the director, to the best of their ability, will match "A" pairs with "C" pairs and "B" pairs with "B" pairs (helping to equalize the field). In addition, if there is a pairs/team game in the open section and a non-life master section is run at the same time, both sections should be run as pairs/team

8.02 SMOKING

All tournaments will be nonsmoking in that no smoking is allowed in the playing area or the entrance to the playing area. The regulations of the playing site will be observed.

8.03 ENTRY FEES

Entry fees for major events should be set at a minimum of \$10.00.

8.04 TOURNAMENT SITE

The tournament site is to be determined by the Tournament Chairperson and specified in the budget.

8.05 FREE PLAYS

Free plays and half table fill-ins will be determined by Tournament Chairperson and provided for in Budget.

8.06 ADVERTISING

The expense for and method of determining advertising for the tournament shall be the decision of the Tournament Chairperson.

8.07 HOSPITALITY IN PLAYING AREA

POLICY SECTIONS

- (a) Food in the tournament playing area shall be the decision of the Tournament Chairperson and shall be provided for in the budget and comply with regulations of tournament site.
- (b) Leftover food shall be disposed of in a manner as determined by the Tournament Chairperson.
- (c) No liquor stock will be allowed in the playing area at any Unit 103 sponsored tournament.

8.08 HOSPITALITY IN HOSPITALITY ROOM

- (a) Food in the hospitality room shall be the decision of the Tournament Chairperson and shall be provided for in the budget.
- (b) Leftover opened food shall be disposed of in a manner as determined by the Tournament Chairperson.
- (c) Leftover unopened food shall be returned for credit or sold, if possible.

8.09 DIRECTORS

Directors are appointed by the ACBL, unless a Sectional is being run as a “Local” open sectional (with a local club director who has passed the ACBL’s local director test) or a limited masterpoint sectional, which does not require an ACBL director. Director requests may be submitted to the ACBL.

8.10 ZERO TOLERANCE

The ACBL Zero Tolerance policy is adopted for all sectional tournaments.

8.11 HAND RECORDS/RECAPS

All Unit 103 sponsored sectionals should have hand records and hand recaps.

8.12 AUDIO NOTIFICATION

Audio notification by pagers and cell phones are not to be used in the playing area. Director is responsible for any penalties.

8.13 BIDDING BOX RENTAL OWNED BY UNIT 103

All special requests will be charged \$50 for bidding box rental for tournaments outside of Units 103 or 178. Request submitted to Unit 103 President.

8.14 TOURNAMENT SANCTIONS HOLDING CLUB GAMES

- (a) Tournament sanctions will be contingent on the requesting club NOT holding either in-person or online games during any Unit 103 sectional that is held within 50 miles of that club.
- (b) Clubs may not hold either in-person or online games during any Unit 103 sectional that is held within 50 miles of that club.

POLICY SECTIONS

8.15 TOURNAMENT BUDGET AND FINAL REPORT

- (a) If Unit 103 is liable for payment of any tournament expenses, a budget must be provided to the Tournament Coordinator a minimum of 30 days prior to incurring any expense. The Unit President shall be notified if the budget submitted is not acceptable.
- (b) A new Tournament Chairman may request the assistance of the Tournament Coordinator to develop the budget.
- (c) A Chairperson for an Open Sectional Tournament may charge for a game to be named in honor of a living or deceased bridge player. The price for naming the game should be communicated to the tournament coordinator prior to public announcement. All income from naming games is considered income for that tournament and may be used for any authorized purpose associated with that tournament.
- (d) The final tournament financial report should be submitted to the Tournament Coordinator.
- (e) If a local sponsor requests, 30 days prior to tournament, to be financially responsible for a Unit 103 sanctioned tournament, bearing losses or keeping the profits (Unit 103 is not liable for payment of any tournament expenses), a final tournament financial report must still be submitted to the Tournament Coordinator. A local sponsor may appeal to Unit 103 post-tournament for financial assistance in the event of extenuating circumstances (such as weather-related issues, etc.)
- (f) If a local sponsor requests, 30 days prior to tournament, to be financially responsible for a Unit 103 sanctioned limited masterpoint (for example, NLM) tournament, they may request Unit 103 reimburse the local sponsor for losses of up to \$500.00 accrued during the tournament. Reimbursement is subject to approval of the post-tournament financial report.
- (g) Any local sponsor of a Unit 103 Open Sectional or NLM regional (where Unit 103 bears the financial responsibility for the tournament) may request up to the first \$300 in tournament profit as compensation for their work. Such a request should be made with the final report provided to the Tournament Coordinator following the tournament.

8.16 UNIT 103 TOURNAMENT GUIDE

- (a) The Unit 103 Tournament Guide should be considered the overarching guide to putting on a Unit 103 Sectional tournament, including the Unit Policy on Pair/Team games of pairing (As) and (Cs) when possible, along with (Bs) and (Bs) so as to ensure fairness across the field and enhance education for less experienced players.

9.00 REGIONAL TOURNAMENTS

9.01 SMOKING

POLICY SECTIONS

Smoking is not allowed.

9.02 ENTRY FEES

For major events, the entry fee is set by the Tournament Chairperson. Student discount is set by the Tournament Chairperson.

9.03 AGREEMENT FOR SHARED REGIONAL TOURNAMENTS

- (a) Units 103 and 178 agree to share responsibilities for the Minnesota Gopher Regional Tournament. Profits or losses will be shared equally. This agreement is conditional and is dependent on mutual agreement concerning tournament location, chairperson, budget and scheduled dates.
- (b) The chairperson shall have the authority to enter into necessary agreements for conduct of the tournament and to make all necessary decisions except those listed in paragraph one; however, the tournament must comply with established policies and procedures for tournaments in both Units 103 and 178.
- (c) Primary source of Unit funding for tournament expenses shall be divided equally between Unit 103 and Unit 178. Unit treasurers may, by mutual agreement, make such arrangements as they deem necessary to facilitate the chairperson's need for funds.

9.04 UNIT 103 REGIONAL TOURNAMENTS

- (a) A Chairperson for a Regional or Intermediate Novice Regional Tournament must comply with established policies and procedures.
- (b) Unit 103 is liable for payment of any tournament expenses. Budget must be provided to the Tournament Coordinator a minimum of 30 days prior to incurring any expense.
- (c) The Chairperson shall have the authority to enter into necessary agreements/decisions with approval of the Unit 103 Tournament Coordinator regarding any necessary contracts.
- (d) Advertising will be a tournament expense by Unit 103, unless District 14 approves an advertising expense to be paid by D14.
- (e) A Chairperson for a Regional or Intermediate Novice Regional Tournament may charge for a game to be named in honor of a living or deceased bridge player. The price for naming a game should be communicated to the tournament coordinator prior to public announcement. All income from naming games is considered income for that tournament and may be used for any authorized purpose associated with that tournament.
- (f) The Unit 103 Tournament Guide should be the overarching guide to producing and promoting a Unit 103 Regional tournament.

10.00 PRESIDENTIAL APPOINTMENTS

10.01 WHEN MADE

POLICY SECTIONS

President appointments are made at the first regular scheduled Board meeting of the year and each appointment requires majority approval by the Board per the bylaws.

10.02 DURATION OF APPOINTMENT

All appointed positions are for one year and start immediately.

10.03 APPOINTED POSITIONS

Current appointed positions may include but are not limited to:

- (a) Executive Secretary
- (b) Tournament Coordinator and sanction coordination
- (c) NAP Chairperson
- (d) Grand National Teams Chairperson
- (e) Public Relations Chairperson
- (f) Awards Party Chairperson
- (g) Audit Chairperson
- (h) Financial Advisor
- (i) Joint Check Signers
- (j) Property

10.04 NON-VOTING MEMBERS

The President may appoint to the board someone who brings special talent, ability, and/or knowledge not otherwise available. This person shall have all the rights and privileges as the voting members except the right to vote. They shall have the right to participate in the discussion of all motions. Compensation for attending board meetings shall be the same as that for voting members.

11.00 UNIT FINANCIAL SUPPORT FOR GRAND NATIONAL TEAMS AND NORTH AMERICAN PAIR FINALISTS

11.01 GNT Finalist Support

Unit financial support for Unit 103 members representing the District in the GNT finals at a National shall be \$200, provided the member was part of the original team that qualified at the District finals. This amount will be awarded directly to individual members(s) after competing in the national event.

- a) Treasurer shall make out checks to each qualified individual and forward them to the Executive Secretary.
- b) The Executive Secretary shall issue a congratulatory letter on behalf of the GNT Coordinator or Unit President, as appropriate, to accompany the check.
- c) The award letter and check shall be presented to each individual in an appropriate and timely manner or else immediately mailed to the individual member.

POLICY SECTIONS

11.02 NAP Finalist Support

Unit financial support for Unit 103 members representing the District in the NAP finals at a National shall be \$200. This amount will be awarded directly to individual members(s) after completion of competition in the national event.

- a) Treasurer shall make out checks to each qualified individual and forward them to the Executive Secretary.
- b) The Executive Secretary shall issue a congratulatory letter on behalf of the NAP Coordinator or Unit President to accompany the check.
- c) The award letter and check shall be presented to each individual in an appropriate and timely manner or else immediately mailed to the individual member.

12.00 BOARD NORMS

Unit 103 Board of Directors - Norms

Adopted May 26, 2022

Learning Environment.

We are a team of learners. We are willing to embrace new skills and approaches, while keeping the best of the past. We help one another to see possibilities – to stretch and grow. When mistakes are made, we learn from them. Board meetings provide a “safe place” to ask questions of each other, to plan the means to accomplish our priorities, and develop support for Unit 103 Clubs and players.

Trustworthy.

We respect and hold regard for one another and one another’s roles. We are forgiving of each other and give each other the benefit of the doubt. We develop and exhibit a high level of trust. We are transparent – What we say to one, we say to all. Within the bounds of personal ethics, once a decision is made the whole team supports it publicly.

Accountable.

We hold high expectations for each other’s areas of responsibility, while recognizing we are all volunteers. We communicate with each other about our plans. We show commitment to our common priorities. We talk through both our successes and errors. We welcome feedback, and it must be given and received in a respectful, direct way.

Focused on the Benefit of All Unit 103 Bridge Players.

We consider players from across the whole Unit in our Board and Club decisions. We focus on the growth of all Bridge players’ abilities, especially new and advancing players.

Fun-Loving.

POLICY SECTIONS

We look for opportunities to use humor in our work together and across the great game of Bridge.

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Revised May 25, 2023

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