

# **CCBA Handbook**

of Policies and Guidelines

February 15, 2006



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# 1 Overview of the CCBA

## Overview

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### **Purpose of the Manual**

The CCBA is governed by by-laws which are specific and all encompassing.

This document is not designed for analyzing the by-laws.

Rather, the purpose of this manual is to describe the:

- Various positions held by the members of the CCBA Board of Directors and to list the responsibilities of individual jobs assigned by the President of the CCBA to individual members or committees
- Responsibilities of Tournament Chairs and Hospitality Chairs
- Current rules and procedures which govern the behavior of the CCBA Board of Directors.

In addition, this manual should be a reference guide for:

- New CCBA Board of Directors members
- All members of the Board of Directors
- Individual members of the CCBA.

### **Duties of Board Members**

All persons on the CCBA Board of Directors are expected to fulfill the following duties:

- Serve a consecutive three (3) year term on the Board

- Attend bi-monthly meetings of the CCBA Board of Directors, along with the annual meeting of the CCBA
- Actively serve on at least one CCBA committee
- Serve from time to time as Chair or Co-chair of a CCBA Sectional or Regional
- Attend as often as possible CCBA Sectional and Regional tournaments
- Actively promote CCBA tournaments and other CCBA-sponsored events
- Maintain active membership in the CCBA and the ACBL
- Actively promote the game of bridge
- Maintain proper etiquette and decorum at all bridge games and other bridge-related events.

Many of our committees meet, often on Monday nights. It is expected that board members will make themselves for committee meetings as appropriate.

#### **Duties of Committee Chairs**

The general duties of all Committee Chairs include the following:

- Hold meetings of the committee as appropriate
- Be prepared to report to the President and the CCBA Board of Directors about any recommendations and decisions made by the committee
- Prepare budgets when necessary
- Follow up on suggestions made or referred to the committee by the CCBA Board of Directors.

#### **Who makes committee assignments?**

Assignments to standing committees are made by the President at the first meeting following the annual CCBA Board of Directors election. Additional committee assignments may be made by the President at any time during the year if the need arises.

## Standing Rules

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- Check Cashing Policy** At a tournament that is sponsored by the CCBA, checks up to five hundred dollars per person per day may be cashed at our tournaments with approval.
- Who approves?**  
Approval must be obtained from one of the following:
- CCBA President
  - CCBA Treasurer
  - Tournament Chair.
- NSF Check Policy** Any individual with an outstanding NSF check shall not be permitted to play in any CCBA sponsored event until the account is paid in full. A service charge of \$20.00 shall be collected in addition to the outstanding amount.
- If a player has had more than one NSF check, the CCBA reserves the right to refuse to cash the player's check.
- Accounting Source Documents** All accounting source documents for the entire CCBA will remain in a single accessible location, including checks, cancelled checks, invoices, receipts, etc.
- The Treasurer shall always have access to any accounting source documents.
- Budget Responsibility** Committee Chairs must submit to the Finance Committee (one month prior to the last CCBA Board of Directors meeting of the year) a detailed proposal of funds required during the subsequent fiscal year.
- Cash Disbursements** A detailed summary of cash disbursements since the previous CCBA Board of Directors meeting shall be presented by the Treasurer at each CCBA Board of Directors meeting.
- The summary shall include the following:
- Check number
  - Date
  - Amount
  - Payee
  - Explanation (if required).

The Office Administrator shall provide the Treasurer with a monthly listing of all cash receipts and disbursements.

**Committee Reports**

Committees that are responsible for handling any CCBA funds must account for those funds and related activities at each CCBA Board of Directors meeting.

**Payments**

Payment for services rendered will not be issued until those services have been fully completed.

**Reimbursements**

Reimbursements will not be made without complete documentation, which includes the following:

- Date
- Reason
- Receipt or invoice
- Amount.



## CCBA Elections of the Executive Committee

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**Executive Committee** The Executive Committee consists of the following:

- President
- Vice President
- Treasurer
- Recording Secretary.

### **Who can run**

Any member of the CCBA Board of Directors can run for any position on the Executive Committee.

### **Length of term**

Each year an election is held for the entire Executive slate.

Traditionally, the role of President has been assumed to be a 2-year term, as have the other Executive positions.

However, anyone can challenge a sitting Executive Committee member for the second year of their term if they so desire.

### **Type of vote**

Positions on the Executive Committee are elected by a majority vote of the CCBA Board of Directors.

Officers are elected in order; President, Vice President, Secretary, Treasurer. A person may run for multiple offices but can only hold one position at any given time. If a person is running for multiple offices, it is expected that they will withdraw their names from any remaining positions if they win election to a position.

### **Election process**

Once per year at the October meeting (or as close to October as practical), members of the CCBA Board of Directors shall announce if they intend to run for the Executive Committee, and which position they want to run for.

At the December meeting of the CCBA Board of Directors, elections shall be held among all those who sent notice that they were running. Time shall be allotted at the December meeting to allow each person running to present their qualifications.

The person who receives the most votes from the CCBA Board of Directors shall be declared the winner, and will take office immediately following the January meeting of the CCBA Board of Directors.

In the case of multiple candidates, voting will be by secret ballot as called for by the bylaws of the CCBA.

Voting in absentia shall be allowed if there is a written affirmation or a written proxy. Such an affirmation or proxy must be sent to the CCBA office or to any sitting officer.

**Board of Governors  
Representatives**

Elections to the Board of Governors are a district function, but are included here because the CCBA Board of Directors is involved in voting to help determine the representatives.

**Who can run**

Any CCBA member can run.

Nominees are self-nominated.

**Length of term**

The term is for three years.

**Type of vote**

A vote is held involving each of the units.

The vote is held in August of the years where the election is being held.

**District Representatives for  
Unit 123**

The CCBA Board of Directors is charged with assigning members from the CCBA as representatives to the District 13 Board of Directors.

The CCBA currently has nine positions on the District Board.

The President of the CCBA typically is one of the nine members.

**Who can run**

Any member of the CCBA can run.

**Length of term**

The term is for 2 years.

**Type of vote**

CCBA representatives to the District Board are determined by a majority vote of the CCBA Board of Directors.

**Filling vacancies**

If a vacancy occurs during the term, the President fill the vacancy by recommending (to the CCBA Board of Directors) a replacement to the District Board.

The CCBA Board of Directors can approve the President's recommendation or decline it. The CCBA Board of Directors cannot appoint a person who was not recommended by the President.



## Tournament Sponsorship Rates

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- Events** Any person or entity (the “Sponsor”) can sponsor or name any previously unnamed general event in a sectional or a regional CCBA tournament on an annual basis.
- No multi-year sponsorship are permitted.
- Special events, such as the Invitational Pairs, are not open for honorary naming, absent special circumstances.
- If an event is terminated for whatever reason, the CCBA Board of Directors will refund the Sponsor's payment.
- Process** The Sponsor shall submit a prior written application to the Sponsorship Committee, the form of which will be prepared by the Sponsorship Committee, along with a check or money order for full payment.
- The application and the check or money order shall be submitted in advance to ensure that the check clears by a date certain prior to the named event.
- Absent rejection of Sponsor's application or termination of the event, the Sponsor's payment is non-refundable.
- Approval** The Sponsorship Committee shall have the right to accept or reject any application in its sole discretion, with or without cause, but final CCBA Board of Directors approval shall control.
- If an application is rejected, all funds shall be returned to the Sponsor.
- All agreements shall be in writing; oral agreements are not binding. Prior ACBL approval is not required.
- If any adverse circumstance arises between the acceptance of the application and the occurrence of the named event, the CCBA Board of Directors retains the right to cancel the sponsorship at its sole discretion, and shall refund payment to the Sponsor.

**Rates** The following table lists the rates for sponsoring an event or a tournament:

	<b>Regional</b>	<b>Sectional</b>
Entire Tournament Sponsorship	\$5,000.00	\$2,500.00
Daily Sponsorship	\$3,000.00	\$1,500.00
Event Sponsorship	\$1,500.00 for a Knockout \$1,000.00 for a 2-session pair event \$750.00 for a 1-session pair event	\$750.00 for a Knockout \$500.00 for a 2-session pair event \$250.00 for a 1-session pair event

**What does it include?** This section describes what Sponsors receive in return for their sponsorship money.

**\$5,000.00 Regional Tournament Title Sponsor**

The Sponsor receives the following:

- Naming rights for entire sectional tournament
- Normal and customary tournament advertising
- Feature articles in Kibitzer and Daily Tournament Bulletin
- Logo placement and advertising in Daily Tournament Bulletin
- Mention of sponsorship on CCBA web site
- Banner at playing site.

**\$2,500.00 Sectional Tournament Title Sponsor**

The Sponsor receives the following:

- Naming rights for entire sectional tournament
- Normal and customary tournament advertising
- Feature articles in Kibitzer and Daily Tournament Bulletin
- Logo placement and advertising in Daily Tournament Bulletin
- Mention of sponsorship on CCBA web site
- Banner at playing site.

**\$3,000.00 Daily Regional Tournament Title Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) tournament day\
- Normal and customary tournament advertising
- One (1) feature article in Kibitzer and Daily Tournament Bulletin for that day
- Logo placement and advertising in Daily Tournament Bulletin
- Mention of sponsorship on CCBA web site
- Banner at playing site.

**\$1,500.00 Daily Sectional Tournament Title Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) tournament day
- Normal and customary tournament advertising
- One (1) feature article in Kibitzer and Daily Tournament Bulletin for that day
- Logo placement and advertising in Daily Tournament Bulletin
- Mention of sponsorship on CCBA web site
- Banner at playing site.

**\$1,500.00 Regional Event Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) knockout event
- Normal and customary tournament advertising \
- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.

**\$1,000.00 Regional Event Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) two-session event
- Normal and customary tournament advertising
- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.

**\$750.00 Regional Event Sponsor**

The sponsor receives the following:

- Naming rights for one (1) one-session event
- Normal and customary tournament advertising \

- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.

**\$750.00 Sectional Event Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) knockout event
- Normal and customary tournament advertising
- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.

**\$500 Sectional Event Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) two-session event
- Normal and customary tournament advertising
- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.

**\$250.00 Sectional Event Sponsor**

The Sponsor receives the following:

- Naming rights for one (1) one-session event
- Normal and customary tournament advertising
- Reference in Daily Tournament Bulletin for that day
- Mention of sponsorship on CCBA web site.



## Kibitzer Advertising Rates

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### Basic Advertising Rates

Kibitzer ad rates are currently as follows:

- Full page is \$150.
- Half page ad is \$90.
- Quarter page is \$60.
- One-ninth (a third of a column on a three column page like the club news page) is \$45.

Rates are subject to change at any time.

All rates shown are for straight type setting.

Artwork, photographs, etc. that are included in ads are in addition to the above rates.

Yearly advertisers (six consecutive issues) are entitled to a 15% discount.

### Process for Obtaining an Advertisement

The client submits the hard copy, and the Kibitzer staff typesets it.

The Editor should be contacted immediately regarding deadlines.

The Editor determines the acceptability of ads for The Kibitzer.

Ads can be refused for any of the following reasons:

- Lack of space
- Lateness
- Inappropriate content.

Any decision for refusing an ad based on inappropriate content must be approved by the Communications Committee Chair.

### Extra Charges

Elaborate artwork may require extra charges.

Photos are extra.

A discount for multiple issues can be arranged, but the ad cannot be changed between issues. If it needs updating, the full rate applies.

Usually, these rates do not apply to other units. We have a courtesy exchange of ad space with most of the nearby ones.

Photos run \$10-15 per picture, and black and white is preferred.



## Who Does What?

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The various roles within the CCBA are currently filled by the following people:

<b>Role</b>	<b>Person currently filling role</b>
Office Administrator	Patty Chiszar
President	John Goldstein
Vice President	Angie Clark
Secretary	Frank Chadwell
Treasurer	Tom Dressing
Director Liaison	Jim Chiszar
Kibitzer Editor	Patty Chiszar
Finance Committee	Tom Dressing (Chair) Jackie Addis Susan Fox
Tournament Oversight	Jackie Addis, Chair
Contracts/Ads Coordinator	Tom Sucher
Caddy Coordinator	Susan Fox
Accountant	Jerry Weinstein
Scheduling Committee	Carl Sharp, Chair Tom Sucher Chairs of each tournament
Hospitality Committee	Kay Hathaway, Chair Gerald Szynski Skip Anderson
Communications Committee	John Goldstein, Chair Jan Churchwell
Juniors/Education Committee	Ginny Schuett, Chair Jim O'Neil Jody Wadhwa

<b>Role</b>	<b>Person currently filling role</b>
Intermediate/Newcomer Committee	Angie Clark Susan Fox
Site Committee	Tom Sucher, Chair
Tournament Appeals Committee	Suzi Subeck, Chair
Conduct and Ethics Committee	Jim Burt, Chair. Frank Chadwell Jackie Addis Adrienne Cohen Pat Goldfein Jeff Schuett
Unit Recorder	Craig Gardner
Labor Day Sectional Chair	Kay Hathaway Gerald Szymiski
Nominating Committee	John Goldstein (chair)
Winterfest Sectional Chair	Carl Sharp
Chicago Invitational Pairs Coordinator	Frank Chadwell
Contracts	John Goldstein
299er Tournament Chair	Angie Clark Jody Wadhwa
Summerfest Regional Chair	John Goldstein
Central States 11 Chair	Ginny Schuett
Fall Sectional	Jim Kolb

# 2 CCBA Roles

## Overview

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**Purpose** This section describes the various roles within the CCBA, and what the associated duties and responsibilities are.

## Officers

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**Responsibilities** All CCBA Board of Directors members have the following responsibilities:

- Attend meeting of the CCBA Board of Directors.  
These meetings are typically held once every two months.
- Participate in assigned committee functions as requested by the President and/or the Committee Chair.

**Removing a CCBA Board Member from Office** If a member misses three consecutive meetings, they may be removed from the CCBA Board of Directors by a majority vote of the CCBA Board of Directors members present at the meeting.

Board members may also be removed for cause by a majority vote of the CCBA Board of Directors.

# President

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**President Responsibilities**

In addition to the responsibilities outlined in the CCBA Constitution and the general responsibilities of all members of the CCBA Board of Directors, the President has the following general responsibilities:

- Member of all committees
- Chair of the Executive Committee.

**Responsibilities per CCBA Board of Directors Meeting**

The President has the following responsibilities per CCBA Board of Directors meeting:

- Chair the meeting.

The President may temporarily delegate the Chair to someone else if appropriate, but in general, the President is expected to chair CCBA Board of Directors meetings.

- Distribute an agenda for each meeting.
- Ensure that the following items are on the agenda for each meeting:
  - District 13 report (only after each NABC)
  - Treasurer's report
  - Approve minutes of previous meeting
  - Standing committee reports as appropriate.

**Responsibilities by Month**

The President is charged with making sure that the following items occur during the course of the year:

Month	Responsibility
January	<p>January responsibilities:</p> <ul style="list-style-type: none"> <li>• Chair the Annual Meeting with the election of Officers by membership at large. If the Annual meeting coincides with there being a new President, the outgoing President is in charge of bringing the meeting to order and moving that the new President become President. The new President takes over at that point. The rest of the Executive is also appointed, with motions from the new President. That is typically the only business that is conducted at the January meeting.</li> <li>• Make the following awards presentations:               <ul style="list-style-type: none"> <li>• Service awards (if applicable)</li> <li>• Ace of Clubs winners’ award</li> <li>• McKenney winners’ awards</li> <li>• Harmon Wilkes (if applicable)</li> <li>• Bob Glenn Award</li> <li>• Jan Ivory Award</li> <li>• Art Glatt Award</li> </ul> </li> <li>• Make all committee appointments for the year.</li> <li>• We need Corporate Resolutions and signature cards to make the appropriate changes to checking and Money Market accounts.</li> </ul>
February	No responsibilities unique to the month of February.
March	No responsibilities unique to the month of March.

Month	Responsibility
April	<p>Tournament schedules for next year should be completed.</p> <p>Make sure our District representatives are elected at the April meeting (biyearly) and report results to the District President.</p>
May	<p>No responsibilities unique to the month of May.</p>
June	<p>Assign the Nominating Committee Chair.</p>
July /August	<p>Ensure that there is an election of ACBL Board of Directors and/or Board of Governors representatives when applicable (every 3rd year).</p> <p>Ensure that the Nominating Committee has an ad for nominations in the Kibitzer.</p>
September	<p>Obtain an update from the Nominating Committee.</p> <p>Appoint the Harmon Wilkes Committee Chair</p> <p>Begin budget discussions with the Treasurer and others for following year</p> <p>Ensure that the club owners guide is reviewed for the upcoming year, before it goes to final press.</p>

Month	Responsibility
October	<p>The President shall ensure that each Committee Chair has given the Treasurer and/or the Finance Committee a budget proposal for the following year.</p> <p>The Finance committee shall use these estimates in developing the CCBA budget for the following year.</p> <p>Ensure that Executive committee elections are started.</p> <p>Ensure that the club owners guide is printed and distributed. Preferably in time for the October regional.</p>
November	<p>Ensure that the Winterfest dinner is being advertised, especially in the Kibitzer.</p>
December	<p>Hold the annual holiday party</p> <p>Obtain final budget approval</p> <p>Service award selection</p> <p>Ensure that the Harmon Wilkes candidate is selected; if there is to be no nominee for the current year, ensure that that recommendation is made.</p> <p>Ensure that the CCBA Board of Directors consider an appropriate Christmas bonus and/or merit raise for Office Administrator.</p> <p>Poll CCBA Board of Directors members for committee preferences.</p>

**Past Presidents** The following people have been President of the CCBA:

**Table 2-1 Past CCBA Presidents**

<b>Year</b>	<b>President</b>
2006	John Goldstein
2004-2005	Lavern Wiebe
2002-2003	Frank Chadwell
2000-2001	Tom Dressing
1998-1999	Ginny Schuett
1996-1997	Jackie Addis
1994-1995	Pat Goldfein
1992-1993	Jack Oest
1990-1991	Harriette Buckman
1988-1989	Jerry Weinstein
1986-1987	Adrienne Cohen
1984-1985	Daniel Bash
1982-1983	Lou Ann Slaven
1981	Gerald Caravelli
1979-1980	L. James Phillips
1977-1978	Gunther Polack
1975-1976	Barbara Nudelman
1973-1974	Dean Cohler
1971-1972	Daniel Bash
1969-1970	Leo J. Spivack
1967-1968	William Stickney
1964-1966	Arnold Levy
1962-1964	Irwin Bloomfield
1960-1961	Robert Hemmings
1958-1959	Wolf Guon

<b>Year</b>	<b>President</b>
1956-1957	George Quilici
1955	Arthur Mohl

## Vice President

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- Responsibilities** In addition to the responsibilities outlined in the CCBA Constitution and the general responsibilities of all members of the CCBA Board of Directors, the Vice President has the following responsibilities:
- Replaces President at CCBA Board of Directors meetings if the President is:
    - Incapacitated
    - Otherwise unavailable
    - Wants to relinquish the Chair to speak to an issue.
  - Member of the Executive Committee.

## Recording Secretary

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- Responsibilities** In addition to the responsibilities outlined in the CCBA Constitution and the general responsibilities of all members of the CCBA Board of Directors, the Recording Secretary has the following responsibilities:
- Takes minutes of all meetings of the CCBA Board of Directors
  - Supplies a copy of the minutes to Office Administrator, who provides a proofread copy to members of the CCBA Board of Directors, the Kibitzer Editor, and/or the CCBA Webmaster
  - Reads minutes of the previous meeting at next meeting of CCBA Board of Directors (only if so requested)
  - Member of the Executive Committee.

## Treasurer

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**Responsibilities** In addition to the responsibilities outlined in the CCBA Constitution and the general responsibilities of all members of the CCBA Board of Directors, the CCBA Treasurer has the following responsibilities:

- Member of the Finance Committee
- Reports results of tournaments to the CCBA Board of Directors
- Reports all bills to CCBA Board of Directors (only if requested)
- Reports bank balances to CCBA Board of Directors
- Reports on all NSF checks where collection has been a problem
- Member of the Executive Committee.

The Treasurer is responsible for seeing that all checks are reviewed before being mailed.



## Office Administrator

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**Responsibilities** The Office Administrator has numerous responsibilities. These are outlined in the following sections.

### **ACBL Liaison**

The Office Administrator is expected to provide the ACBL with the following reports:

- Membership reports
  - Membership materials should be forwarded to the Membership Chair
  - Mail a copy of all rank advancements to the Kibitzer Editor.
- Yearly report

A form is received every year.  
Complete the report and return it to the ACBL.
- Tournament reports
- Insurance reports.

### **ACBL Coop Advertising**

The Office Administrator is expected to request co-operative advertising subsidies from the ACBL for the following events;

- All tournament flyers (including postage)
- Invitational Pairs invitations (including postage)
- CCBA calendar
- Club guides at tournaments.

The Office Administrator should keep a record of all expenses that have been submitted to the ACBL and ensure that the money is received.

### **Advertising**

The Office Administrator performs the following functions related to advertising:

- Design and prepare all flyers for tournaments
- Take the flyers to tournaments
- Make sure that the advertising designed by the Communications Committee for each Regional gets into the ACBL Bulletin

- Send flyers to all local clubs and to clubs in the surrounding units.

### **Awards**

The Office Administrator performs the following functions related to the various CCBA awards:

- Ace of Clubs certificates  
Send the certificates to the Unit President to be signed. Have the President send the certificates back.
- The following award winners receive \$50 in Bridge Bucks:
  - Jan Ivory  
Most Masterpoints in McKenney won by a Non-Life Master.
  - Art Glatt  
Most Masterpoints in Regional tournaments in Unit 123.
  - Bob Glenn  
Most Masterpoints in Sectionals in Unit 123.  
Make sure the winners receive their “money”.
- Harmon Wilkes and Service Award Plaques (if the CCBA Board of Directors awards them for a given year)
  - Arrange to have the plaques made
  - Use previous plaques as a model.
- Mail results of Masterpoint races to clubs and to the Kibitzer
- McKenney medallions  
The Office Administrator is expected to arrange for engraving. Plaques Plus will do engraving.  
Send letters to each of the winners - one for Non-Life Masters, one for Life Masters.

### **CCBA Board of Directors**

The Office Administrator performs the following duties pertaining to the operations of the CCBA Board of Directors:

- Send out an E-mail notification to CCBA Board of Directors members of all notices, minutes, etc. Send letter to Carl and E-mail to all other members of the CCBA Board of Directors.
- Badges
  - A new badge must be ordered from ACBL Sales when a new CCBA Board of Directors member comes in or when a CCBA Board of Directors member changes their title.

- Sadie in sales is the contact at the ACBL.  
We order white on blue.  
Make sure they have the ACBL logo, Unit 123 and the person's name.
  - Order the badges as soon as possible after you know who will be needing them.
  - When a new CCBA Board of Directors member is elected, or when an existing CCBA Board of Directors member takes a different office, or at beginning of the year, the Office Administrator is expected to:
    - Make up a new phone list.
    - Send in articles of incorporation annually (we'll receive a form from the state).  
If there is a change in the Executive Committee, the state must be notified.
    - In January the ACBL will send a form asking for the names of the CCBA Board of Directors.  
The Office Administrator is expected to fill out the form and send it back.
  - Nominees to the new CCBA Board of Directors get an introductory packet of information that includes at least the following information:
    - By-Laws
    - Phone/Committee list
    - Minutes of most recent meeting
    - Agenda of current meeting.
  - CCBA Board of Directors and committee lists. At the beginning of every new year the Office Administrator should print out:
    - A list of CCBA Board of Directors officers and other members
    - A committee and tournament list
    - If someone changes their address/phone/E-mail/status, change the file and update the dates on the bottom of the pages.  
Print them out to distribute at the next CCBA Board of Directors meeting.
  - CCBA Board of Directors meetings minutes
-

- The Office Administrator will receive a rough draft of the minutes from the Recording Secretary.  
Proofread the draft of the minutes, clean them up (e.g. by inserting bullets and tabs), and send out to CCBA Board of Directors members.
- Prepare one Word file draft for those members that have E-mail.
- Prepare one text file draft for those members that cannot read Word documents.
- Mail a copy of the minutes to any CCBA Board of Directors members who does not have E-mail access.

### **CCBA Board of Directors Meetings**

The CCBA holds meetings of the CCBA Board of Directors approximately every two months. They are usually at the First Congregational Church at Elmhurst, Monday nights, 7pm.

- The December meeting is a holiday meeting. New CCBA Board of Directors nominees are invited. The Director Liaison, Office Administrator, and Kibitzer Editor(s) are also invited. The Office Administrator is expected to help the District Director coordinate this meeting.
- The Director Liaison reserves the hall at Elmhurst Church for the meetings.

If he is at the CCBA Board of Directors meeting, he reserves it for the next time.

Otherwise you'll need to tell him.

It costs \$15 to rent - give a check to the Director Liaison at the meeting to cover it, or mail it to First Congregational Church of Elmhurst.

- About 10 days before the meeting, get the agenda from the CCBA President.
- After the CCBA Board of Directors meeting is over, the Office Administrator is expected to send handouts from the meeting to people who didn't attend.
- Proofread the minutes and send out the minutes when they are available from the Secretary.

For each meeting a packet of information must be prepared. One packet must be prepared per CCBA Board of Directors member.

This packet should include at least the following:

- Agenda
- Financial information (quarterly report, monthly report or tournament reports)
- Tournament Schedule
- Updated Club Guide
- Updated CCBA Board of Directors roster
- Any other pertinent information that is needed for that particular meeting.

**CCBA calendar  
(distributed at Central  
States)**

The Office Administrator has the following duties relating to the CCBA calendar:

- Research all calendar dates for the Communications Chair (District 13 events come from Peter Wilke)
- Contact the district coordinators for surrounding districts to verify the accuracy of information about their events
- Review the ACBL web page for special event dates
- Contact all clubs in September and ask them if they want to advertise in the calendar
- Send out bills and receipts to all clubs that participate in the calendar
- Send copies of the calendar to clubs
- Keep track of the incoming money to make sure everyone pays.

**Clubs**

The Office Administrator has the following duties relating to CCBA clubs:

- Send out director tests as needed, and send requests for such tests to the ACBL
- Assist club directors with questions and problems
- New clubs:
  - Suggest that they inform the Kibitzer of their existence and their schedule of games
  - If they want to do STAC, add them to the STAC list
  - Ensure that they are aware of the CCBA policy regarding payment of fees for Club Sectionals
  - Add the new club to the club guide.

**Educational Programs**

The Office Administrator has the following duties relating to educational programs:

- The Education Chair is the liaison for education programs.  
Occasionally we will get a bill for hospitality expenses on behalf on Illinois Youth Bridge League.  
Call the Education Chair to get approval to pay it.
- Send in to ACBL a request for renewal of Youth Duplicate Bridge Game (no cost and same sanction number every year) every year in December.

**E-mail**

The Office Administrator has the following duties pertaining to e-mail correspondence:

- Forward copies of anything that you think might interest the President to the President
- Keep records of everything sent to you
- Keep records of all e-mail correspondence.

**Finances**

The Office Administrator has the following duties pertaining to CCBA finances:

- Enter all checks and deposits on computer, using Quicken.  
Classify each item, so is a history of who's paid what for the periodic payees.
- Make a note of which committee to charge it to, if any; e.g. such as publicity, hospitality, and membership.  
The Committee Chair must approve every bill on behalf of a committee.
- Enter bills into Quicken as they are received.  
Print out the checks and mail to Treasurer - generally twice a month is enough.  
Inform the Treasurer when the checks are needed.  
Mail the checks to one other co-signer.
- Certificate of Deposits.  
The bank does not send out statements. Check online quarterly to get an official update.  
Send copies of the CD information to the Accountant and Treasurer.
- Maintain the check register.

- Every month, print out the ledger.  
Send a copy of the ledger to the Accountant and the Treasurer.
- Make notes of deposits made to money market account.  
Deposits are made only to the Money Market account.
- Reconcile the checking account bank statement monthly.  
Send a copy to the Accountant and the Treasurer.
- Quicken File  
Send a copy of the file to the Accountant and the Treasurer  
Originals in Bank Statement File  
At end of year, bundle up the year's bank statements along with check stubs and place it in a safe place.
- Money market bank statement  
Send a copy of the bank statement to the Accountant and the Treasurer.  
Keep the originals in yearly bank file.  
Read the monthly reports from the Accountant.  
Every month the Accountant sends a balance sheet. Send a copy to the Treasurer. Make copies for all CCBA Board of Directors members to distribute at next meeting.
- Payroll.  
Payroll is via direct deposit, so no regular tasks should be required.
- Transferring money from money market to checking account.  
Use the DAVE telephone system  
DAVE requires a personal code
- Send tax and other official documents from IRS or State of Illinois IDES to the Accountant.

**Kibitzer Newsletter**

The Office Administrator has the following duties pertaining to the Kibitzer newsletter:

- Send any information or articles that are received at the office to the Kibitzer Editors.
- Bill advertisers as necessary.
- Maintain an electronic list of subscriptions.
- Send five copies of the Kibitzer to Frieda Thomas, the contact at St. Charles club.

**Member Services**

The Office Administrator has the following duties pertaining to member services:

- Address changes
  - We do not keep addresses on file, we get all that information from ACBL.  
Kibitzer labels come from the ACBL, not us.
  - Refer members to the toll free ACBL Membership Assistance line.  
See the ACBL Bulletin for the phone number.
  - If someone sends an address change notice, look them up in the database, call them, and give them the number of the MAD line.
  - If someone has not been getting Kibitzers due to a snafu, offer to send the back issues they're missing.
- General information.  
Assist CCBA members with general inquiries as best as possible.
- Bridge supplies  
Sometimes people call for bridge supplies.  
Give them the numbers of ACBL Sales and Baron Barclay Bridge Supplies. The numbers are in the ACBL Bulletin.
- Complaints about clubs:
  - Some people may call to complain about things that have happened to them at clubs. Explain that they are independent franchises of the ACBL and as such we cannot regulate them. Suggest other places to play if appropriate.
  - If appropriate, give the member the name of a CCBA Board of Directors member to talk to.
- Complaints about other players  
If a player has a problem with another player's ethics, suggest that they write a letter to the Conduct and Ethics Committee Chair.  
Inform them of the existence of a Unit Recorder and District Recorder who can retain information about players for future reference.  
If a member fills out a recorder memo, the Office Administrator shall forward the memo to the Unit Recorder.

All member complaints pertaining to ethics or behavior shall be forwarded to either the Conduct and Ethics Committee and/or the Unit Recorder.

- Experienced players  
Generally they are looking for club guides and/or tournament flyers.
- New or inexperienced players
  - If a new player contacts the office, spend some time with inexperienced players chatting with them and making them feel welcome.
  - If they have never played before and/or want lessons, send them a teacher list.
  - If they want to get into duplicate bridge, send them a copy of Adventures in Duplicate, a publication from the ACBL.  
You can order from ACBL sales for \$1 each if you tell them you are ordering them for Unit 123.
- Questions about tournaments  
Send information about directions, hotels, and schedules as appropriate.
- Send out mail to members as it is received.

**Office Layout** The Office Administrator has the following duties pertaining to office layout:

- Purchase office supplies, etc.
- CCBA file records  
Keep five years worth of documentation.
- Printed envelopes from Skyline Printing.  
Call to order from Enid, she'll know what to do.
- Stamps  
Write a check as needed, then purchase the stamps from the Post office

**Publicity** The Office Administrator has the following duties pertaining to publicity:

- Labels for mailings  
Generate (as needed) a list for local clubs.

- Prepare mailings as requested from the Tournament Chair or the Communications Committee Chair.

**NAOP** The Office Administrator has the following duties pertaining to the NAOPs:

- Get a director for unit final  
We need to get director for B/C unit final. This event is not assigned by the ACBL.
- Sanction  
Otherwise sanction the event as usual.

**STAC** The Office Administrator has the following duties pertaining to STACs:

- Send out notices  
Send notice out about 4 weeks before the event
- Collect money and keep track of delinquent payments
- The Director Liaison will give you a list of clubs that are participating in the STAC and the tournaments results.

**State of Illinois** The Office Administrator has the following duties pertaining to the State of Illinois:

- Annual report  
The form will come in the mail in December. Take it to the holiday CCBA Board of Directors meeting, get the officer and director list, fill it out, have Treasurer sign it, then mail it with a check for \$5.

**Taxes** The Office Administrator has the following duties pertaining to taxes:

- Forms from the Accountant come in the mail every few months
- Prepare checks as requested
- Send the forms to the Treasurer for his signature.

**Tournaments** The Office Administrator has the following duties pertaining to tournaments:

- The tournament contact at the ACBL is CCBA Player (this was set up by the ACBL for our convenience)
- All tournaments require tables, and bidding boxes. These must be delivered and picked up.

All tournaments except for the 299er Sectional require hotel reservations.

- Way before the tournament
  - Attend scheduling committee meeting.  
Take notes.
  - Prepare proposed schedules for Committee Chair
  - Send proposed schedules to committee people
  - Make corrections to proposed schedules and give to the Chair
  - At the Chair's request prepare proposed schedules for CCBA Board of Directors members
  - Design and prepare tournament flyers once the schedules have been approved.
- At least one month before a tournament
  - At the CCBA Board of Directors meeting before a tournament, hand blank checks to the Treasurer to fill out, sign, and give to Tournament Chair.
  - Room reservations for the Tournament Chair and directors, get confirmation numbers and send them to people
  - Hotel reservations
  - As soon as director assignments for the tournament come in from the ACBL, make hotel reservations for the directors that are listed on the assignment sheet as needing rooms.
  - For Sectionals, also make hotel reservations for the Tournament Chair and the Unit President.
  - For Regionals, do the same as for Sectionals.  
As well, make reservations for the hospitality and Partnership Chair.
  - Make sure hotel sends you confirmation numbers.  
Send a copy to the Director in Charge and distribute copies to relevant parties at the CCBA Board of Directors meeting.
- Tables and bidding boxes - Delivery/pickup

About six weeks before the tournament, call the contact at the tournament site. The Tournament Chair will know who this is. Fax a table request letter to Jackson Storage, which stores our tables (about 250 of them) and bidding boxes (about 4 large cartons which hold about 120 boxes each).

The letter asks Jackson Storage to fax us a copy of their dispatch order. Make sure you get it and when you do, put it in the appropriate tournament file.

- Certificate of insurance.

Lipscomb Insurance Company sends out a form that must be filled in and returned to them. Once this has been received from them they will send one Insurance Certificate to the host site and one to the CCBA for file purposes.

- Mail expense vouchers to Tournament Chair as requested.
- At the tournament, bring any checks for required signatures.
- After each tournament
  - The Office Administrator will get a tournament balance sheet from the Director in Charge. Make copies of every page. Send one copy to Accountant and one to the Treasurer.
  - After each tournament, the Accountant does a profit and loss statement and sends/faxes it to Office Administrator. Send a copy to Treasurer. Make a copy for every CCBA Board of Directors member plus the Director Liaison, to distribute at next CCBA Board of Directors meeting. File the original.
  - If a member's check bounces, send note to the Director Liaison and say they shouldn't write checks anymore. Notify the people who wrote the check and ask that person to send in a money order to cover the check plus the penalty amount. The charge is \$20. If the person does not remit 10 day after notification, a letter is sent to the ACBL notifying them of the situation.
  - Send copies of all pages of the hotel bill to the Treasurer, Chair. Ask them first; they may already have copies from the hotel. Verify the accuracy of the bill. Once the bill has been agreed on send a copy to the Accountant.
- Applying for sanctions

- Fill out a sanction application form online for each tournament to be sanctioned.
- The sanction goes directly to Peter Wilke for his approval.
- When the sanction application is received back from the ACBL put in the appropriate tournament folder.
- Tournament files
 

A file is kept on each tournament. Keep all pertinent information in this file.

Keep records of all tournaments for the current year and the immediate past three years.
- Insurance requests
 

Keep requests on file in the tournament folder.
- Invitational Pairs Information
  - Print outs of each tournament are marked for the qualifiers from each event
  - Do this for all Sectionals, Regionals, NAOP, GNT and STACs.
  - In late October or early November start input this information into an ACBLscore field (you must create this field).
  - Once all the information is entered into the computer prepare mailing labels to be sent to the Invitation Pairs Chair.
  - Design and prepare invitations and send to the printer.
  - Work with the Invitational Pairs Chair as requested.
- Security deposits
 

Some places roll them over (American Legion), some such as the Grand Geneva do not require them.

Ensure that appropriate security deposits are made for each tournament.

**Unit Games** The Office Administrator has the following duties pertaining to Unit games:

- The President will give you the dates for the Unit games.
- Fill out one sanction form for each date.
- Once the ACBL approves these dates, send a master list to all club owners.

Include the date and sanction number.

- Web Page** The Office Administrators will assist the Communications Committee as requested with the following types of information (time permitting):
- CCBA Board of Directors news/announcements
  - Nomination date for CCBA Board of Directors on the web page in August
  - Club guide
  - Masterpoint races
  - Tournament results
  - Tournament schedules
- Telephone** The Office Administrator has the following duties pertaining to the telephone answering machine automated message:
- Put something like the following message on the answering machine: “This is “...” at the Chicago Contract Bridge Association. Please leave a message, speaking slowly. Thanks for calling.”
  - Include a sentence about when you will be available.

## Contracts Coordinator

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- Description** The Contracts Coordinator is responsible for ensuring that our advertising of tournaments is consistent with the contracts we have signed for the tournament and the sanction we have applied for from the ACBL.
- Membership** The Contracts Coordinator is appointed yearly by the President.
- Responsibilities** The Contracts Coordinator is responsible for the following tasks:
- Being award of all contracts that have been signed.
  - Being aware of all tournament sanctions that we have received, noting especially the date of the sanction.
  - Being aware of all tournament advertising that has been publicized, noting especially the times and dates advertised.
  - Ensuring that the sanctions (dates, times, locations), contracts (dates, times and locations), and advertising (dates, times and locations) agree with each other.

## Recorder

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- Description** The Unit Recorder keeps a complete record of recorder slips and other disciplinary items concerning unit members.  
The duties of ACBL Recorders are defined at <http://www.acbl.org> - *Governance - Recorder Information*  
The Unit Recorder follows general ACBL recorder policies.
- Membership** The Unit Recorder is appointed by the President in accordance with the standards established by the ACBL.
- Responsibilities** The Recorder is responsible for the following tasks:
- Maintain a record of all recorder slips filed against unit members.
  - Maintain a record of the results of Conduct and Ethics disciplinary actions against CCBA Board of Directors members
  - Examine all new recorder slips that are filed against unit members, and deal with them appropriately.  
After examining a recorder slip, the Recorder should act as appropriate, using the National Recorder guidelines as a guideline.
  - Forward items to the Conduct and Ethics Committee, District Recorder, or National Recorder as appropriate.

## Kibitzer Editor

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### **Role of the Kibitzer Newsletter**

The Kibitzer Editor is in charge of creating and distributing the Kibitzer newsletter.

The Kibitzer is compiled approximately ten times a year on desktop publishing equipment and printed professionally.

The Kibitzer layout and design are currently done using PageMaker.

### **Responsibilities**

The Kibitzer Editor has the following responsibilities:

- Create eye-catching tournament announcements, or use designs from an outside source.
- Organize and type the various regular columns:
  - Club news
  - Tournament results
  - Reports from the Nationals
  - Highlights of CCBA Board of Directors meetings
  - etc.

- Check the master list to ensure that required articles, such as election material, and tournament publicity are run at the correct time.

Refer to past issues for content and form.

- Recruit material.

This could mean cajoling a contributing author, rewriting an outside submission, or writing original stories.

Edit submissions from outside contributors, avoiding controversial material unless a balancing viewpoint is provided.

If the Kibitzer Editor deems a submission to be controversial to be published, that decision shall be reviewed by the Communications Chair.

The Communication Committee Chair's opinion will rule if there is a disagreement.

Do layouts and graphic design of each issue.

- Proofread for errors.

Get approval for the Kibitzer from:

- a. CCBA President

b. Proofreaders: Lavern Wiebe and Jim Burt

- Prepare final printed copy for the printer
- Run off hard copy on laser-quality printer.

Deliver to printer. Printer arranges for our mailing service to pickup copies.

The mailing service picks up the output, addresses each one, sorts by zip code and delivers the bundle to the post office.

- Provide a copy of the Kibitzer to the Webmaster for posting to our Website.
- Maintain files of ads, maps, tournament announcements, past issues and other reference material.

**Compensation**

The Kibitzer Editor receives \$210 per issue.

The Assistant Editor receives \$75 per issue.

This amount can be modified at any time by a majority vote of the CCBA Board of Directors.



## Caddy Coordinator

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**Description** The Caddy Coordinator is empowered to staff all tournament(s) with an appropriate number of caddies.

### Guidelines

One caddy may be appointed as “lead” or “head” caddy. This person will be paid \$35/session. This person will be responsible for caddy oversight during the tournament.

Normally this position will only be given during a Regional tournament and may not be given at all if all caddies are experienced.

Caddies will be paid \$30/session. If two consecutive sessions are worked, a \$7 meal fee will be paid. If three consecutive sessions are worked, two \$7 meal fees will be paid.

Caddies will not be entitled to parking reimbursement or to free rooms at tournaments.

If the tournament chair agrees, an additional \$5 may be paid to caddies who do the final clean-up of a tournament.

Caddies will be paid at the completion of work at the final session in which they work. The Director in Charge will pay them after confirming with the tournament chairperson that the amount to be paid is correct.

**Responsibilities** The Caddy Coordinator reports to and works with the individual tournament chairs but is ultimately responsible to the Tournament Oversight Chairperson.

The Caddy Coordinator and the individual tournament chair will discuss the specific staffing needs for an upcoming tournament sufficiently far in advance that caddies can be obtained.

The individual tournament chairperson makes the decision as to how many caddies are needed.

Caddy master will find individuals to fill the staffing needs.

Caddy master will reconfirm with each caddy immediately before the tournament.

Caddy master will submit a written work schedule to the tournament chair and the director in charge of the tournament.

Caddy master will maintain a list of all potential caddies with names, addresses, e-mail addresses when available and telephone numbers.

**Benefits** For each Regional that is staffed, two double sessions, non-transferable, free entries will be given.

For each Sectional that is staffed, two single session non-transferable, free entries will be given. If caddy master is not eligible to play in a tournament that he/she staffs, the free play awards may be transferred to the next Sectional tournament.





# 3 Committees and Other Roles

## Overview

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**Purpose** This section describes the various CCBA committees and roles.

**Committee Expenses** Each committee is allocated up to \$250/year for discretionary expenses. This can include such things as paying for meals if the committee meets over the dinner hour, etc.



## Intermediate/Newcomers Committee

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**Description** This committee locates and initiates new players to duplicate bridge. This committee organizes seminar days and provides input as to the organization of events at tournaments for players with a limited number of masterpoints.

The committee finds newcomers to bridge by the following:

- Writing articles about “99er type” tournaments
- Contacting bridge teachers
- Urging ACBL members to encourage their rubber-bridge friends to take up duplicate.

New players may be given lists showing where club games are held and when they attend 0-5 games or tournaments.

The I/N Committee should work closely with the Education Committee. This will enhance and promote the purpose of both committees.

**Important!** An excellent handbook for I/N activities is available from the ACBL. It is entitled *Handbook for Intermediate-Newcomer Coordinators*, and can be ordered from the ACBL web site. The Office Administrator has a copy.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.

This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President. The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.

Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.

It is often desirable that the I/N committee contain at least one newcomer or intermediate player.

**Responsibilities** The committee is responsible for the following tasks:

- Selecting trophies (or other appropriate prizes) for I/N events.

Invoices for the purchase of any awards must be approved by Chair and submitted to the unit administrator.

- Awarding trophies to winners.
- Arranging for an I/N party at CCBA Regionals (if the I/N Committee decides they want to host a party).
- Running the annual 299er tournament.

### **Sectionals and Regionals**

The I/N committee has the following responsibilities at at Sectionals and Regionals:

- Have someone greet the 99er's at the selling table and offer assistance
- Have Judy Cotterman run the game as often as possible
- From time to time, have them fill out short questionnaire and see what they want/need
- Make a big deal of trophies and/or pins
- Make sure partners are provided and no one gets sent away
- Have speakers before game and/or have “expert” after game to answer any questions
- Set up games for them and make their own flyer
- Every so often, put out informational flyer on types of games, what's needed to play those games, etc.
- Make sure they all are receiving the following:
  - District 199er Newsletter
  - CCBA Kibitzer
  - Bulletin, etc.

Hint; have the ACBL 800 phone number handy!

The I/N committee may decide one or more of these activities are not appropriate for a particular tournament; they are intended more as guidelines and things to think about.



## Harmon Wilkes Award Committee

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<b>Description</b>	<p>The Harmon Wilkes committee selects candidates for the Harmon Wilkes award. <span style="float: right;">□</span></p> <p>They select candidates using established criteria and bring recommendations to the CCBA Board of Directors for a final decision. If no worthy candidate is available, the recommendations may be for no award.</p>
<b>Discretionary funds</b>	<p>Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.</p> <p>This can include dinner compensation for committee members or other committee expenses.</p>
<b>Membership</b>	<p>The committee is appointed once per year by the President.</p> <p>The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.</p> <p>Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.</p> <p>Membership on the committee shall conform to the following criteria:</p> <ul style="list-style-type: none"> <li>• All committee members shall be members of the CCBA</li> <li>• The association shall invite nominations from area clubs, directors and members by every appropriate and feasible manner of notice and publicity.</li> </ul> <p>A deadline for the submission of nominations must be established by the Chair.</p>
<b>Responsibilities</b>	<p>The committee shall make their recommendations using the following criteria:</p> <ul style="list-style-type: none"> <li>• The committee shall receive, screen and consider all nominations. They shall report recommended names to the CCBA Board of Director.</li> </ul> <p>This list shall not exceed three names, and should indicate the order of preference.</p> <ul style="list-style-type: none"> <li>• The CCBA Board of Directors shall vote by secret ballot.</li> </ul>

A majority vote is required to select the person to receive the award from the names that were submitted by the committee.

- The CCBA Board of Directors shall issue an award to the winner.
- The CCBA shall keep a list of all winners.
- The CCBA shall provide a suitable award.
- The award shall be presented annually at an award event to be designated by the CCBA Board of Directors.

Finally, to further the purpose of the award, it is recommended that it be brought to the attention of the American Contract Bridge League with the suggestion that it be made known to bridge associations and clubs everywhere to stimulate similar undertakings wherever possible.

### **Nominations**

The following people may nominate an individual for the award:

- Any member of the CCBA Board of Directors
- Any member of the CCBA
- Any committee member.

The association shall invite nominations from area clubs, directors and members by every appropriate and feasible manner of notice and publicity.

□

## Executive Committee

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<b>Description</b>	The Executive Committee consists of the elected officers of the CCBA Board of Directors.
<b>Discretionary funds</b>	Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes. This can include dinner compensation for committee members or other committee expenses.
<b>Membership</b>	The Executive Committee consists of the following persons: <ul style="list-style-type: none"><li>• President</li><li>• Vice President</li><li>• Secretary</li><li>• Treasurer.</li></ul> They are elected to the office once per year by the CCBA Board of Directors. If a vacancy occurs during the year, the President may appoint a member of the CCBA Board of Directors to complete the term of the Executive Committee member, subject to approval by the CCBA Board of Directors.
<b>Responsibilities</b>	The Executive Committee has no fixed responsibilities. They are expected to meet as necessary to discuss issues of concern to the CCBA. Such meetings will typically be called by the President. The Executive Committee has no authority as such other than the authority each member of the committee has in virtue of their office. They are expected to provide guidance to the President if so requested. <input type="checkbox"/>

## Finance Committee

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**Description** The Finance Committee performs the following functions:

- Prepares reports
- Collects data
- Analyzes budgets versus actual spending.

The committee also reviews the Office Administrator's work and approves invoices to determine compliance with pre-determined fiscal policy.

The CCBA is a not for profit organization, all monies eventually go back to the members of the CCBA in one form or another.

Investments are made with surplus funds.

The money comes from the following:

- Tournament entry fees
- ACBL reimbursements from membership dues
- Rent from property
- Interest on investments.

Investments are decided upon by members of the Finance Committee.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.

This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President. The Treasurer is the Chair of the Finance Committee.

Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.

The committee membership shall consist of the following:

- President
- Treasurer
- Auditor
- One or more CCBA Board of Directors members as determined by the President.

**Responsibilities** The committee is responsible for the following tasks:

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- Overseeing how the CCBA obtains revenue
- Performing other duties relating to the finances of the CCBA as necessary
- Making themselves aware how the CCBA spends money
- Discussing how the CCBA can increase their revenues and/or cut their expenses
- Preparing a budget once per year for the CCBA Board of Directors to discuss and approve.



## Scheduling Committee

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**Description** The Scheduling Committee is responsible for all CCBA tournament schedules.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.  
This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President.  
The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.  
Additional people who are not on the CCBA Board of Directors can be on the committee if the Chair desires.

**Responsibilities** The committee is responsible for the following tasks:

- Reviewing all proposed schedules to determine their viability
- Suggesting new events as appropriate
- Setting appropriate stratification levels
- Having schedules approved by the ACBL (the Unit Administrator handles this task)
- Determining the starting times for all events
- Having schedules prepared one year in advance.

Committee recommendations for upcoming schedules must be presented to the CCBA Board of Directors and approved by the CCBA Board of Directors.

□

## Hospitality Committee

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- Description** The purpose of the Hospitality Committee is to ensure that the players in various tournaments receive appropriate physical and mental comfort to allow them to compete in a tournament.
- The Chair is entitled to a free room, free entrees, and a per diem at all CCBA Regionals.
- Budgets must be approved several months before a tournament. The Tournament Chair, in cooperation with the Hospitality Committee Chair, submits a budget to the Finance Committee. After approval by the CCBA Board of Directors, the Hospitality Committee Chair is responsible for authorization of purchases within the guidelines of the budget.
- The Hospitality Committee arranges for entertainment beyond the scheduled events.
- Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.
- This can include dinner compensation for committee members or other committee expenses.
- Membership** The committee is appointed once per year by the President.
- The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.
- Additional people who are not on the CCBA Board of Directors can be on the committee if the Chair desires.
- Responsibilities** The Hospitality Chair's is expected to solicit input from Tournament Chair about appropriate hospitality.
- The committee is responsible for the following tasks:
- Determining how the budgeted money for hospitality will be spent
  - Selecting a registration gift if necessary
  - Meeting with hotel people and view site.  
Talking to the catering department and review prices and menus.
  - Viewing the playing site and deciding hospitality
  - Ordering from catering - they send scheduled worksheet.

Go over these carefully, (prices, times, etc.).

Many other hospitality functions are overseen by the hospitality committee as needed.

- Manning registration desk (bulletins, schedules, staff signs when needed)
- Arranging for tournament directors to make appropriate announcements about parties, food being served, special games, etc.
- Arranging for announcements to be printed in the Daily Bulletin (Regionals only)
- Dealing with other incidental things pertaining to hospitality as need arises; e.g. arrange for signs, work with hotel service staff, etc.

□

## Communications Committee

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- Description** The Communications Committee arranges for pre-tournament publicity and other items of interest to the CCBA membership.  
The Chair also coordinates publicity on an ongoing basis and is responsible for providing a finished and accurate advertising product to the office staff for distribution.  
The interaction of the Kibitzer editors with the CCBA and any outside source is also overseen by the Communications Chair.  
The Communications Chair controls the budget for the Kibitzer, and is responsible for producing the budget every year in a timely manner for the Finance Committee Chair.
- Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.  
This can include dinner compensation for committee members or other committee expenses.
- Membership** The committee is appointed once per year by the President.  
The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.  
Additional people who are not on the CCBA Board of Directors can be on the committee if the Chair desires.
- Responsibilities** The committee is responsible for the following tasks:
- Maintaining the CCBA web page
  - Creating all tournament advertising, having it proofread, and distributing the advertising
  - Overseeing the production of the Kibitzer.



## Juniors and Education Committee

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**Description** The Education Committee introduces new people to duplicate bridge. This committee actively engages in teaching bridge to young people at various schools.

This can be accomplished in (at least) the following ways:

- Bridge Plus, a form of supervised play at the Club level, but not included in the regular duplicate movement.
- Bridge Classes
- Individual teachers promoting their own classes through advertising, flyers, word of mouth.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.

This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President. The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.

Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.

**Responsibilities** The committee is responsible for the following tasks:

- Establishing a file containing a list of teachers in the Chicago area. This file should be available through the CCBA office.
- Working with the area bridge teachers to teach more people to play bridge and to get them into the unit's duplicate games.
- Keeping the unit informed of ACBL Education and I/N programs and to help promote and set up those programs in the area.
- Working with the unit at Sectionals, Regionals and special events on newcomer promotions.
- Acting as a liaison between the ACBL and the unit.
- Having a TAP program once a year.  
Follow all necessary guidelines from ACBL to set up one.
- Soliciting people to teach.

- Encouraging teachers to share.
- Having an informal teachers' gathering once a year to encourage, promote, and thank teachers for teaching.  
The CCBA and/or the District should pick up cost of food.  
Suggestion: do not have it on the first Monday of a Regional; nobody comes.
- Help new teachers get started.
- Contacting school teachers in the Chicago area and arranging for monthly competitions during the school year
- Instructing and directing the competitions at various schools
- Providing refreshments
- Signing students up for ACBL membership
- Distributing informations on all local tournaments
- Awarding trophies to winners
- Setting up Junior National Instant Matchpoint competition
- Publicizing junior bridge camp
- Distributing bridge books
- Soliciting new people to teach in schools
- Soliciting new schools by visiting (mailing doesn't work) and/or introducing mini lesson when there.

#### **Responsibilities in August and September**

In August or September, when all schools are in place and they have been meeting for six weeks;

- Having teachers contact the ACBL to receive free books, T-shirts, trophy, student membership forms, class roster list, and eventually, stipend.  
Class roster list should also be sent to Chair of the Juniors Committee or the CCBA office, and kept on file.
- Contacting all teachers as soon as possible and set up duplicate play dates and possible sites - usually 4 or 5 per year.
- Sharing teachers' phone numbers with all other teachers.
- Distributing materials (mainly cards) to teachers.
- Running duplicate games under the following conditions:
  - Every year CCBA Office Administrator renews the student sanction.

- In addition to a director, the following supplies are needed to run the game: boards, convention cards, table cards, travelers, pencils, director's book.  
If you are using a computer, score the game, print out individual results, and distribute MP slips.  
If you are scoring the game by hand, recap sheet and write out MP slips and give to winning students.  
Either way, send results to ACBL so students can receive MP's.  
Have membership forms handy to join then in addition to teachers having some.  
Who pays? Suggest sharing the cost between the student and the CCBA; this encourages students to join and also ensures a commitment from the student.
- Have food and pop available for the game.

**ACBL Scholarship Game**

Once a year in the spring, hold a scholarship game.

The date is determined by the ACBL.

The directions have to be followed in order for our students to be eligible for scholarship are obtained from the ACBL.



## Site Committee

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**Description** The CCBA or the Tournament Oversight Chair advises the Site Committee what kind of tournament is desired and suggests possible dates. Usually these dates are negotiable.

The Site Committee researches possible tournament sites and prepares recommendations on which site should be selected for a specific tournament.

Once the Board of Directors has approved the site and the dates, tentative contract terms are negotiated by the Site Committee Chair. Final contracts are examined by Legal Counsel. If the contract is approved as presented or as amended, the contract is then signed by an authorized Director.

Sites are chosen using the following criteria:

- Location
- Room Size (will they hold proper number of tables)
- Price (both room rental and sleeping room costs)
- Is the lighting appropriate?
- Parking (both the number of spaces and the price)
- Will players be comfortable?

Room temperature is particularly important here, although different people like different temperatures. With our aging membership, warmer is probably better.

- Services available (clean up, snack bar, rest rooms, etc.)
- Distance to restaurants and comfortable hotels.

Although the general function of the Site Committee is to find specific locations for various tournaments, it is also important that the committee recommend other sites for future tournaments. They should find out what dates might be available and check with the CCBA Office Administrator and the Tournament Oversight Chair.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.

This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President.

The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.

Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.

**Responsibilities**

The committee is responsible for the following tasks:

- Researching site locations.
- Presenting all relevant information concerning a given site to the CCBA Board of Directors for a decision as to whether the site should be approved.

## Conduct and Ethics Committee

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<b>Description</b>	<p>The Conduct and Ethics Committee receives complaints from various sources:</p> <ul style="list-style-type: none"><li>• Individuals</li><li>• Tournament Directors</li><li>• Club Directors</li><li>• Items initiated by the Unit Recorder</li><li>• Independent action.</li></ul> <p>It holds closed hearings as needed and presents the results of the meeting(s) to the President and other affected ACBL Committees.</p> <p>The Conduct and Ethics Committee follows ACBL guidelines. These guidelines are available at <a href="http://www.acbl.org">http://www.acbl.org</a> - Governance - Disciplinary Regulations.</p>
<b>Discretionary funds</b>	<p>Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.</p> <p>This can include dinner compensation for committee members or other committee expenses.</p>
<b>Membership</b>	<p>The committee is appointed once per year by the President.</p> <p>The committee membership shall consist of the Chair (appointed by the President) and one or more CCBA Board of Directors members. These members shall be appointed by the President.</p> <p>Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.</p>
<b>Responsibilities</b>	<p>The committee is responsible for the following tasks:</p> <ul style="list-style-type: none"><li>• Investigate all conduct and ethics allegations that is is made aware of</li><li>• Resolve issues as appropriate, using the ACBL Disciplinary Guidelines as a guideline</li><li>• Inform the subject of the result of any investigation</li><li>• Upon resolution of the issue, the Conduct and Ethics Committee shall inform the Unit Recorder of the following:<ul style="list-style-type: none"><li>– Who the allegation was against</li></ul></li></ul>

- What the allegation was
- What the decision of the Conduct and Ethics Committee was.

**Sample charging letter**

The following sample format should be used as a template by the charging party when bringing charges based upon a complaint. The charges are brought in writing and the Chairman of the Disciplinary Body (Committee) should include a copy with the report to Memphis.

**Sample charging letter**

To: Chairman of Dog-paddle Unit Disciplinary Committee

From: President of Dog-paddle Unit or Dog-paddle Unit Charging Party

Date: November 15, 1937

Little Abner, ACBL number 7777777, is charged with Code of Disciplinary Regulations grounds for discipline 3.1, 3.2 and 3.7 based upon the attached complaint from Daisy Jones, ACBL number 8888888. Upon receipt, please notify the player charged and schedule, conduct and report the decision in accordance with the procedures of the ACBL Code of Disciplinary Regulations.

## Tournament Appeals Committee

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**Description** The President shall appoint a Tournament Appeals Committee Chair, who shall in turn appoint a committee to handle all matters of protests and conduct and ethics occurring at all CCBA sponsored tournaments. The committee shall be selected from the membership, and wherever possible at least one non-board member should be used.

The Tournament Appeals Committee handles protests (of director decisions) during tournaments and reports ethics violations to the Chair of the Conduct and Ethics Committee.

The committee may also file a recorder memo against a player as appropriate.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.

This can include dinner compensation for committee members or other committee expenses.

**Membership** The committee is appointed once per year by the President.

The committee membership shall consist of the Chair (appointed by the President) and one or more other members.

The Tournament Appeals Committee should contain at least one member from the CCBA Board of Directors.

Additional people who are not on the CCBA Board of Directors may be asked to be on the committee if the Chair desires.

**Responsibilities** The committee is responsible for the following tasks:

- The Tournament Appeals Chair is responsible for ensuring that he or a member of his committee is present and available at all tournaments and is prepared to hold hearings on any matters that occur at the tournament.
- For flagrant infractions occurring at a tournament and where it is deemed advisable, the Recorder File may be consulted before sanctions are made.

This can only be after it has been established that a party is guilty of a flagrant infraction.

- The Tournament Appeals Committee is empowered to hear all protests from director rulings and conduct and ethics matters occurring at the tournaments, and is empowered to act under the ACBL Code of Disciplinary Regulations.
  - The Tournament Appeals Committee only has jurisdiction during a CCBA sponsored event. These include:
    - Regionals
    - Sectionals
    - Sectionals held in clubs
    - Unit games.
-

## Tournament Oversight Committee

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- Description** The Tournament Oversight Committee works to ensure that all contracts are adhered to by the site and the Tournament Chair. The Tournament Oversight Committee also is expected to take all necessary steps to ensure that CCBA tournaments during the year are as successful as possible.
- Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.  
This can include dinner compensation for committee members or other committee expenses.
- Membership** The committee is appointed once per year by the President.  
The committee membership shall consist of the Tournament Oversight Chair (appointed by the President) and the Chairs of each of the CCBA tournaments.
- Responsibilities** The committee is responsible for the following tasks:
- Running interference for the Tournament Chair between the site representative the CCBA Board of Directors
  - Monitoring the performance of the Tournament Chair
  - Assisting the Tournament Chair as requested/needed.



## Nominating Committee

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**Description** The Nominating Committee interviews applicants to the CCBA Board of Directors and recommends candidates for the CCBA Board of Directors to the current CCBA Board of Directors.

**Discretionary funds** Each committee automatically has a discretionary fund of \$250/year to spend on routine committee purposes.  
This can include dinner compensation for committee members or other committee expenses.

**Membership** The Nominating Committee Chair is appointed by the President. Additional members are added by the Nominating Committee Chair, but cannot include any CCBA Board of Directors member whose term is expiring and who is applying for re-election. The committee membership is expected to include both members on the CCBA Board of Directors and members who are from the public at large.  
These selections must be approved by the CCBA Board of Directors.

**Important!** The President is not a member of the Nominating Committee. This is the only committee that the President is not a de facto member of.

### How do you apply to be on the CCBA Board or Directors

Any CCBA member may apply to become a Director on the CCBA Board of Directors. These applications must be made in writing and submitted to either the Nominating Committee Chair or the Office Administrator.

The Nominating Committee then makes appointments with each of the candidates. After a brief interview with the entire committee, the most promising and qualified are presented to the CCBA Board of Directors for slating. This process occurs once per year. Committee slating recommendations are presented to the Board, and the Board typically votes on the slate at its October meeting.

**Responsibilities** It is a responsibility of the Nominating Committee Chair to notify the candidate that he/she has been slated. It is also recommended that the Chair extend a personal invitation to the nominee for the annual Christmas party.

It is also the job of the Chair to contact CCBA Board of Directors members who have not been re-slated.



## Ad hoc Committees

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**Description** Ad hoc committees are committees that are formed with a fixed, specific objective. They are typically intended to be dissolved when the task they were created for has been completed.

Such committees could include the following:

- Committee to work on the Nationals being held in Chicago
- Committee to look in to amending the bylaws.

**Membership** Membership in all ad hoc committees is determined by the President. The President may delegate this responsibility to the CCBA Board of Directors if s/he so desires.

**Responsibilities** Duties and responsibilities vary depending on the nature of the ad hoc committee.





# 4 Awards of the CCBA

## Overview

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**Purpose** This section describes the various CCBA awards.

## Harmon Wilkes Award

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**Purpose of the Award** It is our understanding that the donor - in proposing this award - has intended the award to:

- Stimulate interest in sportsman-like attitudes and conduct by all participants in duplicate bridge games and tournaments conducted in the Greater Chicago area.

The name of the winner shall be inscribed on the award.

**Eligibility** The Harmon Wilkes Sportsmanship Award is awarded annually to a player of the Chicago Contract Bridge Association.

The award shall be made to an active bridge player who is a regular participant in duplicate events and meets the criteria described below. Members of the Award Committee for a given year are ineligible to receive the award for that year.

Current member of the CCBA Board of Directors are also ineligible to receive the award so long as they are members of the CCBA Board of Directors.

If in the opinion of the committee there is no one deserving of the award in a given year, the committee can recommend that no award be given for a particular year.

**General Qualifications for the Award** As a beginning, we must accept the fact that duplicate bridge is a pastime and an amusement. The first qualifications for this award must be:

- One who plays the game for the game's sake.

The player may be a hard competitor who plays to win, but would rather not win if winning involves the sacrifice of any of his standards of fairness, courtesy, or conduct.

This should eliminate from consideration the player who must win at any cost.

- The second requisite must be a high standard of ethics.

This obviously includes scrupulous honesty, but it must also take into consideration the deliberate avoidance of anything, which might be construed as taking an unfair advantage of opponents.

As an example, the great majority of players do not and will not have unannounced, private conventions.

However, few players will take the trouble to explain to inexperienced opponents the ambiguous or unusual conventions they may have plainly marked on the convention card.

- A third requirement must be courtesy to both opponents and partners.

To be considered, a player must be pleasant to play with or against.

Courtesy at the bridge table must include, as a minimum requirement, a friendly attitude and consideration of the rights of others.

It may well be extended to include positive indications, such as active cordiality or showing some interest in opponents as persons, particularly as to strangers and novices.

Consideration of others must include a complete absence of discourtesies - such as actual rudeness, selfishly making others wait on your convenience, unnecessarily holding up the game, sarcastic remarks, or gloating over opponent's errors.

Impoliteness, incivility, surliness, an arrogant or supercilious attitude are not consistent with courtesy.

- The final element for consideration must be behavior of the individual.

#### **Detailed Criteria for the Award**

The following standards will guide the selection of the award. The award shall be made to a player who:

- Observes both the laws and ethics of the game.
- Plays competitively and is always fair.
- Is gracious in victory as well as in defeat.
- Is pleasant as a partner or an opponent.
- Exhibits good manners at the bridge table and awareness that pleasure is also a purpose for playing bridge.
- Graciously abides by the ruling of the directors and does not give unsolicited lessons during the game.
- Avoids discussion of boards in the presence of new opponents.
- Refrains from intemperate drinking and has regard about personal appearance.
- Does not become angered or quarrelsome.
- Has a genuine interest in the preservation and development of duplicate bridge and the maintenance of its good reputation.

**Previous Winners** The following table lists the award winners for previous years:

**Table 4-1 Harmon Wilkes Award Winners**

<b>Year</b>	<b>Winner</b>
2005	Carol Labarge
2004	None given
2003	Mary Gardner
2002	Jim Humphrey
2001	Greg Gran
2000	None given
1999	None given
1998	Jerry Goldfein
1997	Jim Stevens
1996	None given
1995	Tom Obermeier
1994	Fred Buckman
1993	Adrienne Cohen
1992	Jim Burt
1991	None given
1990	None given
1989	Barbara Saben
1988	Bob Price
1987	None given
1986	Steve Cheng
1985	None given
1984	L. James Phillips
1983	Jan Ivory
1982	None given
1981	Janet and Larry Johnson
1980	Mrs. Dean Cohler

<b>Year</b>	<b>Winner</b>
1979	Arnold Leavitt
1978	Winnie Billings
1977	Dan Bash
1976	Don Rutstein
1975	Jan Cohn
1974	Frieda Arst
1973	Adele Mueller
1972	Sam Van Blarcom
1971	Charlie Mostow
1970	Mr. and Mrs. Arnold Levy
1969	None given
1968	Leo Weiner
1967	Merrill Ely
1966	Bill Rosen
1965	Bernie and Carl Petersen
1964	Dick Revell
1963	None given
1962	Mary Bridgroom
1961	Mr. and Mrs. Martin Cooper
1960	Milt Ellenby
1959	Ann Diamond
1958	Dr. and Mrs. McMillian
1957	Eva Keenan
1956	K.Higashuichi
1955	Joe Stedem

**When Awarded** The Harmon Wilkes Award is awarded at the annual CCBA dinner.

## MiniMcKenney Awards

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**Criteria** The MiniMcKenney awards are given to the player in a given category (as listed below) who received the most masterpoints during the year. The players with the most masterpoints from the following categories receive an award:

- Rookie
- Junior Master
- Club Master
- Sectional Master
- Regional Master
- NABC Master
- Life Master
- Bronze Life Master
- Silver Life Master
- Gold Life Master
- Diamond Life Master
- Grand Life Master

The category that a player is eligible for is determined by their total number of masterpoints at the *beginning* of the year.

**When Awarded** The awards are usually given out at the annual awards dinner in January.

## Jan Ivory Award

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**Description** The Jan Ivory award is given to the Non-Life Master (at the beginning of the previous year) who won the most points in a previous year.

**When Awarded** The award is usually given out at the annual awards dinner in January.

## Bob Glenn Award

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**Description** The CCBA member who receives the most points at CCBA Sectionals in the previous year is the Bob Glenn Player of the Year Award winner.

**When Awarded** The award is usually given out at the annual awards dinner in January.

## Art Glatt Award

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**Description** The CCBA member who wins the most masterpoints at CCBA Regionals in the previous year receives the Art Glatt Award.

**When Awarded** The award is usually given out at the annual awards dinner in January.

## Service Awards

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**Description** Service awards are given to CCBA members in appreciation for the extreme effort they have devoted towards the betterment of bridge over the years.

All CCBA members are eligible for a service award.

**When Awarded** Service awards are made at the annual dinner in January.

**Previous Winners** The following table lists the award winners for previous years:

**Table 4-2 Service award winners**

<b>Year</b>	<b>Winner</b>
2005	Jeff Miller
2004	Tom Dressing, Harriette Buckman
2003	Suzi Subeck, Stan Subeck
2002	James Kolb
2001	Tom Sucher
2000	Barbara Nudelman
1999	
1998	Jack Oest
1997	Richard Rhoad
1996	Gerry Szymiski
1995	Ginny Schuett
1994	
1993	Craig Gardner
1992	Wynn Kamps
1991	Gloria Harris, Phil Katz, Stan Katz, Ricki Sheade
1990	Art Gran, Carl Sharp
1989	

Awards of the CCBA

<b>Year</b>	<b>Winner</b>
1988	
1987	Jim Chiszar
1986	
1985	Mike Slaven
1984	
1983	
1982	Bobbie Shipley

## Goodwill Committee Members

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**Description** Goodwill awards are given to individual selected for the goodwill they have created towards bridge over the years.

**Current Members** Members are selected annually by the District Director.  
The following is a list of known Goodwill Members from Unit 123.

**Table 4-3 District 13 Goodwill members**

<b>Year</b>	<b>District 13 members</b>
2005	Don Addis Dan Driggett
2004	Greg Gran Suzi Subeck Stan Subeck
2003	Carl Sharp
2002	Tom Dressing Tom Sucher
2001	Jim Burt Kathleen Burt
2000	Mark Ganzer
1999	Roberta Shipley Jim Chiszar
1998	Gerald Szynski Kay Hathaway
1997	Donna Rodwell Jackie Addis
1996	Dick Taylor
1995	Ricki R. Sheade
1994	Jack N. Oest Patricia Goldfein

<b>Year</b>	<b>District 13 members</b>
1993	Vacant
1992	Vacant
1991	Ginny Schuett
1990	Ellen Batko
1989	Sally Simitz
1988	Mrs. David Harris
1987	Chris Benson R. Bruce Brown
1986	Leo Weiner Nancy Wilkinson
1985	Vacant
1984	Ruth Galvin
1983	Sandra Zakin Gerald Caravelli
1982	Cheri Bjerkan Michael Slaven
1981	Dolores Witte Joe Peto
1980	Joan M. DeWitt Dean Shipley
1979	Gunther Polak Lou Ann Slaven
1978	Henry L. Rabin Janet Ivory
1977	Janice Wilkinson Gordon E. Crabbs
1976	Mrs. C. Billings Frank Bergquist

Awards of the CCBA

<b>Year</b>	<b>District 13 members</b>
1975	Mrs. Earl Hatleberg Charles Mostow
1974	Barbara Nudelman Gunther Polak
1973	Janet Johnson L.J. Phillips
1972	Mrs. H.J. Weller Dean Cohler
1971	Edith Simon Michael Wilkinson
1970	Mrs. E.L. Howard Leo J. Spivack
1969	Adele Mueller Arnold Levy
1968	Mary Rabyor Carl A. Petersen
1967	Betty King Howard Pickett
1966	Edith Simon Dr. Albert May
1965	Bernice Larson William Rosen
1964	Ruth McConnell Irwin M. Bloomfield
1963	Sara Amster Jack Wachter
1962	Bernice French Rollie C. Haff
1961	Mrs. Woolf Guon Woolf Guon

<b>Year</b>	<b>District 13 members</b>
1960	Evva Keenan Irvin Bloomfield
1959	Ann Diamond Lawrence G. Shender
1958	Dorothy Wanvig Irving Berkson
1957	Elizabeth Lester Arthur F. Mohl

# 5 CCBA Tournaments

## Overview

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**Purpose** This chapter describes tasks associated with running CCBA Sectionals and CCBA Regionals.

## Site Requirements

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### **Requirements for the Playing Site**

The following factors should be considered when you are searching for a site:

#### **Cost**

Free space is best but the cheaper the better.

For a Regional, we typically spend ~\$2000/day.

#### **Distance From an Expressway**

Sites that are located close to an expressway will be easier for players to get to.

#### **Square Footage, Tables, and Chairs**

For Sectionals (assuming 100 tables needed to be set up for the largest session) we need 9,000 to 10,000 uninterrupted square feet.

If more than one room is available to get to 100 tables, rule of thumb is 81 square feet per table on 9 foot centers.

For Regionals (assuming 200 tables needed to be set up for the largest sessions) you need 18,000 to 20,000 square feet uninterrupted.

Again if more than one room is needed to get to 200 tables, rule of thumb is still 81 square feet.

In that space some room is needed for the following:

- Scoring tables
- Partnership desk
- Hospitality
- Water
- Book seller
- Etc.

#### **Parking**

Free parking is also best. If free parking is not available, parking with in and out privileges (so people can go for dinner) is desirable.

Caddies are not reimbursed for parking. It is intended to be included as part of their pay.

**Lighting**

You should visit the site at night to make sure there is appropriate lighting.

**Washrooms**

Adequate washrooms are also a requirement. Adequacy involves both an sufficient number of stalls, and a location suitably close to the playing site.

**Room Temperature**

Make sure the room is at an appropriate and relatively constant temperature. With the aging of our bridge population, warmer is probably better than colder.

**Coat racks**

A place to put your coat is important; people should not have to leave them on the floor. At Winterfest, we should be able to have a separate room, preferably secure.

**Coffee**

If coffee is not being provided, it should be accessible nearby, and should be accessible until about half-way through the evening session.



## Playing Fees Per Session

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<b>Regional Fees</b>	All CCBA Regionals have the following playing fees: <ul style="list-style-type: none"><li>• \$12.00 - Gold Point Events</li><li>• \$11.00 - Red Point Events</li><li>• \$10.00 - 0-99 Events</li><li>• \$3.00 - Night Owl KO (per match).</li></ul>
<b>Sectional Fees</b>	All CCBA Sectionals have the following playing fees: <ul style="list-style-type: none"><li>• \$10.00 - Open Events</li><li>• \$8.00 0 - 300 Events.</li></ul>
<b>Other Fees</b>	Servicemen in uniform pay 1/2 price. Students (25 and under with a valid ID) pay 1/2 price. Students under the age of 16 pay \$1 per session with a valid ID. Players with 0-5 masterpoints play free. E-Z Bridge games are \$5.00.
<b>Surcharge</b>	There is a \$.50 surcharge per player per session for all team events in Sectional and Regionals. The proceeds are forwarded to the District and are used to help raise funds for upcoming NABCs.
<b>Modifying Fees</b>	The Tournament Chair, with CCBA Board of Directors approval, may modify these fees on an event basis.
<b>Members and Non-members</b>	The playing fees quoted above are for ACBL members who have paid their dues and/or service charges.



## Free Plays

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**Unlimited Free Plays** The following people receive unlimited free plays at CCBA Regionals and Sectionals:

- CCBA President
- District 13 ACBL Board Representative
- CCBA Accountant
- Tournament Chair
- Daily Breeze editor (Regionals only)
- Unit Administrator.

**Limited Free Plays** The following people receive limited free plays:

- Partnership Chair (on days worked)
- Hospitality Chair (on days worked)
- Additional free plays awarded as prizes or promotions (certificate required or CCBA Board of Directors member signature)
- Free plays awarded by Tournament Chair for help in running the tournament (certificate or something in writing from Tournament Chair required)
- Free plays by tournament director in order to fill out the movement (should be so indicated on tournament recap)
- Each CCBA board member shall receive four complementary, non-transferable, sessions of bridge at each CCBA Regional (e.g. two full days of 2 sessions per day).

If the Board member is also, for example, Partnership Chair, the free plays are added together.

To receive their free plays, CCBA board members must be wearing their CCBA identification pins.

**I/N Free Plays** In any ACBL sectional or regional tournament other than STACs, GNTs, or the 299er tournament, players can play for free.

**Additional Free Plays** The following may distribute free plays at their discretion:

- Tournament Chair
- Hospitality Chair
- Partnership Chair

- I/N Chair.

**Listing Free Plays**

All individuals who receive free entries must be listed by name on the tournament recap sheet.

ACBLScore provides space for listing members who receive free plays. As well, it is suggested that you track free plays with a simple free play coupon that you can make. That makes it easier to track who hands them out and where they are used.



## Free Rooms

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### Who Receives Them?

The following people are entitled to a free room at a Regional:

- CCBA President
- Tournament Chair (or Co-chair if applicable; either, but not both)
- Partnership Chair
- Hospitality Chair
- I/N chair
- Editor of the Daily Breeze.

The following people are entitled to a free room at a Sectional:

- Partnership Chair (on days worked)
- Tournament Chair (or Co-chair if applicable)
- Chair of the annual membership dinner (if applicable)

If the tournament has Co-Chairs, those individuals shall be required to determine among themselves the distribution of their free room.

If a person does not use their room, the room is not held. It cannot be transferred to any other person.

If a person is not going to be using a room that they are entitled to, the person is expected to cancel a room in time so that the CCBA is not billed for it.

If there are parking charges associated with the hotel/playing site, people receiving free rooms shall also be reimbursed for parking.

Hotel rooms should be handled through the master account (always the preferred method) or by direct payment to the hotel by an individual. However, should an individual choose to pay the hotel directly, a copy of the hotel bill must be attached to the form requesting reimbursement from tournament funds.

□

If you are paying your own bill, reimbursement may be made the last night of the tournament, however, a copy of the paid hotel bill must be submitted on the final day. Failure to present a copy of the hotel bill will revoke prepaid privileges at future tournaments.

□

## Tournament Awards for Intermediates and Newcomers

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**Sectional Awards** Silver pins (at the discretion of the Tournament Chair) may be awarded for winning I/N Sectional events:

The following types of pins are awarded:

- Silver club - winners of pair game(s)
- Silver diamonds - winners of (s)
- Silver hearts - winners of KO's
- Silver spades - winner of entire Sectional with most points.

The award for the winner of the most points at the Sectional is made by the Tournament Chair or the Intermediate/Newcomer Chair as appropriate.

Every attempt shall be made to award the pins at the tournament.

**Regional Awards** Gold pins (at the discretion of the Tournament Chair) may be awarded for winning I/N Regional events:

The following types of pins are awarded:

- Gold club - winners of pair games
- Gold diamonds - winners of s
- Gold hearts - winners of KO's
- Gold spades - winner of entire Regional with most points.

## Providing Fruit and Vegetables for Hospitality

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### **1 Week Before the Tournament**

Approximately one week before the scheduled tournament/event contact the purveyor to determine availability of various fruits. This is not necessary for vegetables since they are usually available throughout the year, with some exceptions. Ask for an estimate of bulk costs, such as case, flat, and so forth and plan accordingly.

Ask the Tournament Chairperson the dollar amount that was budgeted to this area of hospitality. At the time the order is placed, advise the purveyor the total dollar amount budgeted so that they can have an idea of the size of the order and help determine the produce to be ordered. The budgeted amount should be determined based upon the estimated number of tables.

A minimum of \$1.00 per table should be used for smaller events. For the larger events, a minimum of \$0.75 per table should be budgeted.

Develop a general schedule of the various quantities of produce to be ordered, with a preliminary schedule of the daily distribution of the produce.

**Important!** Planning the daily staging of the produce must be considered on the basis of the refrigeration storage that is available.

### **5 Days Before the Tournament**

Five days prior to delivery, advise the purveyor of the quantities of the various fruits that may need to ripened, such as bananas, nectarines, plums, and so forth.

Bananas must be ordered in degrees of ripeness from green to yellow so as to have them available for staging when ripe.

The purveyor will determine this when you tell them the number of days that the bananas are to be staged. Ask the purveyor to mark the cases with the expected day of ripeness for staging.

### **3 Days Before the Tournament**

Three days prior to delivery, you should do the following:

- Discuss the current prices of the various items with the purveyor
- Order the produce in the quantities desired
- Arrange for delivery to the playing site.

Discuss with the purveyor the number of possible deliveries to be considered.

For example, Lake Geneva deliveries are on the beginning morning (late) of the event. Darien, for example was every other day.

### **Day 1 of the Tournament and Onwards**

On the first day of delivery, meet the delivery person and give him the gratuity of \$100 one time at Lake Geneva, and \$50 one time for local Chicago events. These gratuities should be cash amounts.

Some produce may need to be washed, such as cherries, strawberries, grapes and so forth before they can be staged.

Colenders work well for this purpose. The produce should also be allowed to drip somewhat dry.

Provide for someone to do this as necessary as part of the staging process.

Grapes should be cut into small clumps. A good pair of scissors works best for this purpose.

Red seedless grapes are easier to cut than the green grapes.

Bananas need to be separated into individual fingers.

Based upon the produce being staged, napkins must be readily available. Large quantities of small cocktail-size napkins should be provided with a ready supply available.

Various types of salad dressings should be provided when staging vegetables. It is recommended that fat-free dressings be used so that our diabetic players are accommodated. Squirt bottles seem to work best for the dressings. Also, tongs should be available for use so as to preclude the use of fingers. Some type of small bowls or plates should be provided to accommodate the salad dressings.

At the end of the day, any left-over produce needs to be removed from the staging area and stored appropriately. The staging area should be maintained in a nicely appearing manner.

Trash disposal should be conveniently located near the staging area to provide for immediate convenience. Otherwise, the staging tables will be used for this purpose. The players *will* use this area as their personal disposal site. Discourage this when you see it happen. The trays used for staging should be thoroughly cleansed before each daily use. At the end of the tournament/event, all trays need to be cleaned before being stored for their next use. Dispose of trash, such as boxes, crates, bags and so forth in a manner approved by the site management. This is important to the site staff.

**What Tournaments Need  
Fruit and Vegetables?**

Each Sectional and each Regional are expected to have fruit and vegetables, unless it is made clear that fruit and vegetable are not required.

## Clocks

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**When to Use** Tournament chairs should make every effort to use clocks at their tournament, since it enhances the experience for the typical bridge player.

Several months before the tournament, the Tournament Chair should reserve the clocks to make sure they are available.



## Signs at a Tournament

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- Which signs?** You should make sure you have the following types of signs for your tournament:
- Partnerships
  - Registration (Regionals only)
  - Signs directing you to the playing site, if appropriate
  - Entries (the place to buy entries).



## Advertising for a Tournament

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**Who is Responsible?** The Communications Committee is responsible for all advertising. The Tournament Chair is responsible for ensuring that the Communications Committee has done the appropriate advertising.

**How Should You Advertise?** You should advertise at least in the following location:

- ACBL Bulletin (Regionals only)
- Kibitzer
- With a large banner (Regionals only)
- Flyers
- Mail to people who attended last year
- Etc.

**Where Should you Advertise?** You should plan on advertising in at least the following ways:

- Bridge teachers, if they will allow you to
- Web site
- Local clubs
- Other tournaments in the district.

**What should the ad contain?** The ad should contain at least the following information:

- Tournament chair
- Partnership chair
- Partnership web site information
- CCBA access information
- Host hotel information (Name and phone number)
- Location of tournament (name and address), with a map if possible
- Name and strata of events
- Times for all events
- Dates.

**Important!** It is CCBA policy not to advertise the room rate in the ad.



## Keeping Track of Expenses

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### **Hospitality and Entertainment Receipts**

Any function for which the CCBA will receive a separate billing or be presented with a separate line item on a summary billing room the playing site must have an indication of specific function and must be signed by a Tournament Chair or the Hospitality Chair.

The Unit Administrator will provide written notice in advance to each playing site that payment cannot be issued without compliance.

### **Expense Reports**

The various tournament chairs are expected to fill out a simple expense report following the tournament for the most prompt reimbursement the CCBA can attain.

All reimbursable out-of-pocket expenses are to be submitted on expense reports. This includes any tips that are given to staff.

These expense report forms will be given to the tournament chair. Major items will be documented with a receipt and appropriate documentation.

It's even better if they are billed.

The Tournament Chair must approve all expenses. The Tournament Chair will examine the expenses and submit the forms to the unit administrative secretary.

The Treasurer will reimburse the tournament chair for all approved expenses after the submission of a tournament expense form(s) and receipt.

Every attempt will be made to reimburse people for expenses within a week of their submission. Checks will not be issued on the last day of the tournament.

Tournament chairs are expected to have preliminary bill available for the Treasurer on the final day of the tournament. This should include the tournament report from the Director in Charge, along with all bills and receipts associated with the tournament.

Expenses will be paid after the tournament has been completed, by check. The Director in Charge should not issue cash for expenses.

### **Other Hotel Charges**

All restaurant, gift shop, local and long distance telephone, or other miscellaneous charges posted to a hotel room paid for by the CCBA should be cleared from the bill prior to checkout if possible.

**Per Diem** Per Diems at IRS-approved levels will be allocated to the following people:

- Tournament Chair
- Hospitality Chair
- I/N Chair (for Regionals only)
- Partnership Chair.

It is acceptable to turn in an undocumented expense request form for the Per Diem, Mileage and Highway Tolls; there are no available receipts for those items. They are based on flat rates and known mileage.

These forms must be signed and submitted by the person requesting reimbursement. The DIC or Tournament Chair must initial/countersign the request form in conjunction with all reimbursements. These forms must accompany the tournament report.

**Typical Tipping Expenses** Recommended total tipping allowance for a tournament will be based on this formula:

\$100 for each weekend day

\$75 for each weekday.

This is an aggregate limit, not a daily limit.

An additional \$50 for Sectional fruit delivery and an additional \$100 for Regional fruit delivery also applies.

**Transportation Charges** Transportation charges other than those related to directing staff and related equipment (tables, chairs, clocks, etc) will not be paid without the prior approval of the CCBA Board of Directors.

**Disbursing cash at a Tournament** The Director in Charge will not normally give out cash during the event.

The following types of expenses are exceptions to this rule:

- Caddies
- Emergencies
- Hotel master account
- Pre-arranged items.

If cash is disbursed, it can only be done after consultation with either the Tournament Chair, the President, or the Treasurer.

In case of an emergency, do what is necessary.

The Director in Charge is encouraged to convert cash periodically into other asset forms at CCBA cost.



## Role of Tournament Chair

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**Who Assigns?** The President decides the Chair for a tournament.

**Duties of the Tournament Chair**

The Tournament Chair has the following duties:

- Contact the tournament site and look over the facilities. Make an appointment to speak with them and to fill out “function sheets”. These function sheets will detail the responsibilities of the site personnel and the equipment that will be needed. It cannot be stressed enough, the importance of these sheets.

Be sure to check them over carefully.

Also make sure you have a copy of the contract and that you are intimately familiar with it.

- Make sure that there has been a special room set aside for the directors. This room must be capable of being locked and should have sufficient electrical connections to accommodate calculators, computers, etc.

It should be set up with tables arranged around the perimeter. The size of the room may be fairly small - 100-150 square feet is sufficient. Get at least two keys for the room. If no such room is available, tell the director in charge ahead of time.

- Make arrangements for the following to be in place during the sessions:
  - Coat racks
  - Trash cans
  - Ashtrays (tell the staff where to place them)
  - Microphone at directors' tables
  - Directors' table at front of room (3 eight foot tables with extra electrical outlets for computer equipment)
  - Water stations throughout playing areas
  - Partnership desk and newcomer desk
  - Easels to display winners' names/photos
  - Trash bags on tables. The trash bags should be of a 7-10 gallon capacity, and are usually affixed to the table with masking tape.
- Arrange for caddies.

For Regionals, appoint a caddy chair. Check with the head director for the number of caddies needed. Confirm with each caddy the week immediately preceding the tournament.

It is suggested that a new tournament chair check with the tournament committee chair to see if any caddies are to be accorded special consideration in light of the fact that they have gone out of their way to be available during difficult sessions or at times that are considered less desirable. The usual policy is that a caddy who works during the week will be assured of week-end work.

- Arrange for someone to take photos of each session's winners and post them on the winner board.

Find the camera, the magic markers, the winner board and tape and take it to the site. Get film for the camera and have it on hand.

- Arrange for someone to do partnerships.

Find the partnership poster and take to the tournament site. Be sure that there is paper for the partnership people to use.

- Make sure that the water stations will be checked and re-filled at the beginning of the session and in the middle of each session. Most playing sites do not believe how much water we use and it is often a battle to get the water stations filled as often as necessary. Arrange for cups.

- Make sure that food will be available to the participants during any play-through events. The staff *must* be prepared for our massive exits and the need to feed huge quantities of people in very little time.

- Have flyers of the tournament events and nearby restaurants available during the tournament. Be sure to pick up *all* fliers before leaving for the night as the clean-up crews often throw out *all* material left on tables!

- Check with the CCBA office to be sure that the playing tables have been arranged. The CCBA office also hires the directors and they, in turn, bring the cards, boards, convention cards, pencils, table cards, section markers, etc.

If there is a barometer event scheduled, make sure the boards are prepared and get an overhead projector for use during the final.

A screen is *not* necessary.

- Keep track of the time that is worked by each caddy and make sure that they are paid by the head director.

- If there is a dinner during your tournament:
    - Find the roll of tickets that was used during the previous year and use it for your event. It must be a double roll so that one section can be torn off the time of admittance and the other side is held for raffle gifts.
    - Obtain raffle gifts by asking people for donations.
    - Meet with the site staff and select a menu. A great deal of negotiation is available with a food event and meeting with the chef may be a way to get something that is attractive and tasty without being prohibitively expensive.
    - Tickets may be sold prior to the event. This is especially helpful in determining how many guests to expect.
    - You *must* guarantee an exact number of dinners 2-3 days before the actual event. This becomes a guessing game and should be based on the previous year's attendance, the current weather situation, the general attendance of the tournament this year, etc. People will want to buy tickets right up to the time the food is being served. Always guarantee less than you expect to feed.
    - People *always* want you to hold tickets and to reserve tables for them and their friends.
    - Make a policy before you have to deal with this. Reserving tables is generally not a problem but holding tickets can be a nightmare! Almost inevitably the people who want you to hold tickets, change their minds or their friends have bought their own tickets. Even the most reliable people have some miscommunication and it saves everyone embarrassment, if no tickets are *ever* held. If somebody wants to buy a ticket for a friend then they are responsible, you aren't!
    - Find out from the CCBA office how many honored guests will be attending, i.e., board members, player of the year, etc.
    - Get drink tickets from the hotel and give two (2) to each board member. These must be accounted for and usually come in three (3) types; soda, wine/beer and mixed drinks.
    - Arrange for a microphone and a podium with a light on a stage at the front of the banquet room.
    - Reserve tables for the honored guests.
    - Make arrangements for table centerpieces if desired.
  - Work with the hospitality chair to coordinate things.
-

- Have a list of announcements for the directors to make. You must remind them of special announcements at each session.
- Be available during the tournament to address problems.
- Always get a name of the person in charge at the playing site in case something unexpected arises.
- This person changes each day and evening and night so you must get a schedule to carry with you.
- Tipping is done on an individual basis and it is best to ask last year's chair how much and who was tipped. As chair, you must carry money with you for this purpose. Since receipts are not issued, this needs to be carefully documented and you will be reimbursed when an expense sheet is submitted.
- Be prepared to handle complaints from the players and act upon them as rapidly as possible.
- The Chair makes any decisions regarding number of matches for a or other related matters.
- Arrange for Daily Bulletin if necessary.

## Calendar of Activities to Prepare for a Tournament

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**Chronology** The following table provides a rough list of the activities that should be performed to prepare for a tournament, along with who should perform the activity:

**Table 5-1 Preparing for a Tournament**

<b>Time</b>	<b>Activity</b>	<b>Who should perform</b>
1 year before	Determine a site. Determine the events to be played. Make sure the tournament is sanctioned.	Site committee. Scheduling committee. Unit Administrator.
6 months before	Set up committees (e.g. (hospitality, partnerships)	Tournament Chair.
	Prepare flyer. Make sure that the flyer gives a detailed description of each event.	Communications committee, with feedback from the Tournament Chair.
	Get the flyer on the web site and in the Kibitzer.	Communications committee and webmaster.
	Determine the ACBL director who will run the tournament.	ACBL headquarters.
3 months before	Publicize the tournament in the Kibitzer.	Tournament Chair and Office Administrator.
	Contact the book seller to make sure they will be there (Regionals and WinterFest)	
	Personally invite players at local club games.	All

<b>Time</b>	<b>Activity</b>	<b>Who should perform</b>
	Obtain caddies for the tournament	Tournament Chair or their delegate
1 month before	Visit the playing space.  Make sure it meets minimum conditions. Check to make sure it has coat racks, close washrooms, etc.	Tournament Chair
1 week before		
Day before		
First day	Ensure that the tournament appeals representative is available if needed.  Ensure that people playing in I/N events receive a special treat or recognition.  Make sure you remember the pins for I/N awards (or whatever awards you are handing out).	
Final day	Make sure that all tipping is done per CCBA guidelines.	
After the tournament		

**Table 5-2 Special Considerations for the 299er Tournament**

<b>Time</b>	<b>Activity</b>
<p>Before the tournament</p>	<p>Confirm the site at the VFW.                      Call Paul at 847 548-9755 or Bob at 847 566-2468 to determine meal service.                      Saturday and Sunday they will server hamburgers and hot dogs for lunch. We cannot bring drinks in. All drinks come from the bar.                      Call Patty to set up delivery and pick up of tables and supplies.                      Hospitality                      Try to get speakers for the 1/2 hour prior to game time.                      Food is not restricted as they have a fridge and microwave.                      Bring 2 cans each of regular and decaf coffee.                      Bring creamer, artificial sweetener, and sugar.                      Bring variety of snacks. Fruit can be obtained through Tom Sucher.                      Have a list of local restaurants available.                      Get a giveaway from Baron Bridge supplies.                      Have garbage bags for all tables.</p>

Time	Activity
	<p>Partnerships</p> <p>We guarantee partners but not teams, so have a standby partner available.</p> <p>We do not guarantee partners for the morning KO.</p> <p>Take names of all people needing partners or teams.</p> <p>Caddies</p> <p>Saturday morning can be done by the Tournament Chair.</p> <p>Two are needed for Saturday afternoon and Sunday.</p> <p>One is needed for Saturday night (you can just keep the two from the afternoon).</p> <p>Director</p> <p>ACBL director will be assigned.</p> <p>Money</p> <p>Keep receipts and turn them in for reimbursement for all hospitality.</p> <p>VFW and caddies are paid from the entry fees at the time.</p> <p>Tip is optional for VFW workers.</p>

<b>Time</b>	<b>Activity</b>
Day 1 of tournament	<p>Have setup committee there at 7:30 to set up tables and chairs.</p> <p>Tape garbage bags to tables with masking tape.</p> <p>You should allow 200 bags for a Sectional.</p> <p>Start coffee by 7:30.</p> <p>Put out morning snacks.</p> <p>Make sure water is available.</p> <p>Take care of all layers who show up without a partner or a team.</p> <p>Have caddies arrive 45 minutes before game time.</p> <p>Explain in simple but detailed terms how knockouts work.</p> <p>No tape on the walls, only on the glass cases.</p> <p>Make sure that the silver points available are clearly posted.</p> <p>Put out snacks for the afternoon session.</p> <p>Put a different variety of snacks out for the evening session.</p> <p>Pay the caddies.</p> <p>Give out awards.</p> <p>Make it fun for them.</p>

<b>Time</b>	<b>Activity</b>
Day 2 of the tournament	Arrive at the site by 9:30. Get coffee on and put out morning snacks. Put teams together as needed. Give the cook an idea when the group will be looking for lunch. Provide afternoon snacks. Make sure water is available. Get invoice from VFW, give to director to pay. Tip workers, if appropriate. Pay the caddies. Give out awards. Clean up everything. Repack supplies and boards. Stack chairs. Fold up tables and put them in the foyer for pick up.

<b>Time</b>	<b>Activity</b>
<p>1 month before</p>	<p>Arrange delivery of table and other items.</p> <p>Call Patty Chiszar to set up delivery and pick up of the tables and supplies.</p> <p>Hospitality</p> <p>Try to get speakers for the 1/2 hour prior to game time.</p> <p>Food is not restricted as they have a fridge and microwave there.</p> <p>Bring two cans each of regular and decaf coffee. Pots are provided.</p> <p>Bring creamer, artificial sweetener, and sugar.</p> <p>Bring variety of snacks. Fruit can be obtained from Tom Sucher.</p> <p>Have a list of local restaurants available.</p> <p>Get a giveaway from Baron Bridge Supplies.</p> <p>Have garbage bags for all tables</p> <p>Partnerships</p>

## Invitational Pairs Conditions of Contest

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- Eligibility Requirements** To be eligible to play in the Chicago Invitational Pairs, you must meet at least one of the following conditions:
- 1300 masterpoints or more.  
Note that all ACBL members with 1300 or more points are welcome; you do not have to be a member of our unit.
  - A high finish in a CCBA event during the previous calendar year, specifically:
    - 1st in an unlimited one-session event at a CCBA sectional
    - 1st or 2nd in an unlimited two-session event at a CCBA Sectional
    - 1st in Flight B or Strata B of a CCBA Sectional event if the top Masterpoint restriction is 1000 or higher
    - 1st or 2nd in the top bracket of a CCBA Sectional knockout
    - 1st in the second KO bracket at a CCBA Sectional
    - 1st -3rd of the District Grand National Teams, Championship Flight
    - 1st -3rd of the District Grand National Teams, Flight A
    - 1st-2nd of the District GNT, Flight B
    - 1st-3rd of the NAOP, Flight A
    - 1st-2nd of the District NAP, Flight B
    - 1st in the Unit NAP, Flight B
    - 1st-3rd in unlimited events at a CCBA Regional
    - 1st-2nd in Flight B or Strata B of a CCBA Regional event (with top Masterpoint restriction at 1000 or higher)
    - 1st in any Regional single-session open BAM.
    - 1st in any Regional single-session open.
    - 1st-2nd in senior events at CCBA Regional - Strata A only
    - 1st in a Senior event of a CCBA Sectional event if the top Masterpoint restriction is 1500 or higher
    - 1st-2nd in the top bracket of a CCBA Regional knockout
    - 1st-2nd in the second KO bracket at a CCBA Regional (1st only if the second bracket is the bottom bracket)

- 1st in the third KO bracket at a CCBA Regional if it is not the bottom bracket.

In the specifications, the word “Sectional” refers to either a regular Sectional tournament or a STAC (Sectional Tournament at Clubs).

**Non-qualifying Events**

Winning any of the following does not make you eligible to play in the Invitational Pairs:

- Flight B Sectional and Flight C Regional events, when restricted to players of fewer than 500 Masterpoints, are ineligible.
- Future Master Pairs are ineligible.
- Side games at Regionals (such as Charity Pairs, Speedball Pairs or Midnight games) are ineligible.
- Continuous Pairs are considered an open Regional event and qualify the first 3 places overall.

## Preparations for the annual WinterFest dinner

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**Meal Preparations** Make sure you do the following to prepare for the WinterFest dinner:

1. Menu is chosen in June and given to the Kibitzer Editor and the person making up the flyers.
2. Meet with hotel staff in late December or VERY early January to go over set-up and to sign off on BEO's.

You will need to make a guarantee for the number of dinners you will sell.

This is always a guess but the hotels will always allow you to increase your numbers, so guess a bit conservatively.

3. Ask the Kibitzer Editor to publish an article requesting donations for give-aways in September/October.
4. Send written invitations to all Board of Directors, the Unit Administrator, the dinner emcee and the winners of the Bob Glenn and Jan Ivory awards. The invitations are for the recipient and a guest of their choice.

Free dinners are not given to the winners of Mini-McKinney, Ace of Clubs, Harmon Wilkes or Service awards. The invitations go out about 1 month before the dinner.

5. Plan table centerpieces with time to make sure they can be done. Allow \$10/table as the maximum cost.
6. Make up a brochure that contains the following:
  - a. Menu
  - b. Meeting Agenda
  - c. President's Address
  - d. Treasurer's Report
  - e. List of Contributor's for baskets and IP gifts
  - f. List of Directors and Officer's for previous year
  - g. List of Committees with Members for previous year

7. Make up give-away baskets or gifts.

It works well if you keep your eyes open all year long to pick up items on sale. Just hold receipts in an envelope to get reimbursement.

8. Get the names of people playing in the Invitational Pairs and prepare name tags for each.

Make sure you have plastic holders for each name tag.

9. Arrange for caddies (have the caddy chair do this if possible).
10. Keep track of all ticket sales.

This is much harder than it sounds. It helps if you start your ticket sales with a ticket number that is an even hundred or at least an even ten. As people send in money for tickets, place tickets in an envelope for them to pick up at door if they do not include a SASE. Keep list of all tickets sold because some people lose their tickets and want/need replacements. A list helps you know that they have purchased a ticket. It also helps in balancing money for tickets sold.

11. At tournament, tickets for free dinners are given to each director. No spouses or guests are included.
12. Tickets that are given to Board members and directors have their numbers crossed out so they can not receive give-aways. In each free dinner envelope, a drink ticket is given for each free dinner.

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## Possible WinterFest Agenda

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### Agenda Template

A possible agenda and outline for a WinterFest dinner:

1. Call to Order
2. Treasurer's Report
3. Announcement of Outgoing Board member  
Descriptive information on outgoing board member(s).
4. Election of Incoming Board Members  
The following people have been slated by our nominating committee to serve for three year terms:  
Person 1  
Person 2  
Person x  
The membership at large needs to affirm the election of these people.  
Our by-laws preclude any further nominations at this time.  
May I have a motion from the floor to accept the nominating committee's slate?  
Second?  
Is there any discussion?  
May I have a show of affirmation to accept this slate as stated?  
Opposed?  
The slate of board members has been approved.
5. Announcement of Winners of Invitational Pairs
6. Raffle
7. Announcement of Jan Ivory Award  
Jan Ivory was a well known and popular teacher and bridge player in our area. She very much supported the newer bridge player and this award is given in her memory to the person who was NOT a Life Master at the beginning of the year and who garnered the most points during that year. The person for X is X. She won Y masterpoints in X.  
X, will you please come up and accept your award?
8. Announcement of Bob Glenn Award

Bob Glenn was a very fine bridge player who was always a gentleman and who quietly and cheerfully played at many of our tournaments. He exemplified the perfect partner in that he didn't give lessons at the table and never made either his partner or his opponents uncomfortable. This award is in his memory and goes to the person who earned the most points in our CCBA Sectional Tournaments during X. This award goes to X who won Y masterpoints in X.

X, will you please join me to accept your award?

9. Announcement of Art Glatt Award

Art Glatt died in 1975 and since that time we have given an award in his honor to the person who scores the most points at Chicago Regional events during the previous year.

Art Glatt was the technical advisor to the TV program "Championship Bridge". He was a very fine player who won several national events and many regional events in the 40's and 50's.

This year the award in his honor is given to the player who won the most masterpoints at our two regional tournaments in X. He collected X masterpoints.

Y, please come forward to claim your award.

10. Ace of Clubs winners

The Ace of Clubs awards are given to the players in our unit who earned the most masterpoints playing in club games ONLY. I will be calling off a number of names and would appreciate it if you would hold your applause until they all come up to receive their awards.

Rookie of the Year: A (X mps)

Junior Master: B (X mps)

Club Master: C (X mps)

Sectional Master: D (X mps)

Regional Master: E (X mps)

NABC Master: F (X mps)

Life Master: G (X mps)

Bronze Life Master: H (X mps)

Silver Life Master: I (X mps)

Gold Life Master: J (X mps)

Diamond Life Master: K (X mps)

Grand Life Master: L (X mps)

11. Mini-McKinney Winners

Again we are able to announce our Mini-McKinney winners almost 6 months earlier than previously, due to the improved reporting methods. Again, I will be calling off a number of names and would appreciate it if you would hold your applause until they all come up to receive their awards.

Rookie of the Year: A (X mps)

Junior Master: B (X mps)

Club Master: C (X mps)

Sectional Master: D (X mps)

Regional Master: E (X mps)

NABC Master: F (X mps)

Life Master: G (X mps)

Bronze Life Master: H (X mps)

Silver Life Master: I (X mps)

Gold Life Master: J (X mps)

Diamond Life Master: K (X mps)

Grand Life Master: L (X mps)

12. Raffle

13. Announcement of Service Award

I am especially pleased to have the opportunity to make the presentation of the award for outstanding service to our Chicago Contract Bridge Association. This year we have a person who has worked very hard to promote bridge.

Descriptive information about winner.

X, please accept this award with our thanks.

14. Announcement of Harmon Wilkes Award

This year the CCBA Board had an outstanding candidate for the Harmon Wilkes award. This award is perhaps our most prestigious award and is named for a player who epitomized the “ideal” bridge player. Some of the requirements for earning this award are that the person must play the game for the game’s sake. He must not be willing to sacrifice his standards of fairness, courtesy or conduct and his ethics must be above reproach.

Descriptive information about winner.

X, please come up and accept this award.

15. Adjournment of General Meeting

There being no further business, this annual meeting is adjourned.  
Board members will please convene up here at the podium for an  
executive session meeting to elect new officers.

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## Club Sectionals

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<b>When Can a Club Sectional be Held?</b>	Clubs may run this event any time that it regularly meets. Extra sessions are not allowed.
<b>Conditions of Contest</b>	<p>The club director must be non-playing.</p> <p>However, the director may play in a simultaneous side game.</p> <p>The game shall be in a regular pairs format, or stratified. There must be a minimum of three tables.</p> <p>Standard Mitchell session awards (30% of each direction).</p> <p>The club director shall call Jim Chiszar with results as soon as possible after the event has been run.</p> <p>Jim Chiszar will factor all scores to determine overall winners, establish masterpoint awards, write all reports to Memphis, contact club owners, with results and overall awards.</p> <p>Club directors should send their club results along with sanction fees to the CCBA office.</p>
<b>Sanction Fees</b>	Sanction fees are \$8/table. Clubs may charge whatever they wish. The sanction fee will be used to pay the expenses of the tournament, including the fees for Memphis, the director, and publicity.

## Tournament Caddies

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- Requirements** Must be at least 14 years old to work during the day (not after 7PM). We prefer to use caddies who are at least 16 years of age.  
Caddies who are 16 and above can work all hours.
- Pay** Pay is \$30/session. Most caddies are paid this rate. The lead caddy is paid \$35/session.  
Pay is cash-no withholding is done.
- Meals** Each caddy that works 2 consecutive sessions is paid \$7 for a meal.  
If they work 3 consecutive sessions, they get paid for 2 meals.
- Duties** Caddies are expected to show up at least 1/2 hour prior to game time. They must stay until dismissed by the director in charge-usually about 15-30 minutes after the session is completed.  
Each caddy usually handles 2-3 sections, setting up the pick-up slips and collecting the slips every round. They must pick up all boards after a session and replace in the appropriate board boxes. They are allowed to read or listen to a Walkman or play video games during work hours.



# Appendix A: Nominating Committee Items

## Kibitzer Announcement for CCBA Elections

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**Announcement needed** Each year an announcement must be submitted to the Kibitzer announcing elections for the CCBA Board of Directors. The ad must be placed in the Kibitzer early enough to that the committee can meet, and so that the committee can make its recommendation to the CCBA Board of Directors in the October meeting.

**Sample Kibitzer Advertisement** CCBA BOARD NOMINATIONS  
It's that time of the year again. Nominations for the CCBA Board of Directors for 200x are currently being accepted.  
All candidates must be a member of the ACBL/CCBA in good standing. All nominations must be in writing (e-mails will work), must be submitted on or before September xx, 200x, and should be directed to Patty Chiszar, Unit Administrator, P.O. Box 2585, Naperville, Illinois 60567, e-mail: ccba@bridgeinchicago.com.  
Any questions? Call Patty at (630) 355-6683.

**Sample agenda notice for committee members** CHICAGO CONTRACT BRIDGE ASSOCIATION  
2002-3 NOMINATING COMMITTEE  
Agenda for Meeting of October 1, 200x, 6:30 PM  
3310 West Albion, Lincolnwood, Illinois 60712

Board Members: John Goldstein, Harriette Buckman and Bob Ward

Members from Membership: Selma Perlmutter and Fred Buckman

Thank you for agreeing to serve on the CCBA Nominating Committee. We are seeking one (1) individual to serve a three-year term, commencing in January, 2003.

We have two (2) candidates scheduled to be interviewed this evening, each for (hour.

Scheduled Candidates

Stan Katz 7:30 PM

Jody Wadhwa 8:00 PM

Some sample questions to be asked include:

- Why do you want to be on the CCBA board?
- How much time do you think is necessary to assist the CCBA and do you have the time?
- What activities interest you in planning for bridge events?
- What is the CCBA doing wrong, and what would you do to improve these situations?
- Do you have any thoughts with regard to bridge teaching, club activities, the Kibitzer and communications in general?

Obviously, no sensitive or invasive questions should be asked of any candidate.

Correspondence and other materials are attached.

**Sample welcome notice to  
committee members**

MEMORANDUM

To: All Board Members of the CCBA Nominating Committee

From: John Goldstein

Date: August 19, 2002

Re: 2003 Board Elections

The current members of the Nominating Committee are:

- Directors
  - John Goldstein
  - Harriette Buckman
  - Bob Ward
- Non-Directors

- Rochelle Shapiro
- Marcie Berky
- Fred Buckman
- Selma Perlmutter

We need to fill five (5) Board slots. Of the five (5) incumbents, Kay, Ginny, Jackie and Tom Sucher have indicated they want to continue on the Board. Tom Dressing does not wish to do so. We therefore need to fill one (1) vacancy.

As of today, I have received submissions from Stan Katz (see attached) and Jody Wadhwa. Nominations must be received as of September 15, 2002.

I propose a meeting of the Nominating Committee and candidates on Tuesday, October 1, at 7:30 PM, at my house. We have a board meeting on October 7.

**Table A-1** Sample Timetable

Date	Item
8/02	First request for nominations in Kibitzer (already published)
08/19/02	August Board Meeting
09/15/02	Last date for submission of applications from membership
10/07/02	October Board Meeting
10/19/02	Last date by which selections must be reported to Administrative Secretary
11/19/02	Last date by which selections must be published in Kibitzer
12/09/02	December Board Meeting
01/19/03	Annual Meeting of Members

