

# THE ACBL DISTRICT 20 MANUAL OF POLICIES AND PROCEDURES

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**Separate documents combined into one, September 2024, RHC**

# **THE ACBL DISTRICT 20 MANUAL OF POLICIES AND PROCEDURES (MOPP)**

## **JURISDICTION**

This document specifies policies and procedures for American Contract Bridge League (ACBL) District 20 (D20), and takes precedence over any such approved by the D20 board prior to February 18, 2013 that are not noted within. It is meant to supplement and amplify requirements of the D20 Bylaws that are the sole authority. If there are any statements or sections in this Manual that inadvertently or otherwise countervene the Bylaws, they are null and void and the Bylaws shall control.

All dated policies and procedures in this Manual have been approved at a meeting or online poll of the D20 Board members. Revisions are noted herein with approval date.

## **INCUMBENTS**

Positions, roles, and tasks are described herein without regard to the individuals engaged in them. To see the incumbent(s), visit <https://acbl20.org/officials/>.

## **A. THE D20 ORGANIZATION: POSITIONS AND RESPONSIBILITIES**

### **A. (1) Board Members**

#### **1. Voting Members of the D20 Board**

##### **a) D20 District President**

Responsibilities of the President are recorded in A. (2) Officers below.

Approved: D20 Board Meeting, June 11, 2022.

##### **b) D20 Area Representatives**

<b>AREA 1</b>	452 Vancouver	485 Ontario	492 Mid-Columbia
<b>AREA 2</b>	464 Redding	457 Chico	458 Eureka
	461 Nevada County		
<b>AREA 3</b>	394 Boise	398 Nampa/Caldwell	
<b>AREA 4</b>	469 Hawaii	470 Oahu	471 Maui
<b>AREA 5</b>	487 Portland		
<b>AREA 6</b>	491 Seaside	493 Tillamook	572 Central Oregon Coast
<b>AREA 7</b>	476 Bend	481 Grants Pass	482 Klamath Falls
	484 Jackson County		
<b>AREA 8</b>	477 Corvallis	479 Eugene	490 Salem

### **Responsibilities of Area Representatives**

- The area representatives should be well-informed on District issues, and serve as the primary communication link between the District Board and the Unit Board(s) that elected him/her.
- Each area representative is responsible:
  - for attending the District Board meetings, or for sending a proxy if unable to attend.
  - to submit candidates for District President from their area (if any) to fill vacancies
  - to provide frequent updates for the monthly District newsletter
  - to arrange for their own re-election or replacement at end of term

Approved: Board meeting January 2023.

### **Area Representatives – suggestions for communication with the Units they represent.**

- Create an email group of the unit presidents and unit electronic contacts. Update in new year as there may be changes.
- Before each D20 Board meeting ask the unit presidents if there are any issues to bring to the D20 Board.
- Send copies of the minutes of D20 meetings to each unit president.
- Request minutes of each unit's meetings.
- Arrange an annual meeting of the unit presidents (or another representative) at a regional.
- Be responsible for getting flyers for all regionals to all clubs in the Area.
- Coordinate the election of a new area representative and ensure that it takes place in a timely manner.
- Attend the sectionals in the Area and meet the unit board members.
- If feasible, request attendance at a unit board meeting in the Area at least once a year.

Approved Vancouver, February 2014

## **2. Non-voting members of the D20 Board**

### **Responsibilities of Non-voting Board Members.**

#### **a) D20 District President Ex-officio**

The immediate past president serves for one additional year in an advisory capacity to the new Board members. The emphasis is on being available to the new President with a goal of providing institutional memory.

**b) The Region 12 Director**

This person represents D20's interests at the ACBL Board of Directors meetings.

**c) Advisory Council Members**

Three elected individuals represent D20's interests at the ACBL Advisory Council meetings.

**d) Other Non-voting Members**

Appointed positions, committee chairs, and other volunteers or contractors in service to D20 are considered non-voting Board Members. They provide history, experience, and knowledge in their area of interest to help the voting members determine a proper course in deliberations. Other members are recorded in A (4) List of Other Officials of D20.

Approved: Board meeting January 2023.

Updated: June 2014x. Nov. 17, 2014, SK; Jan. 2015 GGW; Jan. 2023 RHC

minor revisions, Feb. 2024 RHC

**A. (2) Officers of the Board**

**Executive Officers of the D20 Board**

**President**

**Vice President**

**Secretary**

**Treasurer**

**Business Manager**

Approved: Vancouver Board meeting Feb. 2015.

**Responsibilities of the Executive Officers of the D20 Board**

**1. President**

- a) Presides at all meetings of the D20 Board of Directors and the annual Membership Meeting.
- b) Prepares the agenda for Board meetings, and the annual Membership Meeting.
- c) Appoints all committees and serves on them as an ex-officio member.
- d) Exercises general supervision over the activities of the D20 Board and has overall responsibility for running the District.

## **2. Vice-President**

- a) Acts in the absence of the President.
- b) Assists the President.

## **3. Secretary**

- a) Is the Board Liaison with the Business Manager for secretarial matters, such as board meeting minutes, distribution of agendas, unit notifications, and any correspondence.
- b) Is responsible for updating the MOPP, together with the Bylaws Committee.
- c) Supervises the election of Area Representatives (Area Reps), which includes the following responsibilities:
- d) Notification of Units when an Area Rep needs to be elected.
- e) Ensure that Units comply with their procedures as stated in the MOPP and District procedures as to timing.

## **4. Treasurer**

- a) Is responsible for overseeing the management of all monies of the District.
- b) Is the Board Liaison with the Business Manager for financial matters.
- c) Is a member of the Finance Committee.

## **5. Business Manager**

*(See next article for responsibilities)*

Approved: June 2014

### **A. (3) The Business Manager**

#### **Business Manager Responsibilities**

##### **1. Banking and Investing**

- a) Maintain D20 checking and money market accounts at banks insured by FDIC.
- b) Deposit funds received and pay all bills.
- c) Prepare monthly bank reconciliations.
- d) Invest reserves as directed by the Board.

##### **2. Financial reporting**

- a) Provide Treasurer with copies of bank statements, reconciliations and cash transactions.
- b) Prepare financial statements for presentation to the Board.
- c) Set up annual meeting of the Finance Committee in coordination with the Finance Committee Chairperson.
- d) Prepare annual draft of budget and present to Finance Committee at annual committee meeting.



- e) Meet at least once a year with the Finance Committee personnel and provide information needed for inspection of records.
  - f) Prepare financial reports per reasonable requests of Board, Finance Committee or other committees.
  - g) Attend all Board meetings and present financial reports.
- 3. Government Compliance**
- a) Prepare and file annual IRS forms 1099 as necessary.
  - b) Prepare and file IRS Form 990, Oregon Department of Justice Form CT-12 and Annual report to the Oregon Corporation Division.
- 4. Secretarial**
- a) Prepare draft agenda for Board meetings for review by the D20 President.
  - b) Coordinate with Tournament Manager and President for location and set up for in-person Board meetings.
  - c) Send notice of time and place of meetings to Board meeting invitees along with agenda, meeting reports and prior un-approved minutes.
  - d) Prepare hard copy Board packets for in-person meeting.
  - e) Take minutes at the meeting with the aid of the D20 digital recorder or ZOOM recording; prepare draft minutes after meeting and distribute to Board members.
  - f) Provide minutes to Webmaster for posting.
  - g) Prepare correspondence as needed.
  - h) Maintain permanent D20 records and documents.
  - i) Act as Registered Agent of D20 as required by State of Oregon.
  - j) Assist District Secretary in overseeing elections of Area Representatives.
  - k) Assist D20 President.
- 5. Tournaments**
- a) Provide cash to Tournament Manager for paying caddies and gratuities.
  - b) Prepare voucher for equipment contract for approval by vendor; pay voucher.
  - c) Review and pay expense reimbursements to Hospitality Chair; Daily Bulletin Editor, Photographer, D20 President, ACBL VIPs , I/N Coordinator and Tournament Manager.
  - d) Review and pay invoice submitted by Bridgemate vendor, tournament venue and other tournament expenses.
  - e) Calculate and pay Local Unit payment.
  - f) Reconcile financial statement prepared by Director In Charge to check received from ACBL.

**[Editor's Note: removed the requirements to attend tournaments and handle cash since ACBL has gone to cashless tournaments.]**

**6. North American Events**

- a) Work with NA Coordinator to set up a Table Fee Reconciliation showing table fees due from participants in the District Finals.
- b) Deposit table fees received from participants.
- c) Notify NA Coordinator and/or participants of unpaid fees.
- d) Reconcile Financial Statements prepared by Director(s) in Charge to Table Fee Reconciliation schedule.
- e) Remit amounts due to ACBL and BBO.
- f) Prepare expense reimbursement forms for winners attending an NABC for North American Events Finals per amounts determined by NA Coordinator.
- g) Send forms to winners and pay reimbursements.

Revised August 2024

**A (4) List of Other Officials of D20**

Non-voting members of the Board of Directors are elected by Member Units or hold offices appointed by the President or the D20 Board. Other than voting, they shall have all rights and responsibilities of the voting Directors, including the right to propose and second motions before the Board:

- 1) Advisory Council Representatives (3)
- 2) Those serving in positions necessary to fulfilling the purposes of D20:
  - a) Education Liaison
  - b) I/N Coordinator
  - c) Of Council
  - d) Recorder
  - e) Tournament Coordinators (mainland and Hawaii)
  - f) Tournament Managers
  - g) Webmaster
- 3) Chairs of Standing Committees
  - a) Bylaws Committee
  - b) Finance Committee
  - c) North American Events Committee
- 4) The Business Manager
- 5) The ACBL Regional Director for Region 12
- 6) The D20 President Ex-Officio

Updated: January 1, 2023 RHC; Feb. 2024 RHC

## **A. (5) The Tournament Manager**

The ACBL D20 tournament manager (TM) is an independent contractor whose duties are listed below.

Compensation for the position is paid per tournament with automatic annual cost of living adjustments. In addition to the fee per tournament, expenses are paid for the TM to attend contracted D20 regionals (per diem, mileage reimbursement, and lodging), and for pre-tournament visits, office expenses, contract negotiation and other ordinary and necessary expenses approved in the annual budget.

### **Responsibilities of the Tournament Manager:**

#### **1. Pre-Tournament**

- a) **Tournament Date:** Work with the Tournament Coordinator to determine the date for a D20 regional.
- b) **Venue:** Along with the Area representative, determine an appropriate venue for a tournament unless there is a multi-year contract.
- c) **Board approval:** Get Board approval for date and location of a tournament
- d) **Contract negotiation:** Secure a contract with the venue. If a hotel, the contract needs to include all costs that will be incurred, including room block, food and beverage costs, playing space, etc. If the venue is not a hotel, secure a contract with the venue to include all costs related to holding the tournament in that venue. Secure contracts with hotels near the venue.
- e) **Sanction:** Obtain the ACBL sanction for the tournament.
- f) **Event schedule:** Along with the Director in Charge (DiC) determine the schedule for the tournament events.
- g) **Flyer:** Prepare the tournament flyer and distribute to Area Representatives for distribution to clubs and to Tournament Directors for distribution at tournaments.
- h) **Playing space:** Coordinate with the venue for the playing area requirements of the DiC.
- i) **Host Unit:** Work with the Local Host Unit to locate a Local Chair, and Chairpersons for Hospitality, Partnership and Caddies. The TM is responsible for informing the local chairs of the duties involved in their positions.
- j) **Daily Bulletin and Photographer:** Contract with Fast Results to produce a Bulletin; hire a Daily Bulletin editor and Photographer.
- k) **Tables and Supplies:** Currently TournTables, LLC. Confirm with the Board that there is a vendor for the tables and supplies.

- l) **Other space requirements:** Work with the I/N Coordinator, Education Coordinator and Board for meeting space and other needs during the tournament.
  - m) **Hotel Rooms:** Reserve rooms for the tournament TD's and the D20 staff. Monitor hotel room block.
- 2. At Tournament**
- a) Plan with the venue event manager, including catering, parties, supplies, water, trash, restrooms, etc.
  - b) Coordinate with the venue for the playing area requirements of the DiC.
  - c) Plan the space requirements for the Hospitality and Partnership Desks, the tournament flyer table and bookstore tables.
  - d) Provide the hospitality for the tournament.
  - e) Pay the caddies and venue gratuities; review the expense report provided by the Daily Bulletin editor and the Photographer; submit an invoice to the Business Manager for TM expenses and fees.
- 3. Non-Tournament Duties**
- a) Attend all Board meetings and prepare a report to the board.
  - b) Along with the Business Manager, prepare a budget for each tournament.

Approved: June 2014; revised and approved 8/17/2024 via an online vote.

## **A. (6) The Tournament Coordinator**

- 1. Responsibilities of the Tournament Coordinator:**
- a) Receives requests for the D20 Sectionals.
  - b) Ensures that requested D20 Sectionals do not conflict with already sanctioned sectionals in D20 or with sectionals within a 200 mile radius in Districts 19, 20, and 21.
  - c) Approves requests for sanctions for each sectional before the request is submitted to ACBL.
  - d) Ensures that requested D20 sectionals do not occur on the same weekend as a Regional within a 250 mile radius or 5 hour drive.
  - e) Protects traditional tournament dates for Units to maintain schedule consistency and player expectations.
  - f) Assists Units in resolving possible conflicts in tournament dates.
  - g) Keeps a District 20 Calendar of Sanctioned, Requested, Approved, and Traditional sectional and regional dates available to D20 Board members at each of the three district meetings.
  - h) Gives a report of upcoming D20 sectional and regional tournaments at the district meetings.
- 2. Notes for Units Requesting Sanctions from the Tournament Coordinator**

- a) Before you enter an application in TourneyTRAX please check "Tentative Schedule" to see what other sectionals are scheduled for the dates you have chosen. This also means that you not only check what is in District 20 but also those cities in District 19 and District 21 which are close to the district boundaries which might conflict with your tournament.
- b) Also please check with the Tournament Coordinator to see if there are others that may have requested those dates or have traditionally had those dates but have not entered an application Example: Eureka traditionally has their sectional on the weekend after Labor Day, this is to avoid a conflict with a regional in District 21, Santa Clara. Also Salem and Mid-Columbia (Hood River) have an agreement for swapping the 2<sup>nd</sup> and 3<sup>rd</sup> weekends in July.
- c) If your tournament, including 199er, 299er, I/N, NLM, is within 200 miles there may be a conflict and the Tournament Coordinator may suggest another date. Most of the time the Tournament Coordinator will check with the other unit to see if there is a conflict.
- d) Even though there are more than 250 miles or 5 hours between tournaments, having a sectional that is on a weekend of or the weekend before a Regional is not encouraged. There may be some exceptions. Note this means not only in District 20 but adjoining districts also. Also having a sectional that conflicts with another sectional in adjoining districts should not happen.
- e) TourneyTRAX "Tentative Schedule" shows sanctioned events for not only District 20 but 17,18,19,21, and 22. Note: we do not conflict with District 17, 18, or 22 for sectionals or most of our Regionals.

Approved: June 23, 2013

### 3. Additional Notes July 2013 by Larry Crumb

- a) **Conflicts with Sectionals:** I believe the Board decided that if the distance between Sectional venues was at least 250 miles it was OK to schedule sectionals at the same time.
- b) **Note to Unit Tournament Coordinators:**
  - Sectional applications shall be submitted a month and a year before the requested time of the sectional.
  - A year before the date of the sectional ACBL wants a flyer, in PDF form, that contains the location, schedule, etc.

## **A. (7) North American Events Coordinator**

### **Responsibilities of the North American Events Coordinator include:**

- a) Organizes and presides over the North American Events committee that plans for and manages the annual Grand National Teams (GNT) and North American Pairs (NAP) competition as per the article H. THE D20 NORTH AMERICAN EVENTS below.
- b) Coordinates scheduling for the D20 GNT and NAP Finals with the D20 Tournament Coordinator.
- c) Selects sites and coordinates with the local sponsors at multiple locations throughout the district to host the D20 Finals.
- d) Obtains approved sanctions for the D20 GNT and NAP Finals from the ACBL Tournamen Staff.
- e) Writes the D20 Conditions of Contest and submits to the ACBL for approval.
- f) Works with assigned directors to conduct the events satisfactorily. Provides performance evaluation to ACBL at conclusion of events.
- g) Prepares promotional flyers for placement at tournaments and clubs.
- h) Submits relevant information to the D20 Declarer Editor on a monthly basis including event scheduling, details of the competition, and results, including pictures if possible.
- i) Submits data as above to the Web Master for posting on the internet, with additional details such as the flyer, the Conditions of Contest, links to ACBL documents governing the competition, and a list of known qualifiers. Keeps a current list of club managers, directors, and Unit contacts within D20 for distribution via email of flyers and other GNT/NAP promotional material.
- j) Provides a status report at the district Board meetings including scheduling, issues to be resolved, and a list of winners with the pairs/teams advancing to the National Finals.
- k) Submits a list of D20 representatives eligible to advance to the National Finals to the ACBL Special Events Manager and coordinates alternates in case of declinations.
- l) Works with the D20 Business Manager to develop annual budgets, advise on the distribution of subsidies, rent payments to sponsors, award of discount coupons to site monitors, and other monetary issues that may arise.
- m) Petitions the Board for necessary approvals of changes to monetary provisions such as entry fees, subsidy amounts to winners including

distribution of Grass Roots FUNds, and payments to sponsors for hosting the events.

- n) Assist the business manager in collecting delinquent payments from participants.

Approved: July 27, 2013; updated web links 3/4/24 RHC;  
revised 7/11/24 Hal Montgomery

## **A. (8) The Intermediate/Newcomer Coordinator**

### Responsibilities of the I/N Coordinator

The Intermediate/Newcomer (I/N) Coordinator is responsible for planning, promoting and conducting I/N events at District 20 mainland Open regional tournaments. See article detailing tournaments: G. REGIONALS.

1. Annual Budget
  - a) Around Oct-Nov, prepare a budget for the following year.
  - b) Once the budget is complete, send it to the District 20 Treasurer no later than December 31.
2. Promotion
  - a) Write a monthly article for the District 20 Declarer. For two months leading up to each regional tournament, have the articles encourage I/N players to attend. Highlight the free classes and the separate sessions for less experienced players.
  - b) For a couple of months prior to each tournament, send emails to Area Reps with information about the tournament and encourage them to promote the event to the I/N players at the club level.
  - c) Include the qualifications to play in I/N events (0-750 master points)
3. Education
  - a) Find presenter(s) for the I/N classes for each tournament. This can be one person who will teach each day or there can be several different presenters. Make sure to confirm their agreement to teach on which days.
  - b) If the presenter knows the topics of the classes and lets you know, that is another great way to promote the tournament to I/N players.
  - c) Decide which days the classes will be held. The classes are often held Tuesday, Wednesday, Thursday and Friday. Attendance on Saturdays tends to be low due to people leaving.
  - d) Make sure the Tournament Manager (TM) knows who the presenter(s) is (are) and what days they will teach and the class time. A 9:00-9:45 class time has worked well.
  - e) Confirm with the TM that there will be a separate area for I/N classes and play sessions.

- f) Stay connected with the presenter and make sure they have everything they need ahead of time for the classes. Ex: white board, copies, signs, etc.
  - g) Confirm with the TM about the discount play tickets for the presenter.
4. Tournament flyers
- a) Be sure the TM has the correct name and email for the I/N/ Coordinator to appear on the flyer.
  - b) Be sure the Presenter's name and the times and days of the classes are on the flyer.
  - c) Identify the qualifications for playing in the I/N events. Currently players with 0-749 master points qualify.
5. At the tournament
- a) Arrive on Monday to set up the I/N room and make sure everything is in place. Touch base with the TM.
  - b) Put a small table outside the I/N room door for flyers for this and other tournaments, brochures and candy.
  - c) Set up the room for the class the next morning.
6. At the beginning of each session
- a) Introduce yourself.
  - b) Promote the classes for the next morning. Encourage everyone to attend those. Make sure everyone knows the classes are free.
  - c) Be available to answer questions and help find partners for single players.
  - d) Give out prizes (See below).
7. Prizes
- a) Purchase gift certificates from the bookstore. Rather than awarding the winners, give these out in drawings at the beginning of each session.
  - b) Decide if you want to have other little gifts to give away. This is very popular and seems to motivate the I/N players to play more.
8. Leaving the tournament
- When you leave the tournament to go home, make sure you have everything cleaned up. You might need to return items to the TM.
9. Attend Board meetings
- Be prepared to give a report for both upcoming and just completed tournaments.
10. Compensation
- a) Lodging: Usually Monday through Thursday nights. The TM can make the reservations.
  - b) Mileage: Miles driven to and from home to the tournament location.
  - c) Food: Keep receipts to turn in to the Treasurer for reimbursement.

Approved April 2014; new content Susie Leo 9/2/2024



## **A. (9) The Education Liaison**

### **Responsibilities of the Education Liaison:**

- a) Administer the Education Expense Reimbursement Program
  - Promote the Program to teachers twice a year via email and/or the D20 Declarer
  - Process the paperwork for Program submissions as needed
  - Update the guidelines and submission form as needed
- b) Communicate with teachers about ACBL resources – materials and financial – at least once a year via email and/or the D20 Declarer
- c) Plan and host teacher appreciation events at District Regional Tournaments
- d) Keep the Education material on the District Website up to date
  - Coordinate with the webmaster and/or
  - Make postings and materials off yourself.
- e) Prepare a budget for Education activities
- f) Be proactive. Do not feel restricted by the above list, just clear new activities with the Board.

Approved: June 24, 2013

## **A. (10) The E-Newsletter Editor**

The purpose of this section is to describe the responsibility of the D20 Declarer Editor. It includes a combination of the duties of an editor, content creator and producer. These can be performed by the same person or multiple people.

- a) Schedule and plan each issue
- b) Request major articles
- c) Write articles where necessary; update the monthly features (e.g. rank advancements, tournament calendar, Mini McKenney status)
- d) Edit material that is submitted, proof/correct as needed
- e) Input content to Constant Contact Template and D20 Website ensuring proper use of Branding and Templates
- f) Maintain the Constant Contact database
- g) Send test message(s) and final newsletter using Constant Contact
- h) Review statistics each month to inform decisions about future issues
- i) Invoice the district business manager for the cost of Constant Contact Subscription
- j) Prepare an annual budget request for estimated costs for Constant Contact/D20 Declarer

New content 8/3/2024 CH

## **A. (11) Standing Committees – Finance and Bylaws**

### **1. Responsibilities of Finance Committee**

- a) The Finance Committee is responsible for reviewing and approving the budget prior to the annual meeting of the Board. Expenses that exceed budgeted amounts by \$250 shall be approved in advance by the Finance Committee.
- b) The Finance Committee will perform an annual financial review prior to the Annual Meeting. Results will be presented at the Annual Meeting (when practical).

Approved: Vancouver Feb. 2013. Modified and approved: Vancouver, Feb. 2021;  
January 2023 RKT

- c) Members of the Finance Committee who are also voting members of the D20 Board cannot vote on any motions that directly involve gain for themselves or family members.
- d) (deleted)

Approved: Vancouver Feb. 2014; Modified January 2023 RKT

### **2. Responsibilities of Bylaws Committee**

- a) Ensure that the D20 bylaws are properly applied.
- b) Ensure that the D20 MOPP (Manual of Policies and Procedures) is properly updated and used.
- c) The responsibility for updating the MOPP belongs to the elected secretary in consultation with the Bylaws Committee, the Business Manager and other relevant district personnel.

Approved: Eugene July 2013.

The President is voting member of all committees.

Clarified: Vancouver 2014.

## **A. (12) The Appellate Chair and The Recorder**

Note: The district Disciplinary Chair position was eliminated by ACBL regulations in 2023 and its description was removed from the MOPP in August, 2024.

### **1. The Appellate Chair**

The Appellate Chair's primary duty is to deal with appeals from District 20 members about discipline. Occasionally, players will appeal committee decisions from important events. The Chair will then select a suitable committee to hear the appeal. The Chair may be on the committee or may chair the committee. The chair may not be on a committee when he/she is either making the appeal, a

witness, or has a bias in favor or against one or more of the appellants. It is important that decisions are fair and that they are perceived to be fair by the general bridge community. It is not always possible to make both sides in an appeal perceive that the decision was fair, but we can try. It is important to allow persons with relevant evidence to speak and to allow both sides to be able to make their cases, but attorneys are not permitted for either side, nor are former attorneys permitted to represent an appellant or a side. Appellants are permitted to employ a non-attorney spokesperson if they choose.

Rules for appeals can be found on the ACBL website [here](#).

July 2013. (Stan Sather.)

## 2. The Recorder

The Recorder is appointed by an official ACBL entity: There is a national recorder and assistant recorder, both working at headquarters. There is a District recorder for each district, though it's possible some districts haven't filled the position, (The Unit recorder position has been eliminated by ACBL regulations).

"The aim of the recorder system is to establish a method of dealing with complaints that:

- a) by themselves do not warrant the filling of formal charges;
- b) are very obvious but there is only the implication of wrongdoing without substantial evidence necessary to bring formal charges; ``
- c) are a request to have the subject's behavior modified by counseling and/or education."

The Recorder investigates and possibly handles possible ethics and conduct violations, which ideally are reported by the opposing player via a player memo, which can be either filled out online

<https://fs3.formsite.com/acbl/7fisnx9jjm/index>, or can be filled out on paper using a form that can be requested from a tournament director.

If filed online, unless there is enough data for the national director to handle the complaint on his own, he will forward the completed form to the local recorder for investigation. In any case where to complaint merits investigation the recorder will meet with both parties involved, and then forward a recommendation to the national recorder.

Possible outcomes range from no discipline and letting the complainant know why there will be no further action, to recommending a committee hearing by the National Disciplinary Committee for a hearing, with a possible outcome up to and including suspension.

There have been some negotiated settlements (plea bargains) in the past few years between the district recorder and the complainant, with approval from the national director, it's not clear whether this will be done locally in the future, or if all negotiated settlements will be coming from headquarters.

Recorder forms are filed and kept for 10 years, both locally and at headquarters.

The ACBL recommends the following qualifications: "Unimpeachable ethical integrity, honesty and demeanor; ability to discuss all matters including the most serious ethical concerns with a player without giving offense to an innocent individual; excellent communication skills; acknowledged bridge ability, and the ability to act in a non-political manner." All reports and information are, of course, to be treated confidentially.

The district recorder encourages anyone who has an ethics or conduct issue and doesn't know how to proceed to reach out. Contact information for the D20 recorder can be found on the D20 website under **officials**.

July 2013, Michael Eyer; New content July 2024, Henrik Sharples

## **B. MEETINGS**

### **B. (1) Place and time**

#### **BYLAWS SECTION 5.6.1 PLACE OF REGULAR MEETINGS**

Regular meetings shall be held in conjunction with a mainland regional not less frequently than two times a year. However, these meeting may be held online rather than at the tournament venue except for the Annual Meeting at the Oregon Trail Regional that must be conducted in-person with online attendees optional.

Approved: Board meeting January 2023

#### **BYLAWS SECTION 5.7 NOTICE OF MEETINGS**

Notice of regular and special meetings shall be sent to the following:

1. The President.
2. The Area Reps.
3. The Regional Director.
4. The three Representatives to the Advisory Council.
5. The chair of the Finance Committee.
6. The chair of the Bylaws Committee.
7. Other district personnel as required.

Approved: Board meeting January 2023

## **B. (2) Annual Membership Meeting**

### **BYLAWS SECTION 5.5 SPECIAL MEETINGS:**

#### **ANNUAL MEMBERSHIP MEETING**

By state law, an annual membership meeting for Member Units must be held. This shall held be at the Oregon Trail Regional in February prior to the Board meeting. All Member Units will receive notice not less than 14 or more than 30 days before the meeting.

Approved: Seaside Oct. 2012

## **B. (3) Electronic meetings**

### **BYLAWS SECTION 5.5 SPECIAL MEETINGS:**

#### **ELECTRONIC COMMUNICATION**

By state law, meetings held via electronic communication must conform to these conditions:

- a) All directors participating may simultaneously hear or read each other's communications during the meeting; or
- b) All communications during the meeting are immediately transmitted to each participating director, and each participating director is able to immediately send messages to all other participating directors.
- c) All participating directors shall be informed that a meeting is taking place at which official business may be transacted; and a director participating in the meeting by this means is deemed to be present in person at the meeting.

Approved: Seaside Oct. 2012

## **B. (4) Meeting procedure**

D20 meetings are open to any D20 member, but those who have no official position with the District shall sit apart from the meeting members, and not speak unless invited to by that person's Area Representative or the District president.

Approved: Seaside Oct. 2013

## **B. (5) Pre-meeting procedures**

These procedures were requested by President Molly Harris for the 2013 Oregon Coast Regional meeting and subsequent district meetings:

- a) With the exception of reports on the current tournament (or other events within the previous two weeks), all material to be presented at a District

20 Board meeting must be e-mailed to the Business Manager and copied to all D20 Board members 15 days prior to the meeting.

- b) In order for Board members to have sufficient time to consider all possible ramifications, requests for board approval of unbudgeted funds at a board meeting must be e-mailed to the Business Manager and copied to all D20 Board members 15 days before the meeting. Other such requests may be presented and discussed but not voted upon at the meeting. In both cases, the opinion of the finance committee will be sought.

Approved: Sunriver May 2014

Updated: January 1, 2023 RHC

## **C. ELECTION PROCEDURES**

### **C. (1) Area Representatives Terms of Service**

#### **1. Area Reps' Term Limits**

Area Reps' terms end on the dates listed below. New Area Reps should be elected at least by December 15, to take office January 1 of the following year.

**AREA 1 – Vancouver Unit 452, Ontario Unit 485, Mid-Columbia Unit 492.**

December 2025, 2028, 2031, 2034, 2037, 2040.

**AREA 2 – Redding Unit 464, Chico Unit 457,  
Eureka Unit 458, Nevada County Unit 461.**

December 2024, 2027, 2030, 2033, 2036, 2039.

**AREA 3 – Boise Unit 394, Nampa-Caldwell Unit 398.**

December 2024, 2027, 2030, 2033, 2036, 2039.

**AREA 4 – Hawaii Unit 469, Oahu Unit 470, Maui Unit 471.**

December 2026, 2029, 2032, 2035, 2038, 2041.

**AREA 5 – Portland Unit 487**

December 2025, 2028, 2031, 2034, 2037, 2040.

**AREA 6 – Seaside Unit 491, Tillamook Unit 493,  
Central Oregon Coast Unit 572.**

December 2024, 2027, 2030, 2033, 2036, 2039.

**AREA 7 – Jackson County Unit 484, Grants Pass Unit 481,  
Klamath Falls Unit 482, Bend Unit 476.**

December 2025, 2028, 2031, 2034, 2037, 2040.

**AREA 8 – Salem Unit 490, Corvallis Unit 477, Eugene Unit 479.**

December 2026, 2029, 2032, 2035, 2038, 2041.

This list will be updated as necessary to reflect any changes in Area assignments and to keep current of annual terms.

Updated Nov. 17, 2014, SK; Jan 2015 GGW

## 2. Area Reps' Election Procedures

- a) All Areas are to have an Area Rep election procedure (ratified by all the Area's Units) lodged with the D20 Secretary and Business Manager.
- b) E-mails will be sent by the D20 Secretary to each Area's Unit Presidents, Electronic Contacts and the present Area Rep, together with their procedure for election, by September of the expiry year of the area reps' term of office.
- c) The results are to be reported to the Secretary by all relevant Units by December 15 of the expiry year.
- d) It is the responsibility of the Secretary and the outgoing Area Rep to ensure that results are received by the Secretary in a timely fashion. If no response is received by mid-November, a reminder will be sent by the District Secretary.
- e) Tied Votes. In the event of a tied vote in an election for an Area Representative, a card will be drawn by the district president before witnesses for each candidate, the highest card winning. Approved May, 2014
- f) The incumbent area rep shall inform the district secretary, the district business manager, the unit presidents of his or her area, and the district president of the results of the election.

Approved: Vancouver Feb. 2013, June 2014

- a) Area 1 [D20 MOPP C 2 Area 1](#)
- b) Area 2 [D20 MOPP C 2 Area 2](#)
- c) Area 3 [D20 MOPP C 2 Area 3](#)
- d) Area 4 [D20 MOPP C 2 Area 4](#)
- e) Area 5 [D20 MOPP C 2 Area 5](#)
- f) Area 6 [D20 MOPP C 2 Area 6](#)
- g) Area 7 [D20 MOPP C 2 Area 7](#)
- h) Area 8 [D20 MOPP C 2 Area 8](#) (Approved by Units Sept. 2024)

**[Editor's Note: it is proposed to standardize these across all Areas in a future revision of this document and eliminate individual Area procedures.]**

## **C. (2) Representatives on the ACBL Advisory Council**

The Advisory Council (AC), formerly known as the Board of Governors, composed primarily of three members from each district, reviews reports of actions taken by the Board of Directors.

There are three Representatives to the AC that represent D20's interests to the national body. Regular AC meetings are usually held three times a year in conjunction with each of the NABCs. Other meetings may be scheduled online. The representatives are elected by the Member Units through the ACBL's election process.

Link to the Advisory Council web page: <https://www.acbl.org/administration/>

Link to the ACBL Bylaws:

<http://web2.acbl.org/documentLibrary/about/Bylaws.pdf>

### **ARTICLE IX -- ADVISORY COUNCIL**

**9.1 Purposes.**

**9.2 Duties.**

**9.3 Membership.** (Includes election of representatives)

**9.4 Officers.**

**9.5 Officer Elections and Term of Office.**

**9.6 Voting Privileges.**

**9.7 Meetings.**

**Approved:** Board meeting January 2023

## **C. (3) Vacancies**

(From the bylaws SECTION 5.11 FORFEITURE/VACANCY.

[https://web2.acbl20.org/board/D20\\_BYLAWS.pdf](https://web2.acbl20.org/board/D20_BYLAWS.pdf))

**5.11.1 FORFEITURE.** The Secretary shall promptly notify the Units in any Area whose Representative fails to attend two consecutive Board meetings, either in person or via proxy. The Area so notified may, but is not required to, elect a successor Representative to complete the existing term of any such Representative. Should the Area fail to elect a successor Representative, then the incumbent Representative shall continue to represent the Area.

**5.11.2. VACANCY.** If an Area Representative resigns or otherwise vacates the office, then the Units in that Area are required to elect another Representative. Area Representatives who complete their term of office (three years) may be reelected for additional terms at the discretion of the Units of the Area.



Vacancies in the Board of Directors whether caused by resignation, death or otherwise, may be filled by election by the Member Units, or by the affirmative vote of a majority of the remaining voting directors. A Director elected or appointed to fill any vacancy shall hold office for the unexpired term of his predecessor and until a successor is elected.

July 2013. Updated: January 1, 2023, RHC

Filename: D20\_MOPP\_D\_Fin

## **D. D20 FINANCIALS**

### **D. (1) General Financial Information**

1. D20 is a non-profit corporation under IRC Section 501(c) (4).
2. Its legal name is ACBL D-20 Organization, Inc.
3. The corporation operates on a fiscal year ending December 31.
4. The corporation is required to file annual reports to the IRS, Oregon Department of Justice and Oregon Secretary of State, Corporation Division.
5. D20 maintains a checking account at the US Bank.
6. The District may, from time-to-time, purchase Money Market funds or invest a portion of its reserves in high quality certificates of deposit and/or United States Treasuries.
7. The financial statements of the District are prepared on a modified cash basis.
8. The District owns a computer and accounting software, a digital recorder, signage for Partnership, Hospitality and I/N desks at regionals, and other items. The Business Manager maintains a spreadsheet listing all items owned by the District including date of acquisition and original cost.
9. The District operates on an annual budget prepared by its stakeholders, reviewed by the Finance Committee, and approved by the Board of Directors at its annual meeting.
10. Refer to Finance Committee information in A. (11) Standing Committees – Finance and Bylaws.

Approved: June 2014

*Updated September 20, 2018, MT & RHC; January 2023 RKT and RHC*

### **D. (2) Reserves Policy**

ACBL District 20 requires sufficient monetary reserves in order to function satisfactorily. Funds are needed to cover contract guarantees in case of default, emergencies, or unanticipated circumstances, and to provide leverage for successful negotiations with potential venues for our Regional tournaments.

The target level of reserves shall be 60% of the budgeted expenses for the coming year. The Finance Committee, after reviewing the proposed annual budget, will calculate the expected target level for reserves. Then, it will recommend an action to the D20 Board with specific measures if necessary based on the following guidelines for reserves amount:

Per Cent  
of Total

Expenses      Board Action

46%    Institute aggressive measures to increase reserves level

54%    Initiate reasonable measures to increase reserves level

60%    Take actions that are essentially revenues/expenses neutral

66%    Initiate reasonable measures to decrease reserves level

74%    Institute aggressive measures to decrease reserves level

Approved: February, 2017; Modified January 2023 RKT

## **E. COMMUNICATIONS AND PUBLIC RELATIONS**

### **E. (1) The D20 Declarer (e-newsletter)**

#### **Mission statement:**

The purpose of the D20 Declarer is to publicize district regionals, report regional results, publicize sectionals and North American events, report news from District 20 and its units, promote the game of bridge and highlight the positive aspects of bridge.

The goal is to publish the D20 Declarer monthly, around the 2nd weekend of the month. It is emailed to all District members (unless opted out) as well as any subscribers who have registered via our website.

The tools used for Declarer are the D20 website, updated by Webmaster and Declarer Editors, as well as the Constant Contact e-mail system.

The staff of the Declarer consists of volunteers who maintain the Constant Contact database, create and edit content, etc. Duties are as described in section A. (10) The E-Newsletter Editor.

New content 8/3/2024 CH

### **E. (2) Web Site**

#### **1. Background**

District 20 (D20) of the American Contract Bridge League (ACBL) established a website in the early 2000's for the following purposes:

- a) Display information about upcoming tournaments and other events
- b) Post results for D20 tournaments
- c) Provide links to other web sites of interest to the D20 membership
- d) Allow Units and Clubs to establish and maintain their own web sites on the D20 domain

In 2023 the D20 website was completely transformed from basic HTML web-pages to a WordPress web content management system.

## 2. Domain

The D20 domain name <http://web2.acbld20.org/> is registered by GoDaddy (<https://www.godaddy.com/>) and its web hosting is provided by FatCow (<http://www.fatcow.com/>). The user name and password of the account is known only to the current and past webmasters. Partitions of the domain can be and have been allocated to Units and Clubs within D20; these sections have their own unique user names and passwords known to the users and to the Webmaster.

## 3. Current Web Format

The home page provides information about the D20 Regionals as a primary function. It has a slider with changing images that contain tournament information with links to detailed web-pages. It is modified periodically to emphasize upcoming events. There is also a menu bar, repeated on other web-pages, with links to other internal and external pages and posts.

## 4. Update Process

There are two ways that the website is maintained and updated. The Webmaster and Website Editor(s) have access.

- a) Webmaster (**site Administrator** – somebody who has access to all the administration features within the D20 website):

The Webmaster monitors the site periodically, makes maintenance updates as required due to updates to WordPress or its various plugins, makes content changes based on event schedules, or in response to requests for adding or updating web subject matter. The latter are received from a variety of sources usually via email to the Webmaster, including:

- Business Manager – Board minutes, officer listings, and official business matters
- Secretary or other Board members – MOPP document revisions
- Newsletter Editor or staff – Content related to an upcoming issue of the D20 Declarer

- Tournament managers – Tournament flyers and other content for the Regional web-pages

New and updated web content from sources listed above is trusted and usually posted within a few days of receipt. An acknowledgment of posting is returned via email to the submitter. Accuracy and appropriateness of the material is solely that of the submitter.

- b) Website Editor (somebody who can publish and manage posts including the posts of other users):

The people working on the E-Newsletter are usually given Editor privileges for the website. The goal is to provide an integrated communications platform to better serve the D20 membership. For reference, see MOPP articles A. (10) The E-Newsletter Editor and E. (1) The D20 Declarer (e-newsletter).

New content 8/3/2024 RHC

## **F. NEW PLAYER DEVELOPMENT**

### **F. (1) General Programs**

#### **Responsibilities**

1. Coordinate biennial teacher training courses (see A. (9) The Education Liaison)
2. Facilitate sharing among teachers of successful new player development programs, e.g.
  - a) Articles in the D20 Declarer
  - b) Teacher gatherings at Regional tournaments
3. Renew Learn Bridge in a Day license each year. Encourage Units/Clubs to present the Program.

### **F. (2) Programs at Regionals**

#### **Responsibilities**

1. Invite nationally known teachers/speakers to present seminars at District 20 Regionals. Every other year seems to work well.
  - a) Contact the person to assess his/her interest.
  - b) Clear the person with the Board
  - c) Negotiate with the person and agree on terms
  - d) Market the seminars
  - e) Provide logistical support leading up to the seminars
2. There may be a D20 member who could and would do a series of seminars.

Approved: June, 2014

## G. REGIONALS

### G. (1) Regionals

1. D20 is authorized to hold up to five unlimited (Open) Regional tournaments each year, four mainland tournaments and one held in Honolulu
2. D20 is also authorized to hold up to five mainland limited I/N Regionals (Regionals for players who are non-life masters with fewer than 750 masterpoints) in the annual calendar year. Hawaii receives its own I/N Regional allocations. The I/N Regionals are usually sanctioned and run by a Unit in conjunction with an Open Sectional. Units wanting to host an I/N regional should make a proposal to the D20 Board by December 1 of the preceding year.
3. The Honolulu tournament is run by **HCBUA (Hawaiian Contract Bridge Units Association)**, and all proceeds from that tournament stay with HCBUA. Since 1969, Regional tournaments held in Hawaii are the sole responsibility of the HCBUA, which represents all of the units of the Hawaiian Islands.
4. The mainland tournaments are currently:
  - a) Oregon Trail Regional, starting on President's Day each year. Currently held at the Vancouver Hilton in Vancouver, WA.
  - b) Golden Clam I/N Regional held in April simultaneously with the Seaside Sectional. Currently held at the Seaside Convention Center in Seaside, OR.
  - c) High Desert Regional, starting the Monday after Mother's Day every year. Currently held at the Deschutes County Exposition Center.
  - d) Eugene I/N Regional, held in late May simultaneously with the Eugene Sectional. Currently held at the Morse Event Center in Eugene, OR.
  - e) Oregon Coast Regional, held when sanctioned in late September to early October each year. Currently held at the Seaside Convention Center, in Seaside, OR.
5. The first Monday in August has been a traditional starting date for a fourth mainland Regional that has not been held recently for various reasons. The Board of Directors will consider unrestricted regional tournaments in other mainland locations provided the local playing community has substantial involvement in planning and preparation. Communities interested in hosting a regional should provide a budget to the Board of Directors for evaluation of financial feasibility of hosting a local regional.

*Note: tournaments, their dates and locations, are subject to change and new ones may be added. Refer to the **D20 website** for current information.*
6. The Board of Directors hires contractors to negotiate contracts with the tournament venues and to manage the tournaments. See Section **A. (5) The Tournament Manager**.

Approved: Seaside Oct. 2012. Updated March 9, 2015 SK and Feb. 14, 2020 RHC

## **G. (2) Purchasing Dedication Games At Regional Tournaments**

### **1. General**

- a) ACBL D20 Organization, Inc. (D20) may accept payment for dedicating one or more Regional Tournament games to honor an organization or person(s), or in memory of a deceased individual. The organization or person(s) must have had a positive impact on the D20 bridge community.
- b) The Tournament Manager (TM) will manage the process, including determining whether to accept such payment. Any negative determination may be appealed to the D20 Board for reversal.
- c) Funds received by "selling games" go into the D20 general fund.

### **2. Pricing**

- a) Single Games - \$100
- b) Side Game Series - \$500
- c) Two Session Events - \$200
- d) Four Session Knockout - \$400
- e) Compact Knockout - \$200
- f) All Day - \$1000

### **3. Application**

- a) The application form is on page 2 of this document.
- b) Deadline for submission of forms with payment is two weeks prior to the requested Regional start date.
- c) The person(s) or organization "buying" the game(s) must provide a write-up on the honored individual(s) or organization to accompany the application form.
- d) The write-up should include the bridge accomplishments and/or other contributions by the honoree.

### **4. Communications**

- a) Once a game dedication has been purchased, the flyer on the website (only) will be updated if possible to reflect the name of the honored person(s) or organization.
- b) The special game will be featured in the Regional Daily Bulletin on its front page the day of the game.
- c) An article about the special game(s) will appear in the D20 Declarer and the D20 website just before the Regional if possible; otherwise just afterward.

### **5. Application form (see the APPENDIX)**

Updated 3/5/2024 RHC

## **G. (3) ELECTRONIC DEVICE POLICY**

The original D20 Electronic Device policy has been superceded by Conditions of Contest, Appendix J, revised 10/10/2018 and again on 3/9/2022. The goal of the national regulation is to mitigate distractions during play, to lessen the opportunity for cheating, and to maintain uniform requirements for ACBL-sanctioned Regional and National tournaments. It therefore applies to all events at a D20 sponsored bridge tournament including online competitions. \*

The document can be found online at: [.http://web2.acbl.org/coc/AppendixJ.pdf](http://web2.acbl.org/coc/AppendixJ.pdf)

It is suggested that all cell phones be surrendered to the event monitor to avoid any perception of impropriety.

\* Note: when competing online with a PC or tablet, no other electronic equipment can be used simultaneously. Only programs authorized by the conditions of contest may be available on the PC or tablet during the time of the competition.

Approved: Boise, August 11, 2016, *updated* February 14, 2020, & 1/1/2023 RHC.

## **H. THE D20 NORTH AMERICAN EVENTS**

### **1. The NA Events Committee**

The D20 North American (NA) Events Committee was formed to oversee the ACBL grass roots events. It consists of a Coordinator plus members representing various geographical and experience levels throughout the district.

For Coordinator duties, see Section A. (7) North American Events Coordinator.

### **2. Mission and Goals of the NA Events Committee**

- a) Ensure that all areas and members of District 20 are fairly represented in the plans for the annual Grand National Teams (GNT) and North American Pairs (NAP) district competitions.
- b) Promote the GNT/NAP events with the goals of:
  - increasing participation in the D20 Finals;
  - reasonably selecting the representatives to advance to the National Finals;
  - being mindful of the budget to keep the district's financial burden low.
- c) Ideally, the committee membership should consist of people from different geographical parts of the district and also have varying degrees of expertise.

### **3. Responsibilities of the NA Events Committee**

- a) Provide input to the group with perspective from the area and skill level that each committee member represents.

- b) Assist the NA Events Coordinator as needed in the planning and execution of the D20 GNT and NAP Finals.
- c) Review and comment on the following:
  - Schedule of Finals competition.
  - D20 Conditions of Contest.
  - Changes to entry fees or payments to sponsors.
  - Subsidy amounts including distribution of Grass Roots FUNds.
- d) Help coordinate with the local sponsors in the committee member's home area for hosting the D20 Finals.
- e) Attend committee meetings when possible.
- f) Respond to issues in a timely manner via email.

#### **4. Grand National Team Competition**

- a) The GNT is an annual grass roots event that starts with games at clubs from September through February to qualify individuals for play at the District Finals.
- b) The objective is to determine a National GNT Champion in each of four flights.
- c) The contest is primarily organized and sponsored by D20 that creates Conditions of Contest in line with overall Conditions of Contest provided by the ACBL.
- d) The competition consists of four Flights – A, B, C, and the Championship with masterpoint eligibility set by the ACBL as of the September masterpoint cycle.
- e) Teams form from eligible players to compete in the D20 Finals usually held in April or May at various on-line venues across the district.
- f) The top team from each flight is eligible to advance to the National GNT Finals at the Summer NABC in July or August. In addition, a second team from Flights B & C are eligible to advance if at least eight (8) teams participated in the D20 Finals.
- g) Subsidies to offset expenses of the advancing teams may be available. Refer to paragraph **6. Subsidies** below.
- h) Information and Conditions of Contest for the D20 current year's competition are published on its website. For details, refer to <https://acbl20.org/gnt/>

#### **5. North American Pairs Competition**

- a) The NAP is an annual grass roots event that starts with games at clubs in June, July, and August to qualify individuals for play at the District Finals.
- b) Its objective is to determine a National NAP Champion in each of three flights.



- c) The event is primarily organized and sponsored by the ACBL under national Conditions of Contest. D20 prepares its subsidiary Conditions of Contest to address the unique requirements and provisions of the District.
- d) The contest consists of three Flights – A, B, and C, with masterpoint eligibility set by the ACBL as of the June masterpoint cycle.
- e) Pairs form from eligible players to compete in the D20 Finals usually held in late October or November at various venues across the district.
- f) The top three pairs from Flight A and the top four pairs in Flights B & C are eligible to advance to the National NAP Finals at the Spring NABC usually in March.
- g) Subsidies to offset expenses of the advancing pairs may be available. Refer to paragraph 6. **Subsidies** below.
- h) Information and Conditions of Contest for the D20 current year's competition are published on its website. For details, refer to <https://acbl20.org/nap/>

## 6. Subsidies

- a) Travel subsidies may be available to players representing District 20 at the National Finals. The paragraphs below show how amounts are determined.
- b) D20 has established a fund from which to award subsidies. It consists of monies received from the ACBL Grass Roots FUND distribution, net income from card fees collected for D20 District Finals or promotional games, and any excess remaining in the prior years' fund balance.
- c) The NA Events Committee manages the fund and decides the amounts each year, if any, to be available for D20 subsidy distributions.
- d) GNT – The advancing team(s) in each of four Flights may receive a subsidy from D20. The top teams in each flight are eligible plus a second team in Flights B and C if eight teams participate in the Finals. No subsidy is currently offered by the ACBL, but entry fees for the National Finals are waived.
- e) NAP – Three pairs in the Championship and Flight A and four pairs in both Flights B and C advance to the Nationals with subsidies administered by the ACBL. In addition, entry fees for the National Finals are waived. D20 may or may not provide additional subsidies.
- f) Grass Roots FUND – Monies are generated from GRF-designated club games at \$1 per player, collected by the ACBL, and redistributed to the districts annually in August. Each district can use these monies to fund its NA Events program as it desires. In D20, the NA Events Committee will determine what amount is available to D20 for distribution in the coming year in addition to the amounts listed above for specific events.

g) Subsidies available for the D20 current year's competition are published on its website. For details, refer to Subsidy Schedule.

Approved: June 2014. Updated Nov. 17, 2014, SK; September 10, 2018, RC.  
Modified January 31, 2020, RC.

## I. FACTS AND FIGURES

The purpose of this Section is to provide historical data that may help guide future decisions of the Board.

### NUMBER OF PLAYERS IN ACBL DISTRICT 20 BY UNIT NUMBER

AREA 1 UNITS	June 2023	Feb. 2020	March 2015	% Change*
452 Vancouver	221	264	273	-19.00%
485 Ontario	54	61	56	-3.60%
492 Mid-Columbia	19	34	35	-45.70%
<b>Total</b>	<b>294</b>	<b>359</b>	<b>364</b>	<b>-19.23%</b>
<b>AREA 2 UNITS</b>				
457 Chico	45	95	123	-63.40%
458 Eureka	42	66	64	-34.40%
461 Nevada County	92	149	184	-50.00%
464 Redding	89	129	170	-47.60%
<b>Total</b>	<b>268</b>	<b>439</b>	<b>541</b>	<b>-50.46%</b>
<b>AREA 3 UNITS</b>				
394 Boise	186	209	231	-19.50%
398 Nampa-Caldwell	33	37	33	0.00%
<b>Total</b>	<b>219</b>	<b>246</b>	<b>264</b>	<b>-17.00%</b>

**AREA 4 UNITS**

469 Hawaii	96	113	100	-4.00%
470 Oahu	253	332	360	-29.70%
471 Maui	46	59	48	-4.20%
<b>Total</b>	<b>395</b>	<b>504</b>	<b>508</b>	<b>-22.24%</b>

**AREA 5 UNITS**

487 Portland	<b>780</b>	<b>933</b>	<b>932</b>	<b>-16.31%</b>
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**AREA 6 UNITS**

491 Seaside	53	71	103	--48.54%
493 Tillamook	21	29	32	-34.38%
572 Central Oregon Coast	64	84	92	-30.43%
<b>Total</b>	<b>138</b>	<b>184</b>	<b>227</b>	<b>-39.21%</b>

**AREA 7 UNITS**

476 Bend	154	193	158	-2.53%
481 Grants Pass	84	107	114	-26.32%
482 Klamath Falls	10	32	48	-79.17%
484 Jackson County	123	170	196	-37.24%
<b>Total</b>	<b>371</b>	<b>502</b>	<b>516</b>	<b>-28.10%</b>

**AREA 8 UNITS**

477 Albany/Corvallis	156	182	190	-17.89%
479 Eugene	154	171	183	-15.85%

490 Salem	134	167	158	-15.19%
<b>Total</b>	<b>444</b>	<b>520</b>	<b>531</b>	<b>-16.38%</b>
<b>Grand Total</b>	<b>2909</b>	<b>3687</b>	<b>3883</b>	<b>-25.08%</b>

\* % **Change** is figured from March 2015 to June 2023.

(Total in Aug 2014 was 3992. The June 2023 total is 27.13% less.)

*Updated Mar. 10, 2015 SK., February 14, 2020, June 11, 20/23 RHC.*

ENTRY FEES			<u>2023</u>	<u>2022</u>	<u>2019</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
D20 Regionals	per session, regular		\$17.00	\$15.00	\$13.00	\$12.00	\$12.00	\$11.00
	non-ACBL members		\$21.00	\$19.00	\$17.00	\$16.00	\$16.00	\$14.00
	26 and under		\$6.00	\$5.00	\$6.00	\$5.00	\$5.00	\$5.00
NAP	Club qualifying, per table (ACBL)		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
	district finals, per session		\$15.00	\$15.00	\$15.00	\$13.00	\$12.00	\$11.00
GNT	Club qualifying, per table D20 surch		\$0.00	\$0.00	\$8.00	\$8.00	\$7.00	\$7.00
	district finals, per session		\$15.00 (Open) \$20/team/match	\$20/team/match	\$15.00	\$13.00	\$13.00	\$12.00

	Flight C in 2015								\$11.00
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*November 2014, updated 2/14/20, 6/11/23 RHC.*

**ONLINE NA EVENT MONITORS' FEES**

Monitors may receive up to two \$5 play coupons per session worked depending on attendance:

0-3 players = no coupons; 4-6 players = one coupon; 7 or more players = two coupons.

[From 2015 through 2017, the guideline was one free play per session for five or fewer players, two free plays for more than 5 players. *Vancouver 2015.*]

*Updated 2/14/20 RHC.*

**D20 REGIONAL SCHEDULE**

Winter: Oregon Trail, Portland/Vancouver. Annual in February at the Vancouver Hilton.

Spring: *Rogue Valley, Medford. Biennial, odd years, Monday after Mother's Day in May.*  
High Desert, Central Oregon Bend. Biennial, even years, Monday after Mother's Day in May.

Summer: *Emerald Empire, Eugene. Biennial, odd years. First Monday in August. Valley River Inn.*

*Treasure Valley Regional, Boise ID. Biennial, even years. First Monday in August. Began in 2016.*

Fall: Oregon Coast, Seaside. Annual. Late Sept/early Oct. Seaside Convention Center.

Note: Regionals shown in italics are from traditional scheduling. They were discontinued in 2023 but may be reinstated in the future. Or tournaments at different sites may be considered.

*Updated Nov. 17, 2014, SK, 2/14/2020, RHC.*

*Note (6/11/23): The Spring and Summer Regionals were not held in 2023. A committee is studying how many, where, when, and what type of tournaments should be sponsored by D20 going forward.*

**APPENDIX**

**ACBL D-20 ORGANIZATION, INC. (D20)**  
**DEDICATION GAME APPLICATION FORM**

To dedicate a session to honor a person or organization at a D20 Regional Tournament, submit this completed form with required payment to the Tournament Manager or the D20 Business Manager. For contact information, visit <https://acbl20.org/officials/>

Today's Date: \_\_\_\_\_

Name of Individual or Organization to be honored:

\_\_\_\_\_

Individual's Unit within District 20: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

List/Describe Contributions made to District 20:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (add detail on separate page if needed)

Regional: \_\_\_\_\_ Year: \_\_\_\_\_

Indicate Date(s) and Time(s) of requested Dedication Game(s):

- Single Games - \$100 \_\_\_\_\_
- Side Game Series - \$500 \_\_\_\_\_
- Two Session Events - \$200 \_\_\_\_\_
- Four Session Knockout - \$400 \_\_\_\_\_
- Compact Knockout - \$200 \_\_\_\_\_
- Entire Day - \$1000 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount Submitted: \$ \_\_\_\_\_