

## **POLICIES OF THE IOWA STATE BRIDGE LEAGUE (ISBL)**

### **Section 1 – Unit 163 Board Members**

- 1) **The counties are divided into the following five areas and the Tournament Coordinator for administrative purposes:**  
Area 1: Winnebago, Worth, Mitchell, Howard, Winneshiek, Hancock, Cerro Gordo, Floyd, Chickasaw, Franklin, Butler, Bremer, Fayette, Hardin, Grundy, Blackhawk, Buchanan and Tama.  
Area 2: Allamakee, Clayton, Delaware, Dubuque, Jackson, Clinton, Scott, and Rock Island.  
Area 3: Benton, Linn, Jones and Cedar.  
Area 4: Poweshiek, Iowa, Johnson, Muscatine, Keokuk and Washington.  
Area 5: Louisa, Henry, Des Moines, Davis, Van Buren and Lee.
- 2) **Tournament Coordinator** – The Coordinator's role is to be the Liaison between the Tournament Chairs and the Board of Directors

### **Section 2 - Committees.**

The ISBL will maintain two standing committees, Membership and Communications. Area Representatives must serve on at least one standing committee. Any ISBL member in good standing may also serve on either of the two standing committees. The President may also appoint ad hoc committees as needed. The ISBL President and Secretary-Treasurer are automatically members of all committees.

The ISBL President, with the assistance of the other members of the EC, is responsible to monitor the standing committees and ensure they comply with these policies and the Bylaws. The President, with the assistance of the Board, will select a Committee Chairperson for each standing committee.

The Committee Chairpersons are responsible for ensuring that each committee function is assigned to a committee member. Chairpersons will establish annual goals, objectives and plans of action no later than January 31 of each year, and will monitor and track the progress toward achieving these. Committee Chairpersons will present a report at each Board meeting. Area Representatives must serve on at least one committee.

The **Membership Committee** is responsible for the following functions:

1. Recruit/retain members
2. Recognition of Milestones
3. Education
4. Annual awards
5. Charity events
6. Mentor intermediate/newcomer players
7. Youth development
8. Welcome letters to new members
9. Encourage clubs to recruit new members. Each club may receive up to \$100 reimbursement per year for expenses incurred for recruitment.

The **Communications Committee** is responsible for the following functions:

1. Manage Unit 163 Website
2. Photography
3. Promote tournaments/special events
4. Goodwill events
5. Manage electronic network to communicate with members/clubs
6. Assist Webmaster in gathering information
7. Recognition and goodwill
8. Marketing and publicity
9. Ensure that all communications adhere to ACBL policies regarding use of membership data, including bcc'ing members' email addresses.
10. Ensure that all communications to the unit membership are sent via Pianola or the unit email address, [bridgeunit163@gmail.com](mailto:bridgeunit163@gmail.com).

The **Executive Committee of the Board (EC)** is responsible for all other functions, including:

1. Recorder
2. Disciplinary Actions
3. Conduct and Ethics
4. Parliamentary
5. Maintain by-laws and policies, suggest changes
6. Appeals
7. Attorney/legal counsel
8. Elections

In addition, upon the Secretary-Treasurer's request, the EC will assist with the Secretary-Treasurer's functions, including:

1. Audit
2. Budget
3. Equipment
4. Sales
5. File annual tax returns

### **Section 3 - Standing Rules for Tournaments.**

1. A Unit Sectional may be a two day or three day event. A unit Regional may be a four – seven day event.
2. Starting times: 10:00AM and 3:00PM or 1:00PM and 6:00PM. Weekend (not last day): 10:00AM and 3:00 PM or 9:00 AM, 1:00 PM and 6:00PM or 1:00 PM and 6:00PM. Last Day: 10:00AM. A Tournament Chair may elect times other than these if it fits their communities' needs.
3. Entry fees:  
 Sectionals and I/N Regionals -  
 \$12.00 per player per session for ACBL Members (\$16 for unpaid ACBL members)  
 \$5.00 per player per session for ACBL Students (college level or below)  
 Regionals -  
 \$16.00 per player per session for ACBL Members (\$20 for unpaid members)  
 \$5.00 per player per session for ACBL Students (college level or below)

4. The Director shall not collect any additional fee associated with the tournament with the entry fee (e.g. meal fee). All participants must have an ACBL number; the Director will have free 120 day Guest Memberships available.
5. 20 Victory Point Scale for all Swiss Team Events
6. All Covid ACBL Protocols must be strictly enforced and overseen by the Safety Event Coordinator until such time as this requirement is discontinued.
7. Zero Tolerance Adherence: The ISBL follows the Zero Tolerance policies of the ACBL in all tournaments. Players are required to be courteous and respectful to partners, opponents, Directors and anyone else attending the tournament.
8. Awarding free plays at Tournaments:
  - a. The Unit 163 President and Secretary-Treasurer are entitled to receive free plays for all sessions at all Unit 163 tournaments.
  - b. Each Hall of Fame member is allowed up to two free plays per sectional or regional with a maximum of six in a calendar year in appreciation for their service to the ISBL.
  - c. A Tournament Chair may receive free plays to all tournament sessions if they so choose. The Tournament Chair will determine if, and to whom, the free plays will be given, and will provide the Director with a list of free plays awarded.
  - d. Any player listed as a "Fill-in" due to tournament circumstances will play at no cost to the player, and will not count in the Tournament Chair free plays.

#### **Section 4 - Unit Tournament Coordinator (UTC).**

1. The UTC requests sanctions for all Unit 163 Sectionals and Regionals using ACBL Tourney Trax.
2. The UTC provides the Board with a detailed matrix of the Unit's tournaments complete with dates, sanction numbers, Tournament Chairs, Partnership Chairs, venues, and DIC requests.
3. The UTC either makes or assists each local tournament committee in making a flyer in compliance with the policies set forth in the [Unit 163 Tournament Policies and Guide for the Tournament Chairperson](#).
4. The UTC assists with the dissemination of flyers to club managers and copies to local tournament chairs if requested.
5. The UTC sends an email blast (Pianola) for the tournaments in a timely fashion to attract participants.

#### **Section 5 - Special Games and Special Events Coordinator (SEC).**

1. Per ACBL, each club may run two North American Pairs (NAP) games per sanction in June, July and August. The ISBL will reimburse each club \$5 per table per sanction for the second NAP qualifying game of the month, provided the club manager sends the table counts for both the first and second games to the Secretary-Treasurer. Games may be in person or virtual.
2. Clubs opting to hold Grand National Team (GNT) games will be reimbursed \$2.50 per table from the ISBL by sending the table counts to the Secretary-Treasurer. Games may be in person or virtual.
3. The SEC communicates with owners and managers about Unit Championships, NAP and GNT games, charity opportunities, and other special game opportunities.

4. The SEC facilitates the implementation of as many opportunities as possible for Unit 163 players to receive additional/colored masterpoints in club games.
5. Refer to the [Unit 163 Special Events Guide](#) and the [Unit 163 Special Games at Clubs document](#) for detailed information.