

**South Western Ontario Bridge Association  
Unit 249, ACBL  
Policy and Procedures Manual**

<p><b>SUBJECT:</b> Reimbursement of Developmental Fees and Dues</p>	<p><b>REF #:</b> <b>2017-004</b></p>																
<p><b>APPROVED DATE:</b> Aug. 12, 2017</p>	<p><b>REVISION DATES:</b> <u>2019-10-06</u> Updated to include LBIAD <u>2024-10-16</u> Updated to cover online ACBL Director Courses and addition of ACBL Local Director certification.</p>																
<p><b>ISSUED TO:</b> Unit 249</p>	<p><b>EFFECTIVE DATE:</b> Immediately. Note that applicability for recovery of expenses covered by revisions to this policy are retroactive to January 1 of the year of revision, unless expressly specified otherwise.</p>																
<p><b>POLICY:</b> Unit 249 will reimburse members who undertake development courses to become accredited teachers and directors, as well as the annual dues for teachers who belong to the American Bridge Teachers Association. This policy is limited to the following:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Covered Items</u></th> <th style="text-align: left;"><u>Maximum Reimbursement</u></th> </tr> </thead> <tbody> <tr> <td>ACBL Club Director Accreditation course</td> <td>Online course and examination fee paid directly to ACBL</td> </tr> <tr> <td>ACBL Local Tournament Director Accreditation course</td> <td>Online course and examination fee paid directly to ACBL</td> </tr> <tr> <td>ACBL Tournament Assistant Director Accreditation course</td> <td>Online course and examination fee paid directly to ACBL</td> </tr> <tr> <td>ACBL Accredited Bridge Teacher course</td> <td>Teachers Accreditation Program Course fee</td> </tr> <tr> <td>Learn Bridge in a Day (LBIAD) course</td> <td>Course License Fees</td> </tr> <tr> <td>American Bridge Teachers Association annual dues</td> <td>Annual dues</td> </tr> <tr> <td>Proctoring an ACBL Directors examination</td> <td>Proctor fees specified by ACBL</td> </tr> </tbody> </table> <p>Note that reimbursement will not be made for course material, travel, accommodation or incidental expenses.</p>		<u>Covered Items</u>	<u>Maximum Reimbursement</u>	ACBL Club Director Accreditation course	Online course and examination fee paid directly to ACBL	ACBL Local Tournament Director Accreditation course	Online course and examination fee paid directly to ACBL	ACBL Tournament Assistant Director Accreditation course	Online course and examination fee paid directly to ACBL	ACBL Accredited Bridge Teacher course	Teachers Accreditation Program Course fee	Learn Bridge in a Day (LBIAD) course	Course License Fees	American Bridge Teachers Association annual dues	Annual dues	Proctoring an ACBL Directors examination	Proctor fees specified by ACBL
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<p><b>SCOPE:</b> Applies to Unit 249</p>																	
<p><b>PROCEDURES:</b> Submit receipts to Unit Treasurer for reimbursement.</p>																	
<p><b>AUTHORITY:</b> Authority is vested in the Unit Treasurer, subject to Unit 249's Financial Procedures and subject to receiving acceptable supporting documentation, to issue cheques for the approved amounts in accordance with this policy.</p>																	