

South Western Ontario Bridge Association

Unit 249, ACBL

Policy and Procedures Manual

SUBJECT: Tournament Supplies	REF #: 2018-001
	REVIEWED BYDATE.....SIGNATURE
APPROVED DATE: Jan. 27, 2018	REVISION DATE:
ISSUED TO: Unit 249	EFFECTIVE DATE: Immediately
POLICY:	
<ol style="list-style-type: none"> 1. Unit 249 will provide necessary supplies related to bridge games for tournaments sponsored/hosted by the Unit. Supplies will include boards, cards, table mats, bidding boxes and stationery items. Tables and chairs will not be included and will be the responsibility of tournament chairs to supply. 2. In order to recover the cost of purchase, storage and handling of the supplies, supply costs will be charged to tournaments according to the following: <ul style="list-style-type: none"> • Each tournament will be charged a Fixed Rate which is intended to cover a portion of the initial purchase cost, storage and delivery expenses: <ul style="list-style-type: none"> • Regionals – \$300.00 per tournament • Sectionals – \$60.00 per tournament • Additionally, each tournament will also be charged a Variable Rate which is intended to cover wear and tear on reusable supplies and replenishment of consumables: <ul style="list-style-type: none"> • All Tournaments – \$0.70 per table played 3. The Unit will designate a Supplies Coordinator who will be responsible for: <ul style="list-style-type: none"> • Monitoring inventory of supplies and re-ordering as required. • Arranging for the storage of supplies in a secure location. • Arranging for the packing and transportation of supplies to each tournament. • Receiving supplies back from tournaments and returning items to stock. 4. Any order totaling more than \$1,500.00 must receive authorization from the Board of Directors. 	
SCOPE: Applies to Unit 249	
PROCEDURES:	
<ol style="list-style-type: none"> 1. The Unit Treasurer will ensure that the Tournament Financial Report provides for the identification and recovery of the supply costs. 2. The Supplies Coordinator will provide the Unit Treasurer with sufficient information to confirm that supplies ordered have been received prior to authorization of payment. 	
AUTHORITY: Authority is vested in the Supplies Coordinator and Unit Treasurer to order and pay for expenses related to the purchase, storage and handling of supplies in accordance with this policy. The Unit Treasurer may approve, on an ad hoc basis, reimbursement of travel costs that must be incurred by the Supplies Coordinator when there are no alternate methods available to provide supplies for a tournament.	