

South Western Ontario Bridge Association

Unit 249, ACBL

Policy and Procedures Manual

<p>SUBJECT Free Plays – Intermediate/Novice Students</p>	<p>REF #: 2019-004</p>
<p>APPROVED DATE: July 28, 2019</p>	<p>REVISION DATE: SEPT. 7, 2019</p>
<p>ISSUED TO: Unit 249</p>	<p>EFFECTIVE DATE: Immediately</p>
<p>POLICY: Unit 249 supports the teaching of bridge throughout the Unit and wishes to encourage participating students to participate in sanctioned club games. Accordingly, this policy provides for the provision of free play vouchers for the following:</p> <ol style="list-style-type: none"> 1. Upon completion of a beginning series of bridge lessons, which is their first bridge course, each person be granted three (3) Free Plays for a sanctioned club game within the unit. 2. One (1) Free Play for a sanctioned club game within the unit will be granted to anyone taking any secondary beginner or intermediate course of at least four (4) sessions, upon application by their teacher to the Education Chair. 3. One (1) Free Play for a sanctioned club game within the unit be granted, to anyone who has taken a beginner bridge course during 2017 or 2018, upon application by their teacher who applies to the Education Chair. <p>The vouchers issued will be valid for two years after the date of issue.</p>	
<p>SCOPE: Applies to members of Unit 249</p>	
<p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Instructors to submit a brief course description and qualifying number of students to Education Chair for Free Play approval. 2. The Education Chair will confirm eligibility in accordance with the Free Play Policy. 3. Upon approval, the Education Chair will issue sequentially numbered Free Plays to the requisitioning instructor. 4. Free Play vouchers will include fields for: Prepaid voucher #, name of the instructor, name of the recipient, date issued, redeemed club name, date of redemption, session #, session event and value of entry. Vouchers will also include instructions to the redeeming club on how to submit them for financial recovery after being honoured. 5. Education Chair to maintain a register of Free Plays issued, and provide a copy of the register monthly to the Treasurer. 6. Free Play holders may redeem their vouchers for any regular sanctioned bridge session within Unit 249. Club managers are responsible for accumulating and submitting redeemed Free Play vouchers to the Unit 249 Treasurer. 7. The Treasurer will verify redeemed Free Play vouchers to the Free Play voucher register and update the register to document the Free Plays that have been redeemed. 8. The Treasurer will issue a cheque to the redeeming club for the total value of the Free Play sessions attended. 9. The Treasurer will report annually to the Unit 249 board; the number of Free Play vouchers issued, redeemed and outstanding. The Treasurer will also report the value of the Free Plays redeemed during the current year and the estimated value of the outstanding Free Play vouchers issued. 	
<p>AUTHORITY: Authority is vested in the Education Chair and Treasurer to issue and redeem Free Play vouchers in accordance with this policy.</p>	