

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

| SUBJECT: Reimbursement of Course Fees and Dues | REF #: 2017-004 | | | | | | | | | | | | | | | | |
|---|---|----------------------|------------------------------|---|------------------------------|---|------------------------------|---------------------------------------|---|-------------------------------|-------------|--|--------------------------------------|--|-------------|--|--------------------------------|
| APPROVED DATE: Aug. 12, 2017 | REVISION DATE: Oct. 6, 2019 | | | | | | | | | | | | | | | | |
| ISSUED TO: Unit 249 | EFFECTIVE DATE: Immediately | | | | | | | | | | | | | | | | |
| <p>POLICY: 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 style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Covered Items</th> <th style="text-align: left;">Maximum Reimbursement</th> </tr> </thead> <tbody> <tr> <td>ACBL Club Director Accreditation course</td> <td>Examination fee paid to ACBL</td> </tr> <tr> <td>ACBL Tournament Assistant Director Accreditation course</td> <td>Examination fee paid 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)</td> <td>License Fee</td> </tr> <tr> <td>American Bridge Teachers Association annual dues</td> <td>Instructor Accreditation Course Fees</td> </tr> <tr> <td>Proctoring an ACBL Directors examination</td> <td>Annual dues</td> </tr> <tr> <td></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> | | Covered Items | Maximum Reimbursement | ACBL Club Director Accreditation course | Examination fee paid to ACBL | ACBL Tournament Assistant Director Accreditation course | Examination fee paid to ACBL | ACBL Accredited Bridge Teacher course | Teachers Accreditation Program Course fee | Learn Bridge in a Day (LBIAD) | License Fee | American Bridge Teachers Association annual dues | Instructor Accreditation Course Fees | Proctoring an ACBL Directors examination | Annual dues | | Proctor fees specified by ACBL |
| Covered Items | Maximum Reimbursement | | | | | | | | | | | | | | | | |
| ACBL Club Director Accreditation course | Examination fee paid to ACBL | | | | | | | | | | | | | | | | |
| ACBL Tournament Assistant Director Accreditation course | Examination fee paid to ACBL | | | | | | | | | | | | | | | | |
| ACBL Accredited Bridge Teacher course | Teachers Accreditation Program Course fee | | | | | | | | | | | | | | | | |
| Learn Bridge in a Day (LBIAD) | License Fee | | | | | | | | | | | | | | | | |
| American Bridge Teachers Association annual dues | Instructor Accreditation Course Fees | | | | | | | | | | | | | | | | |
| Proctoring an ACBL Directors examination | Annual dues | | | | | | | | | | | | | | | | |
| | Proctor fees specified by ACBL | | | | | | | | | | | | | | | | |
| SCOPE: Applies to Unit 249 | | | | | | | | | | | | | | | | | |
| PROCEDURES: Applicants to submit receipts to Unit Treasurer with request for reimbursement, providing sufficient detail to assess request. | | | | | | | | | | | | | | | | | |
| AUTHORITY: 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. | | | | | | | | | | | | | | | | | |