

South Western Ontario Bridge Association

Unit 249, ACBL

Policy and Procedures Manual

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| SUBJECT Tournament Free Play Vouchers for Volunteers | REF #: 2019-003 |
| APPROVED DATE: JULY 28, 2019 | REVISION DATE: |
| ISSUED TO: Unit 249 | EFFECTIVE DATE: Immediately |
| POLICY: Unit 249 recognizes that the support of volunteers is essential for the success of our tournaments. To recognize the efforts of volunteers, Tournament Free Play Vouchers will be provided for the use by volunteers as follows: <ul style="list-style-type: none">a) Tournament Free Play vouchers will be issued to Sectional Tournament Chairs at the rate of 5% of that Sectional's previous year's table count.b) Tournament Free Play vouchers will be issued to Regional Tournament Chairs at the rate of 2.5% of the previous year's Regional table count.c) Sectional and Regional Tournament Chairs may exercise their own discretion in the distribution of these vouchers to volunteers. | |
| SCOPE: Applies to members of Unit 249. | |
| PROCEDURES: <ul style="list-style-type: none">1. Unit 249 Tournament Coordinator will calculate the number of Tournament Free Play vouchers to be issued based upon the previous year's Sectional/Regional tournament table counts.2. The Unit 249 Tournament Coordinator will issue sequentially numbered Tournament Free Play vouchers and will distribute vouchers to respective Sectional/Regional Chairs.3. Sectional/Regional Tournament Chairs will be responsible for distributing the Tournament Free Plays to tournament volunteers.4. The Unit 249 Tournament Coordinator will document the Sectional/Regional Tournament Free Play vouchers issued in a Register and will provide the Treasurer with a copy of this Register.5. Tournament Free Play vouchers issued by the Unit 249 Tournament Coordinator to include fields for: Free Play voucher number, name of the recipient and approval signature of the Sectional/Regional Chair.6. Tournament Free Play voucher holders may redeem their vouchers as follows:<ul style="list-style-type: none">a) Sectional Tournament Free Play voucher holders may redeem their vouchers at any Sectional Tournament sponsored by Unit 249 within the next two years.b) Regional Tournament Free Play voucher holders may redeem their vouchers at the current Unit 249 Regional Tournament.7. Sectional/Regional Chairs are to record the Tournament Free Play vouchers redeemed in their respective tournament reports as presented to the Treasurer.8. The Treasurer will report annually to the Unit 249 board; the number of Tournament 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. | |
| AUTHORITY: Authority is vested in the Unit 249 Tournament Coordinator to issue Tournament Free Play vouchers in accordance with this policy. | |