



## **STANDING RULES**

As of February 15, 2022

### **SECTION I: GAME & EDUCATIONAL PARTICIPATION AND MEMBERSHIP**

1. Participation Open to All
  - a. The South Orange County Bridge Center (SOCBC) is a member owned, not for profit, bridge center that is open to all persons wishing to participate in classes and games offered.
  - b. Membership in the South Orange County Bridge Center and membership in the ACBL is not required to play in bridge games or participate in classes offered by South Orange County Bridge Center. All bridge classes and games offered at South Orange County Bridge Center are open to the public. South Orange County Bridge Center places a high priority on educating individuals on how to play bridge and enhance and improve the individual's bridge playing ability, skills, and knowledge.
2. South Orange County Bridge Center Membership Fees
  - a. There is no fee for membership in the South Orange County Bridge Center.
  - b. Bridge Table Fees are the same for members and non-members.

### **SECTION II: BOARD OF DIRECTORS**

1. New Board members shall be given a printed copy of the Unit Bylaws and Standing Rules for review prior to their first scheduled Board meeting. An organizational meeting of the new and old Boards of Directors shall be scheduled after the annual meeting for the purpose of electing officers, initiating transfer of books, records, funds, and other Unit property, and selecting a monthly meeting date, time, and location for their regular meetings.
2. Board Meeting Agenda
  - a. It is recommended that agenda items be submitted to the Secretary no later than one week in advance of the Board meeting. Each item for the agenda should include a short paragraph explaining the item and the Board action required. The President may add last minute items to the agenda if they require Board action.
  - b. The Secretary shall be responsible for distributing the Board agenda to the Board members. It is recommended that this be done no later than four days in advance of the meeting.
3. To minimize confusion and to provide for an orderly meeting, the following participation guides for Board of Directors meetings shall be read whenever members-at-large attend Board meetings.
  - a. Members-at-Large shall not take part in the proceedings unless requested to do so by the chair.
  - b. Members-at-Large may present items for inclusion on the agenda prior to the call to order. Additional items may be submitted for consideration during the meeting, but these will normally be held over to the next meeting unless the Board is willing, and time allows immediate consideration.

4. Board members shall use great discretion in disseminating or discussing proceedings of the Board of Directors meetings. Any matters determined by the Board to be sensitive shall not be discussed outside the Directors meetings. Members-Large attending Board meetings shall be subject to the same limitations.
5. Each Director and committee chairperson shall maintain a notebook of duties and an inventory. This notebook and inventory shall be passed on to his/her successor with the recommendations of the retiring Director or committee chairperson.
6. The following are nonvoting ex-officio members of the Board of Directors:
  - a. The immediate past President
  - b. The Unit Manager
7. The Secretary or the President shall be responsible for notifying members prior to each Board meeting of the date, time, and location of all meetings.
8. Members of the Board of Directors are expected to assist in the general operation of the Unit and to assure that the games run smoothly, and that premises are left in good condition.
9. Upon request, all books shall be open for inspection at Board of Directors meetings.

### **SECTION III: UNIT MANAGER**

1. The Unit Manager (also referred to as the Club Manager) submits a monthly report to the ACBL, which includes players' master points earned. The Unit Treasurer and Unit President receive a copy of the Monthly report that does not include the master points earned by the players. Players' master point earnings are uploaded to the internet.
2. The Unit Manager will resolve master point discrepancies with players and the ACBL.
3. The Unit Manager will assist and train Game Directors, assist with and resolve problems, and provide in-service meetings.
4. The Unit Manager will attend committee meetings as required, primarily to focus on increasing class and game attendance.
5. The Unit Manager will establish the monthly calendar and schedule directors for games, recommend special games, coordinate advertising, and coordinate the board duplication and naming and saving of files.
6. The Unit Manager will implement the Board of Directors' goals and ensure the club runs smoothly and efficiently.
7. ~~The Unit Manager will report 75% games and higher to the Bridge Bulletin for inclusion in the magazine.—~~
8. Unit Manager Compensation: The Unit Manager will be paid ~~\$720.00~~ 1,000 per month.

### **SECTION IV: GAME DIRECTORS**

1. The Game Director shall be ACBL accredited.
2. The Director shall have, and be familiar with, the current ACBL Rule Book and, when called to a table to make a ruling, shall have the rule book in hand.
3. ~~The Game Director shall ensure all communication directed at the game players is approved in advance and only related to Bridge. Any acceptions must be approved by the board.~~

4. The Game Director's responsibilities shall include, but not be limited to, the following: (It is understood that the Director cannot personally perform all these duties but is responsible for overall supervision of the tasks.)
  - a. Arrive at all games at least 45 minutes before game time to supervise the setup of the playing area.
  - b. Turn on coffee which has been previously prepared.
  - c. Setup or supervise setup of room and tables properly for the scheduled game(s).
  - d. Collect money and put in safe with appropriate paperwork.
  - e. Make table assignments, considering any unusual needs.
  - f. Make necessary announcements before the start of the game, especially concerning events that are scheduled for the coming seven-day period. Before the start of the last round, the Director will remind players of their responsibilities in leaving playing area clean of bottles, plates, cups, napkins, and other throwaway items.
  - g. Direct play and use game timer clock so that game is run in a timely and friendly manner.
  - h. Prepare coffee as needed up to the last round of the game, using judgment as to amount needed late in game.
  - i. Record any complaints or "incidents" in specified manner and make players aware of their options if they are not satisfied with the Director's ruling.
  - j. Supervise return of boards to assembly table and return table setup to normal if any unusual changes have been made.
  - k. Enter game results in computer and complete all reports related to game.
  - l. Post results to the Club's website. In the event of difficulties, the Director should inform the club manager immediately after the game.
  - m. Secure all equipment and supplies at Director's desk.
  - n. Turn off air conditioning, heat equipment and air purifiers.; put away food and setup coffee.
  - o. Secure the Center after the game or assure that someone who knows closing procedures and has necessary keys assumes responsibility.
5. Director Compensation: Game Directors and Caddies are independent contractors and receive the following compensation based on table count:
  - a. 20 tables or less - ~~\$100~~ 120 base fee for Directors regardless of movement.
  - b. An additional \$3 for every table over 20 tables (rounding up all half tables).
  - c. Caddie Directors will receive \$70 per game.
  - d. Caddies will receive \$50 per game.
  - e. The foregoing compensation does not apply to Bridge classes but does apply to **teaching EasyBridge** games (see Section VI.2 below).
  - f. Directors will receive a distance-based allowance for directing-related travel to and from the Club more than 15 miles per one-way trip. Caddies and Caddie Directors do not receive the distance-based allowance. The rate of compensation will be ~~56-~~ 72.5 cents per mile, based on the IRS published rate.
  - g. The Director may not kibitz.
  - h. The Director may play in limited Masterpoint games when the players would like the Director to fill in.
  - i. The Director may not play if there are ~~18-14~~ or more tables or two or more sections; ~~Monday, Wednesday and Friday night games~~ **Evenings and Saturday afternoon games** are exceptions to this rule.
  - j. The Director may not play to make a half table.

- k. The Director may not receive master points in pair's games.

## SECTION V: EDUCATION

1. Anyone wishing to teach at SOCBC must apply and send a proposed course curriculum to the Education Committee for approval. All subsequent proposed course offerings require approval of the Education Committee. Proposed teachers and curriculum approved by the Education Committee will be submitted to the Board for approval.
2. Fees for lessons offered at SOCBC are capped at \$15/class. If a teacher wants to charge a higher fee, they are to submit a proposal to the Board of Directors for approval.
3. Teachers approved by the Board will submit a roster of attendees for each session to the Education Chair. The roster will include the names of participating students as well as phone numbers and email addresses.
4. ~~The club will collect all fees associated with offered classes. The club will pay teachers 75% of the fees collected and the remainder paid to SOCBC.~~
5. ~~Teachers will submit a class roster for each class to the Education Committee.—~~
6. ~~For classes taught and advertised through Saddleback College or a Municipal Recreation Center, the teacher will pay 20% to SOCBC. Teachers set the fees that students pay for the classes. The collected fees will be submitted to the Education Chair along with a roster for each session of classes.—~~
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## SECTION VI: GAME OPERATION

1. Player Stratification
  - a. It is the objective of the Unit, as determined by the Board, that for purposes of competition and in the interest of fairness, players be ranked in an appropriate manner relative to their playing skill and experience. Normally, that means that players will be ranked or stratified to their masterpoint total as recorded by the ACBL. However, directors are empowered to alter or adjust the ranking whenever it is apparent that a player would be placed inappropriately relative to his or her actual skill as demonstrated by their play and experience. Some of these factors could be the possession of points accumulated outside of the ACBL jurisdiction, extensive rubber bridge experience not played under ACBL sanction and not recorded as such, and/or the ability to play at a level substantially higher (or lower) than the master point record would indicate.
  - b. The Board has established the ~~—~~policy of player stratification, but it is the Game Directors who are authorized to implement it. It is therefore implied that the directors will confer and agree on a general approach and on guidelines for making decisions in this regard.
2. ~~EasyBridge~~Beginning Bridge Program
  - a. ~~The EasyBridge Presenter (EBP) manages the EasyBridge program and games on behalf of the Club. The EBP utilizes free plays as game incentives. These free play awards differ from regular game free plays and are used exclusively for the EasyBridge games and/or beginning bridge~~

students who play in the 0-20 game(s) or the Friday morning 0-200 game. The Beginning Bridge Program may use free plays as incentives for volunteers at the various beginning games to ensure players are available to serve as fill ins for people without partners.—

- b. ~~The EB-I, EB-II and EBIII-A Beginning Bridge game presenter will be compensated at the same rate as other game directors. In addition, the presenter will be paid \$30 for the pre-game lecture.~~
- c. ~~Standby players who have been specifically asked by the Wednesday or Friday bridge game-Director to be present to fill in when there is less than a full table will receive a free play for being present whether they play as a fill in. The maximum number of stand-by free plays will be two for the Wednesday and Friday morning games.—~~

### 3. Stratification Levels

- a. Directors are free to establish game stratification levels within guidelines provided by the Unit Manager. Generally, Directors will strive to set individual game stratification levels that provide all participants a reasonable opportunity to earn masterpoints.

### 4. Psyching

While it is understood that psyching is part of bridge, it is the Board's position that it should not be employed against substantially weaker or inexperienced players or with excessive frequency.

- a. All players are encouraged to report psychs.
- b. If a psych is committed against a player of lesser ability or a less experienced player, it will be considered bad sportsmanship and will result in assessment of a full board procedural penalty.
- c. If a player psychs more than twice in one event, there will be a full board procedural penalty assessed.
- d. Excessive psyching may result in the "psyching player" being barred from SOCBC for a period determined by the Board of Directors.

## SECTION VII: DISCIPLINARY PROCEDURES

### 1. Zero Tolerance

- a. The Club will enforce the guidelines of ACBL zero tolerance policy at all Club and Unit games. This Policy will be posted at the **Club's website** so players can read it.
- b. Slow Play Regulations.  
Slow play, especially habitual slow play, is a violation of law and subject to penalty. When a pair has fallen behind, it is incumbent on them to make up the time lost as quickly as possible whether at fault or not. All players are expected to make a concerted effort to catch up when they have fallen behind, regardless of the reason for their lateness. In the absence of compelling evidence to the contrary, the director should presume that a pair finishing a round late by more than two or three minutes on more than one occasion during a session is responsible for the lateness. There is a strong expectation that the director will penalize such a pair. The size of a penalty will tend to increase for subsequent instances of slow play and for chronic or egregious slow play. While warnings typically will be given before a penalty is assessed, failure to do so in no way limits the director's authority to issue a penalty.
- c. Players are expected to be aware, in a general sense, of time used and remaining in a segment in which they are playing regardless of whether a clock is in use, or a time announcement has been

made. An excuse of “no announcement” or “no clock immediately visible” will not be considered persuasive.

d. Slow play director’s procedure:

- Warn on the first time.
- Pull a board on the second time.
- 3rd time- Penalize-1/4 board and players at no fault of their own will get an average + or a NP whichever is the higher percentage. In other words, if the non-offending side is having a 65% game, they will get a NP because the A+ only gives you a ~~60%.~~

2. The club will follow the ACBL Code of Disciplinary Regulations (CDR) and the ACBL Handbook of Rules and Regulations (HB), Chapter Four, Section Three, IV G Club Discipline.
3. Directors will copy the Club Manager on all complaints and “incidents” from the club games. The club manager will be responsible to review these, identify any players who have repeat complaints, and speak with them about the situation. All Player Memos will be sent to the Unit Recorder for investigation and evaluation before they are irreversibly raised to the Conduct and Ethics Committee level.
4. The Conduct and Ethics Committee will impose disciplinary actions, as appropriate.

## SECTION VIII: FREE PLAY AND GIFT CERTIFICATE POLICY

1. New ACBL members of Unit 538 (including transfers) shall receive one (1) free play voucher which will be sent to them along with a letter of welcome from the Membership Chairperson.
2. At the Board’s discretion, the Purchasing Manager and members picking up food supplies may be awarded free plays in recognition of these services.
3. In addition, the President or the Board can issue one or more free plays per month to members that do extraordinary work. However, since most Club work is on a volunteer basis, use of free plays should be awarded sparingly as an incentive for special rather than routine tasks.
4. All free plays expire 30 days from date of issuance and may be used only by the person issued to.
5. Students ~~with fewer than 100 master points~~ playing in an afternoon game on the same day as attending a Bridge class or ~~EasyBridge~~ Beginning Bridge I or II Class may play for ~~free~~ \$5.00 in that afternoon’s game. Players with fewer than 200 Master Points playing in the Friday morning game may play for ~~free~~ \$5.00 in that afternoon’s game.
6. Gift certificates are available for sale by Game Directors at the price of a regular card fee. These certificates may also be used for STaC, charity and other special games (but note Item 7, below).
7. Gift certificates are not to be used in lieu of free play certificates or vice versa.
8. When redeemed, free play and gift certificates have the value of a regular card fee. STaC, charity or other special game fees are not covered (the certificate holder must pay any supplementary card fee).
9. Since free play and gift certificates have monetary value, a designated Board Member is responsible for the printing, issuance and control of certificates and related cash collections. Usage of certificates will be recorded by the issuer on the forms provided.
10. The designated Board Member will report free play and gift certificate activity to the Treasurer monthly.
11. On Veterans Day all veterans may play for free.

## SECTION IX: AWARDS

1. The Unit will issue Ace of Clubs and Mini-McKenney awards annually.
2. The ~~Jim Senter~~ Sportsmanship/Citizenship Award will be awarded annually.
3. The Sally -Pelmeier Non-Life Master Sportsmanship/Citizenship Award will be awarded annually.

4. Other awards may be given as determined by the Board of Directors.
5. The Board will bear the cost of and extend an invitation to the annual holiday party for the current year's Board President.

## **SECTION X: FACILITY USE**

1. Use of all facilities is limited to events sponsored by the Unit and directly involve bridge, including District- and ACBL related events.
2. Banners and announcement postings are limited to bridge related items.
3. Rent for District and ACBL events shall be negotiated on an individual basis.
4. -Service animals for bridge players are allowed at SOCBC, but no other animals are permitted.

## **SECTION XI: FACILITY OPERATION**

1. Distribution of Keys
  - a. The Facility Manager is responsible for issuing all keys to the premises, the fireproof file cabinet at the Director's desk, the storage areas, and the mailbox.
  - b. The Facility Manager will maintain a record of key holders and collect all keys from those who are no longer authorized access.
  - c. The following shall have a front door key: Directors, Board members, Instructors (during their teaching time only), Janitor, Vending machine operator, landlord, Unit/Club Manager and Facility Manager.
2. Janitorial Service shall be contracted at the direction of the Board.

## **SECTION XII: REIMBURSEMENT OF EXPENSES**

1. The Board of Directors must authorize all expenditures over \$~~500~~<sup>+1,000</sup> that are not part of normal operations. The President must authorize all expenditures of \$~~500~~<sup>1,000</sup> or less that are not part of usual operations.
2. All requests for reimbursement must be on a standard form provided by the Treasurer and must be backed up by the appropriate receipts. Reimbursements less than \$100 may be paid from the daily cash fund, if sufficient, otherwise will be paid by check or through on-line banking.
3. The Purchasing Manager will be responsible for the overall supervision, selection and ordering of snacks. In addition, the Purchasing Manager will specify supplementary bulk purchases of prepared food, snacks and supplies from Costco or other suppliers and make arrangements for them to be picked up. Major purchases should be charged to the Club's account and paid by the Treasurer upon receipt of the store's monthly statement. Smaller purchases may be refunded from the day's cash.

## **SECTION XIII: CPR/AED EMERGENCY PROCEDURES**

1. Overview. If someone at our Bridge Center loses consciousness, has chest pains, faints, etc., the game director or his or her surrogate will immediately call 911. The Fire Department will immediately dispatch an emergency response unit (EMT) to our center to assess the condition of the affected individual. Some of our directors have been instructed in Cardiopulmonary Resuscitation (CPR) and the proper use of our Automated Electronic Defibrillator (AED) located on the wall across from the Directors table. This device will be utilized, if deemed appropriate, while awaiting the arrival of the EMTs. After consulting with the patient, the EMTs will arrange for ambulance service to the nearest

hospital or to a hospital of the patient's choice for non-life-threatening issues, if they feel the patient needs more extensive treatment immediately. The emergency care provided by the Fire Department is a free service.

~~Training. All game directors are required to complete a training program on current and AED procedures and device utilization. Game directors must acknowledge that they are familiar with and in agreement with SOCBC's CPR/AED protocols.~~

## 2. Emergency Procedures.

- a. If, during a game at our Bridge Center, someone appears to have a critical medical problem, the Director should be immediately notified and take control of the situation.
- b. The game director or his or her surrogate is to identify people to assist in the CPR/AED process, calling for medical assistance from players participating in the game and appointing someone to contact 911 and another person to retrieve the AED device and CPR equipment. If possible, three people should attend to the stricken person.
- c. The game Director or surrogate clears the immediate area to provide privacy and necessary room to perform CPR and/or use the AED.
- d. After contacting 911, all play may be suspended. The game director will dispatch someone to Rancho Viejo Road to direct the EMTs to our building and Suite. Players not aiding are asked to leave the immediate area.
- e. The game Director or surrogate is to manage the use of the AED device and CPR. CPR and/or Resuscitation are to continue until the EMTs arrive.

## 3. Annual Review and Monthly Maintenance

- a. This protocol shall be reviewed annually with all game directors, volunteers and the Club Manager and any updates to the procedures shall be made to the Standing Rules and reviewed with the directors.
- b. The Club Manager shall check the AED and First Aid Kit monthly to ensure operability and proper supplies are on hand.
- c. The Club Manager shall ensure that an email blast is sent to the members annually, so they are aware that CPR/AED plans are in place if case of an emergency.

