



# ABA HANDBOOK

PART I --  
ORGANIZATION

aba  
AMERICAN BRIDGE ASSOCIATION,  
INC.



# TABLE OF CONTENTS

## Part I – Organization

The Member .....	I-1
Player Identification Number .....	I-1
Membership and Lapse of Membership .....	I-1
Members-At-Large .....	I-2
City Points.....	I-2
National, Sectional and Regional Points.....	I-2
Guidelines for Writing Checks .....	I-3
The Club .....	I-4
The Club President .....	I-4
The Club Secretary .....	I-4
Membership Renewals by Club Secretaries: Parts One and Two .....	I-5
Club Game Regulations .....	I-8
Club Entitlement to Sanctioned Events .....	I-10
Rules Governing the Holding of Regional Events.....	I-10
Schedule of Authorized Regional Events. ....	I-11
Regulations Governing “C” Regional Events .....	I-11
Regulations Governing “B” Regional Events .....	I-11
Open Clubs .....	I-12
Closed Clubs .....	I-12
Independent Clubs .....	I-13
The Unit.....	I-13
The Unit President.....	I-13
The Unit Secretary.....	I-13
The Master Point Coordinator .....	I-14
Unit Events .....	I-15
The Section.....	I-16
The Section Vice-President .....	I-16
Section Meetings .....	I-17
Scholarship Program .....	I-18
Communication Network .....	I-18
Staff Development.....	I-18
Talent.....	I-19
Problem Resolution .....	I-19
National Assignments .....	I-19

Allowances .....I-19  
The Section Secretary .....I-20  
Sectional Tournaments. ....I-21  
NTA/National Board Approved Holiday Schedule .....I-21



## The Member

The individual ABA member plays a key role in the Association. The ABA structure is designed to provide effective management of the Organization, and to represent the needs of the Membership. This philosophy is illustrated in Chapter 1, Section 2, “Individual Membership,” and Section 4, “Rights of Membership,” of the By-Laws of the American Bridge Association, Inc.

### **Player Identification Number**

Each ABA member is assigned a unique player identification number. It should be referenced in all correspondence to the National Office. In addition to the base number, the player number has a prefix. The prefix identifies the Section/city or area and is for National Office use only. For example: 2A00001, the prefix 2 indicates the Southern Section; the “A” stands for the City of Atlanta; the 00001 is the player's unique permanent (base) number. In the event the player changes location, the base number is retained. It may be necessary to change the prefix to show the new Section/city.

### **Membership and Lapse of Membership**

The membership year is January 1<sup>st</sup> through December 31<sup>st</sup> of the same year. Membership rosters are sent to Independent Club/Unit Secretaries in October. Dues should be collected and submitted to arrive in the National Office no later than December 31<sup>st</sup>. Dues paid are not returnable or transferable. Dues for **new members**, joining during the last quarter, will be applied to the following year. The free membership policy is a two-for-one membership (pay the first year and get the second year free) to persons meeting the following eligibility requirements: (1) complete a class of at least eight weeks in duration; (2) class must consist of four or more students; and (3) class must be instructed by a certified ABA teacher. Upon completion of the class, the teacher will be responsible for submitting the roster of eligible recipients to the National Office.

*National Membership dues are \$50 per year. Local Clubs/Units cannot charge more than the National Membership dues for*

*local dues. If more money is needed, this is considered an “assessment,” and should not be included in club/unit dues.*

### **Members-at-Large**

Persons, living more than 35 miles from an ABA Club, may join the Association as a “Member-at-Large.” **These persons must pay National and Section dues.** National dues are paid directly to the National Office. The National Office will inform the Section Vice President (SVP) who in turn will request the Section dues. The National Office will not process the at-large application until notification is received from the Section that Section dues have been paid. (If Section dues are not submitted within a reasonable amount of time, National dues will be refunded to the applicant.) Once Sectional and National dues are paid, information is then sent to the Unit/Independent Club who will invite the persons to join at the local level. Members residing within the 35-mile radius of an ABA Club **must** renew their membership through the Club/Unit.

**City Points:** The Point Coordinator submits city points to the National Office for the four month period in which the member is financial. Example: A player, renewing in May would not have points recorded for the first four months of that year. **Note:** New members are exempt from this provision. (See details under Unit Section for submitting city points).

**National, Sectional and Regional Points:** All National, Sectional and Regional points won in the current year are valid for recording until December 31st of the succeeding year. A member must play in the field based on his/her total points, unless (s)he is playing in a higher field. Total Points = Total Awarded Points + Total Unawarded Points. Total Points also include Total ABA Points + 2 times the Total ACBL Points. Points remain unawarded until a player meets his/her financial obligations with the ABA (payment of dues, returned checks, etc.). Once these obligations have been met, the points will be awarded. The playing field is, therefore, determined by the Total Points (not Awarded Points). If a player is uncertain of his/her point holding, the National Office can provide this information. **If a person plays below his/her**

**designated field, (s)he becomes ineligible to win points and awards.**

### **Guidelines for Writing Checks**

All checks sent to the National Office are to be made payable to the American Bridge Association. Checks may be presented for entry fees at National Tournaments. The following guidelines will prevail:

1. Only persons, who are members of the ABA, may use their personal checks. The registrar may require the presentation of a current ABA membership card before a personal check is accepted.
2. Personal checks for the exact amount of the tournament entry fee may be presented to the registrar.
3. Checks for amounts larger than the tournament entry fee must be presented to the Treasurer of the ABA. **Only the Treasurer of the ABA may cash checks for amounts larger than the tournament fee.**
4. An administrative charge will be made to cover the cost of processing a non-negotiable check. As of the date of this publication, the charge is \$35 for each insufficient check. This amount may be changed by the Board of Directors at any time a change in cost is sufficient to warrant it.
5. A non-negotiable check must be redeemed within thirty (30) days after being notified by the National Office. Failure to do so will result in automatic suspension of membership and playing privileges in any ABA event until the indebtedness has been satisfied. The National Office shall notify all Section Vice

Presidents and Officers of automatic suspensions resulting from failure to redeem non-negotiable checks

## **The Club**

The Club is the building block for the structure of the ABA. It is the nucleus of the local group. Membership in the ABA is obtained through Clubs. Any individual desiring to affiliate may submit his/her membership through an ABA Club if (s)he resides in the area of its jurisdiction (a 35-mile radius). It is the Club's responsibility to inform individuals of dues obligations. Payment to the Club for annual dues should be made in full.

Clubs should participate in recruitment and educational programs. On occasion, they may host Grade A, Sectional or National Tournaments. Most importantly, the Club provides the setting for weekly games. It is the first administrative layer, and the first direct interface with its members.

### **The Club President**

Oversees the general operations of the club and presides at business meetings. (S)he ensures that business is conducted in accordance with Unit/Sectional/ National constitutions; participates in membership recruitment.

### **The Club Secretary**

The Club Secretary is the direct liaison with the Unit. If a Unit does not exist, the Club Secretary is the channel for information to all levels of the ABA. This involves the processing and transmittal of memberships and City Game points. If the Club Secretary serves as Point Coordinator, this also will include the recording of all master points as well.

1. When a player moves or changes his/her name for any reason, PSA Form 425, "Change of Address" must be completed by the Club Secretary. This form should be sent immediately to the Unit Secretary for updating the Unit files and transmittal to the Section and National Offices. Where there is no Unit, the Club Secretary transmits Form 425 to the Section and National Office promptly.



2. Club Secretaries receive most of the pertinent correspondence from the National Office. The Secretary is responsible for seeing that it is distributed and shared with the appropriate persons. An up-to-date file should be kept of all ABA correspondence. This file should be passed to their successors to insure a smooth transition from one person to another.
3. The Secretary records all minutes of all Club meetings.

## **Membership Renewals by Club Secretaries: Parts One and Two**

1. Membership renewals and updates in membership  
Club Secretaries will be able to access the ABA database to update membership renewals. Please follow the steps listed below:
  - A. Log into the ABA website at **ababridge.org**
  - B. Log in using your user name (aba player number i.e. 02022) and password. If you have not registered on the aba website, you must register in order to access the club roster and dues payment page. If you are already registered, proceed to #3.

**Register:** *Scroll down to the bottom of the page, you will see the register button in the bottom right corner. It will be small, but find it and click on it. It will prompt you to register. Your user name is your five digit ABA number. You will need to provide a password, which should be at least seven (7) characters, alpha/numeric, or both. **Please pick a password that you will remember.** It may be helpful to write in down and put it somewhere that you will remember!* Go to the menu bar at the top of the website and select: ABA Adm---select the Club Roster and Dues Payment from the menu and click on it. Your Club Roster should come up with all the names of your current members. Directly below the Club Roster is the Dues Payment Module. On the top of the Dues Payment Module, beside Dues Date is Dues Year. Before you begin to pay dues, make sure Dues Year has the correct year showing.

## PART ONE

- C. As your members pay dues, follow these instructions:
- (1) **Select Player** is right next to your club name. Click on the player number (all numbers are in the dropdown list).
  - (2) **Dues Date and Dues Amount are already generated, then**
  - (3) Click **Pay dues box just below Dues Total. Repeat A, B and C until you're done.**
- D. The date will automatically change and that person will be updated in the database. Be very careful and try not to make a mistake. If you do, call the National Office for corrections. **(404 768-5517)**
- E. You cannot delete members. If persons are on your rosters that are not renewing their membership, they will stay on the roster, but they will not be financial for the new dues year. Be sure you only process members who have paid dues.
- F. To add new members or rejoining members using this renewal process, we will send you a form to manually input their information and send back to the National Office. We will then add these persons to your roster. You should make copies of the form in case you need additional copies during the year.
- G. After you have completed your initial roster, please send the dues payment check to the National Office immediately. Make sure that the number of members paid equals the number paid to the National Office. If existing members make their payments after you have submitted your initial roster, you may go back to the Dues Payment Module and add them. Each time you return to the module you will be able to see all of the members that have paid dues. **NOTE: Sectional and**

**club dues SHOULD NOT be sent to the National Office.**

H. Membership cards will be processed as usual after we receive your dues payment check.

**Only those listed as Club Secretaries and Unit Secretaries can access the membership roster for individual clubs/units.** If the Secretary wishes to turn this duty over to someone else in the Club, call or email the National Office to make the adjustment. (*Caution - Don't try to test the system before you are ready to input actual dues paid. You may not be able to reverse your input*).

## **PART TWO**

IF THERE ARE UPDATES THAT YOU NEED TO MAKE IN YOUR CLUB ROSTER, GO BACK UP TO YOUR ROSTER AND MAKE ANY NEEDED CHANGES (*i.e.* - CHANGE OF ADDRESS, PHONE NUMBER, ETC.) Please make sure you add e-mail addresses.

- Click on edit next to the player name
- All of the fields will be highlighted for that player
- Make the necessary change
- Click on update

If you notice an error before you click update, click cancel and start over. If you click update and then notice an error, contact the National Office for the error to be corrected. Remember, you cannot delete anybody from the roster. If a member does not pay dues, the member will not show up as financial for the current year. **Please notify the National Office if any member on your roster is deceased.**

1. A check for the appropriate amount of dues payments must be mailed to the National Office. Make checks for National dues and Club Charter fee payable to the

American Bridge Association; checks for Section dues should be payable to the Section and checks for Unit dues should be made payable to the Unit. The appropriate charter fees must accompany the initial membership listing each year. (As of this printing, membership dues are \$50.00 per member. Club Charter Fees are \$30.00 and Unit Charter Fees are \$50.00.)

### **Club Game Regulations**

Chartered ABA Clubs may hold regular Club games for ABA master points.

#### ***Clubs are required to hold the following games to maintain a Club Charter***

1. One Club game each month.
2. One Regional Tournament each year.  
(Clubs within a Unit may sponsor a Grade "B"; Independent Clubs, not in a Unit, may sponsor a Grade "A".)
3. One Scholarship Game each year.
4. One Headquarters Benefit Game each year.

**NOTE:** If the Scholarship and Headquarters Benefit games are not held, twenty-five dollars (\$25) for each game **must** be remitted to the National Office.

Where a Unit exists, each ABA Club may sponsor a maximum of one Club game a week. If no Unit exists, each club may sponsor a maximum of three games per week. Club games may be of any type listed under the Schedule of Authorized Regional Events. (See Page 11)

1. Sanctions are not required for Club games.
2. The minimum number of tables required for a Club game is 2-1/2 for Pair games, and 2 for Individual games.
3. Club games are single sessions.

4. Club game directors are not required to be certified, but should be knowledgeable and equipped with a Director's Manual, and rule book.
5. Whenever possible, the director should not play unless (s)he is required to complete the movement.
6. Card fees in Club games are established by the respective Clubs, but should not exceed the fee for a "C" Regional.
7. Players in Club games are not required to be ABA members; however, they should be invited to join.
8. Club Games may be restricted to Club members if advertised as such, but ABA master points will be awarded in accordance with the City Master Point Award Schedule for Closed Clubs (see Part V).
9. All City points should be forwarded to the National Office three times per year: January-April, due May 15; May-August, due September 15, September through December, due January 15.
10. Club games should not be held in the same city at the same time unless ABA membership in the city is greater than 300 for the previous calendar year or there are more than six (6) Clubs in the area.
11. Where there are more than six (6) Clubs in a city, the local Unit will resolve possible conflicts on scheduling Club Games.
12. Game Schedules for all Clubs should be registered with the local Unit.
13. Whenever feasible, scores in all one-session Club games should be completed and posted immediately following the game and become final after an appropriate protest period.

14. Payment to a Club game director is discretionary with the Club. Payment to the director does not disqualify the director from winning.
15. The minimum number of boards that can be played in a single-session Club game is eighteen (18).
16. Games should be scored using either of the following methods: Bridge Mates, pick-up slips or traveling score sheets. The use of Bridge Mates is the preferred method.
17. Suitable material for keeping a private score should be distributed to players in a Club game.
18. Howell, Straight Mitchell, Mixed (Scrambled) Mitchell or three-quarter movements are recommended for Club games.
19. New Players should be afforded an opportunity to play and develop among their peers in local Club games.

## **Club Entitlement to Sanctioned Events**

### **1. Rules Governing the Holding of Regional Events:**

- A. Chartered ABA Clubs must sponsor at least two (2) sanctioned events each year. Certified Directors must be used to direct sanctioned events Clubs are entitled to sponsor more than one sanctioned event during the month as long as the Club follows the regulations. For example: Each Club is entitled to twelve (12) “C” Regionals per year. If a Club holds a “C” Regional during the month, it may hold a Scholarship, Benefit, its “B” Regional or any other entitlement in the same month. **It may not hold more than one “C” Regional during a month.**
- B. Chartered Clubs desiring to sponsor an ABA sanctioned tournament, must secure an approved sanction (Form PSA 505) from the SVP for each event in advance of the scheduled date. Application must be made in accordance with procedures established by the SVP.
- C. Each approved sanction is issued for a specific event to be played on a given date. Should a change of date/event

become necessary for any reason, the SVP must approve the change.

- D. Each approved sanction is issued in the name of a **specified club and is non-transferable**.

**2. Schedule of Authorized Regional Events:**

- Individual: Open, Men's & Women's
- Pairs: Open, Mixed, Men's, Women's, Non-Mixed
- Teams: Open, Mixed Men's & Women's, Non-Mixed, Modified Round Robin, Swiss  
*(Only Units may sponsor the full Round Robin.)*

**3. Regulations Governing “C” Regional Games:**

- A. Chartered Clubs are authorized to sponsor twelve (12) “C” Regional games (one session events) each year. These games may be the same type (twelve Open Pairs, twelve Non-Mixed Pairs, all Team games), or in any combination of the events authorized under the “B” Schedule. NOTE: The Modified Round Robin and the Swiss Team are **not** authorized to be played as single-session “C” Regional Events. **(The Swiss Team may be played as a one-session Club game.)**
- B. “C” Regional games are coordinated through the local Unit and in accordance with procedures established by the SVP.
- C. Two or more clubs, located within a twenty-five (25) mile radius, may not schedule a “C” Regional during the same time.
- D. “C” Regional games should not be scheduled in conjunction with “B” Regionals, or higher sanctioned events, with the exception of the National Tournaments.
- E. Sections/Units/Independent Clubs, scheduled to host national tournaments, are authorized to sponsor (1) “C” Regional game per month, beginning one year prior to the date of the national tournament.

**4. Regulations Governing “B” Regional Events**

- A. Where there is a Unit (or Independent Club), Clubs are entitled to one (1) “B” Regional Tournament.

- B. “B” Regional Tournaments are coordinated through the Unit in accordance with procedures established by the SVP.
- C. Tournaments will consist of one (1) or more events as listed in the Authorized Regional Schedule (**See 2 above**).
- D. Only one (1) of each type event is authorized annually.
- E. Two-session Games **must** be started and completed the same day.
- F. Clubs may also sponsor special benefit games in addition to the Schedule of Authorized Regional Events.

**Open Clubs:** The majority of ABA Clubs are Open Clubs. Members receive Master Points in accordance with the “City Master Point Award Schedule for Open Clubs”. ABA Members can participate in Open Club Events.

**Closed Clubs:** The ABA does not encourage Closed Clubs. However it recognizes the right of individuals to form such clubs. Where they do exist, the following guidelines apply:

1. Closed Clubs must use the “City Master Point Award Schedule for Closed Clubs” (See Part V) to issue points to their members.
2. Sanctioned Tournaments scheduled by the clubs must admit all ABA members, in good standing, providing they meet the conditions of play (payment of tournament fees, playing in the appropriate field, etc.).
3. Where a Unit exists, Closed Clubs must be part of the Unit.
4. The local Unit may not deny a Closed Club admission to the Unit on the grounds that it is a Closed Club.
5. Closed Clubs must meet all requirements of the Association. This includes having the required number of (eight) members to establish a club.
6. Closed Clubs must pay the same assessments to the Unit as an Open Club.



**Independent Clubs:** Independent Clubs are single Clubs located in a geographical area that do not meet Unit requirements.

## **The Unit**

The Unit is the coordinating body for the local Clubs. It coordinates the local tournament schedule. A Unit is optional with a minimum of two Clubs in a metropolitan area. A Unit is mandatory with three or more Clubs in a metropolitan area. The ABA Constitution mandates that all members have the right to elect Unit officers, within the jurisdiction of the Unit. The Unit Officers and the representatives of each Club serve as an Executive Board. The Board conducts the business of the Unit; however the general membership retains control over major policies and finances.

### **The Unit President**

The Unit President oversees the general operations of the Unit and presides at business meetings. The President:

- Appoints Units' Committee Chairs and coordinates Club game schedules.
- Conducts business in accordance with Sectional/National Constitutions.
- Participates in membership recruitment and performs other duties as needed.

### **The Unit Secretary**

The Unit Secretary is the direct liaison between the National Office, Clubs and section. For those Unit Secretaries who submit ABA Dues, please follow instructions found under The Club Secretary. **Other Duties and Functions:**

1. Receives copies of all pertinent correspondence from the National Office. (The Secretary is responsible for distributing or sharing materials with the appropriate persons.) A copy of pertinent information should be forwarded to the Unit President. An up-to-date file should be kept on all ABA correspondence. This file should be passed on so that the office of the Unit Secretary may have a smooth transition from one person to another.

2. Records minutes of all Unit meetings.
3. Keeps a listing of each member's name and ABA player identification number.
4. Attends or designates a representative to attend the Secretary Seminars held at national tournaments.
5. Shares information gathered at the Secretaries' Seminar with Unit Officers.

### **Master Point Coordinator**

The Master Point Coordinator plays a vital role within the Association. Often the Club or Unit secretary performs this function, but it may be delegated. In any case, records of the Point Coordinator are extremely important and should be accurately maintained at all times.

#### **1. Duties**

- A. Maintains a file of point ledgers received monthly from the National Office.
- B. Distributes master point certificates in a timely manner.
- C. Forwards all inquiries regarding master points on Form 202 to the National Office.
- D. Prepares City Game Report.

#### **2. Guidelines for Preparing City Game Reports**

The Point Coordinator electronically submits city points to the National Office every four months using the following guidelines:

- Log into [ababridge.org](http://ababridge.org)
- Scroll to the bottom right of the home page to log in
- Use your aba number as your user name and put in your password
- Look at the gray boxes across the top of the webpage
- Click on the gray box labeled **ABAADM**
- On the dropdown menu, click **City Point Report**
- Click the arrow in the section box to choose your section
- In the location box, enter the letter that corresponds with your location

- When this is complete, check **show players**
- You may enter the city points by following the instructions written in red
- After you have entered all city points, click the **Notify ABA** box and it will turn red
- You may log out and the National Office will do the rest
- Deadlines for submission:

<b>Four-month period</b>	<b>Deadline</b>
January – April	May 15
May – August	September 15
September – December	January 15

3. **Discrepancies:** Any discrepancies between the Point Coordinator's records and the records of the National Office should be forwarded to the National Office immediately on PSA Form 202. Written communication about points is necessary for corrections to be made.

**Please do not issue master point certificates to players when you have a question concerning the certificate. The National Office is prepared to answer any questions and promptly rectify any discrepancies.**

### **Unit Events**

1. Each Unit is entitled to one (1) “A” Regional Tournament each year.
2. Each “A” Regional Tournament may consist of one (1) or more events as listed under Schedule of Authorized Regional Events. In addition, the Unit may hold a Full Round Robin and the Knock-Out Team Game.
3. Each Unit may hold a maximum of four (4) “C” games, in conjunction with a Unit Meeting.
4. Each Unit may sponsor a Membership Game each year during the month of January. **Only Members who are financial for**

**the current year will be eligible to win master points.** The point awards are the equivalent of a One-Session Sectional Event.

## **The Section**

The Section is a geographic and administrative subdivision of the Association. It encompasses all the individual Clubs and Units in a defined area of the country. A Vice President, assisted by a Secretary/Treasurer and a Section Committee, heads the Section. The Section Committee is comprised of delegates from Clubs and Units in the Section. The Section Officers and the Section Committee govern the Section between annual meetings.

### **The Section Vice President (SVP)**

The SVP is the Chair of the Section Committee. All applications for Club/Unit charters are subject to review by the SVP. The SVP coordinates the schedule of all sanctioned ABA events within the Section. The issuance of sanctions is the responsibility of the SVP. In some Sections, this job is delegated to a Section Tournament Chair.

The SVP retains the ultimate power to determine the schedule of Club/Unit games within the Section.

1. **Duties:** All requests for sanctions for “A”, “B” and “C” Regional events are to be submitted to the SVP by the sponsoring organization in accordance with deadlines established by the Section. In general, requests for a date in any calendar year must be submitted in the previous year via Form PSA 505. Where there is a Unit, that body will serve as the coordinator of the local schedule and will in turn clear such schedules with the SVP.

### **2. Other Section Duties**

- A. **Membership:** Membership recruitment and expansion within the Section are a very vital part of the responsibility of the SVP. A source of funds is the Sectional games. Each SVP is expected to use this resource to promote the growth of bridge within the Section.

- B. The SVP should maintain a file of Clubs, Units, financial members and officers within the Section. This file serves for early identification of issues related to retention, recruitment, and reclamation.
- C. The Chair of the New Player/Membership Committee should be utilized as a resource person to assist with membership growth. Each SVP should submit names of members to serve on the New Player/Membership Committee to the National President. These individuals become resource persons within the Section and are readily available for program needs.
- D. When a new club is established, a member within the Section should be assigned the responsibility of maintaining close contact with the new group.
- E. A Section Membership Committee is an avenue open to the SVP to promote growth and expansion within the Section. The low-density areas of the Section may require particular attention. Often it can be very difficult to find persons to travel to far places to establish ABA clubs. The SVP should attempt to resolve these problems.
- F. **Leadership Development:** The SVP should conduct leadership seminars with Club/Unit officers to assist them in achieving objectives.
- G. **Illness and Bereavement:** The SVP or designee shall be responsible for posting personals on Section website. Death of a member shall be reported to SVP who will verify, post on section website and notify the National Office of member's death.

### **Section Meetings**

To motivate attendance at the annual Section meeting, the SVP may wish to consider some of the following:

1. Develop and publish the agenda in advance so members are informed of topics to be discussed.
2. Include the meeting date and time on tournament announcement.
3. Provide incentives for early arrivals.

4. Include brief informative reports from committee chairs and Section Officers. The SVP should receive a written copy.
5. Start meetings on time.
6. Hold regular, administrative meetings with Section Committee Representatives.
7. Meet with Club/Unit officers in order to emphasize importance of attendance at Section meetings.

### **Scholarship Program**

The SVP should be familiar with the scholarship regulations as established by the National Scholarship Committee. These annual scholarship applications are another important part of the responsibility of the SVP. A scholarship committee can relieve the SVP of the necessity of personally handling applications. The SVP should insure that deadlines of the National Scholarship Committee are met. Each Club/Unit within the Section should be given the opportunity to submit a candidate for consideration for scholarship aid.

### **Communication Network**

The SVP is responsible for preparing Newsletters, two (2) per year to keep the Section abreast of information. The SVP may appoint an Editor for this function. A copy should be forwarded to the National Office.

### **Staff Development**

The SVP should insure that there are sufficient numbers of qualified certified directors to meet the needs of the Section. The Chair of Staff Development and Certification (SDC) can assist in developing any required special programs for a particular Section. The SVP may wish to participate in a co-pay program in which a trainer or director might be invited to work during a Sectional tournament and in conjunction conduct a training session. This would help defray the expense of bringing a director-trainer to an area if no one is relatively close.

## **Talent**

The SVP should attempt to identify persons to assist with promotion, recruitment, bridge instruction, committee work, social and entertainment activities, educational programs, etc.

## **Problem Resolution**

The SVP is expected to mediate unresolved problems of Clubs/Units/Section before it is referred to any National Committee. The SVP should plan to have appropriate committees staffed to handle problems at the Section level. **No player/Club/Unit should be permitted to by-pass the Section Level for a National Level decision**

The SVP is expected to adjudicate disputes within the framework of the Sectional/National Constitutions and the ABA Code of Disciplinary Conduct. (See Part VI) This includes (but is not limited to) interpreting and enforcing provisions of the ABA Constitution and By-Laws.

## **National Assignments**

SVPs may be requested to serve on a National Level Committee. These services afford an opportunity to participate more fully in the affairs of the Association.

## **Allowances**

The National Organization provides the following allowances for each SVP:

- \$800, payable in quarterly installments of \$125.00 and \$150.00 at each National Tournament
- \$200 travel allowance for each National Tournament
- Room allowance of \$200 for the Spring National and \$300 for the Summer National
- Room at the Staff Rate
- Per Diem for official Board of Directors' Meetings unless otherwise provided for. The only reimbursement for travel and room by the National Organization is for National Tournaments.

Some Sections reimburse for card plays, telephone, hotel room, etc., and defray the additional expenses of SVP attendance at National Tournaments.

## **The Section Secretary**

1. The Section Secretary is an important adjunct to the SVP. In some Sections, the Secretary also serves as the Treasurer.
2. The Secretary shall record minutes at meetings of the Section and publish them according to the Section's rules. (S)he should transmit clear copies of all Section meeting minutes to the National Office, National President, all Section Representatives, Unit Secretaries and Club Presidents. The Secretary shall have other duties as required by his/her Section.

## **Sectional Tournaments**

1. Each Section is entitled to two (2) Sectional Tournaments each year. One is an assigned Holiday\* and the 2<sup>nd</sup> one is optional.
2. Each Sectional tournament may consist of one (1) or more events as listed in the Schedule of Authorized Regional Events. In addition, the Section can hold the Knockout Team Game, and a special one-session General Fund Benefit Game.
3. Each event is limited to two (2) sessions of play, except for the Knock-Out, and must be scheduled to start and be completed on the same day. Early arrivals, early birds, and side games award master points in accordance with the Basic Master Point Award Schedule for Sectional and Regional Tournaments.
4. Most Sections are granted one exclusive tournament schedule to include a National Holiday. The exception is the Northwest Section that has only one Sectional which is currently scheduled in May.



## NTA/National Board approved Holiday Schedule

<b>Holiday</b>	<b>Section</b>
MLK Birthday	Southern
Memorial Day	Eastern
Juneteenth	Southwestern
Fourth of July	Great Lakes
Labor Day	Midwest
Columbus Day	Mid-Atlantic
Veterans Day	Western

*(Northwest Section – see note in #4 above)*

5. The second sectional tournament may be held on any dates that do not conflict with another section’s exclusive holiday dates, second sectionals, or nearby “A” Regional tournaments.
6. Sectional tournaments may not exceed five (5) days. If a section elects not to sponsor the second sectional tournament it may allocate the remainder of the authorized sectionally rated events, excluding Knockouts, to Units/ Clubs within the section.