ACBL

DISTRICT 2

INFORMATION

POLICIES AND PROCEDURES

APRIL 2025

Approved at meeting April 28, 2025,

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ACRONYMS

ACBL	American Contract Bridge League
BoD	Board of Directors
D2	District 2 of the ACBL
DIC	Director-in-Charge
DTC	District Tournament Coordinator
GNT	Grand National Teams
NABC	North American Bridge Championships
NAP	North American Pairs
StaC	Sectional Tournament at Clubs
TC	Tournament Chair
UTC	Unit Tournament Coordinator

REVISIONS

Amendments and additions must be approved by the District 2 Board of Directors (BoD) and incorporated immediately into this document with an annotation of the month and year of approval. The District Secretary shall be responsible for maintenance of this document and shall make a copy available for posting on the District website.
This document codifies the policies and procedures of District 2. It supplements the Bylaws.

1. OVERVIEW

1.1 General

District 2 (D2) is one of 25 districts of the American Contract Bridge League (ACBL).
D2 is a not-for-profit corporation governed by the Corporation Act of Ontario. The Bylaws are posted online at www.d2acbl.org .
The boundaries of D2 are defined by the ACBL and include southern Manitoba, the western and central area of Ontario and Bermuda. There are nine member Units:

- 166 Ontario
- 181 Manitoba
- 198 Bermuda
- 212 Sault International
- 228 Northwestern Ontario
- 238 Northeastern Ontario
- 246 Trent Valley
- 249 Southwest Ontario Bridge Association
- 255 Niagara

D2 is partly located in Zone 3 and Zone 4 of the Canadian Bridge Federation.

The fiscal year is from January 1 to December 31.

1.2 Organization

D2 is governed by a Board of Directors (BoD) as defined in the Bylaws. In addition, the Bylaws mandate one standing committee, the Executive Committee. The Bylaws allow for the creation of additional committees as may be needed.
Section 2 details the structure of the organization including policies.
D2 is primarily a volunteer organization. Volunteer services include those provided by officers, committee chairs and members.
Some services are performed by BoD persons or non-BoD persons for monetary compensation as noted for each position in Section 2.

1.3 Bridge Activities

D2 coordinates bridge events sanctioned by the ACBL:

- Regional Tournaments
- Grand National Team (GNT) Qualifying Games
- North American Pairs (NAP) Qualifying Games
- Sectional Tournaments at Clubs (STaC)

All D2 events and activities are conducted under the rules and regulations of the ACBL.
D2 is scheduling these bridge events. In addition, D2 provides support for North American Bridge Championships (NABC) held within the district. D2 does not produce a publication apart from the official website. The Kibitzer is the official publication of Units 166, 238, 246, 249 and 255 in the District and is produced by Unit 166. The cost to publicize the Kibitzer is split between the noted Units based on the number of ACBL members in each Unit.

1.3.1 Regional Tournaments

The ACBL allocates regional tournaments to the Districts based on membership and regional attendance. D2 is allocated 4 regionals per year plus the Bermuda Regional. In addition, one Junior Regional, one Youth Regional and five I/N with a limit of 500 MP Regionals can be scheduled. The location and times of regionals are recommended to the BoD by the District Tournament Coordinator in consultation with the Units. All regional ACBL sanctions are secured by the District Tournament Coordinator (DTC). The Unit assigned the location of the proposed regional are completely responsible for the financial and logistic execution.

1.4 ACBL

D2 is represented at the ACBL through three representatives who serve on the ACBL Advisory Council and by the Regional Director.

The Regional Director meets with the ACBL Chief Executive Officer, key ACBL managers, and the other 12 Regional Directors three times annually, at each NABC. The Regional Director acts as a liaison between ACBL management and D2 and is a conduit for suggestions from the district to ACBL and for conveying reasons for and understanding of ACBL BoD-enacted policies back to the district.

The Advisory Council is composed of three representatives from each of the 25 ACBL districts. These three members from each district are all voting members of the Advisory Council. It is the responsibility of the Advisory Council to review reports of actions taken by the ACBL BoD and, as appropriate, to request reconsideration of any actions taken before they are put into effect. The Advisory Council meets six times annually, prior to each NABC to discuss the ACBL BoD agenda and following the ACBL BoD meeting to review the actions taken by the ACBL BoD.

The Regional director is elected by the Unit Board members. The three Advisory Council representatives are elected or appointed under ACBL rules by the D2 Unit Board members. Through these elected representatives, D2 provides input to effect changes in all aspects of competitive bridge play.

2. ORGANIZATIONAL STRUCTURE AND POLICIES

2.1 Board of Directors

2.1.1 Members

The voting members of the Board of Directors (BoD) are defined in the Bylaws. They are:
• Directors as elected/appointed by the Units
• Representatives from each Unit as elected/appointed by the Units
The President has only a vote when the votes are tied.
The secretary is non-voting if appointed from outside the BoD

2.1.2 Officers

Four positions, together with their principal responsibilities and functions, are defined in the Bylaws: President, Vice President, Secretary (nonvoting if appointed from outside the BoD), and Treasurer form the Executive Committee.
It is preferred that the President and Vice President are not from the same unit. The BoD shall endeavor to choose successive presidents from varying geographical areas.

2.1.2.1 President

The President shall perform all duties defined in the Bylaws.

2.1.2.2 Vice President

The Vice President shall perform all duties defined in the Bylaws.

2.1.2.3 Secretary

The Secretary shall perform all duties defined in the Bylaws. In addition, the Secretary shall e-mail the following to the Board of Directors and Unit Representatives:
• Upcoming meetings including an Agenda
• Minutes of Board of Director meetings within 30 days
• Copies of proposed changes to the Bylaws
• Annotated copy of BoD-approved changes to the Policy and Procedures
and e-mail an electronic copy to the webmaster for posting.
The secretary is also the electronic contact with the ACBL
The secretary is a member of the BoD and receives a yearly honorarium approved by the BoD at each AGM

2.1.2.4 Treasurer

The Treasurer shall perform all duties defined in the Bylaws. In addition, the Treasurer shall:
• Ensure that signers on the D2 checking and other bank accounts are current and have been approved by the BoD
• Maintain communication with persons responsible for collecting funds to ensure their timely deposit
• Pay all obligations and comply with government regulations in a timely manner
• Disbursements shall only be made when proper documentation (receipts) are on file
The treasurer is a member of the BoD and receives a yearly honorarium approved by the BoD at each AGM.

2.1.3 Meetings

The AGM meeting is held prior to the Easter Regional tournament in Toronto via Zoom technology.
The meeting is attended by each representative from each Unit (or by proxy).
The agenda for the meeting includes:

- Announcement of the elected/appointed Director and representatives from each Unit.
- President report
- Review of the financial statement from the financial review Accountant.
- Approval of the financial report, the budget, honorariums.
- Regional tournament reports/budgets
- NAP and GNT and schedule of tournaments.
- ACBL Region Director report, CBF report, educational report, webmaster report.
- Election of Officers
- Appointments of various functions

The following persons are invited:
ACBL Regional Director
CBF Zone Directors
Tournament Coordinator
D2 Financial review Accountant
Invitees as determined by the president

Other meetings can be called as per the By-Law requirements.

2.2 Committees, Positions and other Activities

2.2.1 Executive Committee

The duties and functions of the Executive Committee are defined in the Bylaws.
The Executive Committee has the power to deal with issues during the year.

2.2.2 Finance Regulations

The Treasurer and the President are charged to:
• Ensure adherence to standard accounting principles and sound business and record keeping practices and procedures
• Develop an annual budget and present it at the AGM meeting
• Track and analyze actual expenditures vs budget and recommend policy changes
• Recommend methods for investing district funds
• Keep a record of all D2 outside services
• Review and recommend BoD action on regional tournament budgets and financial reports
• Review and recommend BoD action on the Treasurer's annual financial reports
• Arrange for the annual external review of financial accounts

Directors attending the AGM will be reimbursed for mileage and per diem at the current federal government set rate. This only is valid for one representative of each Unit. (March 31, 2018)

A person external to the D2 BoD shall conduct an annual fiscal year review of financial accounts and present the results to the BoD at the AGM meeting. This report to be posted on the D2 website. The honorarium for this individual will be determined yearly and approved by the BoD.

2.2.3 Regional Tournament Planning
Regional Tournament Planning shall be part of the AGM agenda:

- Review frequency, timing, and locations of all D2 regionals on a regular basis
- Suggest new locations, discontinuance of existing locations
- Approve the assignment of each Regional tournament (including I/N Regionals) to a Unit
- Review any proposed site that has not been previously used for a D2 Regional. Sites must follow the Ontario Disabilities Act or have a legally recognized exception
- Playing site for Regional tournaments can be held outside the organizing Unit borders dependent on approval from the destination Unit
- Copy of Regional Tournament Report forms to be sent to the District Secretary.

2.2.4 Conditions of Contest Regulations
The Executive Committee is responsible for:
• Recommending to the BoD Conditions of Contest to be used for D2 regionals and for district-level events (GNT, NAP, STaC).

2.2.5 Recorder
A person assigned the duty to collect and record player memos and other reports, investigate allegations of wrongdoing and educate players regarding demeanor and ethical behavior pursuant to ACBL Regulations.

2.2.6 District Tournament Coordinator (DTC)
Each District is allocated four annual Regionals and is allocated five I/N Regionals (ACBL Codification Chapter IX section 1.2).
The process is as follows: The Unit Tournament Coordinator (UTC) will submit an online sanction application to ACBL headquarters that shall automatically be forwarded, without review, to the District Tournament Coordinator for approval. Upon the District Tournament Coordinator's approval, the application will be reviewed for sanctioning by the ACBL Tournament Department.
The DTC is appointed by the President and approved by the BoD.
The DTC shall:
• Review and coordinate scheduling of all District events and Unit sectionals to minimize conflicts within the District and with events in adjoining districts
• Inform UTC of potential calendar conflicts; attempt to resolve conflicts; attempt to avoid two events within short distance whose proximity may adversely affect attendance at the events
• Support UTCs in acquiring sanctions from the ACBL for all D2 regionals, sectionals, STaCs, and district GNT and NAP finals
• Maintain a Master Calendar of events – scheduled and pending

The current tournament venues and associated Units are:

• Bermuda (198)	Yearly (grandfathered)
• Toronto (166)	Yearly plus even years starting 2022
• Orillia (246)	Every year with skip every third year starting 2021
• Niagara Falls (255)	Odd years
• Winnipeg (181)	Skip year of Unit 246
• Kitchener/London (249)	Odd years
• North Bay/Sudbury (238/228)	Even years
• Sault St. Marie (212)	Split with Winnipeg

In addition, one (1) I/N Regional tournament held each year in Toronto in conjunction with sectional in January
Regional tournaments are approved for a window of 6 years ahead.
New units that join D2 must wait six (6) years before being awarded a regional tournament.

2.2.7 Advertising and Communications Coordinator
Advertising and Communications is coordinated by the District Vice-President and includes:

- Performing the oversight functions required to ensure that both printed, and online regional and sectional flyers/ads are produced/posted as soon as all information has been approved by ACBL, and the UTC has approved the final graphics and layout of the event schedule information.
- Review the content of the Kibitzer prior to publishing.

Conditions of contest for District-wide events be published in the Kibitzer.
Kibitzer distribution to Units 166, 238, 246, 249 and 255 with proportional cost.

2.2.8 D2 Webmaster
The D2 website is http://acbldistrict2.org/ . The Webmaster shall post timely information to inform the membership on bridge-related activities including:
• Lists of D2 NAP qualifying games and D2 final results
• Lists of D2 GNT qualifying games and D2 final results
• Links to Unit web pages
• STaC games dates and results
• Links to information on upcoming tournaments (Regionals, Sectionals, STaCs)
• District officials
• Public copies of related documents including the Bylaws and the Information, Policies and Procedures manual
• BoD Meeting minutes (also in draft)
• Reports from the Regional Director
• Annual financial statements
• Other as approved by the D2 President/Vice President
Webmaster submits yearly report at AGM
Board members sent a bio to the webmaster
Information to be posted on the website to be sent to the President for approval and then to be submitted by the President to the Webmaster

2.2.9 Educational Coordinator
The Educational Coordinator submits a yearly report, detailing activities started with success in each Unit.

2.2.10 GNT Coordinator
The GNT Coordinator acts as Tournament Coordinator (TC) for the GNT District finals. An honorarium for this position will be set yearly and approved by the BoD.
The GNT Coordinator shall:
• Set event dates
• Request the DTC to obtain a sanction
• Obtain a venue and oversee its proper use
• Request specific directing staff from the ACBL
• Hire caddies (when required)
• Propose updates to the D2 Conditions of Contest including stipends
• Coordinate advertising
• Encourage clubs to hold qualifying games and publicize these games
• Coordinate with the Treasurer to ensure obligations are paid and accounts balance
• Notify ACBL of participants to expect at the national finals
• Arrange hospitality
• Send congratulatory letters to the winners including details on NABC participation

Format of subsidy for GNT qualifying teams to be set each year.
GNT Unit finals are not required

2.2.11 NAP Coordinator

The NAP Coordinator acts as TC for the NAP District finals. An honorarium for this position will be set yearly and approved by the BoD
The NAP Coordinator shall:
• Set event dates
• Request that DTC to obtain a sanction
• Obtain a venue and oversee its proper use
• Request specific directing staff from the ACBL
• Propose updates to the D2 Conditions of Contest including stipends
• Coordinate advertising
• Encourage clubs to hold qualifying games and publicize these games
• Coordinate with the Treasurer to ensure obligations are paid and accounts balance
• Notify ACBL of participants to expect at the national finals
• Arrange hospitality
• Send congratulatory letters to the winners including details on NABC participation

Format of subsidy for NAP qualifying pairs to be set each year
The NAP finals are to be held online only

2.2.12 STaC Coordinator
The STaC Coordinator acts as TC for District StaC and may receive an honorarium as per ACBL regulations. The ACBL appoints the tournament director.
The STaC Coordinator shall:
• Act as liaison between club managers and the ACBL tournament director
• Assist clubs when requested
• Coordinate STaC scheduling with the DTC
• Coordinates financial distribution to each Unit

D2 STaC rules:
• Club managers who play in the event shall be eligible for overall awards if they do not hand-duplicate the boards
• Individual club games may be scored across more than one session at the discretion of the club manager

D2 runs 2 STaCs per year. The BoD may authorize additional STaCs.
Currently the ACBL submits the full monetary funds to Unit 166 for distribution by Unit 166 to the participating Units based on the number of participants. The proceeds from the third STaC are allocated to support NABCs run within the District.

In addition to the STaCs the ACBL allows that 2 Regional STaCs are scheduled. Currently D2 shares the Royal STaCs with District 1 to increase the earned amount of masterpoints.

2.2.13 Goodwill Committee Appointee
Each year each District President, in consultation with the Regional Director of their District, may appoint two members to be lifetime members of the Goodwill Committee. (ACBL Codification Chapter I Section D)

2.2.14 Charitable Recognition Award Appointee
Yearly, each District President shall appoint two members from their District to receive the ACBL Charitable Recognition Award. (ACBL Codification V Section 2)

2.2.15 Intermediate/Newcomer Activities
District 2 shall:
• Solicit ideas on how best to recruit and retain new players
• Reach out to players and teachers on services most needed and wanted

• Prepare materials for distribution throughout the District on above subjects
• Compile and distribute ideas on educational programs enjoyed by novices
• Solicit ideas on educational materials to be printed and distributed as gifts to players
• Convey ideas and requests to ACBL through the Regional Director.
• Review funding levels for I/N marketing; develop and maintain guidelines on expenditures of these funds
• Inform TCs of funds available for I/N events.

Novice Support Program to be discussed each year at the District meeting

3 REGIONAL TOURNAMENT POLICIES

3.1 General

There are three major components to a regional tournament:
• District 2 responsibilities including Unit responsibilities
• Tournament Chair (TC) responsibilities
• ACBL responsibilities

Regional tournament success is dependent on the active coordination of all individuals involved in the process of running a regional.

3.2 ACBL Responsibilities

The ACBL sanctions all regional tournaments and is directly responsible for director assignments at all ACBL sanctioned tournaments.
The ACBL appoints a DIC to manage all director assignments and activities, including ensuring availability of appropriate supplies**.** The DIC works with the TC to determine staffing levels within ACBL guidelines and district customer service policies.

3.3 District Responsibilities

The Unit sponsoring the tournament is responsible for site selection, contract negotiation, budget approval, setting entry fees, delivery of tables and bridge supplies, and final financial accounting.
The DTC, in coordination with the TC, shall request that the ACBL assign a particular Director in Charge to a regional and recommend a goal for the number of tables per director for that regional. Primary concern should be player enjoyment rather than attendance or profitability.
The BoD shall designate a host Unit for each Regional. The host organization shall recommend a TC or Co-Chairs, who may be approved by the D2 Board. The TC shall be the primary contact with the tournament site, and can seek assistance from the DTC, the DIC, or the D2 President.

3.4 Tournament Chair Responsibilities

TCs are responsible for non-bridge playing activities not specifically allocated to the district. General TC activities include:
• Developing an event schedule in coordination with the Unit Tournament Coordinator
• Preparing marketing materials for the tournament in coordination with the Advertising and Communications Coordinator.
• Budgeting all non-bridge activities for the tournament, based on a per-table allocation of funds (the “Prize and Entertainment” budget). Upon approval of the budget, the TC will be given an advance and may proceed with spending.
• Recruiting volunteers to help in all activities including partnership coordinator, prize desk, caddies, duplicating bridge boards, hospitality coordinator, etc.
• Acting as the primary contact with the host hotel
• Coordinating with the DIC and any external organizations as needed
• Distributing and accounting for volunteer free plays and prize coupons
• Submitting a final report accounting for all expenditures

3.5 Hospitality

The sponsoring Unit oversees organizing any hospitality in between sessions or after the final session of the day.
D2 policy is that no alcohol may be served in an open hospitality suite unless the TC has complied with any local laws regarding the serving of alcoholic beverages, including obtaining any license required for distribution of alcoholic beverages.

3.6 Free Plays

D2 does not award free plays. The sponsoring Unit may issue free plays, to be used at that tournament (non-redeemable in cash), to volunteers as the TC and UTC determine.

3.7 Prizes
D2 does not award prizes. The sponsoring Unit may award prizes to winners per session and stratification as they have budgeted for.

3.8 Entry Fees
The policies for entry fees are:
• $XX per person per session for Open Events set by organizing Unit
• $1.00 for players under the age of 16 (April 10, 2004)
• Players between age 16 and 25 (not reached 26th birthday) shall be no more than 50% of the regular entry fee (April 10, 2004)
• Discounts shall not apply to professional bridge players of any age who are receiving direct financial benefit from participating in the event
• Reduced prices must be claimed at the time of entry-purchase
• The entry seller shall keep records of these discounted entries
• Proof of age may be requested
• The standard ACBL fee of CAN $4 per person per session shall be charged for non-ACBL members and non-dues paying per ACBL regulation; fee is retained by the Sponsor.
District levy to be discussed yearly at the District 2 meeting.

3.9 Knockout Events
Regional knockout (KO) events are held as per the ACBL Codification Chapter IX section 3. Conditions of Contest for KO events shall be posted at all district regionals

3.10 Swiss Team Events
The policies for regional Swiss team events are:
• Two-session Swiss events shall be played in seven seven-board rounds or six eight-board rounds
• 56 minutes per round shall be allowed from posting of the previous assignment until results are due for seven-board rounds. 65 minutes per round shall be allowed from posting of the previous assignment until results are due for eight-board rounds.

3.11 Pair Events
The policies for regional pair events are:
• 24 boards shall be played except when there is a sit out, in which case 26 (two-board rounds) or 27 (three-board rounds) boards shall be played
• 15 minutes per round shall be allowed for two-board rounds. 21 minutes per round shall be allowed for three-board rounds.

3.12 Conventions and Alerts
D2 regionals shall adhere to ACBL guidelines on the use of conventions and alerts.

3.13 Other Policies Specific to Regional Tournaments

Regional-specific policies are:

• Except for health-related equipment, or by permission of the DIC, cell phones, audible pagers or similar equipment may not be operated or operable in any manner in the playing area during a session of play. Any such equipment must not be visible during the session and must remain off. Penalties for violating this restriction will be assessed as detailed in Appendix J of the ACBL General Conditions of Contest.

• Bid boxes must be used in all events unless pre-approval has been obtained by a physically impaired player. Explanatory cards can be obtained from the DIC or Tournament Office and must be displayed during play.

• D2 Zero Tolerance Policy is always in effect

• Recorder forms shall be available

• No pets except service animals are allowed in the playing areas during sessions of bridge play

• No children are allowed in the playing areas during sessions of bridge play unless caddying, competing, or following strict kibitzer rules

• Strong fragrances or poor personal hygiene may lead to refusal of admission to, or removal from, the playing area

3.14 Other Policies

• Local clubs and organizations will not be reimbursed for any loss of revenue during a regional tournament unless otherwise approved by the sponsoring Unit.