



## Unit 390 Free Play Policy

Effective September 2019

Free Plays are awarded from time to time at the discretion of the Unit 390 Board of Directors. Free Play awards are intended to support membership development by encouraging the participation and advancement of players in duplicate bridge.

### Unit Policy

1. The goal of awarding Free Plays is to increase the level of involvement and encourage the development of players in competitive bridge.
2. Free Plays are not awarded to recognize a single individual for distinguished service – flowers, a commemorative plaque, or other gift is more appropriate for this purpose.
3. A Free Play must not be authorized or signed by the person to whom it is awarded.
4. The practice of awarding Free Plays to individuals volunteering to be available as stand-by partners at sectional tournaments has been discontinued.
5. Free Plays are awarded for the following reasons:
  - For new members, two Free Plays are included in the package sent to welcome a new member to Unit 390.
  - For mentors, Free Plays are awarded to volunteer mentors at the conclusion of the Unit 390 mentorship cycle.
  - To encourage participation in competitive bridge and efforts which benefit bridge in Calgary, Free Plays are awarded by the Unit 390 Board of Directors at their discretion.

### Procedures

1. The Free Play coupons will be designed and printed under the direction of the Membership Coordinator. These coupons must be identifiable as Free Play awards under the auspices of Unit 390, must bear the signature of the President of Unit 390, must be designated as non-transferrable and must be designed in such a way that they cannot be easily duplicated.
2. The coupons must be structured with the following fields:
  - an identifier, such as a unique number, that can be used for tracking
  - a place for the name of the individual to whom the award is given
  - a place for the signature of the authorized representative of Unit 390 who is making the award
  - a place for the date of issue
3. Awarding of Free Plays to new members is the responsibility of the New Member Liaison.
4. Awarding of Free Plays for mentors is the responsibility of the Mentorship Committee.
5. At the request of any Board member, awarding of Free Plays for special contributions will be considered by the Unit 390 Board of Directors and, if approved, will be the responsibility of the Board member making the request.
6. The Membership Coordinator or designate will provide each representative with Free Play coupons at their request and will keep a record for tracking purposes of all Free Play coupons given to each.

7. The individual making the award must be one of the authorized individuals (New Member Liaison or Mentorship Committee designate) or a member of the Board of Directors of Unit 390. They will enter the name of the person receiving the award and the signature of the individual making the award on each Free Play coupon before it is issued.
8. The persons issuing the Free Plays will keep records for tracking purposes of all Free Play coupons awarded. They will periodically provide a list of the Free Play coupons awarded to the Treasurer so that an estimate can be made of the outstanding liabilities of Unit 390.
9. Clubs that decide to participate and sectional tournament directors will accept each Free Play coupon as payment of fees for a single session of bridge. The club will forward the redeemed Free Play coupons to the Unit 390 Treasurer who will reimburse the club for the amount of the fee for the game at which each coupon was accepted. The Treasurer will follow up to determine the validity of any Free Play which is not filled out correctly or completely.
10. The Treasurer will periodically (monthly or as numbers warrant) provide the New Member Liaison, Mentorship Committee designate, and Membership Coordinator with a scanned copy of all Free Play coupons redeemed. They will confirm that these are valid Free Plays that were issued from their area and follow up with those who have received Free Plays but have not redeemed them.

Approved by Unit 390 Board of Directors, September 2019