



# Calgary Duplicate Bridge Association

## **Unit 390 Policy Governing Trailer and Hauling of Tables and Supplies**

**January 2024**

### A. Trailer Use

- The trailer will be used solely for the transport of Unit supplies (tables, stanchions, bid boxes, etc.) between the storage site and event venues.
- The Unit tables and trailer will not be made available for tournaments held in the U.S. District 18 has been informed of this decision.
- The Unit tables and trailer will not be made available to any out-of-province venue.

### B. Reimbursement for Hauling

- In-town deliveries of the trailer and contents to be \$125 each way (no Free Plays)
- Out-of-town deliveries of trailer and contents to be \$1 per kilometer (minimum \$125, no Free Plays)
- Mileage will be calculated from the trailer storage site to the venue.
- When deliveries require the person hauling the trailer to travel in excess of 50 kilometers to the trailer storage site, an additional flat-rate compensation of \$50 will be paid.
- When Unit supplies are rented, transport to and from the venue will be arranged by the Unit. Reimbursement according to policy is the responsibility of the Unit.
- When Unit supplies are loaned, transport to and from the venue must be pre-approved by the Unit Board. Reimbursement according to policy is the responsibility of the borrower.

### C: Responsibilities when Towing Trailer and Contents to Venues

1. Must have insurance on his or her vehicle that covers the trailer.
2. Pick up trailer either the night before or far enough in advance to deal with a flat tire, frozen locks, etc.
3. Supervise the loading and unloading of the trailer at the venue to ensure all items are returned and properly stored.
4. Complete the checklist to ensure all tables, bid boxes, cards, etc. are accounted for.
5. Ensure that the trailer is secure, both at the storage site and venue site. The trailer is to be kept locked, parked under lights when available, etc.
6. Report any damage or other occurrences to the Unit President or designate.