Unit 207 Free Play Policy

October 8, 2020

Unit 207 awards free play coupons to welcome new members (4), transfers to the unit (2), to recognize milestone achievements (1), to recognize mentors (multiple), to recognize course completion for beginner classes (3), and as thanks for assistance to the Unit (variable).

The Unit also sponsors games where all or some members play free. Those games are beyond the scope of this policy, and those free plays are documented separately in advance of those events.

Unit board members and tournament chairs print and distribute coupons at the direction and discretion of the Unit president. The president forwards a printable file to board members and tournament chairs as needed.

A coupon is the size of a U.S. dollar bill and includes the following information:

- Title (Capitol Area Bridge Association, Unit 207)

- Category (Specify One)

    o Welcome

    o Mentor (good for play with mentee only)

    o Class completion (for beginner classes only)

    o Thank you for Service

    o Milestone Achievement

- Value, which may change over time

    o Free play at club should state "up to $7"

    o Free play for tournaments should state "up to $12" (can be used for club play)

- Game cost (blank space). The Unit reimburses this amount, not to exceed the value.

- Players must pay for costs above the value of a coupon.

- Recipient's name (not transferrable)

- Event name

- Unit president or tournament chair name and signature

- Date (expires in one year)

Clubs are reimbursed monthly by the Unit treasurer for coupons used and for recorded free plays that do not require a coupon. Coupons are not distributed or required for reimbursement for Milestone Achievement and Birthday events. Mentor free plays may not require a coupon when

there is an agreement in place between the venue and the Unit for mentoring reimbursement. Arrangements for free plays without coupons are made between the treasurer and the venue beforehand and require the treasurer's agreement.

The Unit treasurer tracks expenses by category.