

**South Western Ontario Bridge Association
Unit 249, ACBL
Policy and Procedures Manual**

SUBJECT: Sponsorship for New Members	REF #: 2017-007
	REVIEWED BYDATE.....SIGNATURE
APPROVED DATE: August 12, 2017	REVISION DATE:
ISSUED TO: Unit 249	EFFECTIVE DATE: IMMEDIATELY
POLICY: It is the policy of Unit 249 to promote the growth of the Unit and to develop interest in new members in attendance at tournaments sponsored by Unit 249. Accordingly, each new ACBL member within Unit 249 will be formally welcomed to the Unit and will receive two (2) free play coupons, each valid for a single-session entry at any tournament sponsored by Unit 249.	
SCOPE: Applies to new members of Unit 249. Does not apply to re-instatement or renewal of memberships, nor to transfers into Unit 249 from another unit.	
PROCEDURES: <ol style="list-style-type: none"> 1. The Board of Director’s Membership Coordinator will issue a “welcome letter” and include the free play coupons to those new members listed on the monthly ACBL In-Out Report. 2. The coupons will have a validity for a period of two (2) years from date of issue. 3. The Membership Coordinator will keep a log of all coupons issued and outstanding. 4. The Membership Coordinator will include a tally of the coupons issued and outstanding in reports to the Board of Directors 5. When coupons are redeemed at tournaments, the Tournament Chair will forward the coupons to the Unit Treasurer for credit. 6. The Unit Treasurer will provide the appropriate credit in the tournament accounting process so that the tournament committee is recompensed for the free play. 7. The Unit Treasurer will advise the Membership Coordinator of the specific coupons redeemed so that they may be struck off the “Outstanding Coupons” list. 	
AUTHORITY: Authority is vested in the Membership Coordinator to issue the coupons as outlined in the policy.	