

Unit 380 Operations Manual

April 2023

This manual is intended to address operations at the Belton Bridge Center, 1214 E. Madrid, Las Cruces, NM. Please contact Linda Randall for updates.

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Unit Board

<u>Office</u>	<u>Name</u>	<u>Year first elected to the board</u>
President	Norman Duttweiler	2023
Vice President	Susan Elkins	2023
Secretary	Alison Mann	2023
Treasurer	Kathy Clark	2023
Member at Large	Ron Francey	2022
Member at Large	Peter Goodman	2022
Parliamentarian	Susan Michelson	2023

Committee Chairs

Electronic Contact	Linda Spengler
Computer System Manager	Linda Spengler
Disciplinary Chair	Billie Edington
Recorder	Barbara Houseknecht
Business Manager	Barbara Houseknecht
Tournament Coordinator	Julie Reiser
Publicity Chair	Peter Goodman
Hospitality Chair	Norman Duttweiler
IN Coordinator	Julie Reiser
Election Contact	Current President
Charity Chair	Susan Elkin
Education Liaison	Cliff Denton
NAOP Coordinator	Linda Spengler
GNT Coordinator	Linda Spengler
STAC Coordinator	Rob Van Ekeren

Non-ACBL required positions

Nominating Committee 2022	Norman Duttweiler, Julie Reiser, Glenna Lowe
Sunday Game Partnerships	Billie Edington
Bridge Center Directory Editor	Bob Kimball
Unit 380 Web Master	Ron Francey
Square Dancers Coordinator	Norman Duttweiler
Maintenance Personnel	Larry Gioannini, David Gose
Operations Manual Editor	Linda Randall

Immediately after Board elections, an updated ACBL positions list must be submitted to the ACBL at <https://web3.acbl.org/myacbl/user/unit-officer/election>. This also includes financial info, etc.

Sunday Unit Game

The Sunday Unit championship games are held on the second and fourth Sunday of each month. The Board is responsible for finding the Director. Sanction numbers are obtained from ACBL and posted on the wall behind the Director's desk. A sign-up sheet

should be posted on the bulletin board on the Monday before the game. Directors should announce the Sunday Game during the week before the game. Each Board member is responsible for promoting the game and should encourage attendance. Directors are paid \$40 per game (\$35 if they play and don't pay). Directors are responsible for table placement, including all table items required to play bridge, pre-dealt hands, collecting game fees and directing the game. They are also responsible for collecting pencils and boards after the game. Game fees due the Unit are to be put in the lock box for the Treasurer. Board members are responsible for refreshments, set up and clean up.

If needed coffee, tea and lemonade are brewed as follows:

Coffee - One full Styrofoam cup/pot; 1 pot regular and 1 pot decaf

Lemonade - One full Styrofoam cup in yellow pitcher

Tea – Two rounded (not heaping) tablespoons in large pitcher

Holiday Party

The Holiday Party is held on the second Sunday of December. The date and the name of Director should be announced at least one month prior to the party. A food committee should be appointed to coordinate the dishes. A sign-up sheet will be put out for folks to put down what they will bring. The replacements for the outgoing board of directors are elected at this meeting and there is a game afterwards. Arrangements for directing and cleanup are similar to the Sunday games.

Renting the Bridge Center

The BBC may be rented for a fee of \$125 and must be left in the condition in which the renter received it. The square dancers have a special negotiated rate. The board president should be contacted to arrange renting. All rental charges must have 8.3125% gross receipts tax added to the bill.

Circle 8 square dancers meet on the first and third Sundays of the month in the late afternoon. Crossfires square dancers meet on the first Saturday of the month.

Bridge Center Cleaning

All users are responsible for the general clean-up of the BBC. It should be left as clean as found. The following, in particular, should be done:

1. Clean all food tables and the microwave. **Wash all surfaces with vinegar to deter ants.**

2. Wash and put away all dirty dishes.
3. Make sure that ice machine is working.
4. Empty waste basket into large trash bin by microwave. Put trash in the container outside the back door.
5. Clean floors and rugs as required.
6. Turn off all lights, including restrooms and leave restroom doors open.
7. **Ensure that both front and back doors are closed and latched.**

Vicky comes to clean the center weekly. Billie Edington is currently our go-between with her.

Supplies

Barbara Housknecht purchases all bridge supplies.
Billie Edington purchases paper, cleaning supplies & snacks
Larry Gioannini purchases soft drinks.

Board and Board Meetings

The Board of Directors is required to meet a minimum of five times per year. Elections are held as a part on the Holiday Party and new board members take office on January first. The board meets informally after the holiday party to vote on new officers. This is necessary for the new directory

Duties and obligations of the Unit Board of Directors

In addition to those responsibilities as stated in the Unit 380 bylaws posted on the unit website, each board member is expected to support unit functions, including:

1. Attend the Holiday Party.
2. Volunteering for the set-up and clean-up of Bridge Center in support of the Unit Sunday games.
3. Set an example for other members by volunteering for other work sessions where reasonable.

Committee Chairs are appointed by the incoming Board Chair at the beginning of the calendar

Financial Review

A review of the financial records should be conducted by an independent entity in conjunction with the income tax preparation.

Electronic Contact

Receives e-mail information from ACBL regarding rules, regulations, and current activities as deemed necessary by the ACBL. The Electronic Contact is the only person that receives the semi-annual QUIP Report, listing the ratings of how well the unit is doing, both nationally and regionally, in several important membership categories.

Web Site

For operating instructions, see: <http://lajollabridge.com/Articles/BridgeResultsIntro.htm>
All changes to the Unit 380 web site require permission from the Webmaster. To forward information to be presented on the web site, always send the document in PDF format.

Member Directory

In November, members are asked to correct the current year's directory with changes or additions to the information. Directors are asked to review members who no longer play or who have moved to other bridge clubs. The In & Out monthly reports will also indicate changes.

Bob Kimball did the editing for the 2023 directory. ABC Printing provides an estimate for the cost of printing which is reported to the Board for approval. Print volume is dependent on the number of members in the Directory with a few additional copies which can be purchased for \$2 each. Directories are distributed to club members when available.

Unit members that have passed away have their names attached to the memorial board. Barbara Houseknecht has been responsible for this. She generally has Trophy Country in Mesilla Park do the engraving.

Directing Games

When directing games, current versions of both the ACBL Laws & Duplicate Decisions should be available for consultation. Decisions should be presented pleasantly and the relevant law stated. Other directors may be consulted.

Unit 380 rents playing space to Club owners for the purpose of running bridge games. Owners are responsible for providing a qualified Director for each of their games. Owners have the responsibility to sanction their games and have them run within the rules of the ACBL. Club owners may schedule ACBL sanctioned games as they see fit, but may not interfere with the Unit games.

The Club owners rent playing space and pay \$6 per table to the Unit. Directors are responsible for collecting the game fees at the table. The Club owners pay the \$6 per table rent to the Unit Treasurer at the end of each month.

Directors are responsible to clean up the premises after use.

Upon consultation and agreement with the Club owners, the premises may be used for other Club or game related purposes.

Emergencies

In case of emergencies, control of the use of the premises reverts to ACBL Unit 380 for the sole purpose of handling the emergency. An emergency is when any entity with jurisdiction over the Unit establishes a protocol or regulations in response to a condition. The Unit will comply with the protocol or regulation, including closing the building if necessary. Within those parameters, control of the games remains with the Owners.

Computer Operations

The Computer Systems Manager is in charge of all computer operations, including the main (scoring) computer, the clock computer, the remote scorers and the dealing machine. All changes to the BBC computer programs require permission from the Computer Systems Manager.

At the end of the month, after all the Club Owners have sent in their monthly reports, the Computer Systems Manager prepares the ACBLscore program for the following month. This consists of backing up the current data base and that month's game files: Located in ACBLscore on the main task bar under Utilities. After those have been backed up on a flash drive (located in the small clear plastic box on top shelf of the director's bookcase), The Computer Manager "prepares the program for the next month. This is located under Data Base on the main task bar - then under Maintenance, prepare for the next month. At the end of the year, the program is prepared for next year. It's basically the same as the monthly preparation, only choose Year End.

Scheduling Games

All games must have a sanction number. Club owners receive a sanction for their games when they contract with the ACBL to set up their Club and they must renew this contract every year. Sanction for Special games (Unit Games and Sectionals) are obtained by the Tournament Coordinator. A member of the Board is responsible for coordinating the Sunday Unit game dates in advance with the Tournament Coordinator. The Winter Holiday Party/Board Election should be scheduled for the second Sunday of December.

The Sectional sanction should be obtained a year before the date so that directors and tournament chairmen can be obtained early enough to be included on the flyer. The flyer requires ACBL approval and needs to be sent to Debbie.Vicknair@acbl.org, preferably 4 to 6 months before the tournament date. The flyer should also include the phone number of the bridge center if played there.

Open Sectional Tournament

Dates should be scheduled a year in advance, if possible. A Sanction Number should be obtained at that time by the Unit 380 Tournament Coordinator, who may also request a particular director. A tournament flyer must be submitted to the ACBL Tournament Administrator for approval. Linda Spengler has been handling this. Three months before the tournament, place ads in the District 17 Bridge Forum for the two months directly preceding the sectional. Bob Kimball has been taking care of this.

The Sectional Tournament Chairman is selected and is responsible for appointing the following positions.

1. Partnership coordinator who finds partners for those who need them
2. Hospitality coordinator or arranges for the snacks and Swiss Team lunch
3. Caddies
4. Arranges for volunteers to set-up and clean up after each game. Volunteers are crucial and should be lined up at an early date.

About three weeks before the tournament, put out sign-up sheets for each event and verify supplies. Obtain permission from the Pastor next door to use their parking lot for Friday and Saturday. There is a sign that should be put up requesting that patrons of the BBC not park in the church parking lot on Sunday. Also, remind players to not park in the Burger Nook parking lot on Friday and Saturday.

The tournament chair should arrange to meet the DIC for entry into the BBC each morning of the tournament and as required. All required supplies for the DIC should be on hand including entry forms and scoring sheets.

The BBC must be opened to allow for access for hospitality and clean up. Coffee, iced tea and lemonade should be served. Several cases of soft drinks should be available in the refrigerator for sale. These can be purchased on a daily basis depending upon what sells. Snacks should be available as well. Lunch is provided for the Sunday Swiss team game.

We have been setting up 26 tables for play. The DIC will decide how many and how they should be arranged. Set up is normally done after bridge the day before the tournament begins.

Intermediate/Novice Sectional Tournament

The Intermediate/Novice tournament is much smaller than the open sectional but proceed in the same way. Linda Spengler is currently the Director. No caddies are necessary.

Internet Links

Unit 380	www.lascrucesbridge.com
El Paso Bridge	www.elpasobridge.com
ACBL	www.acbl.org
Special Events	www.acbl.org/specialevents_page/
Tournament Department	www.acbl.org/tournaments_page/
Clubs Information	www.acbl.org/clubs_page/
Ruling Questions	www.acbl.org/rulings
Tournament Flyer Requirements:	
	http://web2.acbl.org/tournaments/tournamentfliers.pdf
BridgeMate information:	
	www.bridgemate.com
	www.playbridgedealer4.com/manuals
Website Operation	
	www.lajollabridge.com/articles/bridgeresultsintro.htm

Director's Test

The Director's test is open to all ACBL members. It is an open book test and there is a fee. It may be given by any accredited Director. A passing score is 65%. It covers the ACBL Laws of Bridge as well as computer and ACBLscore questions. The ACBL Laws of Bridge and Duplicate Decisions should be on hand when taking the test and both should be current as bridge laws can change. Duplicate Decisions essentially tries to present most of the bridge laws in English, instead of Lawyer. You should be familiar with both books prior to taking the test. Most of the test questions are related to common bridge director's calls. There are sure to be questions on the following:

1. Pass out of turn
2. Bid out of turn
3. Opening lead out of turn
4. Lean out of turn
5. Revoke
6. Major and minor penalty card
7. Unauthorized information

There will be other questions which generally require looking up in the two referenced books.

Current Active Unit 380 Directors as of 1/2022

Dave Allen
Bill Carrell
Linda Spengler
Rob Van Ekeren

All accredited directors can direct I/N tournaments

Other Qualified Unit 380 Directors

Evelyn Colson	Myrna Liner
Larry Gioannini	Rosalie & Weeden Nichols
Dave Gose	Linda & John Randall
Barbara Houseknecht	Julie Reiser
Mark Johnson	Ellen Schneider

Maintenance

Before performing any maintenance that will affect the usage of the bridge center for any extended period of time, be sure to check with the various square dance groups to be sure that they are not unduly impacted. This is particularly true on Sunday afternoon and nights.

All maintenance manuals should be located in accordion folder in the lower right-hand shelf of the large cabinet behind the computer.

The key to the Refrigeration/Heating room is located to in the left-hand drawer in the maintenance cabinet. Spare exterior keys are in the far drawer in the storeroom.

Most tools and spare parts (such as screws) are in the maintenance cabinet. A carpenter saw is located behind the chairs on the south wall.

In September, 2017, all of the four feet long florescent tubes were replaced with 6500 degree wavelength LEDs (Philips T-12, bar code 0 4677 46871 2) purchased at Home Depot. There are 16 T-8 U-bent tubes and two eight feet long, single ended tubed remaining to be replaced when the price comes down.

Paint is stored on the floor in the NW corner of store room and in the maintenance cabinet. Some heating/cooling tools are stored in the furnace room.

The outside paint is Sherwin Williams Double Latte SW9108 for the main color, Latte SW6108 for the top and Cruising SW6782 for the door. The inside paint that was used to paint around the double sink is Olympic semi-gloss Assure interior latex #1 74901 101-0.5, 107-30, 109-10.5, 116-3.5 purchased at Lowe's Hardware.

Card dealing machine maintenance

Clean the lens, rollers and rubber wheels monthly with alcohol.

Annual Maintenance

In the spring, remove the extension ladder and hoses from the heating-cooling room. Connect the hoses to the hose bib on the NW corner and set the ladder against the roof just north of it. The hose bib handle is located in the storeroom just to the left when entering. Use the hose to wash off the foam roof. When dry, touch up all dings on the

roof (two pairs of eyes are best for finding them) with the white elastomeric roof paint from the store room. Verify that the roof mounted heat exchangers have not become clogged. Also see Refrigeration/Heating Maintenance.

Thermostats - Reset the time on those days when daylight savings time changes. There are spare thermostats in the spare parts box.

Refrigeration/Heating Maintenance

Air filters: The air filters should be inspected in the middle of all even months. Replace filter if dirty. To change, remove the doors by twisting the pointed knobs outward 90 degrees. Remove the filters and examine the bottoms for lint. If not pristine, replace with the air flow arrow pointed up. When filters are examined, mark the date on the filter storage box. The filters are stored in the furnace room on the eastside.

Gas: In the spring and fall, when the weather changes, turn the gas supply to the furnace off or on to disable/enable the furnace.

Drip tubes: During spring maintenance, clean the white plastic drip tubes with a long, flexible handled, 1 ½" diameter brush by shoving the brush down the clean-out hole in the top of each unit. The brush and all cleaning gear should be in a plastic tray in the furnace room.

In the spring every year of which the last two digits are evenly divisible by three (2018, 2021, etc.), a professional cooling person should be called to verify Freon pressure is satisfactory, **cooling coils are clean**, etc. For heating/cooling maintenance, try Snell's A. C., Heating and Plumbing, Ph 644-5126. Jim Snell is prompt, knowledgeable and explains things very well. Snell should check the refrigerant coils for debris in the spring of every year divisible by four.

There are nine outlets inside the bridge center that still survive from the old swamp box cooling and are unused. These are the tan, squarish outlets that take up a one-half tile space.

Water Heater Maintenance

Raise and lower the pressure release valve lever on the three hot water heaters in the bathrooms to verify that it releases and then shuts off. These are located beside the sinks in the front bathrooms and in the ceiling by the refrigerator in the back bathroom.

Reverse Osmosis Maintenance

The Reverse Osmosis system is located under the sink in SW women's toilet and should be checked monthly. It supplies water to the kitchen sink and the ice machine. The front filter is usually a 5uM or 10uM filtration size and the middle filter a 1uM filtration size. When the pre-filter (front) is pretty dark brown, it should be replaced. When the secondary (middle) filter is pretty dark brown, both it and the carbon (back) filter should be replaced. Replacement filters may be found on the shelf just above the breaker panel. The filter wrench is located on the filter. The output filter and membrane should be replaced as required.

To replace the filters, turn the water supply needle valve and the R. O. Tank valve off then open the R. O. valve on the kitchen sink. Use a large white towel to block any escaping water at the bathroom door. Use the white plastic wrench to remove the required media container(s) and clean A/R. Place new media in the containers and tighten (do not over tighten). The carbon filter requires one flat, white gasket on the top only. Turn the water supply and tank back on and CHECK FOR LEAKS SEVERAL TIMES. When it is certain that there are no leaks, replace the white towel under the cabinet after drying. New media may be ordered in batch quantities over the internet. There are spare filter container O-rings in the spare parts box.

The membrane should be replaced every ten years or so, next in perhaps 2024. It measures approximately 10" long by 1 3/4" in diameter. See the R. O. Manual for replacement instructions. I have been ordering a 75 GPD membrane.

Floor Maintenance

The wood floor should be re-coated when worn. Berry Stout installed the original floor and has donated considerable effort in supporting the bridge center. His charges have been reasonable. He can be reached at Stout Hardwood Floor Company (527-4143). Total heated floor area for the bridge center is approximately 2700 square feet, with a hardwood floor area of approximately 2250 square feet.

Parking Lot Maintenance

The parking lot was repaved in 2015 and sealed in 2017, but will require occasional sealing when cracks appear (perhaps every 5 years). It has an area of approximately 1485 square yards. Robert Contreras of CRC Paving & Dirt Solutions, 1060 Sayles Rd., La Mesa, NM 88044 (575)496-6772, email: crdozer@yahoo.com, License #: 94658 did

the paving at reasonable cost. Always verify that the car stops will be replaced and that the parking and handicapped lines/symbols will be replaced, if desired. Competitive bids should be obtained before sealing. All sealing should be done during warm to hot temperatures.

Roof Maintenance

The foam roof should be repaired and repainted with elastomeric paint when damaged. Elastomeric paint must be applied only during warm temperatures (see the paint spec sheet). The roof has a horizontal area of approximately 3100 square feet with an additional 350 sq. feet of vertical foam coated. The roof was repaired from damage due to a hail storm in 2016. It was otherwise in sold shape at that time.

Urinal Maintenance

The urinal diaphragm kit that works is an aqua Flush 4HCw8, manufactured by Zurn.

Thermostat Settings

To change the heating/cooling temperatures:

1. Lift lower door and verify switch on heating or cooling.
2. TOUCH displayed temperature and up/down arrows to set desired temperature.
3. Contact Dave Gose if you still have problems.

To change the setback temperatures:

1. Open door below and verify control on heat or cool as desired.
2. Touch MENU on screen and SCROLL to advance to SET/REVIEW HEAT (or COOL) PROGRAMS.
3. Touch YES.
4. Touch Up/Down Arrows to select desired temperature.
5. Touch YES. Then EXIT.

Suggested Thermostat setbacks (**winter-summer**)

Day	1	2	3	4
M-F	9:00A/50-88	10:30A/71-73	4:00P/50-88	11:00P/50-88
Sat	9:00A/71-73	12:00A/50-88	6:00P/71-73	11:00P/50-88
Sun	6:00A/50-88	10:30A/50-88	4:00P/50-88	11:00P/50-88

Table Count (Contact the Unit Treasurer for numbers)

Year	BBC									Other			Totals		
	M	N	Tu	W	Th	F	Sa	Su	S	B	BB				
1996	229		294	388	320	458		135					1824		
1997	312		259	389	286	259		129					1634		
1998	327		272	449	291	280		100					1719		
1999	351		246	384	236	443		44	52				1704+52		
2000	491		301	523	245	499			163				2059+163		
2001	508		283	611	157	562			164				2102+164		
2002	382	152	313	643	249	706			190				2445+190		
2003	298		376	630	232	630			213	42			2166+255		
2004	278	214	437	661	216	524			234	58	41		2330+333		
2005	306	260	407	641	193	492			190	47			2552+237		
2006	227	323	378	653	369	584			214	44			2534+258		
2007		340	437	715	506	912			198				2910+198		
2008		366	453	796	529	912			211				2690+211		
2009		466	500	802	424	750			172				2942+172		
2010		404	442	859	412	621			163				2738+163		
2011		386		903	732	687			189				2708+189		
2012		393		852	675	737			185				2303+185		
2013		336	529	682	218	632			215				2397+215		
2014			1026	805	642				336				2473+336		
2015	303		493	581	297	500		180	248				2354+248		
2016	320		535	632	225	522		195	187				2429+187		
2017	254		623	597	265	495	98	195	139				2525+139		
2018	277		598	552	242	463	203	205	149				2538+149		
2019	324		592	578	244	466	155	213	117				2570+117		
2020	59		109	109	56	86	34	33					484	Pandemic	
2021	156		95	194		181		34					660	Pandemic	
2022	303		13	246	6	251		89					908		
2023															

M - Monday
 Tu - Tuesday
 Th - Thursday
 Sa - Saturday
 S - Silver City

N - Non-life Master
 W - Wednesday
 F - Friday
 Su - Sunday
 B - Thursday Morning Bridgers

BB - Bridge at the Butte
 Totals – BBC + all others

BBC Table Count By Month

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	Average
2015	226	212	237	185	202	186	205	197	170	171	159	205	2353	196.1
2016	238	196	224	178	178	210	192	231	150	202	211	221	2431	202.3
2017	246	186	220	201	201	228	207	233	187	223	200	196	2528	210.7
2018	247	178	220	174	239	221	223	202	194	239	188	219	2538	211.5
2019	239	188	216	188	209	238	225	208	208	251	199	203	2570	214.1
2020	217	186	82				Pandemic						485	40.4
2021	Pandemic				45	94	108	110	76	83	72	72	660	55.0
2022	69	63	78	67	73	81	83	92	70	88	68	76	908	75.6
2023														