

## UNIT 380 Operations Manual

February 2020

This manual is intended to address all aspects of operations at the Belton Bridge Center, 1214 E. Madrid, Las Cruces, NM. Please contact Linda Randall for corrections or additions.

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### Unit Board & Committee Chairs

<u>Office</u>	<u>Name</u>	<u>Year first elected to the board</u>
President	Julie Reiser	2017
Vice President	Molly Evetts	2018
Secretary	Pat Calhoon	2019
Treasurer	Peg Kenny	2018
Board of Directors Member	Stephanie Morgan	2019
Board of Directors Member	Bob Kimball	2020 (Feb)
Parliamentarian	Alison Mann	2016
Membership Chair	John Randall	
Electronic Contact	Linda Spengler	

Computer Systems Manager	Linda Spengler
Disciplinary Chair	Billie Edington
Recorder	Barbara Houseknecht
Business Manager	Barbara Houseknecht
Tournament Coordinator	Evelyn Colson
Publicity Chair	Linda Spengler
Hospitality Chair	Norman Duttweiler
IN Coordinator	Norman Duttweiler
Election Contact	Barbara Houseknecht
Charity Chair	Jean Wiborg
Education Liaison	John Randall
NAOP Coordinator	Linda Spengler
GNT Coordinator	Linda Spengler
STAC Coordinator	Linda Spengler

### **Non-ACBL required positions**

Nominating Committee 2019	George McCoy, Linda Randall, June Sanchez
Sunday Game Partnerships	Susan Michaelson
Bridge Center Directory Editor	Marilyn Thomas
Unit 380 Web Master	Bob Kimball
Square Dancers Coordinator	Norman Duttweiler
Maintenance Personnel	Larry Gioannini, David Gose
Grounds Chair	Robert Francis
Memorial Fund Chair	Alison Mann
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 Games**

Sunday games are an important source of income for the Unit. They are held on the second and fourth Sunday of each month. Evelyn Colson obtains sanction numbers from ACBL and posts them 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. The Sunday Game Partnership person should assure that there is a volunteer for snacks. Currently, Linda Spengler directs the first game and Rob Van Ekeren the second game. 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 both refreshment set up and clean up (including sweeping). The designated board member should arrive by 11:30 to set up for the game. Set out coffee, tea and lemonade. Board members are also responsible for sweeping and clean up. At the beginning of the year, a sign-up sheet should be posted with a space for both the snack supplier and the clean-up person.

Coffee, tea and lemonade are brewed as follows:

Coffee - One full Styrofoam cup/pot; 1 pot regular and 1 pot decaf. Use the reverse osmosis water.

Lemonade - One full Styrofoam cup in yellow pitcher

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

### **Holiday Party**

The Holiday Party is normally held on the second Saturday 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 the floor 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 afternoons.

Crossfires square dancers meet on the first Saturday of the month.

USA Dance meets on the first Sunday of the month in the afternoon.

## **Bridge Center Cleaning**

All users are responsible for the general clean up of the BBC. It should be left as least 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 on Thursdays. Barbara Houseknecht is currently our go-between with her.

## **Supplies**

Barbara Housknecht purchases all bridge supplies.  
Billie Edington purchases paper and cleaning supplies.  
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.

Marilyn Thomas has been responsible for editing the directory annually with assistance from Alison Mann. Del Valle Design and Imaging provides an estimate for the cost of printing which Marilyn reports 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 in January.

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.

## **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.

## **Creating & Dealing Hands**

Refer to the Game Instructions white binder in the cabinet.

## **Game Set Up & Operation**

Refer to the Game Instructions white binder in the cabinet.

All Unit games are Unit Championships. The Sunday Unit Game uses Barbara Houseknecht's Club #. Obtain the sanction number from the clip board behind the Director's deck.

## **Clock Operation**

Turn on the computer at the back of the room. Use the mouse to start the clock program and select time per round.

## **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 Saturday 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](mailto: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	<a href="http://www.lascrucesbridge.com">www.lascrucesbridge.com</a>
El Paso Bridge	<a href="http://www.elpasobridge.com">www.elpasobridge.com</a>
ACBL	<a href="http://www.acbl.org">www.acbl.org</a>
Special Events	<a href="http://www.acbl.org/specialevents_page/">www.acbl.org/specialevents_page/</a>
Tournament Department	<a href="http://www.acbl.org/tournaments_page/">www.acbl.org/tournaments_page/</a>
Clubs Information	<a href="http://www.acbl.org/clubs_page/">www.acbl.org/clubs_page/</a>
Ruling Questions	<a href="http://www.acbl.org/rulings">www.acbl.org/rulings</a>

Tournament Flyer Requirements:

<http://web2.acbl.org/tournaments/tournamentfliers.pdf>

BridgeMate information:

[www.bridgemate.com](http://www.bridgemate.com)

[www.playbridgeddealer4.com/manuals](http://www.playbridgeddealer4.com/manuals)

Website operation

[www.lajollabridge.com/articles/bridgeresultsintro.htm](http://www.lajollabridge.com/articles/bridgeresultsintro.htm)

### **ACBL Bridge Director's Test**

The director's test is open to all ACBL members. It costs \$12 and is an open book test. 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. Lead 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 1/2020**

Dave Allen  
Barbara Houseknecht  
John Randall  
Linda Randall  
Julie Reiser  
Ellen Schneider  
Linda Spengler  
Rob Van Ekeren

All accredited directors can direct I/N tournaments

### **Other Qualified Unit 380 Directors**

Evelyn Colson	Lonnie Ludeman
Larry Gioannini	Rosalie Nichols
Dave Gose	Weeden Nichols
Patsy Hackler	Marty Poel
Mark Johnson	Lewis Springer
Myrna Liner	

### **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 foot 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 foot, 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 (unlike the original) 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

## Historical Table Count

For new figures, see the unit treasurer.

Year	Bridge Center Table Count							Other Games			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+196
2003	298		376	630	232	630			213	42		2166+292
2004	278	214	437	661	216	524			234	58	41	2330+330
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	87			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												

### Legend

M - Monday	N - Non-life Master
Tu - Tuesday	W - Wednesday
Th - Thursday	F - Friday
Sa - Saturday	Su - Sunday
S - Silver City	B - Thursday Morning Bridgers
BB - Bridge at the Butte	

Totals - The first total is for games at the BBC, the second for all others

### Estimated Monthly 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														