

The Education Liaison from the Unit 161 Board:  
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### **The primary functions of the Educational Liaison are:**

- Promote Educational Programs throughout the Unit at the Unit and Club Level.
- Administer the Unit's Educational reimbursement policy, and to help coordinate with the District their Educational reimbursement policy.
- Use the available resources of the ACBL to develop a cadre of accredited Bridge Teachers.
- Develop and implement programs for the advancement and improvement of teaching techniques.
- Assist Clubs in the development and implementation of New Player Development programs.

### **Unit 161 Standing Rules for Education:**

26. The educational monies granted by District 10 will be sent to the Treasurer of Unit 161 and then the total will be paid by our Treasury to those approved for educational reimbursement.

27. The Unit Educational Reimbursement Policy is a combination of the ACBL program, the District 10 program, and the Unit 161 program. The primary intent is to find new members who are not currently playing club games.

A. The Unit policy compliments the ACBL advertising program by paying ½ or 25% of the remaining 50% and submitting the remainder to District 10. The Unit will pay up to a maximum of \$250 per program. This is approved without prior notice if it meets ACBL requirements.

B. Unit 161 will assist clubs with financial support of the \$1000 per year for instructor fees, reasonable refreshment costs and any advertising expenses not reimbursed by ACBL and not already reimbursed provided that these costs are not covered by student fees.

28. The Unit will sponsor and reimburse TAP expenses @\$100 per time (not to exceed \$400) and tuition for one candidate per club per year. In exchange, a newly accredited teacher will make a three -year commitment to teach for his/her club and will make a report to the Unit board preferably in person. This report may also be made in writing and should include the dates of instruction and the number of students.

29. The Unit will reimburse \$50 for training for one Associate Tournament Director candidate per club per year.

30. The Unit may sponsor a TAP on an as needed basis as determined by the Unit board. The Unit may specify a fee to all attendees and upon completion of the TAP a completion of a basic course of instruction within one year at their local club; the Unit will reimburse the TAP tuition to the teacher.

31. All requests for reimbursement for educational expenses must be submitted within three (3) months of completion of the course of instruction by a club official (Club Manager, President,

Vice -President or similar). The request for reimbursement must indicate the total number of students attending the course, the dates of instruction and the number of new ACBL members (if any). The request may be submitted by e-mail from a club official's home e-mail account or may be mailed or emailed to the Unit 161 education coordinator. All mailed reimbursement requests shall have the receipts attached and be signed by a club official.

Revised 4-24-16