

# Unit 124 Education Committee Charter & Standard Operating Procedure

Effective: March 1, 2018

## PURPOSE

Unit 124 (aka CBA, aka Unit) hosts bridge classes at the Cincinnati Bridge Center (CBC) to promote bridge and grow our membership. Bridge classes facilitate recruiting and retaining new ACBL members.

## Unit 124 Education Committee (EC) Charter

1. The Education Committee is responsible for supporting teachers and promoting bridge education and classes throughout the Unit.
2. The Education Committee's priority is to work with teachers to coordinate and promote beginner and intermediate bridge classes throughout the Unit.
3. All business of the committee must be done in accordance with CBA bylaws.
4. Members must be ACBL / CBA members in good standing.
5. The Education Committee will engage in community outreach when appropriate.

## EDUCATION COMMITTEE RESPONSIBILITIES and AUTHORITIES (ECRA)

### The Committee will:

- manage teacher applications for using the Cincinnati Bridge Center for lessons, classes or other instruction. The Education Room (large side room of the CBC) schedule is maintained by the EC subject to Unit override.
- schedule the use of CBA Education equipment at the CBC subject to Unit override.
- identify acceptable space for all teachers at the CBC.
- act without bias toward or against any teacher.
- schedule bridge classes at the CBC. Lessons cannot begin before Committee or Board approval of form EC:TRA (Education Request: CBC Education Room / Bridge Class) and adherence to the conditions defined by section EC:TRA (Teacher Responsibility).
- provide updates from the Education Committee to the Unit Board at least 3 times per year. The Committee members are invited to attend all Board meetings.
- Review and document new education technology for the benefit of all teachers and students.
- review and update education web pages on CincyBridge.com.
- maintain and upgrade education technology available to all teachers at the CBC subject to spending approval by the Unit.
- support beginner education with education material subsidies
- support beginner education thru CBA sponsored education classes. Compensation and support defined and approved separately.
- avoid interference with the content taught by teachers and their classes.

### Additionally:

- Priority for CBC main playing area space will be given to sanctioned bridge games over bridge classes. Classes will use the education room during games at the CBC.
- Sanction holders are exempt from Education Committee and Board of Directors review under ACBL Regulation. However, they must pay standard CBC sublease table rent for use of the

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Education Room unless an Education Request (Form EC:TRA) is approved for the use of the Education Room.

- If the Education Committee chooses to reject an application, the application will be designated as “pending” and brought to the CBA Board for consideration. Pending applications are approved if the Committee delays Board action for any reason, unless the teacher has previously been found unacceptable by the Unit Board.

**CBA Sponsored Education Classes.** The CBA may sponsor beginner bridge education classes (Bridge 101 and 102) and compensate approved instructors and assistants in a manner consistent with private classes. For example, OLLI and Jewish Community Center (JCC) classes are run under this structure. Student fees for these classes go to the CBA. CBA to provide all education materials for these classes.

- Teachers to be chosen by EC rolling roster of approved teachers.
- Teachers should assist at least one semester before teaching on their own.

### TEACHER RESPONSIBILITIES (EC:TRA)

1. Teachers using the CBC must be members of the ACBL.
2. Other qualifications to be considered include but are not limited to: teaching experience, ACBL teacher certifications and verbal and written communication skills.
3. Teachers shall submit their new class request at least 30 days before the start of the class (EC:TRA).
4. Teachers will meet with the Education Committee to discuss new requests unless the meeting is waived by the Education Committee.
5. Teachers shall complete and sign a Education Request form for CBC space (EC:TRA Form). Terms are defined by the Unit Board.
6. Each teacher shall have a personal CBC door access code and building key. Teacher is responsible for insuring that CBC and/or building will be secured at the end of the day.
7. Each teacher is expected to leave the Bridge Center clean and ready for the next tenant.
8. Handouts for each session are strongly encouraged.
9. Course textbooks for beginning courses are encouraged.
10. The Unit will charge rent as specified.
11. No rent is charged for free lectures held immediately before or after a sanctioned game. An EC:TRA form is required to hold scheduled free lectures in the Education Room.
12. No rent is charged for CBA sponsored classes held at the CBC.
13. Teachers using the CBC to provide student names and contact information to the Unit.

### BOARD OF DIRECTOR RESPONSIBILITIES

The Unit Board will:

1. require updates from the Education Committee at least three times per year. The Committee members are invited to attend all Board meetings.
2. assess teacher needs and sponsor certification classes as it sees fit.
3. publish Unit wide class schedules on the Unit Web Site.

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4. act promptly to approve or deny any pending applications for space brought to its attention by the Committee Chair.
5. avoid interference with the content taught by teachers and their classes. The Unit can plan and support standard introductory classes.
6. Adequately fund activities of the committee per the ECRA.