

TOOWOOMBA BRIDGE CLUB INCORPORATED

BY-LAWS

INDEX

1	<u>MANAGEMENT COMMITTEE MEETINGS</u>	PAGE 3
1.1	The First Meeting of a New Management Committee	
1.2	Agenda for meetings of the Management Committee	
1.3	Special meetings of the Management Committee	
1.4	Confidentiality	
2	<u>RESPONSIBILITIES OF OFFICE BEARERS</u>	PAGE 5
2.1	President	
2.2	Vice president	
2.3	Secretary	
2.4	Treasurer	
2.5	Club Teacher	
2.6	Congress Convenor	
2.7	Librarian	
2.8	Master Point Secretary	
2.9	Membership Secretary	
2.10	Newsletter Editor	
2.11	Press Officer	
2.12	Provider	
2.13	QBA Delegates	
2.14	Recorder	
2.15	Zonal Delegates	
3	<u>SUB COMMITTEES</u>	PAGE 9
3.1	General	
3.2	Fundraising and Social Committee	
3.3	Maintenance Sub-Committee	
3.4	Tournament Sub Committee	
4	<u>BRIDGE EVENTS & FEES</u>	PAGE 11
4.1	Club Events	
4.2	Table Money & Entry Fees	
5	<u>CONDUCT OF MEMBERS</u>	PAGE 12
5.1	Conduct considered an offence	
5.2	Offences Alleged to have been committed during a session of play	
5.3	Offences Alleged to have been committed at other times	
5.4	Conduct Review	
5.5	Procedure of Conduct Review	
5.6	Appeals Against Decisions of the Conduct Review Sub-committee	
5.7	Notification of Penalties	
5.8	Penalties Imposed by External Bodies	
6	<u>TOURNAMENT REGULATIONS</u>	PAGE 15
6.1	Introduction	
6.2	The Tournament Sub Committee	
6.3	Club Tournaments	
6.4	Selection Events	
6.5	Systems	
6.6	Duplication and recording of boards	
6.7	Bidding	
6.8	Penalty and Slow Play	
6.9	Fouled Boards	
6.10	Mobile Telephones and other electronic equipment	
6.11	Spectators	
6.12	Scoring of Multi-session and multi-section events	
6.13	Directors report	
6.14	Tie-breaks	
6.15	Recommended Format for Multi events	

APPENDIX A	<u>TOOWOOMBA BRIDGE CLUB APPEAL RULES</u>	PAGE 21
1.	General	
2.	Committee procedures	
3.	Guidelines on specific issues	
APPENDIX B	<u>PROCEDURES AND OTHER MATTERS</u>	PAGE 23
1	Processing Membership Applications	
2	General Committee Decisions	
APPENDIX C	<u>RESPONSIBILITIES OF CLUB DIRECTORS & SCORERS</u>	PAGE 25
1.	Responsibilities of Directors at Club Sessions	
2.	Responsibilities of Scorers at Club Sessions	

CHANGE HISTORY

2nd June 2007 Adopted by resolution of Management Committee to take effect from 8th September 2007
9th August 2010 By-Law 5 redraft adopted by resolution of Management Committee 13 June 2009
13th January 2011 By-Law 5 updated

TOOWOOMBA BRIDGE CLUB INCORPORATED

BY-LAWS

INTRODUCTION

The by-laws of the Toowoomba Bridge Club Inc ('the club') may be subject to variation at any time by a resolution of the Management Committee. In particular, the Management Committee may suspend a by-law for a period of time. Members of the club wishing to ascertain the current status of any by-law are advised to check with the President or Secretary. Copies of the club's rules and by-laws are available for free to members upon request to the Secretary.

BY-LAW 1 - MANAGEMENT COMMITTEE MEETINGS

1.1 The First Meeting of a New Management Committee

1.1.1 The first meeting of a new Management Committee shall be held not later than two weeks after the annual general meeting.

1.1.2 At this meeting the Management Committee shall appoint members to the following sub-committees:

- Fundraising and Social sub-committee
- Maintenance sub-committee
- Tournament sub-committee

The Management Committee shall also appoint a convenor for each of these sub-committees who will be responsible for convening the first meeting of the sub-committee.

1.1.3 At this time, or as soon as practicable, the Management Committee should also appoint:

- Club Teacher
- Librarian
- Membership Secretary
- Newsletter Editor
- Press Officer
- Recorder
- QBA Delegates
- Zonal Representatives
- Housekeeper

and may, from time to time, appoint Club members to other positions that are outside the roles of the sub-committees, eg Youth Coordinator.

1.1.4 Note that, in accordance with Rule 19 (2) (e), the Master Point Secretary, Congress Convenor and Provider are elected at the Annual General Meeting.

1.2 Agenda for Meetings of the Management Committee

1.2.1 The Secretary should provide a meeting agenda to Committee Members prior to each meeting of the Management Committee.

1.2.2 At each regular meeting the agenda shall include the following items for consideration, in an order determined by the President:

- attendance and apologies
- previous minutes and business arising there from
- Treasurer's report
- reports from all appointed sub-committees
- correspondence received and sent by any office bearers
- other business as included by the President or Secretary
- date, time and place of next meeting

1.2.3 Any member of the Management Committee may request the Secretary to include an item on the agenda and the Secretary shall include the item as requested.

- 1.2.4 The Management Committee shall not, at any meeting, rescind a resolution of an earlier meeting of the Management Committee unless the agenda of that meeting includes a specific item requesting reconsideration of that resolution.

1.3 Special Meetings of the Management Committee

- 1.3.1 A special meeting of the Management Committee shall consider only such matters as are necessary to decide the item of business for which the meeting was called.
- 1.3.2 The decisions of a special meeting of the Management Committee shall not be rendered invalid on the ground that any member or members have not received at least 14 days' notice of that meeting if the Secretary satisfies the Management Committee that all reasonable endeavors were made to notify all Management Committee members.

1.4 Confidentiality

- 1.4.1 Discussion within the Management Committee is confidential to the members of the Management Committee. Such discussion or any views expressed by members of the Management Committee may not be made known to any person who is not a member of the Management Committee. The minutes of Management Committee meetings shall be posted on a club notice board for the information of club members.

BY-LAW 2 - RESPONSIBILITIES OF OFFICE BEARERS

For the purposes of this by-law, Office Bearers are club members who have been elected to specific positions by the members at an AGM or who have been appointed to a position by the Management Committee.

The responsibilities of the office bearers are set out below:

2.1 President

- 2.1.1 The President is the club's principal representative and shall preside at general meetings, in accordance with Rule 23 (1), and at all functions held by the club.
- 2.1.2 The President is an ex officio member of all sub-committees and will ensure that sub-committees meet on a regular basis.
- 2.1.3 The President will ensure that all office bearers, the Management Committee and all its sub-committees are performing their tasks appropriately and will take appropriate action if this is not the case.
- 2.1.4 The President will liaise with the public, including other bridge clubs and individuals, as required as the "public" face of the Club.
- 2.1.5 The President will attempt to ensure that all members are welcome at the club, have partners and are contacted in times of illness, etc.

2.2 Vice-President

- 2.2.1 In the absence of the President, the Vice-President may represent and act on behalf of the President at meetings and functions of the club and at Management Committee meetings.
- 2.2.2 The Vice-President is expected to assist the President with the President's responsibilities.
- 2.2.3 The Vice-President will act as the primary liaison with external groups wishing to hire the clubrooms, and will advise the Management Committee on policy, terms and conditions on which the building may be hired out, including the scale of charges for each category of hire.

2.3 Secretary

- 2.3.1 The Secretary is responsible for ensuring that the club abides by its Rules and satisfies the requirements of the *Association Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- 2.3.2 The Secretary shall:
 - convene all general and special meetings of the Club and the Management Committee paying due regard to the notice required of such meetings according to the Rules of the Club
 - prepare, in consultation with the president, an agenda for each meeting including the annual general meeting
 - prepare an adequate record of the proceedings of each meeting of the Club and the Management Committee, send a copy of that record to members of the Management Committee and post a copy of the record onto a club notice board for the information of members of the club
 - bring to the attention of the Management Committee any items of correspondence requiring its attention
 - conduct, keep and produce all correspondence on all matters connected with the Association other than matters which are under the control of the Treasurer
 - carry out the responsibilities of the Membership Secretary if no Membership Secretary is appointed
 - keep or cause to be kept the Register of Members as described in the Rules
 - supply intending members with membership application forms, to collect same when completed and present them at the earliest opportunity to the Management Committee for consideration
 - keep a register of all disciplinary matters dealt with by the Management Committee
 - keep a Key Register
 - perform such other duties in relation to the Association that the Management Committee or the Queensland Government Department responsible for administering the *Associations Incorporations Act 1981* and the *Associations Incorporation Regulation 1999* requires
 - ensure an adequate supply of stationery

2.4 Treasurer

2.4.1 The Treasurer is responsible, subject to the directions of the Management Committee, for the finances of the club (See Rule 27.).

2.4.2 The Treasurer shall:

- keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of like nature
- arrange the collection and banking intact of all monies received, including table monies, and the giving of proper receipts for the same
- make all payments and disbursements authorised by the Management Committee and to procure and keep proper receipts for same
- table all expenditure for approval or ratification at a Management Committee meeting as soon as practicable
- present a financial report at every regular meeting of the Management Committee
- inform the Membership Secretary of the details of receipts associated with the payment of membership fees for recording in the Register of Members
- maintain an asset register giving details of all the club's major assets
- ensure that the Management Committee regularly reviews the insurance policies of the club
- maintain the register of members' loans. This register is to record the amount of the loan, the interest rate, the member's name and address and the amounts paid in interest. The amount outstanding in loans from members is to be shown in the annual balance sheet of the club.
- prepare the club's financial records for annual audit and present the results of the audit at the Annual General Meeting
- present to the Management Committee each year a budget for future income and expenditure
- prepare and submit Financial Statements, Budgets, reports, etc to the Management Committee when required
- arrange for an annual stock-take of assets of the Club
- perform such other duties as are required by the Rules of the Association or by the Management Committee

2.5 Congress Convenor

2.5.1 The Congress Convenor shall:

- manage the conduct of the QBA Approved Congress Events hosted by the Toowoomba Bridge Club
- arrange for an appropriate venue and suitable catering for each Congress
- engage an appropriate Congress level Director for each Congress
- arrange for preparation of all sets of boards, hand records and related stationary for each Congress
- prepare QBA approved Entry Forms for each Congress and distribute copies to all clubs in the region
- maintain lists of players entered in each congress
- liaise with the Congress Director on all matters pertaining to the conduct of the Congress
- determine prize money and other awards for each Congress
- arrange the collection and banking intact of all Entry Fees and other monies received and the giving of proper receipts for the same
- make all payments and disbursements authorised by the Management Committee and to procure and keep proper receipts for same
- prepare a duly audited Profit and Loss Account and a Balance Sheet for presentation to members at the Annual General Meeting
- prepare and submit Financial Statements, Budgets, Reports, etc to the Management Committee when required

The Congress Convenor will normally form a small group before each Congress to assist with the above.

2.6 Club Teacher

- 2.6.1 The Club Teacher is responsible for the organization and presentation of classes on behalf of the club.
- 2.6.2 The Club Teacher is expected to:
- arrange Beginner and Intermediate classes
 - run Supervised Play sessions
 - follow up with participants of teaching programs to encourage their continued participation in club events
 - co-opt other members who may be interested in assisting with classes or running teaching programs
 - arrange advertising for lessons after consultation with the Management Committee

2.7 Librarian

- 2.7.1 The Librarian, subject to the direction of the Management Committee, is responsible for the administration of the club's library. This includes purchasing, cataloguing and lending of library materials.

2.8 Master Point Secretary

- 2.8.1 The Master Point Secretary will ensure that all masterpoints for which members are eligible will be properly assigned to those members.
- 2.8.2 The Master Point Secretary will deal with all matters relating to masterpoints with the QBA and ABF as required.
- 2.8.3 Normally, the Master Point Secretary will be a member of the Tournament Sub-committee.

2.9 Membership Secretary

- 2.9.1 The Membership Secretary shall:
- maintain a current register of members of the club
 - be the club's contact with the QBA and ABF on all membership matters except masterpointing which is the responsibility of the Master Point Secretary
 - follow procedures approved by the Management Committee for dealing with applications from intending members (see Appendix B1)
 - arrange the ordering and distribution of name badges to be paid for by members as requested by members

2.10 Newsletter Editor

- 2.10.1 The Newsletter Editor is responsible for the compilation, production and distribution of the club newsletter.

2.11 Press Officer

- 2.11.1 The Press Officer is responsible for forwarding the results of competitions to the local media.

2.12 Provider

- 2.12.1 The Provider is responsible for the catering of all club events.
- 2.12.2 The Provider is responsible for:
- purchasing catering supplies for all club events
 - hiring people to assist with catering – with all such expense to be taken from kitchen funds
 - involving other members in rosters for catering
 - from time to time, giving the Treasurer surplus cash from catering activities on hand to bank

2.13 QBA Delegates

- 2.13.1 The QBA delegates will attend meetings of the QBA Council as representatives of the Club and will report back to the Management Committee on the business discussed at those meetings.

2.14 Recorder

- 2.14.1 The role of the recorder is to accept and look into grievances presented by bridge players on matters that are not strictly within the normal province of the Director. If the Recorder considers the grievance is serious enough they shall bring it to the attention of the Management Committee.
- 2.14.2 The Recorder shall be a person of high standing within the Club and one that the management committee feels that members of the Club will be comfortable with in discussing actions that have upset them at the bridge table or within the Club rooms.
- 2.14.3 The Recorder will keep a Register of Psyche Bids consisting of the details of all Psyche Bids notified by Directors of Club Sessions and will present any concerns about psyche bidding to the Tournament sub-committee for its consideration.

2.15 Zonal Delegate

- 2.15.1 The Zonal delegate will represent the Club in discussions and meetings relating to the Club's involvement in the Darling Downs Zone and report back to the Management Committee on zonal matters.

2.16 Housekeeper

- 2.16.1 The Housekeeper is a member of the Maintenance Sub-committee and is responsible for the cleanliness and tidiness of the premises.
- 2.16.2 The Housekeeper is responsible for:
- the supply of toilet rolls, hand washing liquid, tissues and paper towels in the toilets.
 - the supply of paper cups for the water coolers.
 - the purchase of cleaning equipment used by the cleaner.
 - arranging the carpet cleaning once every 12 months after liaising with the Tournament Committee.
 - the purchase or making of new table covers after liaising with the Tournament Committee.
 - the cleaning and changing of table covers at regular intervals.
 - the supervision of the cleaner including making appropriate arrangements when the cleaner is absent.
 - modifying the duties of the cleaner as required after liaising with the Management Committee

BY-LAW 3 - SUB-COMMITTEES

3.1 General

- 3.1.1 The President is an ex officio member of all sub-committees of the Club.
- 3.1.2 Each sub-committee shall select a chairman in accordance with Rule 16(2).
- 3.1.3 Each sub-committee shall appoint a scribe to take notes of the meetings of the sub-committee.
- 3.1.4 Each sub-committee is responsible for the preparation and circulation of agendas and reports of its meetings.
- 3.1.5 A chairman of a sub-committee may request the Management Committee to invite members of the Club to be members of that sub-committee.

3.2 Fundraising and Social Sub-committee

- 3.2.1 This sub-committee is responsible, subject to directions from the Management Committee, for the organization of the Club's fundraising and social activities. These could include raffles, theatre nights, garage sales and other fund raising events.

3.3 Maintenance Sub-committee

- 3.3.1 This sub-committee is responsible, subject to directions from the Management Committee, for the maintenance and improvement of the Club premises, property and grounds.
- 3.3.2 The sub-committee is responsible for the maintenance of fixtures and fittings and other building contents and repairs to the building including:
 - the maintenance of the air-conditioning system
 - the maintenance of underground water tanks
 - the maintenance and operation of the security system
 - the maintenance of the Club's computers (including software), photocopiers, PA Systems and other electrical or electronic equipment belonging to the Club
 - the cleanliness and tidiness of the premises
 - the maintenance and change of table cloths
- 3.3.3 The sub-committee is responsible for maintaining the grounds at a level acceptable to Toowoomba City Council including mowing and garden maintenance
- 3.3.4 The sub-committee is responsible for establishing and maintaining a list of contacts to assist with repairs and maintenance
- 3.3.5 The sub-committee shall forward any recommendations involving major expenditure in its areas of responsibility to the Management Committee for its consideration.
- 3.3.6 The sub-committee will manage the hiring out of Club premises and equipment.
- 3.3.7 The sub-committee is responsible for improvements and additions to the landscaping and shall forward any recommendations involving major expenditure in this area of responsibility to the Management Committee for its consideration.
- 3.3.8 The sub-committee may allocate particular tasks to its members and should advise the management committee and Club members of all such allocations. For example, some members may take on roles with the titles of Housekeeper, Computer Guru, etc

3.4 Tournament Sub-committee

- 3.4.1 The Tournament sub-committee is responsible, subject to directions from the Management Committee, for organising and scheduling tournaments on behalf of the Club. For the purposes of these by-laws, tournaments will include Club playing sessions but not Congresses (which are the responsibility of the Congress Convenor) nor teaching sessions (which are the responsibility of the Club Teacher).
- 3.4.2 Normally, all approved Club Directors, Directors in training, scorers, the Congress Convenor and the Master Point Secretary will be members of the tournament sub-committee.
- 3.4.3 The quorum for the Tournament sub-committee shall be no less than half of the approved Club Directors.
- 3.4.4 The Tournament sub-committee shall:
 - review and keep current the tournament regulation of the Club (see By-law 6)
 - at each regular Management Committee meeting report on the progress of all events and the results of any events completed since the previous Management Committee meeting
 - report to the Management Committee on any irregularities occurring in the course of any event
 - liaise with the Queensland Bridge Association and the Australian Bridge Federation about the scheduling of tournaments, as required
 - prepare the annual calendar of Club events for the approval of the Management Committee. The chairman will meet with representatives of any tenants of the Club in

September of each year to ensure that tenants' requirements are properly considered in the preparation of the calendar of events. The calendar is to be available to members of the Club and any tenants of the Club by mid-December each year

- if required, prepare a set of supplementary tournament regulations for each red masterpoint event held by the Club; these regulations are to be displayed in the Club rooms
- form a panel of suitable persons to serve on appeals sub-committees for Club tournaments during the year for and to supervise the selection and performance of such appeals sub-committees. The panel will include a number of strong bridge players together with other members considered to have broad bridge experience and to have a balanced objective approach to decision making. The Appeals Sub-Committee shall follow the procedures set out in the Toowoomba Bridge Club Appeals Rules (see Appendix 1).
- maintain the inscription on Club trophies, honour boards etc
- liaise with the Press Officer to ensure the correct publicity for Club events
- encourage Club members to train as Directors and Scorers and to sit Directors' examinations
- ensure efficient running and scoring of all Club sessions and tournaments
- recommend to the Management Committee members for appointment as Directors and scorers
- ensure that qualified Directors are in charge of each session run by the Club and that scorers are available for each session.

BY-LAW 4 - BRIDGE EVENTS AND FEES

4.1 Club Events

- 4.1.1 All events conducted by the Club shall be awarded master points in accordance with the master point schemes approved by the Australian Bridge Federation.
- 4.1.2 All play shall be in accordance with the laws of duplicate contract bridge.
- 4.1.3 All entrants in any Club event are bound by the Rules and by-laws of the Club.
- 4.1.4 All events will be run according to the Toowoomba Bridge Club tournament regulations and may also have supplementary regulations.
- 4.1.5 Entrants in Club events are not required to be Club members.

4.2 Table Money and Entry Fees

- 4.2.1 Table money in all Club events shall be at a rate determined and promulgated by the Management Committee.
- 4.2.2 Table money in other events held at the Club may include an additional entry fee.

BY-LAW 5 - CONDUCT OF MEMBERS

5.1 Conduct considered an offence

The following is a list of examples of conduct that may be the subject of a Conduct Review and which, if proven, are considered to be offences against the Club and its members. The list is not an exhaustive list of possible offences.

1. Improper communication between partners.
2. Failure to maintain a courteous attitude towards a partner or opponents.
3. Disruption of the orderly progress of the game.
4. Interfering with the enjoyment of the game including making frivolous or groundless complaints.
5. Any remark or action which causes annoyance or embarrassment to another player or person in the Club rooms or at any place where the member is present as a bridge player.
6. Any attempt by remark or action to bring the Club, the QBA or the ABF into disrepute.
7. Theft or deliberate destruction of property, including property of the Club.
8. Offences against non-members.
9. Any offence by a Club member against a non-member that might be subject to a penalty under civil or criminal legal action may also be considered by the Management Committee as the subject of a Conduct Review.

5.2 Offences alleged to have been committed during a session of play

- 5.2.1 If one or more members wish to make an allegation about the conduct of one or more other members during a session of play, that allegation shall be made to the Director of the session at the earliest opportunity. (This will normally be immediately, or at the end of the current round at the latest).
- 5.2.2 The Director will then discuss the allegations with all members involved before they leave the venue with a view to resolving the issues contained in the allegation(s). If the alleged offender(s) have already left the premises, the Director will proceed as if the issues have not been resolved (see 5.2.3).
- 5.2.3 If the issues cannot be resolved to either party's satisfaction, the Director will inform them that they have 48 hours after the end of the session to put their allegations in writing to the Secretary. The Director will provide them with a copy of a Conduct Report Form to assist them to do so.
- 5.2.4 Whether or not the issues have been resolved, the Director will prepare a written report and submit it to the Tournament Sub-committee within 48 hours of the end of the session. This report may be used in any further investigation of the allegation(s).

5.3 Offences alleged to have been committed at other times

- 5.3.1 If one or more members wish to make an allegation about the conduct of one or more other members regarding offences that are not directly related to a session of play, then that allegation shall be made in writing to the Secretary within 7 days of the incident occurring.
- 5.3.2 The Secretary may provide a copy of a Conduct Report Form to assist the member in recording all facts pertaining to the allegation.

5.4 Conduct Review

- 5.4.1 Of its own volition or upon receipt of a complaint in writing—which may be a complaint by QBA, the Australian Bridge Federation or an individual—the Secretary, acting on behalf of the Management Committee may initiate a review concerning the conduct of any member of the Club.
- 5.4.2 Such a review may be concerned with the conduct of the member in the following areas (but not necessarily limited to the following):
 - in relation to the provisions of the Laws of Duplicate Bridge;
 - in relation to behaviour in the Club rooms, whether or not bridge is being played at the

- time;
- in relation to behaviour at any place where the member is present as a bridge player;
- in relation to the provisions of the Rules or By-Laws of the Club; or
- in relation to any of the matters set out in By-Law 5.1.

5.5 Procedure of Conduct Review

The procedure of a Conduct Review is described in the following sections.

- 5.5.1 Upon receipt of a written notification of an allegation of misconduct or upon instruction from the Management Committee, the Secretary will provide the member(s) against whom the allegation has been made with a copy of the written notification. All such allegations are to be treated in confidence at least until the allegations have been investigated. Initial contact will be by telephone within 24 hours of receipt of the written notification.
- 5.5.2 Within 24 hours of receiving the written notification of the allegation the Secretary will advise all members of the Management Committee of the allegations and give them a copy of the written notification. Management Committee members who are involved in the allegation under consideration or are regular partners of the members involved will excuse themselves from this process.
- 5.5.3 A Conduct Review subcommittee (normally comprised of the President, Vice-President and one other Management Committee member) will commence the investigation. Only members of the Club or other players involved in the allegation are to be involved in the investigation. The Management Committee shall delegate to the Conduct Review subcommittee any relevant powers of the Management Committee.

The investigation will include:

- The Chair speaking with the member(s) making the allegation(s) and the member(s) against whom the allegation(s) have been made with a view to mediating and resolving the issues with minimal fuss.
At this time, the Chair will also inform the member(s) involved in the allegations that they have the right to be heard by the Conduct Review subcommittee and to make a written response to the allegations to that subcommittee. If any member wishes to waive any rights in relation to the review, such waiver shall be in writing.
 - Should mediation not prove successful, the Conduct Review subcommittee will further investigate the case and notify the member(s) against whom the allegations have been made as to their rights with regard to presenting a written response, attendance and support at meetings of the sub-committee etc. The Chair of the Conduct Review subcommittee shall give the members involved in the allegations not less than three days and not more than seven days notice of any meeting of the Conduct Review subcommittee dealing with the allegations. Only members of the Club or other players involved in the allegations are to be present at these meetings.
- 5.5.4 After a successful mediation process or after a further investigation, the Chair of the Conduct Review subcommittee will inform the Secretary in writing of its conclusions, the penalties it has imposed on the members involved (possible penalties that may be imposed by the Conduct Review subcommittee are listed in the following section) and any other recommendations flowing from the process. Such recommendations shall be referred to the full Management Committee for appropriate action.

The Chair will draft letters to the members involved to be sent by the Secretary as soon as practicable after receipt of such drafts.

5.5.5 Penalties that may be imposed by the Conduct Review subcommittee

If a complaint against a member has been proven to the satisfaction of the Conduct Review subcommittee following a review, the Conduct Review subcommittee may impose a penalty or combination of penalties from the following list:

- Reprimand /warning
- Suspension from participation in all bridge at the Club for a specified period of time
- Suspension from participation in bridge play of a certain type or class for a specified period of time. This may include a restriction to playing in Club events or not playing in

Club events.

- A requirement to reimburse an estimated loss due to damage or theft of property
- A written apology to the aggrieved member(s)

In imposing penalties the Conduct Review subcommittee will take note of previous penalties imposed. However, penalties may be varied depending on circumstances.

5.5.6 The Conduct Review subcommittee may also recommend to the Management Committee that a member's membership be terminated should the members of the subcommittee feel that this is warranted. Whether or not to proceed with this termination will be decided by the Management Committee in accordance with the Rules of the Association.

5.5.7 The Secretary shall keep a record of all such allegations and the outcomes of the investigations.

5.6 Appeals against decisions of the Conduct Review subcommittee

5.6.1 Any appeals against decisions of the Conduct Review subcommittee are to be made to the Management Committee within 5 days of receipt of those decisions. The member appealing has the right to attend any Management Committee meeting called to hear such appeals and to have advocate representation at such meetings. Hence the member must be given adequate notice of such meetings. The three members of the Conduct Review subcommittee will attend all such appeal hearings but will be excused from voting at such an appeal.

5.7 Notification of penalties

5.7.1 The Management Committee will advise the QBA of all penalties imposed on a member of the Club under the powers of the Management Committee. This communication will be via confidential letter to the Manager of the QBA.

5.7.2 All parties involved in the allegation will be advised in writing of the outcomes of the Conduct Review process.

5.7.3 Directors of the Club will be advised of the outcomes of the Conduct Review process if the penalties involve the suspension of a player or partnership from playing in club sessions for a period of time.

5.7.4 Apart from the above, the Club will not divulge the outcomes of the Conduct Review process to any other parties.

5.8 Penalties imposed by external bodies

5.8.1 The Club may not reduce the impact of any penalty imposed on a member of the Club by the Queensland Bridge Association or the Australian Bridge Federation. The Club may review any such penalty and extend its application.

5.8.2 Penalties imposed by the Toowoomba Bridge Club apply to its own events and activities, but do not apply to QBA or ABF events hosted in its clubrooms.

BY-LAW 6 - TOURNAMENT REGULATIONS

6.1 Introduction

- 6.1.1 The regulations contained in this by-law shall apply to all tournaments conducted by the Club either alone or in cooperation with other Clubs or bodies.
- 6.1.2 Club tournaments shall be played under the current Laws of Duplicate Contract Bridge, ('the Code') as supplemented by these regulations.
- 6.1.3 Each Club tournament may have supplementary regulations listed in the Club Program Book and/or displayed in the Club rooms prior to the start of the event, which shall be deemed to be part of these regulations. In the case of conflict, the supplementary regulations shall apply.
- 6.1.4 All competitors in Club tournaments are deemed to have full knowledge of, and to have accepted, the regulations (including supplementary regulations) as a condition of acceptance of their entry.
- 6.1.5 Competitive integrity requires that every competitor in a Club tournament try to do as well as possible in each hand played. This regulation is directed at the intention of players. A breach of this regulation will result in disciplinary action by the Club and the offence will be treated as a serious one. To assess whether there has been a breach of this regulation, the Club will take inference from the result actually obtained, having due regard to all factors that could reasonably explain such results. The criterion used will be 'balance of probabilities' and not 'beyond reasonable doubt'.

6.2 The Tournament sub-committee

- 6.2.1 The function of the tournament sub-committee is to oversee the efficient conduct of Club tournaments. This includes, in an emergency or unforeseen circumstances, the responsibility to put into effect (after the fact if necessary) any further regulation that may be required for the proper conduct of any tournament.
- 6.2.2 Any question about the jurisdiction of the tournament sub-committee shall be determined by the full Management Committee of the Club, whose decision shall be final.

6.3 Club tournaments

- 6.3.1 The Management Committee of the Club shall be entitled to exercise disciplinary powers, as reserved for it under its Rules and by-laws. This does not negate the powers of the Director under law 91 of the Code.
- 6.3.2 Subject to the rights of its members under the Rules of the Club, the Club may reject the entry of any player or pair to a Club tournament or to any session of stage thereof.
- 6.3.3 The Management Committee may request a Club affiliated with the Australian Bridge Federation to take disciplinary action against any member of that other Club as a consequence of events occurring in a Club tournament.
- 6.3.4 In addition to matters outlined in by-law 5, any one or more of the following matters shall constitute an offence by a player or pair under these regulations:
- any infringement of the laws or proprieties of bridge, as set out in the Code or the regulations;
 - withdrawal from a tournament, for a period of any one deal or longer, not authorised by the Director or the chairman of the Tournament Sub-committee or ratified afterwards by either of them
 - any breach of the terms of any agreement or undertaking given by a player in a Club tournament to the Club as a condition of entry. In the event of a dispute as to whether there has been such a breach, the opinion of the Club shall prevail.

6.4 Selection Events

- 6.4.1 Residential qualifications
- Players qualifying for Club places in events conducted by the QBA or ABF must be registered home members of the Club and must have been regularly participating in events held by the Club for a period of no less than 3 calendar months prior to the holding of the first qualifying stage of the event. In the case of any dispute as to what constitutes regular participation, the Management Committee of the Club has responsibility for arbitration. Exceptions to this condition may be made on application to, and at the discretion of, the Management Committee of the Club.

- 6.4.2 **Availability**
Unless otherwise specified in the supplementary regulations of the event, continuation beyond the first qualifying stage constitutes a declaration of availability to represent the Club in the representative event.
- 6.4.3 **Selection Criteria**
If the Sponsoring Organization of the event provides its own written selection criteria, then these criteria will be applied with due diligence. Such events include those administered by the Darling Downs Zone (currently the GNOT, Queensland Pairs and Queensland Teams).
- 6.4.4 **Ratification**
When written selection criteria are not provided, selection or nomination as a Club representative depends upon subsequent ratification by the Club, notwithstanding the results of the qualifying tournament. Ratification may be refused by the Club, provided always that such a decision shall be subject to appeal to the Management Committee of the Club.
- 6.4.5 **Security of pre-dealt boards**
Security of pre-dealt boards for all tournaments is the responsibility of the Director. The Director shall supervise printouts of each set of hands. Copies of all sets of pre-dealt hands shall be kept on a master file.
- 6.5 Systems**
- 6.5.1 **System Cards**
Except for events where the Director determines that a system card is not required, each pair shall have on the table during the periods of play, two legible and symmetrically identical system cards properly identified with their names. The system cards shall be ones approved by the Club (that is, ones supplied by the Club or the Australian Bridge Federation). The onus is on the pair to prepare accurate and reasonably comprehensive system cards. System cards should remain on the table during play.
- 6.5.2 **System Classification**
(For more information about System Classification, refer to the home page of the QBA, ABF or WBF.)
The Club has adopted the ABF/QBA regulations on system classifications which are posted on a notice board in the Club rooms.
In summary systems are classified as:
- Green (Natural) Systems
 - Blue (Strong Club/Strong Diamond) Systems
 - Red (Artificial) Systems
 - Yellow (HUM) Systems (HUM –Highly Unusual Methods)
- The classification of each player's system must be shown on the player's system card. Some particular bidding treatments are classified as 'brown sticker' and the Club has adopted the use of Brown Sticker Conventions.
- 6.5.3 **Systems permitted at Club sessions**
Only Green and Blue Systems are permitted at normal Club sessions. Brown Sticker treatments may be permitted by the Director but their use must be announced prior to the start of play.
- 6.5.4 The Director may further regulate the use of systems at any Club session as deemed appropriate.
- 6.6 Duplication and recording of boards**
- 6.6.1 The Director is responsible for the boards and hand records for the session.
- 6.6.2 Players are expected to assist the Director with any duplication and/or recording of boards required for the session.
- 6.7 Bidding**
- 6.7.1 Written bidding will be used in all sessions unless the Director believes that there are circumstances that require alternative bidding procedures for one or more tables or for all competitors. The Director may, in such instances and without any further authorisation, instigate such procedures.

- 6.7.2 North is responsible for the bidding pad. The only legal notations are:
- 1,2,3,4,5,6,7
 - C,D,H,S,NT X,XX,/
 - Commas or full stops after bids are not allowed. Players should use the appropriate square on the bidding slip and write their bids in a consistent manner.
- 6.7.3 The bidding slip shall remain in view until the third player (Declarer's RHO) has played a card, whereupon dummy should turn it over or remove it or cover it.
- 6.7.4 A call may be changed by a Director if:
- it is illegal or inadmissible (in which case the change is obligatory), or
 - it is determined by the Director to be a call inadvertently selected.
- 6.7.5 Any player who becomes aware that they may have received incorrect information about an opponent's bid or play should call the Director at once.
- 6.7.6 Questions
In framing questions players must take special care to avoid referring to one particular bid which could induce a call or a lead based solely on the question. The Director must be called as soon as any player feels that a 'pointed' question has been asked. If systemically incorrect information has been given, the Director will adjudicate.
- 6.7.7 Alerting
The alerting regulations of the QBA/ABF shall apply. These are posted on a notice board in the Club rooms.
Alerts are compulsory for some calls, and are to be made by the partner of the player making the alertable call.
Alerts are required at three stages:
- Pre-alerts, before the auction commences
 - Alerts during the auction, and
 - Delayed alerts by declaring side after completion of the auction and before the first lead is made to any self-alerting calls
- Note also that after completion of the play of the hand, the defending side must call the Director to report any incorrect explanation or alert failure of any call their side has made.
- 6.7.8 Notification of Psyches
Where a pair feels that a Psyche call has been made by their opponents, they should call the Director. If the Director is convinced that a Psyche call has been made, the Director will so inform the Club Recorder, who maintains the Club's Psyche Register.
- 6.8 Punctuality and Slow Play**
- 6.8.1 Failure to complete a session on time is not the only indicator of slow play. The Director may penalise a partnership at any time if he considers their slow play to be disruptive of the movement.
- 6.8.2 The duration of a session normally will be on the basis of six (6) minutes per board plus two (2) minutes changeover time. When the clock is used, players must not begin to play a board after the three (3) minute warning buzzer. Players who have not played a board in the time allotted may, at the Director's discretion, play the board immediately after the completion of the session.
- 6.8.3 It is the responsibility of the players to know when sessions are due to start. Players should be seated 10 minutes before the start of play. A pair not seated and ready to play within 10 minutes of the start of a session in a teams match involving 30 VPs may be fined as follows:
- 5 to 10 minutes late: 1VP
 - 11 to 15 minutes late: 2VPs
 - 16 to 20 minutes late: 3VPs
 - 21 to 30 minutes late: 5VPs
 - more than 30 minutes late: forfeit
 - and in other cases on a basis which the Director deems to be equivalent to such a scale.
- 6.8.4 The Director may use a substitute pair to keep the movement going.

- 6.8.5 Where a round, session or match is not completed in the time allotted, both pairs or teams at the offending table shall (subject to conditions outlined below) be penalised in a match involving 30VPs as follows:
- first offence: warning
 - second offence: 1VP
 - third offence: 2VPs
 - fourth and subsequent offences: 3VPs for each offence
 - and in other cases on a basis which the Director deems to be equivalent to such a scale.
- The Director may allocate a 'once-only' grace period.
- 6.8.6 Both pairs of teams at the 'slow play' table shall be penalised unless the Director is able to allocate blame, proportional or sole. The Director may, whether or not any player or players have requested the Director to do so, appoint a monitor to observe play at any table and to report on the time taken to play by each pair or their conduct or any other relevant matter. The Director may act on the report of a monitor as if the Director had observed the play.
- 6.8.7 Where a pair is penalised for a late start, the time for that session shall begin when play actually begins; otherwise time shall run from the start of the session. Play has not ended until the play of all boards is complete and the results on boards are agreed upon. The Director may make time calls or call attention to delays in completing individual matches, but competitors should not rely upon the Director to do so.
- 6.8.8 Failure to be seated on time in a pairs or an individual event shall be penalised at the Director's discretion. Slow play may be penalised at the Director's discretion. Warnings carry over from session to session but neither fines nor warnings carry over from a qualifying session to a final session.

6.9 Fouled Boards

- 6.9.1 Law 87 shall apply to fouled boards.

6.10 Mobile Telephones and Other Electronic Equipment

- 6.10.1 Mobile telephones, pagers and other electronic equipment must be switched off throughout session time; where a player is expecting an important message during the course of play, alternative arrangements for the receipt and delivery of that message should be made in advance with the Director. Any breach of this provision may incur a penalty equivalent to a maximum of 2 VPs, 6 IMPs or 50% of the MP top on a board, as the case may be.

6.11 Spectators

- 6.11.1 Law 76 shall apply.

6.12 Scoring of Multi-session Events

- 6.12.1 The final results of all multi-session pair events run by the Club shall be determined by factoring the session scores to allow for differences between the number of boards played by each pair in a session and for differences between the top scores available on each board played by each pair in each session.
- 6.12.2 The results of all pair events with more than one section will also be factored as above where the results of one or more rounds are to be used in seeding players for subsequent rounds. (A spreadsheet is available on the Club computer to assist scorers to factor the results of multi-session and multi-section pair events.)

6.13 Director's Report

If an incident should occur during a Club session, the Director shall complete and provide to the Chair of the Tournament Sub-committee a report of such incidents as soon as practicable after the completion of the session.

6.14 Tie-breaks

The Club has adopted the QBA regulations for breaking ties in pairs and teams events.

6.15 Recommended Format For Multi Events.

Directors have the option of running any multi event as either a walk – in or asking intending players to nominate prior to the event. A competition run on the basis of prior entry by players, does not prohibit walk in pairs providing the extra numbers do not distort the movement.

1.Events with Two Sessions where there is one winner.

In the event that the competition attracts enough players to run two sections, boards must be pre-dealt. With one section, boards can be dealt at the table.

Seeding of Players is done by the Director as players arrive. The object being to balance the field as much as possible. When players have to enter an event, seeding for any multi event must be done prior to the start of the competition. Seating for subsequent weeks is based on the initial seeding - not on how well pairs pay in Week 1.

2. Red Point Events over Two Weeks - Where there are winners for both E/W and N/S

In the event that the competition attracts enough players to run two sections, the boards need not be pre-dealt. However, players from each section must play in the same section the following week.

Should the event be conducted as one week of qualifying and one week as finals thereby having a Championship section and a Plate section, the boards should be pre-dealt the first week so both sides play the same boards. In the second week, the boards can be dealt.

3.Events with Three or more sessions - when there is to be one winner

Should the event attract enough players for two sections, the boards will need to be pre-dealt. Seeding is done by the Director. Your aim is to get a good comparison, not only in the pairs people play against, but also in the pairs playing in the same direction. Perfect balance is just not possible.

Your first aim must be for the 4 fields each week to be of about the same strength. Each to have a similar number of Grand Masters, Life Masters and Novices.

Week 1.

Seed the field and divide into 4 equal strength fields.

Week 2

Change some pairs from Section A to Section B

Change some pairs from NS to EW.

Fields need to remain about the same strength so moving approximately equal seeds around can help. You don't need to change a lot of players.

Week 3

Change some pairs around again as done in Week 2

Draws for the 3 weeks can be done before the event starts as seating in Week 2 and Week 3 is based on the initial seeding not on how well pairs pay in Week 1.

An event over 3 weeks could be conducted as two weeks of qualifying and one week of finals.

By playing NS A against EW A and NS B against EW B in week one and then something like NS A - EW B and NS B - EW A in week two you could qualify so many pairs from each field into the final.

However, if you have exactly 14 tables there's a clever little movement to get one winner but some factoring and adding together of the sections would need to be done by hand as most scoring programmes can't handle a mixture of Howells and Mitchells.

Choose 1 pair who will always be the stationary pair in a 5 table Howell. Divide the other 27 pairs into 3 equal strength fields of 9.

Week 1

2 groups play a 9 table Mitchell and the third plays in the Howell with the stationary pair. (The Howell scores always need factoring up.)

Week 2

A different group of 9 pairs plays in the Howell. The same stationary pair remains in the Howell.

Week 3

The last group of 9 plays in the Howell and the others in the Mitchell.

Everybody plays everybody.

APPENDIX A - TOOWOOMBA BRIDGE CLUB APPEAL RULES

A1 General

- A1.1 These rules are intended to assist sub-committees in conducting appeals in a consistent, fair and courteous manner.
- A1.2 Definitions: In the context of these rules, 'the sub-committee' means a duly constituted Appeals sub-committee and 'the Chair' means the chairman of the Appeals sub-committee, or their designee.
- A1.3 As soon as an irregularity becomes apparent the Director shall be summoned to the table and will make a ruling. Any appeal against the ruling shall be lodged in accordance with clause 1.5 below.
- A1.4 All appeals of rulings given by the Director shall be heard and decided by the Committee. The Chair shall convene the Committee at the conclusion of the session of play or at any other time they deem appropriate.
- A1.5 An appeal of a ruling given by the Director shall be lodged no later than the beginning of the next session of play related* to the session in which the ruling was made. All appeals must be made in writing on an appeal form and given to the Director for submission to the Chair. All appeals must be lodged by a team's captain, or either player in the case of a pair competing in a pairs event.
*For a session to be related to another, the two sessions must either be part of the same competition or be held on the same weekday.
- A1.6 On receipt of the completed appeal form, the Director shall, as soon as possible, either:
- in the case of an appeal at a Congress, refer the matter to the Chair of the appeals committee established by the Congress Director or Congress Convenor, or
 - in the case of an appeal relating to a Club tournament, refer the matter to the Chairman of the Tournament sub-committee who will establish an Appeals sub-committee and refer the matter to the Chair of that sub-committee.
- The Chair shall schedule the time and place for the hearing of the appeal and advise the Director, who in turn shall advise all parties involved.
- A1.7 Specific procedures and guidelines for the hearing of appeals are set out below. Failure to observe these shall not of itself vitiate any decision of the sub-committee. However, anyone concerned about whether the sub-committee was duly constituted, or about whether non-observance of the procedures and guidelines seriously prejudiced the rights of any party appearing before the Committee, may raise their concerns, in writing, with the full Management Committee of the Toowoomba Bridge Club, which may then take any action it considers appropriate.
- A1.8 If any party to an appeal, or any other person whose attendance is required by the Chair, having been given notice of the time and place of the hearing, fails to attend, the Chair may:
- reschedule the hearing
 - proceed to a decision of the Committee in the absence of the party who failed to attend
 - dismiss the appeal without a hearing, and confirm the ruling of the Tournament Director, if the party who failed to attend is the appellant
 - penalise the person failing to attend.

A2 Committee Procedures

- A2.1 An appeal shall consist of the hearing of the evidence and argument; the deliberations of the Committee; and the announcement of the Committee's decision.
- A2.2 The Chair may require the attendance of specified parties at the hearing of an appeal. The parties normally present are:
- the appellant pair
 - the respondent pair
 - the respective captains (if a teams tournament or match)
 - the Tournament Director who gave the ruling appealed against
 - any other person who, in the judgment of the Chair, is able to assist the sub-committee in determining the facts
 - the members of the sub-committee hearing the appeal.
- A2.3 Once the hearing of the evidence and argument has begun, no additional member of the sub-committee shall join the hearing of the appeal.

- A2.4 The Chair will preside over the appeal, which will proceed as follows:
- Copies of the relevant appeal form will be distributed to everyone present. Whenever practicable the Director shall have given the respondent a copy of the appeal form before the hearing.
 - The Chair will identify the person appealing and the respondent and will introduce everyone present.
 - The Director who gave the ruling appealed against will make a statement of the facts.
 - Sub-committee members will ask the Director any questions they need to.
 - The appellant, and the respondent, may agree or disagree with the Director's statement of facts.
 - Any special witness invited by the Chair to assist the sub-committee may provide testimony, after which the sub-committee may ask questions and the appellant and the respondent may agree or disagree with the testimony.
 - The appellant will state their case.
 - The sub-committee may ask questions.
 - The respondent will state their case.
 - The sub-committee may ask questions.
 - The Chair will ask for further questions or comment.
 - After all evidence and arguments have been heard, all persons other than the members of the sub-committee shall leave the appeal room, unless the Chair requests the Director to remain during all or part of the sub-committee's deliberations.
 - Once the sub-committee has reached its decision, the Chair will advise the parties (if still present) and the Director of the decision, together with a brief statement of reasons. It is the responsibility of the Director to communicate the decision to any absent party.

A3 Guidelines on specific issues

- A3.1 Composition of the Sub-committee
The sub-committee should be made up of no fewer than 3 members, and no more than 5.
- A3.2 The sub-committee should comprise strong players together with other members considered to have broad bridge experience and to have a balanced objective approach to the decision making process. It is desirable that at least one member of the sub-committee should have an insight into the laws of the game, but it is not that member's task nor the function of the sub-committee to establish which law is applicable to the appeal being heard, or how it is to be interpreted. These are matters for the Tournament Director or a nominee for that purpose. The sub-committee's responsibility is to apply the given interpretation of the law to the facts and circumstances of the case.
- A3.3 The sub-committee will appoint one of its members to be the scribe, to record the process and decisions, together with the basis for them, and any other relevant information.
For more guidelines on specific issues and examples of rulings, sub-committee members are advised to read *CODE OF PRACTICE Incorporating APPEALS EXAMPLES and GUIDELINES FOR RULINGS* produced by the World Bridge Federation and available at that body's home page.

APPENDIX B - PROCEDURES AND OTHER MATTERS

This appendix contains procedures and other matters that are of importance to the management of the Toowoomba Bridge Club and are included for the guidance of members of the Management Committee, Sub-committees, Directors etc.

B1 Amending the By-laws

The By-laws may be amended from time to time by the Management Committee without reference to the members of the Club. Suggestions for amendments to the By-laws may be sent to the Management Committee for its consideration by any Club member.

Club members may view the By-laws and, upon request, may receive a copy of the By-laws upon reasonable notice being given to the Secretary.

The By-laws shall be printed so that each By-law begins on a new page and these pages shall be stored in a loose leaf format in a folder. This will enable the By-laws to be copied or amended with minimum fuss.

An electronic copy of the By-laws shall be kept on the Club's computer and at another place, determined by the Management Committee, other than the Club rooms.

Amendments approved by the Management Committee will be recorded in the minutes and made on the electronic copies by the Secretary. The Secretary will replace the previous version of the amended pages by a printed copy of the amended pages in the folder containing the By-laws.

B2 General Committee Decisions

B2.1 The Toowoomba Bridge Club has adopted the ABF's recommendation concerning the use of a foreign language at the Bridge Table during sessions of play. These were:

“the use of foreign languages is acceptable before the session starts, during breaks in play and when play is finished. The use of a foreign language is not allowed while the cards are out of the board. Between hands, if players cannot use good English, they should request approval from opponents to use a foreign language. If permission is granted, it is the responsibility of those communicating in the foreign language to explain as well as they can what was said.”
(Committee Meeting of 3 February 2003.)

B3 Processing Membership Applications

B3.1 A Membership Application Form is obtained by the applicant from the Director of the day or the Secretary.

B3.2 The Application Form is to be completed by the Applicant, Proposer and Seconder. The Proposer must check that all details are completed.

B3.3 The appropriate fee and completed Application Form is to be sent by the applicant to the Treasurer.

B3.4 The Treasurer, or Treasurer's delegate, will issue a receipt to the applicant, affix the receipt number to the Application Form and pass it on to the Secretary.

B3.5 The Secretary will forward a copy of the Application Form to the Membership Secretary and present the Application Form to the next Committee meeting for consideration.

B3.6 If the application is not approved, the Secretary will so advise applicant, stating reasons and, if appropriate, return payment to applicant. The Secretary will liaise with the Treasurer to organize the repayment. The Secretary will inform the Membership Secretary who will remove the applicant's details from the Club's records and the ABF records.

B3.7 Upon receipt of an Application Form from the Secretary, the Membership Secretary will:

- add the member's details to Club's Register of Members; and
- send the member's details to ABF for their records; and
- send a welcome letter and a copy of the Club Rules to the new member.

B3.8 The new member will be introduced to other members by the Director of an appropriate playing session.

B4 Membership Year and Pro-Rata Fees

The membership year for the Toowoomba Bridge Club Inc is 1 January to 31 December and the annual membership fee and associated QBA and ABF fees for continuing members are to be paid on or before the last day of February each year.

The annual membership fee for new members will be pro-rata on the basis of: 100% - January

1 to March 31; 75% - April 1 to June 30; 50% - July 1 to September 30; 25% - October 1 to December 31. All QBA and ABF fees are pro-rata at the discretion of those bodies.

APPENDIX C - RESPONSIBILITIES OF DIRECTORS AND SCORERS

C1 RESPONSIBILITIES OF DIRECTORS AT CLUB SESSIONS

The Directors of Club Sessions are responsible for:

- C1.1 ensuring the Club Rooms are prepared for play prior to the commencement of sessions for which they are responsible.
- C1.2 seating and seeding of the players
- C1.3 determining the movement(s) to be played
- C1.4 determining the number of boards to be played
- C1.5 determining whether more than one section is required and the appointment of an appropriate person to be the Director of any other section so required
- C1.6 ensuring that movement cards, table numbers, necessary stationery and boards are placed on the tables
- C1.7 ensuring that System Cards are appropriately displayed - particularly for multi-session events
- C1.8 ensuring play conforms to the Laws of Bridge
- C1.9 ensuring the timely completion of the session
- C1.10 at the end of play, the facing of a card in each board and the appropriate storage of boards, movement cards and table numbers
- C1.11 ensuring the scorer(s) for each section have the travelling score cards, teams results sheets etc as soon as practicable after the completion of play
- C1.12 checking the scores and results before the release of results to players
- C1.13 posting the results of each section/session/event on the designated notice board as soon as practicable after the completion of each section/session/event
- C1.14 passing the results of each session/section/event to the Press Officer for release to the local papers
- C1.15 passing the results of each section/session/event to the Master Point Secretary for masterpointing as soon as practicable after the results have been finalized
- C1.16 ensuring that the lights will be off, doors locked, security system turned on, fans and air-conditioning will be off and the Club Rooms will be secure after all players have left the premises
- C1.17 attending Tournament sub-committee meetings as required
- C1.18 informing the Recorder of any Psyche bids during the session
- C1.19 providing to the Chair of the Tournament sub-committee, a report of any incidents of concern including unacceptable behaviour by members that occurred during the session. Any reports or complaints of disruptive or unacceptable behaviour by a member should also be passed onto the Secretary for consideration by the Management Committee.
- C1.20 ensuring, if a member is involved in an accident on or near the Club premises, that appropriate measures are taken for their safety, a family member or friend is informed, and, if necessary, arrangements made for the person involved to be taken to the hospital or an ambulance called if needed. An incident form should be filled in at the time of the accident
- C1.21 ensuring, should a member become unwell and need medical assistance during a bridge session, that appropriate measures are taken at the time to ensure their safety. If necessary this may include arranging that they are taken to their doctor or an ambulance called
- C1.22 where possible, arranging partnerships for members who wish to play at the session
- C1.23 providing the Tournament sub-committee Chairman with the names of the winners of competitions to allow cups, shields, honour boards etc, to be kept up to date
- C1.24 arranging a substitute Director when they are unable to direct a session for which they are responsible. Should they not be able to arrange a substitute Director, they will inform the Tournament sub - committee Chairman who, if possible, will make appropriate arrangements to allow the session to proceed

C2 RESPONSIBILITIES OF SCORERS AT CLUB SESSIONS

The Scorers of a Club Session are responsible for:

- C2.1 assisting the Director in the collection of the Travelling Score Cards, Team Sheets, etc from the players at the end of play
- C2.2 assisting the Director in the checking of the extensions on Travelling Score Cards and scores on Team sheets, etc
- C2.3 entering scores onto the computer or other appropriate designated forms. Preferably, scorers also should be able to score without the aid of the computer.
- C2.4 refer any anomalies in the scoring to the Director for a ruling
- C2.5 releasing scores to the Director when they are satisfied that they are correct
- C2.6 adding and modifying names on the computer scoring program as appropriate whilst trying to ensure that no player's name appears more than once on the computer listings
- C2.7 assisting the Director in all matters related to the scoring of a session, section or event attending
- C2.8 attending Tournament sub-committee meetings