



Peninsula Bridge Club

Playing Rules and Operating Procedures

Last updated: 21 Jun 2018

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Part A – Playing Rules and Conduct

Conduct

Members and visitors are expected to comply at all times with the Club's Code of Conduct as determined, updated and published by the Club Committee from time to time.

The session Director has powers under the Laws of Bridge to deal with any improper conduct affecting a bridge session. In the case of other improper or otherwise unacceptable conduct that cannot be dealt with definitively by the session Director, it may be addressed in accordance with the powers of the Committee and/or the disciplinary provisions in the Club's Constitution.

Dress

Players attending a bridge session should be dressed appropriately and in such a way as to cause no reasonable objection by or adverse impact upon others. Club Committee members are empowered to ask an inappropriately-dressed player to leave the Club premises.

Visitors

Visitors are allowed to attend any regular walk-in session of bridge but there may be restrictions, as determined by the Tournament Sub-Committee, when major or special events are held.

A visitor's name must be entered in the Visitor's Book.

Visitors may play in some major or special events as indicated in the Tournament Rules. They will be eligible to receive master-points but not to win trophy events.

Bidding Boxes

Bidding boxes and cards are to be used whenever possible. Players should take care to use bidding boxes correctly and should not remove or touch any bidding card until they have finally determined the call they wish to make.

System Card Guidelines (26 Apr 2018)

The Club as a whole promotes the use of completed system cards by all players, partly as a courtesy to one's opponents. Participation in a special event may be constrained to only those who do have completed system cards on the table. The club will encourage their use, including by stocking the following three types of system cards:

- *Basic (Green)* – Will include only those systems that are taught in the Club's beginner and supervised education programs and are designed for graduates of these programs as they start to play in regular duplicate sessions.

- *Standard (Red)* – Will include only those systems familiar to the majority of our social players, and will be in an easy to use “tick a box” presentation. In addition, for ease of use, a list of the main systems/ conventions not included in the Standard card will be maintained on the noticeboard/website.
- *Open (Blue/ABF)* – Allows any system/convention other than those labelled by the ABF System classification as yellow (*Highly Unusual Methods*). Those playing at other venues are encouraged to use ABF system cards. Members playing a new advanced or unusual system or convention are expected to assist other players understand the system or convention.

Section Guidelines (26 Apr 2018)

The Club endeavours to provide an enjoyable, friendly game for all, whether players primarily have a social or a competitive focus, or are new to the game. With our single large playing area, we endeavour to provide in a session the following different types of sections to suit different players:

- *Rookie/Green* – Targets players who have recently graduated from supervised sessions or otherwise have less masterpoints than a level specified for the section (with this cap no more than 20MP). A green section will be offered when there is sufficient demand. Only systems or conventions listed in the Basic system card may be used in rookie/green sections.
- *Red* – Targets players who enjoy the social aspects of the game and opportunities to compete with similar players, but may be intimidated when confronted by unfamiliar systems or aggressive play. A red section will be offered at all daytime sessions and on Wednesday and Friday evenings. Only systems or conventions listed on the Standard or Basic system cards may be used in red sections.
- *Blue* – Targets open players or those who like to employ more complex systems or conventions than those offered on the Red system card. Those playing such systems/conventions are expected to have a completed ABF or Open system card on the table. A blue section will be offered on Tuesday evening and when there is sufficient demand.
- *Mixed* – When, due to a public holiday, special event or some other reason for low numbers, a session is reduced to only one walk-in section, this will be designated Red (as above), apart from Tuesday evening which it will be designated Blue (as above).

The club as a whole will promote and encourage these guidelines as a way to facilitate enjoyable bridge for all our players. Players are expected to comply with these guidelines and follow any related instruction from directors. In the event of an inconsistency occurring that a director is not able to easily resolve, the instance will be noted to a suitable person (Chief Director or Chair TSC or similar) who will talk with the pair to try to win them over to the purpose of the guidelines. Repeated inconsistencies will be reported to the Committee.

Alerting

From time to time the ABF and the NSWBA issue advice indicating which bids should be alerted. If a player makes such a bid, his/her partner must alert the bid and, if requested by an opponent, must give a complete explanation of the bid and act within the rules and etiquette of bridge. The session Director is empowered to award an adjusted score for any

infringement of the above and repeated infringements may result in such bids by the offending pair being banned.

Appeal against a Director's Decision

A player may appeal against a decision by the session Director.

Notification of any appeal must be made to the session Director or to the Tournament Sub-Committee within the following timeframes:

- in the case of a multi session event, prior to the commencement of the next session, or
- in the case of a single session event or the last session of a multi session event within 30 minutes after the official score has been made available for inspection.

The appeal must be presented in writing within 24 hours.

The Tournament Sub-Committee should consider the appeal within 48 hours of presentation of the appeal.

If the Tournament Sub-Committee cannot hear the appeal due to the existence of bias or a conflict of interest in relation to the appeal matter or parties concerned, then the Tournament Sub-Committee should appoint an Appeals Committee to do so.

The decision of the Tournament Sub-Committee or the Appeals Committee in relation to the appeal is final.

The determination of the Appeal should be communicated to the appellant(s) as soon as possible thereafter.

Session Cards and Prizes (26 Apr 2018)

If used for part payment of the entry fee for a major event, the value of the session card will equal the member's table-money for a normal Club session.

Money prizes will be given for the place getters in Club championships and certain other events. The value of these prizes will be determined each year by the Club Committee on the recommendation of the Tournament Sub-Committee.

Members who volunteer to carry out certain duties of benefit to the Club may be awarded one or more session cards, at the discretion of the Director or the Club Committee.

Session cards awarded to Directors may be used for the payment of their annual subscription, for their spouse's annual subscription and/or for their own bridge partner's table money, regardless of whether the Director is directing or not.

Session cards may not be used as an entry-fee for the Club's charity events.

Session cards may be transferred but not sold to another member.

Scoring and Results

Events are to be scored as soon as possible after the completion of the session. Scoring will normally be carried out on computer using appropriate software.

A hard-copy of each session's results should be placed in the Club record files and a copy displayed on the results notice-board. Results will also appear on the Club website and may be posted to players via approved software or other mechanisms.

Tournament Rules

General Rules: The Club plays under the rules of the NSWBA which will be permanently displayed on the Club Notice Board and on the Club website.

Special Rules: Any special rules applicable to a particular event will be prepared by the Tournament Sub-Committee and displayed on the Notice Board adjacent to the entry list for that event. Entry to the event assumes that players have read these rules and will abide by them.

General Tidiness

It is the responsibility of all members to keep the Club premises neat and tidy. At the end of play, Directors, teachers and supervisors should regularly announce a reminder to all players to place bidding boxes on table, push in chairs, straighten tables, place cups in dishwasher and throw rubbish in bins. Any remaining tidy up should be completed by the Director, teacher or supervisor.

Air-conditioning (22 Jan 2018)

In Summer the air-conditioning will generally be operated to try to keep the room temperature in the 23-25C range, or marginally higher when there is a pleasant breeze through the playing room and the relative humidity is not above 60%. Thermometers are attached to both north and south walls and a combined thermometer/hygrometer is located near the director's desk. Our goal is to find a reasonable compromise between those who feel the heat/humidity and those who feel the cold. It is accepted that conditions across the room can vary and we cannot please everyone. Players are asked to dress appropriately, including bringing some additional light warmth if you feel the cold.

Lost Property

Any lost property found within the Club after a session should be stored in the Lost Property Box or Club Office. The Club Committee takes no responsibility, either collectively or individually, for lost property. At the end of each calendar year, all unclaimed lost property will be disposed of.

Liquor

Intoxicating liquor may not be brought into the Club premises by individual members or visitors. On special occasions, liquor will be provided by the Club and may be consumed on that day.

Part B – Operating Procedures

Membership

An application for membership will be displayed on the Club's notice board for a period of 7 days before it is presented to the Club Committee for approval. During these 7 days, a financial member of the Club may, if s/he wishes, object to the application by notifying the Secretary in writing.

Once completed membership applications are placed on the Club's notice board, the applicant can pay member rates, pending the outcome of the Committee's review of their application. (11 Dec 2017)

Applications will only be approved by the Club Committee if the applicant has played in the Club as a visitor at least four times, or the applicant has enrolled in the Club's bridge education programme.

A person whose membership has lapsed may re-join the Club by making a new application for membership duly proposed and seconded. In special circumstances, the Club Committee may allow a member to make a late payment of their subscription.

Directors

An ABF-qualified Director will conduct each Club session.

A bridge Director's duties and powers are as listed in Law 81 parts C & D of the Laws of Duplicate Bridge 2017.

To be appointed as a professional working Director of the Club, a Director needs to satisfy (and continue to do so throughout their appointment) the Club Director Performance Criteria, as determined, updated and published by the Club Committee from time to time, and in addition:

- Have a preference to direct rather than play;
- Desire to seek further education in order to obtain higher qualification;
- Be available for the majority of sessions identified by the Tournament Sub-Committee as requiring a non-playing Director; and
- Have an ABN.

Non-playing Directors will be employed to conduct all Club Championships, State or National qualifying events and any other events determined by the Tournament Sub-Committee. The payment of non-playing Directors will be as determined by the Club Committee.

The non-playing Director will reconcile table monies as per prescribed procedure.

Playing Directors conducting other sessions will receive session cards for free games. The number of session cards awarded will be as determined by the Club Committee. However, if originally employed as a non-playing Director but obliged to play to make up a pair, he/she will still receive payment rather than session cards.

The session Director is solely responsible for scoring but may delegate scoring to another Club Director.

Directors will be appointed (and may be re-appointed annually) by the Club Committee with input sought from the Chief Director. All Directors will be required to sign the Club Code of Conduct declaration, as determined, updated and published by the Club Committee from time to time.

All Directors are required to be able to receive and respond to, or otherwise action, email communications pertinent to their role from the Club Committee and other members.

All Directors will be reviewed annually in relation to the Club Director Performance Criteria. Input on Directors' performance may be sought from the Chief Director (or in the case of the Chief Director's performance, from external experts, where considered helpful.) Where a Director is found not to meet the Club Director Performance Criteria in a substantive way, then the Director's appointment may be terminated at the discretion of the Club Committee.

The Chief Director is appointed for a 2 year period by the Club Committee, with input sought from the Directors' group. The role includes the following responsibilities:

- Club Director education and development, including but not limited to mentoring, technology, laws of bridge/rulings, and people management skills;
- Club Director administration – roster planning, implementation and/or approval, (numbers, coverage, event assignment...etc), recommending appointments and annual review of performance;
- Member education – bridge laws, etiquette and behaviour;
- Maintaining scoring system software and hardware; and
- Liaison with Club Committee and Tournament Sub-Committee.

Delegations, Roles and Responsibilities

The Committee may delegate to Sub-Committees, working groups and other persons and entities by defining the delegations, roles and responsibilities in writing from time to time in accordance with the Constitution, current versions of which are included in Part C of this document

The appointment of members of any Sub-Committees must be ratified by the Club Committee. All Sub-Committee members will be required to sign the Club Code of Conduct declaration, as determined, updated and published by the Club Committee from time to time.

At least one member of each Sub-Committee shall be a member of the Club Committee.

Decisions and/or recommendations made under delegation must be reported in writing to the Club Committee at the first meeting of the Club Committee after any such decisions and/or recommendations are made.

Table Monies & Entry Fees

Table-money for regular walk-in sessions is:

- Members \$7

- Non-members \$12

Entry fees for major events and trophy events are determined by the Club Committee each year on the recommendation of the Tournament Sub-Committee.

Altruistic Fundraising Activities (21 Mar 2018)

1. The club supports member interest in altruistic fundraising for selected local non-profit entities, including by assisting motivated members with the provision of space for stocking charity sale items. Members expect that this fundraising on the club's premises and reported in the club's accounts are appropriately managed by the club.
2. The existing and proposed constitutions require that all monies received by the club are banked without deduction into the club's bank accounts.
3. GST is not payable on donation receipts.
4. The Committee appoints and delegates to an altruistic fundraising coordinator the coordination of the club's altruistic fundraising activities.
5. The choice of the non-profit entities to receive the funds raised will be reviewed every three years with the membership or more often if required.
6. The fundraising activities include:
 - a. Sale of donated plants
 - b. Sale of donated books
 - c. Net proceeds from sale of pod coffee
 - d. Proceeds of designated "charity events", and
 - e. Other activities approved by the Committee.
7. The altruistic fundraising coordinator takes responsibility to ensure that the fundraising activities comply with all relevant regulations, such as disclosing the non-profit entities that will receive the funds, and reporting back to the Committee on the activities.
8. Proceeds of these activities will be banked in their entirety and as soon as practical into Club's bank accounts and recorded in a balance sheet Clearing Account set up solely for this purpose. The only debits to this Clearing Account will be payments to the approved non-profit entities and any incurred expenses involved in the fundraising activities that are specified (such as purchase of coffee pods) and agreed at the time of the activity being approved by the Committee. A monthly statement of this Clearing Account will be given to the coordinator if wanted.
9. Donated plants and books will be displayed on or in the provided spaces, and restricted to them so as not to intrude on the playing space. The coordinator will ensure that the plants and books are kept presentable.

Advertising and Sponsorship Principles (20 Jun 2018)

The club permits and welcomes advertising and sponsorship opportunities, to the extent permitted by our constitution, that:

1. Contribute financially or in other ways to the club's objectives without compromising its financial independence,
2. Do not promote a service or good that the Committee decides is inappropriate for the club,
3. Do not imply the club's positive endorsement of a service or product (unless the Committee explicitly chooses to remove this requirement),
4. Do not involve the club's benefit varying by the number of members taking-up of the service or product being promoted, and
5. Do not involve provision of club members' details to any third party.

Playing Boards

As far as possible, boards are to be prepared beforehand using a dealing-machine and appropriate software.

Honour Boards and Memorial Shields

The honour boards and memorial shields are to be updated each year.

Expenses

Expenses incurred on behalf of the Club will be reimbursed as determined by the Treasurer or their nominee upon presentation of a proper account.

Use of Club telephone and/or photocopier

Having obtained the prior permission of a member of the Club Committee or Director or teacher or supervisor, a member may use the Club telephone or photocopier upon payment of the prescribed fee.

Electronic Resolution Procedure (27 Nov 2017)

The Committee agrees the following procedures in cases when it wants to make urgent committee resolutions electronically:

- a. Any committee member can propose an electronic resolution – this may or may not follow a committee email discussion. The key elements of such a proposed electronic resolution would be:
 - A clear Email Subject with a format like “Ctee Electronic Resolution – [topic]”
 - A reason why the resolution cannot wait till next meeting
 - A balanced summary of the issues – if the issue is contentious it is important that the summary briefly covers all the key points and views
 - A clearly worded proposal or motion that committee members are being asked to vote on
 - The above is emailed to the entire committee
- b. Committee members are asked to indicate in an email reply-to-all their response being
 - Agree
 - Disagree or
 - A statement requesting clarifications or presenting arguments that were missed in the summary
- c. A committee member can change their vote by a further reply-to-all
- d. The proposer can withdraw the electronic resolution and can return with a revised version at a later time
- e. After a minimum of 24 hours any electronic resolution that has received Agree from a simple majority of committee members is taken as passed and can be acted on
- f. A minute note by the Secretary of the Electronic Resolution email exchange showing both the resolution wording and the voting obtained is confirmed (or otherwise) at the next Committee meeting.

Part C – Delegations, Roles and Responsibilities

This part contains the current delegations, roles and responsibilities defined by the Club, in accordance with the constitution.

Tournament Sub-Committee

The Tournament Sub-Committee (TSC) shall plan, manage and oversee all bridge tournaments held at the Club. The Club Committee shall endeavour to ensure that TSC membership includes willing members covering the full range of players and stakeholders. The TSC's responsibilities will include:

- Handicapping of players;
- Seeding of players;
- Approving/banning bidding systems;
- Overseeing dealing of boards requirements
- Scheduling all sessions and events per calendar year;
- Preparing and publishing Club Diary:
- Preparing & publicising entry to each club event;
- Preparing and publicising tournament rules;
- Selecting teams to represent the Club; and
- Appointing Directors for tournaments.

In addition, the TSC shall adjudicate appeals against a Director's decision or shall appoint an Appeals Committee to do so.

Bridge Education Sub-Committee

The Bridge Education Sub-Committee (BESC) shall plan, manage and oversee all bridge education held at the Club. The BESC shall comprise members involved in teaching and supervising at the Club. The BESC's responsibilities will include:

- Appointing supervisors to conduct practice playing sessions;
- Appointing Australian Bridge Federation (ABF)-accredited teachers to conduct beginner lessons and improver workshops;
- Inviting external professional teachers to provide advanced workshops;
- Determining the teaching syllabus for beginner and improving players;
- Determining and promoting a uniform, consistent, playing system for beginner and improving players;
- Scheduling lessons, workshops and supervised sessions;
- Determining the fees for lessons;
- Selling educational materials;
- Promoting approved external educational providers on the internet; and
- Paying to the Club a contribution of \$3 per player per lesson (or some other amount as determined by the Club Committee).

Communications Working Group (11 Dec 2017)

The Club Committee has formally agreed to implement a Communications Working Group (CWG) which will plan, manage and provide effective and efficient channels of communications for those who need to communicate within and outside the Club to promote it, its events, its learning programmes and other aspects as determined by the Club Committee.

The CWG will comprise one or more Communication Co-ordinators and one or more communication channel experts. The CWG will have responsibility for:

- Authorising an appointed Communication Co-ordinator(s) to recruit, bring on board and co-ordinate a range of communication channel experts, and to establish a system to share communication material among the different channels as appropriate;
- Authorising communication channel experts to publish or to facilitate the publishing of content on the Club's communication channels within past precedents or agreed principles or after reference to the Club Committee/President;
- Authorising communication channel experts to control and co-ordinate publishing on a channel that the Communication Co-ordinator(s) or the Club Committee considers benefits from such control and co-ordination;
- Seeking guidance from the Committee (or President if urgent) when:
 - establishing a new communication channel;
 - publishing or facilitating the publishing of new types of content on a channel; or
 - a content provider or content channel expert does not follow the guidance of the Communications Co-ordinator or relevant communications channel expert;
- Requiring the Communications Co-ordinator(s) to report to the Committee six monthly, on activities including:
 - the status of the various communication channels;
 - the names of the communication channel experts; and
 - the status of backup provisions for these channels and experts.

Dealers Working Group (22 Jan 2018)

The Committee:

- Establishes a Dealers Working Group (DlrWG) to provide and manage the boards needed for the club's sessions, in particular
 - Ensuring secure availability of appropriate combinations of pre-dealt boards and relevant hand records for all club competitions and regular sessions,
 - Replacing worn or damaged cards as required,
 - Ensuring regular maintenance of dealing machines, and
 - Arranging deal files to be generated independently in advance.
- Defines the DlrWG as comprising one or more Dealer Coordinators and a number of dealers.

- Authorizes one or more appointed Dealer Coordinators to recruit, bring on board and coordinate dealers, and to establish guidelines and a roster for these dealers.
- Authorizes one or more Dealer Coordinators to make decisions and spend money related to this working group's function within past precedents or agreed principles or after reference to the Committee/President.
- Requires the Dealer Coordinators to seek guidance from the Committee (or President if urgent) when:
 - Spending or potentially committing to spend more than \$250, or
 - Making a significant change to approach, output or technology.
- Requires the Dealer Coordinators to report to the Committee twelve monthly, including
 - The status of the dealing process and its equipment,
 - The names of the dealers, and
 - The status of backup provisions for this process.

Playing Better Initiatives Working Group (11 Dec 2017)

The Club Committee has formally agreed to

- Endorse the principle of collaborative self-help learning initiatives targeting those members who play in congresses and other regular Club players who self-nominate their interest (ie not targeting those who are still learning the game or transitioning to open Club sessions);
- Trial on Tuesday and Wednesday evenings and at one daytime session a 15 min pre-session discussion of interesting hands from the previous week with the following elements – optional and free for players, led by a member with suitable bridge skills and discussion-leading attributes, with evaluation after three and six months and, if successful, extension to other sessions;
- Establish a dedicated Facebook Group for discussion of interesting hands from club sessions – evaluation after three and six months;
- Continue the practice of inviting suitable external experts (with an offer of \$120 appreciation payment) on the Tuesday evenings of our monthly Swiss Pairs to:
 - Deliver a free 20min pre-session talk on an agreed topic;
 - Lead a discussion on the interesting boards in each round at the end of the round; and
 - Where this can be arranged, be instrumental in a learning activity between 5-6pm (format, topic and cost to be negotiated) with participant charges set to cover the additional expert cost of such a session.
- Trial small group online learning initiatives (either on particular topics or in a group coaching format) where sufficient participant interest is demonstrated, with participant charges set to cover the expert's charges for their involvement.
- Support the investigation of and report back to the Committee on:
 - a bridge learning weekend away involving an external expert or experts; and
 - a bridge learning weekend at Peninsula Bridge Club involving an external expert or experts both delivering a large workshop and being involved in a range of small group learning activities.

The Committee agrees to these new Playing Better initiatives being co-ordinated, in the current absence of a broadened education group or Sub-Committee, by a working group with the following elements:

- The working group to be open to all interested competitive players with David Farmer as initial co-ordinator, and decisions to be made by electronic discussion and consensus;
- Discussion and co-operation with other relevant Club groups (including the Bridge Education Sub-Committee) and persons affected by any of the learning initiatives;
- Quarterly reporting back to the Club Committee;
- Payments incurred (such as payment to external experts) to be within established precedents or to seek Club Committee (or, if urgent, President's) approval; and
- Costs to participants to be set on the basis that they should cover the external expert costs (or otherwise only with reversion to Club Committee).

Update Log

<i>Version</i>	<i>Date</i>	<i>By</i>	<i>Details</i>
0.1	29/1/18	DF	Include/apply ctee agreements up to 22/1/18, show identified but as yet unagreed suggestions/queries as comments, apply club font and update heading styles and contents table, add Update Log, document ready for ctee consideration
0.2	6/2/18	DF	Included electronic resolution procedures agreed at 27/11/17 meeting, updated contents table
0.3	25/2/18	DF	Added in further email comments by BW to text
0.4	13/3/18	DF	Edited Delegation wording to Delegations, Roles and Responsibilities. Updated Section and System Guidelines to show current status.
1.0	21/2/18	DF	Include Altruistic Fundraising Activities as approved by Committee, changed Section and System Guidelines to show as currently under review, included comments from CW. Updated version number to reflect Committee agreement to start publishing on website and noticeboard.
1.1	28/4/18	DF	Adds in System Card and Section Guidelines and updated Bridge Ed remittance amount approved 26/4/18
1.2	21/6/18	DF	Edited Session Cards and Prizes segment to remove reference to session winner tickets. Added in segment on Advertising and Sponsorship Principles.

Previous - Email comments

<i>date</i>	<i>initiator</i>	<i>Comment/issue/suggestion</i>
15/1/18	DF	eliminate paragraph numbering; add logo; re-allocate some topics between Parts A/B; slight wording amendments – ALL DONE
15/1/18	DF	Suggested rewording for proposed indemnity clause for Constitution - DISCUSS
16/1/18	BW	Minor layout/typos etc - DONE
16/1/18	BW	Queries around Visitor admin; some PBI wording; definition & placement of PWD