



Welwyn Garden City Bridge Club

Rules and Procedures — Issue 6

1. Competitions & Programme

- a) Tournaments and other competitions shall be held at times appointed by the committee who will decide upon conditions and table money to be paid.
- b) A club calendar shall be published in July, or as soon thereafter as practicable, detailing the programme of events for the coming competition year. The committee shall endeavour to include in the programme heats of national and county competitions where these seem relevant to members.
- c) The committee may make alterations in the programme and will endeavour to give notice to members of changes by announcements, notices and posting on the club's website.
- d) Entry lists will be available for special competitions. Should there be insufficient entries the Tournament Secretary, after consultation with the Chairman or another committee member, may cancel a special event. The normal minimum for these events will be 24 participants (i.e. 6 teams or 12 pairs).

2. Admission

- a) The club provides regular weekly sessions on various mornings and evenings. In some of these sessions permissible conventions are limited so that players of limited or moderate experience can be catered for. Visitors are welcome at all sessions but both members and visitors are expected to adhere to the rules of the session and to the club's standards of behaviour (See Section 3). The presiding tournament director has authority to refuse permission for a visit if not satisfied that these conditions are fulfilled.
- b) Special Club Competitions ~~as listed in the Handbook~~ and teams events are open to members only.
- c) From time to time the club may organise open events. These may be entered by members and visitors subject to any pre-entry requirements.

3. Behaviour

- a) All members and visitors are required to conform to the standards of fair play courtesy and deportment prescribed by the byelaws and regulations of the EBU. The club has adopted the EBU's "Best Behaviour @ Bridge" protocol and expects all members and visitors to follow this. Copies are available on the club notice board and website.
- b) The club has adopted powers and procedures for the enforcement of Rule 3a) above. They are set out in the schedule to these rules.

4. Play

The rules and conditions of play of the English Bridge Union shall apply at all times and the presiding Tournament Director's decision in regard to commencement and duration of play, the movement, scoring and rulings shall be final subject to the appeals procedure outlined below.

5. Appeals

Any player wishing to appeal against the Tournament Director's ruling must inform

the Tournament Director and the opposing pair or team before the termination of the session to permit the recording of the alleged irregularity. The appeal must be presented on an appeal form to the Tournament Secretary with all relevant details within the next three days and the Tournament Secretary may decide the appeal or refer it to the committee. The ruling may be appealed in writing to the Secretary within seven days of receipt for consideration by the committee. Ultimately, the appeal may be referred to the Hertfordshire Bridge Association and/or the English Bridge Union.

6. Prizes and Trophies

Prizes and trophies where available are awarded for special club competitions and for the annual ladder results of each regular weekly event. Prizegiving will take place as soon as practicable after the finalisation of the scoring process. Trophies need not be taken away by the winners but when they are, they must be signed for and the winners will hold trophies as an agent of the club for the following twelve months subject to:-

- a) The return of the trophy in good condition to the Tournament Secretary by no later than one week prior to the date of the next Annual competition or earlier if requested by the Tournament Secretary.
- b) The winner's implied agreement on receipt of the trophy that he/she will accept full responsibility for the trophy and reimburse the Club to its full replacement value if lost or damaged for whatever whilst in his/her possession.
- c) When a trophy is shared by more than one member, the person who has signed for it shall be deemed to hold responsibility for it until its return.
- d) If membership ceases then all trophies held by the member shall be returned to the Tournament Secretary on cessation.

7. Smoking

Smoking is not permitted in any internal space in the Sports Park

8. Alcohol

All alcoholic drinks consumed on the premises must be purchased from a Sports Park bar. A very small number of exceptions is negotiated by the club committee with Sports Park management.

9. Payment of Subscriptions

Subscriptions will be set by the committee and are due and payable on 1st September annually. At its discretion, the committee may offer members the opportunity to purchase a longer term subscription at a discounted rate.

10. Representation

The committee shall nominate a member or members to represent the club as required.

11. Term

- The club financial year is 1st September to 31st August.
- The club competition year is 1st September to 31st August for special and cumulative club competitions

12. Publication

These rules and procedures will be posted on the club's notice board and website. Amendments by the committee will be minuted and in any year in which there is a change there will be an opportunity for review at the Annual General Meeting as provided in the Constitution .

July 2014

Schedule to Item 3 of Rules and Procedures

1. Preamble

The club provides over 1200 hours of bridge for its members annually. Almost all of this time is spent in a spirit of friendly competition and good fellowship. The aim of this schedule is to reinforce that spirit

2. Initial Actions

From time to time incidents may occur which cause one member to feel aggrieved by the actions or behavior of another. The club requests members to refer such incidents to the Presiding Tournament Director. Ideally this should take place immediately as this will permit the facts to be gathered whilst they are fresh and may lead to a speedy resolution. If this is not possible a report should be made before departure from the session.

3. Complaints

Any member who wishes to make a complaint should do so in writing to the Secretary of the club.

4. Conduct Committee

The committee will elect at its first meeting after the Annual General Meeting a member to be Chairman of a conduct committee. The Secretary will refer the complaint to that person and a committee will be formed incorporating between 2 and 4 other members. This committee will review the complaint and will have powers :-

- to reject the complaint if considered appropriate
- to give a verbal warning to a member or members. If accepted this will conclude the matter.
- to request the committee to convene a disciplinary committee.

5. Disciplinary Committee

If required a disciplinary committee will conduct its affairs in accordance with the EBU's current protocol. It will:-

- have between 3 and 5 members none of whom shall have served on the conduct committee in respect of the case under consideration.
- offer all parties the right to a hearing, for which two weeks' notice will be given, at which they may be represented if required
- have powers to reject the complaint or apply in its absolute discretion a range of sanctions including formal written warning, temporary suspension of membership or withdrawal of membership.

6. Appeals

Any decision may be appealed to the Hertfordshire Bridge Association who in turn may refer it to the EBU.

July 2014