



**BENDIGO BRIDGE CLUB Inc.**  
A0005397Z

# Policies and Procedures

Revised June 2026

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## Preamble

Bendigo Bridge Club (BBC, or “the Club”) is registered with Consumer Affairs Victoria as Bendigo Bridge Club Incorporated, Organisation No. A0005397Z.

The management of BBC is the responsibility of the Bendigo Bridge Club Committee (BBCC, or “the Committee”).

The Committee exercises its powers under the auspices of the Club’s Constitution (CC) - also known as the ‘Rules of Association’ (RoA). The Club’s Constitution is based on the Victorian Government’s Model Rules for Incorporated Associations.

The purpose of these Policies and Procedures is to assist in the smooth and consistent running of the Club. They:

- Support, interpret, explain, and underpin (and sometimes reiterate) the Club’s Constitution.
- Set out the Club’s policy and procedures on a range of additional matters; and
- Include procedures suggested by the Victorian Bridge Association (VBA) and Australian Bridge Federation (ABF) as useful in the running of a Bridge Club.

These Policies and Procedures are prepared and approved by the Committee in accordance with the requirements of the Club Constitution (CC42(1)).

Changes to these Policies and Procedures may be made and implemented without notice if judged by the Committee to be essential or critical to the purposes of the Club. Any changes will be notified to all members within 14 days of their adoption by the Committee.

If there is any discrepancy between this document and the Model Rules, then the relevant provisions of the Model Rules apply.

As there is no obvious logical narrative sequence to the topics canvassed in this document, topics are listed alphabetically.

## Abbreviations

ABF – Australian Bridge Federation

BBC – Bendigo Bridge Club

BBCC – Bendigo Bridge Club Committee

BV – Bridge Victoria

CC – reference to the paragraph in the Club’s Constitution

LGCC – Long Gulley Community Centre, our regular venue.

VBA – Victorian Bridge Association

WBF – World Bridge Federation

## Policies & Procedures

### Almoner

The Almoner is a voluntary, non-executive position, appointed by the Committee. The Almoner is responsible for implementing the Club's policies regarding Bereavements, illnesses etc.

### Annual General Meeting

From the Club Constitution...

The Annual General Meeting (AGM) is held in August each year in accordance with CC30.

The following items must be included in the Agenda for the AGM, but not all need to be shown on the Notice of Meeting.

- The incumbent President (or the Vice-President if the President is not present) declares the AGM open and advises those in attendance that he/she will Chair the meeting, pending the upcoming elections.
- The Chair must establish that a Quorum is present. A quorum is 10% of the membership entitled to vote. Valid proxies can be included (CC36).
- The Secretary must list the names of all members present so that attendance can be recorded (CC41(3)(a)). Apologies must be noted and proxies verified.
- The minutes of the previous AGM must be confirmed. Only members who were present at that meeting are entitled to vote (CC38(3)).
- Reports from the President, the Treasurer and the Club Director are to be received and considered (CC30(4)(b))
- The amounts of the annual subscription and the dates for payment must be decided by the meeting (CC12)
- Only business for which proper notice has been given may be discussed (CC30(5))
- The number of ordinary members of the Committee must be decided by resolution of the AGM prior to a ballot (CC53). The Committee should make a recommendation.
- The President must advise the meeting that, in accordance with CC51-54 (CC30(4)(c) and 50), elections will now be held to appoint a new Committee, then declare all positions vacant.
- The President then vacates the chair, and a suitable responsible member of long-standing is appointed to Chair the meeting until a new President (or if no President, a new Vice-President) is elected, whereupon that person takes the Chair.
- The election of Ordinary Members is conducted in two ballots. The first ballot is to elect the Ordinary Committee Member prepared to take on the delegated role of Club Director. The second ballot is to elect the remaining Ordinary Committee Members.
- Voting at AGM
  - All members who are entitled to vote, including proxies, have one vote, except re confirmation of the minutes. (See above.) To be entitled to vote a member must not be suspended and must have been a member for more than ten (10) business days. Only paid-

up members may vote (CC38, 13(2) and 12(4)). An Associate member must not vote (CC14(2)).

- A majority by show of hands is all that is required for motions to be passed other than special resolutions when three quarters of those present including valid proxies is necessary (CC39)
- Voting for Committee members where there is more than one candidate for the position is by secret ballot (CC54)
- The President has a second or casting vote if votes are equally divided (CC38(2))
- The President must become familiar with meeting procedures and not allow motions from the floor at AGMs regarding matters for which proper notice has not been given. Nor should the President allow amendments which are not appropriate. Correct procedure allows the mover to speak first to the motion, then alternatively speakers for and against may speak with the mover having the final say (right of reply) after which the motion should then be put to a vote without any further discussion.
- Once the vote has been taken the President should say “carried,” “lost”, “carried unanimously” or “carried by a particular majority” depending on the circumstances. An entry made in the minutes is conclusive proof of that result (CC40)
- For a poll where votes are cast in writing following a demand by three (3) or more members, the President must declare the result of the resolution based on the poll (CC40(3)(b))
- The President must have all proxy forms in hand before the commencement of the meeting (CC34(6))

## Appeals (Director’s Rulings)

- A player or the captain of a team may appeal for a review of any rulings made at his or her table or post-session by the Director.
- Any appeal must be made within three (3) days of the detailed<sup>1</sup> results (or in the case of a post-session change, the amended results) being published on the Club website.
- If unresolved at that time, appeals must be made in writing (email) to the Tournament Director cc’d to the Club Director.

See also Correction

## Asset Register

- The Treasurer must maintain a list of the Club’s assets and ensure that it is updated and presented to the Committee at the penultimate meeting before the AGM.

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<sup>1</sup> For regular Club sessions, detailed results (contract, declarer, tricks made, score, lead card) for all boards played are usually published immediately after the session. Sometimes there may be a brief delay (less than a day) if the Director has scoring anomalies to resolve. But for simultaneous events (e.g. Australia-wide Open Pairs or Nationwide Pairs), the publication of detailed results data may be delayed for up to five (5) days after the event.

- On 26/10/2020 the Committee determined that the Club will self-insure its assets. However, the Treasurer must advise the Committee if the Treasurer feels this policy is no longer appropriate.

## Associate member (CC14)

This category of membership is reserved for members under 15 years of age. It will be enacted if a person of that age applies for membership.

## Awards

Trophies and awards are presented in December at the Christmas Social function. They are based on the results for the Awards Year (see [Year](#)).

The Secretary must ensure that perpetual trophies are collected and engraved as appropriate.

For details, see [Appendix B. Awards](#)

## Bereavements, illnesses etc.

In the event of illness of members, cards or flowers may be sent on behalf of the Club at the discretion of the Almoner.

On the death of a member a notice may be placed on the home page of the Club's website.

On the death of a spouse, partner or child of a member, a card may be sent to the member.

Where possible, the President or a member representing the Club will attend the funeral of a member or a member's close relative on behalf of the Club.

## Birthdays

The Club does not officially note members' birthdays. However, in the event of a member celebrating a birthday ending with "0" or, for members over 90 years old, any birthday, with the member's consent there may be an announcement and celebration of the fact.

## Club Director

The Club Director is appointed by election at the AGM as an Ordinary Member of the Committee who agrees to perform the duties of Club Director.

The duties of the Club Director are as follows.

1. Chair the Match Sub-committee (the MSC).
2. Chair or participate in the Congress and Ashes Working Parties.
3. Ensure there is a Tournament Director (TD) appointed for all special events, and a Session Director (SD) appointed for every masterpointed club session.
4. Arrange room bookings, etc. for club masterpointed sessions and for dealing sessions.
5. Dealing matters:
  - Manage the Dealers' Roster and organise the training and mentoring of new dealers as and when required.
  - Oversee and organise the dealing of boards, printing of hand records and (if required) travellers, etc.

- Organise regular maintenance of the Dealer4 dealing machine.
  - Manage the stock of new packs of cards. Ensure card sets are refreshed, as required)
6. Ensure that there are adequate supplies of: Bidding Slips, Pens, Blank System Cards, Blank Personal Hand Records (Large & Small format) available at all sessions.
  7. Disciplinary matters and compliance with the Code of Good Conduct (CoGC), including Preliminary investigations of formal complaints, and reports of deviant bidding, etc.
  8. Reporting such disciplinary matters to the Management Committee with recommendations on how to proceed, with special focus on breaches of the Laws and the CoGC.
  9. Act as 'Counsel Assisting' to Disciplinary Sub-committees, advising on the Laws of Bridge and breaches of our Policies & Procedures and CoGC.
  10. Maintenance of the club's 'Psychic & Deviant Bidding Index.'
  11. Arrange training for and support and mentoring of new Directors.
  12. Coordinate and control the Club event calendar.
  13. Act as Webmaster, to ensure that the following pages on the club website are kept relevant, up to date, and accurate:
    - Key Messages
    - Calendar
    - Results
    - Promotions
    - Monthly Medal
    - Special event information and reports
    - Victorian Congress events information
    - Other website pages as required or requested by the Secretary, the Masterpoints Secretary or the Committee
  14. Assist the Treasurer in managing the Club's hardware and software assets.

The Club Director is an official **Webmaster**. With the approval of the Committee, the Club Director may delegate that responsibility.

## Code of Good Conduct

All members are expected to comport themselves in accordance with the WBF 2017 Laws of Duplicate Bridge requirements regarding playing behaviours. (See **Appendix A: LAW 74 - CONDUCT AND ETIQUETTE**)

We have additional guidelines for the protocols to be followed by members and visitors when at the club. These are set out in the Club's 'Code of Good Conduct' document (the Code).

Members are asked to read and familiarise themselves with the Code. When playing at the club, all members and visitors are required to conduct themselves in compliance with the Code.

A link to the latest version of the Code of Good Conduct can be found on the Home page of the club's website. Members or visitors unable to access the Code via the website should contact the Secretary, who will supply a printed copy.

## Committee – composition, membership, duties, meetings

From the Club Constitution...

### 1. Composition (CC44, 53)

The Committee consists of the following elected representatives:

- President
- Vice-President
- Secretary
- Treasurer
- At least two ordinary members, the number of which is decided each year at the AGM. One of the Ordinary Members to be elected as Club Director.

### 2. Committee Membership

- Committee members hold office until all positions are declared vacant at the next AGM. Any Committee members may be re-elected (CC55)
- Committee members may resign by written notice to the Committee (CC56(1))
- A person ceases to be a member of the Committee if he or she ceases to be a member of the Association or fails to attend three (3) consecutive Committee meetings without leave of absence, which can only be for three (3) months (CC56(2) and 67)
- The Committee may appoint a member to fill a casual vacancy. For a secretary, the appointment must be within fourteen (14) days of the vacancy arising. Despite any vacancies the Committee may continue to act (CC57)
- The Committee may form sub-committees and may delegate certain tasks (CC43)

### 3. Meetings

- The Committee must meet at least four (4) times a year at dates, times and places determined by the Committee (CC58(1))
- The first meeting should take place as soon as practicable after the AGM (CC58(2))
- Special Committee meetings may be convened by the President or any four (4) Committee members (CC58(3))
- A quorum must be present for business to be transacted. A quorum is a majority of Committee members (CC63)
- The procedure at meetings must be determined by the Committee but the President should set out an agenda to be followed (CC61)
- Regarding voting, the President has a casting vote (CC64(4))
- No proxies are allowed (CC64(5))
- Minutes must be kept with the names of members in attendance, the business conducted, any resolutions voted upon and the results (CC66)

- Any material interest by a Committee member must be disclosed, and the member may not vote nor be present during discussion of the matter (CC65)

#### 4. Notice of Meetings

- Notice must be given to each Committee member no later than seven (7) days before the meeting (CC59(1))
- The notice must state the date, time, and place of the meeting (CC59(3))
- For an urgent meeting, the notice requirement is waived but notice must be expedient, and any resolution passed by an absolute majority (i.e. a majority of Committee members whether present or not) (CC60)
- The only business which may be conducted at an urgent meeting is the business for which the meeting is convened. (CC60(3))

#### 5. Conflict of Interest

- Lest a conflict should arise, Committee members and other Club officials (e.g. Masterpoints Secretary) must not organize, promote, or provide logistical support for events or activities of other bridge clubs or groups where those events or activities compete or conflict with Bendigo Bridge Club events or activities.
- Where a conflict of interest arises between a Committee member's (or other Club official's) Bendigo Bridge Club interests and their interest in another bridge club or group (their outside interest), that conflict of interest must be declared to the Committee and the Committee member (or official) must recuse themselves from any Committee activities that touch upon that outside interest. (CC65)

## Compscore3

Altosoft's Compscore3 is the scoring software used by Bendigo Bridge Club.

## Conditions of Play

2017 Laws of Duplicate Bridge Law 78D recommends that clubs should draw up a "Conditions of Contest" document.

The Match Sub-committee has drawn up a document (BBC Club Pairs - Conditions of Play) to govern the club's regular Club Pairs events.

When special events are scheduled, e.g. Club Championship Pairs or Teams events, these Conditions of Play will be supplemented by, and in some cases superseded by, event-specific Conditions of Play documents.

## Constitution

Also known as Rules of Association

The Club adopted Consumer Affairs Victoria's (CAV's) Model Rules for its Constitution in 2018.

CAV, by Regulation, subsequently updated the Model Rules in 2023.

A link to an up-to-date copy of the Constitution is provided on the 'Useful Links' page in the Club's website.

## Corrections (Scoring)

*Members should note that the result entered into the Bridgемate, at the table and accepted as accurate by an opposing player at the table, is the official record of the result. It follows that players must enter scores carefully, and opponents must check the result conscientiously before accepting them.*

Any suspected errors in playing results and requests for corrections should be notified to the Session Director as soon as possible, either at the session, or afterwards preferably by email addressed to the Session Director (cc Club Director). Correction requests must be made within three (3) days of the detailed<sup>2</sup> results (or in the case of a post-session change, the amended results) being published on the Club website.

Errors reported at the session will be corrected if the director is satisfied that at least one player from both pairs is agrees that correction should be made.

Errors reported after the session will only be corrected if the person requesting the change has the agreement of at least one of their opponents that correction should be made. The onus is on the player making the request (not the director) to obtain that agreement.

Corrections requested after the start of the following session (i.e. a week later) will only be considered if they meet the 2017 Laws concerning exceptional circumstances.

## Dealing

The Club Director is responsible for ensuring that sets (cases) of pre-dealt hands are available for play at all matchpointed sessions (and, when required, for Beginner's Courses, etc). Each set to be accompanied by n copies of a printed hand record; 'n' to be determined in relation to the average number of players that attend the session).

The Club Director has a panel of experienced players willing to do the dealing. Dealing is conducted on a weekly basis – usually on a Monday morning, in the Lego Room at LGCC - using a Dealer4 dealing machine.

The Club Director also ensures that appropriate deal files – used to drive the dealing machine - are available<sup>3</sup>. The club uses Dealmaster Pro software to generate the deal files and the printed hand record files.

## Director

See [Club Director](#); [Session Director](#); [Tournament Director](#).

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<sup>2</sup> For regular Club sessions, detailed results (contract, declarer, tricks made, score, lead card) for all boards played are usually published immediately after the session. Sometimes there may be a brief delay (less than a day) if the Director has scoring anomalies to resolve. But for simultaneous events (e.g. Australia-wide Open Pairs or Nationwide Pairs), the publication of detailed results data may be delayed for up to five (5) days after the event.

<sup>3</sup> Contrary to popular belief, deal files for club sessions are randomly generated. Deal files for externally organised simultaneous events may be curated by the event organiser.

## Disciplinary action

See Club Constitution Division 2 – Disciplinary Action, and the disciplinary actions detailed in the Code of Good Conduct.

## Donations to charities

The Club does not make donations to charities. CC5(3) restricts us to using our resources to support our stated purposes. If an issue arises, club members are to be encouraged to make private donations.

## Education Sub-committee

The Education Sub-committee (ESC) is charged with...

- Organising, promoting, and running Beginners and Intermediate level courses to attract new members and promote a continuous learning culture within the club. As a minimum, the ESC should aim to run at least one Beginners course per year.
- Organising, promoting, and running a program of Mini lessons, to be conducted before Monday and/or Friday playing sessions. The topics to be covered by these Mini-lessons to be determined by the ESC – in accordance with the expertise available to it, although, from time to time, the Committee may request a Mini-lesson be run with a focus on a particular topic.
- Providing a member or members to host the Relaxed Pairs session.
- Appointing a Librarian to manage the club Library. (See [Library \(Harold Chatfield Memorial Library\)](#))

The Committee appoints the Chair of the ESC. The ESC is responsible for setting its own budget, subject to the approval of the Committee.

## Fees

### Annual fee (CC12(1))

The annual membership fee is determined at the AGM. The amount of the current annual membership fee is published in the 'About Us' page on the Club website.

### Joining fee (CC12(3))

The Club does not have a "joining fee" in the sense of a fee accompanying an application for membership.

### Table fee (Table money)

For masterpointed sessions, the Club charges players a table fee. Current table fee amounts are published in the 'About Us' page on the Club website.

## Financial year

The Club's financial year runs from 1 July to 30 June (CC3).

See under "Year" for other dates e.g. Membership year.

## Handbook (Member's Handbook)

The Committee no longer prints the Member's Handbook. All information previously contained in the handbook is now available on the Club website. This information includes but is not limited to the following.

- Management Committee and Additional Contact Information
- General Information
- Playing Regulations
- Notes on Play, Alerting and Irregularities
- Club Awards, Trophies & Prizes
- National, State & Club Events
- Club Calendar of Play
- Member List
- Victorian Congresses list.

## How Members can Contribute to the Club

Our office bearers are elected at the AGM. Members can nominate for any position if you wish.

We also have a number of non-elected positions – see [Positions within BBC](#)

These non-elected positions are less formally allocated. Some, (like Session Director) require particular training and expertise. Others are done by the same person until they ask to be relieved, and then we either ask for a volunteer, or appoint someone who has already shown interest in taking that responsibility. Talk to the incumbent, or to a committee member.

Members can also help as:

- Mentors for new players – partnering them in supervised play, etc.
- Tutorial presenters – we occasionally run tutorials and mini-lessons that cover a variety of topics. If you have an idea for a topic you would like to present, please speak to the Chair of the Education Sub-committee.
- Helpers at promotional sessions, e.g. “come and try” days.
- Card dealers

Also see Appendix C: Venue information, for the duties associated with our venue(s).

## Illness

See [Bereavements, illnesses etc.](#)

## Library (Harold Chatfield Memorial Library)

The Club has a Library which is maintained by a member appointed to function as Librarian by the Education Sub-committee. All books and videos must be signed out by the Librarian or a Committee Member, and all borrowings must be returned to the Librarian or a Committee Member by the borrower and not passed on to another member.

The Club acknowledges the generous donation made by the late Harold Chatfield, which is being used to fund the purchase of books and other resources for the library.

## Life membership

This category of membership has been discontinued.

## Masterpoints

Australian bridge players are ranked according to their ABF Masterpoints. (Click on the link to the ABF Masterpoints website, which can be found in Useful Links page in our website.)

The Club awards masterpoints as follows:

- Supervised or Mentored Pairs sessions: F grade masterpoints
- Regular Club Pairs sessions:
  - o Normally E or C grade masterpoints.
  - o Special Red and Gold point events are noted in the Club Calendar

## Masterpoint Secretary

The Committee appoints the Masterpoint Secretary.

The duties of the Masterpoint Secretary include:

- Registration of New Members with the ABF.
- Allocation of Masterpoints.
- Determination of End-of-Year Awards.
- Remove lapsed members from the ABF database.
- Forward advice from the ABF Masterpoint Centre (regarding masterpoint fees, capitation levies and rank promotions) to the relevant club office bearer for action.
- Provide advice and guidance to the Club Director and the Match Sub-committee on the masterpointing aspects of club competitions.
- Respond to queries from members regarding their masterpoints.

The Masterpoint Secretary will normally be a member of the Match Subcommittee, but the position is independent and is not supervised by the Chair of the Match Sub-committee (the Club Director).

## Match Sub-committee.

The Club Director chairs this subcommittee. It is tasked with advising and assisting the Club Director in the performance of his or her duties.

The Sub-committee will comprise members co-opted for technical expertise in session organisation, directing, movement setting, our card dealing processes and our computer systems.

The Masterpoint Secretary should always be a member of this sub-committee.

In addition to the above, the sub-committee should include at least one long-time club member of good standing, co-opted for their understanding of the club's history and culture.

## Membership (CC7-11)

Any person may apply for membership of the association, by completing an application form and presenting it to a committee member (CC9). The applicant must

- support the purposes of the Association
- Agree to comply with the Rules of Association
- Sign the application form

All applications must be sponsored by a financial club member who is prepared to vouch for the good character of the applicant.

All applications must be vetted and approved by the Committee. The Secretary will notify the applicant of the committee's decision as soon as practicable (CC10).

## Minute Taker

The Minute Taker acts as assistant to the Secretary, with responsibility for taking the minutes at Committee Meetings and the AGM and circulating a draft version of the minutes to the Secretary and other Committee members. At the Secretary's behest, the Minute Taker may also issue the final version of the minutes to the Committee (for ratification at the next Committee meeting) but responsibility for the content of the minutes, and for ensuring that the minutes are issued, remains with the Secretary.

The Minute Taker must be one of the Ordinary Members of the Committee. It is a voluntary role, assigned by the Committee to one of the Ordinary Members with their consent. (A Secretary may choose not to have a Minute Taker assist them; in which case the role can be left vacant.)

## Novice Players

For the purpose of Club events, a novice player is one who has fifty masterpoints or less (consistent with the Australia-Wide Novice Pairs criterion), on the relevant date.

A pair or team is determined to have novice status only if ALL members have novice status.

However, for the purposes of our Annual Novice Player Award, a player must have only two masterpoints or less at the beginning of a trophy period. (They may have fifty masterpoints or more by the end of the trophy period.)

## Positions within BBC

This section covers volunteer non-Committee roles within BBC.

### Volunteer roles assigned by the Match Sub-Committee

- Dealers
- Session Directors

### Other volunteer roles:

- Almoner
- Catering Coordinator
- Facebook Coordinator

- Librarian
- Representative to the Long Gully Community Centre Committee. (Our representative provides liaison between the Committee and our 'landlords' and promotes the interests of BBC within the LGCC Management Committee. The representative also acts as 'booking officer', ensuring that our regular bookings are maintained and making such ad hoc extra bookings as are required from time to time.)
- Masterpoint Secretary
- Partner Finder
- Session Table Money Collector
- Webmaster(s) / Website Coordinator(s)

See also [Sub-committees & Working Parties](#) and [How Members can Contribute to the Club](#).

## President

From the Club Constitution (CC):

- The President is responsible for the overall running of the Association and for ensuring that Committee members carry out their duties in accordance with the law and the Club Constitution.
- The President chairs all meeting of the Association. In his or her absence, the Vice-President is the Chairperson. If neither is present the Chairperson is elected by members of the AGM or if a Committee meeting, by any other Committee member present (CC46)
- The President should draw up the agenda for the AGM and assist the Secretary in drafting the Notice of Meeting.
- In voting at meetings, the President has a casting vote in addition to their ordinary vote (CC 38(2))
- The President is responsible for chairing the AGM up to the point where all the positions are declared vacant. (See [Annual General Meeting](#) for further details).

## Purposes of the Association

From the Club Constitution...

"The purposes of the association are to foster and facilitate the game of Bridge in the Greater Bendigo Area under the auspices of the Australian Bridge Federation and the World Bridge Federation in accordance with their Laws of Duplicate Bridge."

## Rules of Association

See [Constitution](#)

## Secretary

From the Club Constitution (CC):

- The Secretary is responsible for lodging documents with the Registrar (CC47(1))
- The Secretary must maintain the Register of Members which includes (CC16,18 and 47(2)(a)):

- o members' names
- o addresses for notice
- o date of becoming a member
- o date of cessation of membership
- o members' birth dates (for ABF duplication purposes)
- The Secretary is the custodian of the common seal and all the books, documents, and securities except for financial records (CC47(2)(b))
- The Secretary is responsible for taking the minutes of AGMs and Committee meetings (unless someone else is appointed by the Committee.) The minutes must record the business considered, any resolution on which a vote is taken and the result of the vote (CC41(1) and (2))
- The minutes at an AGM must include the names of members attending. Proxy forms and the financial statements must be appended to the minutes. Also, a certificate signed by two (2) Committee members certifying that the financial statements give a true and fair view of the financial position of the Association, together with any auditor's report, must be appended (CC(3)(a) – (e))
- The Secretary will send out any notices and deal with correspondence as directed by the Committee
- The Secretary must notify the Registrar of his or her appointment within fourteen (14) days after the appointment (CC47(3))
- The Secretary must also notify the following of relevant changes to Committee positions:
  - o Bank(s)
  - o VBA/BV
  - o ABF
  - o Northern Region Bridge Association (NRBA)
  - o Ballarat Bridge Club & Maine Bridge Club
  - o Internet service providers (e.g. for redirection of email)
  - o Licence providers etc (if the primary user of software/hardware changes)
  - o Our website hosting service.
- The Secretary must perform other duties imposed from time to time by resolution at a general meeting (CC45(6))

The Secretary may be assisted by a **Minute Taker**.

The Secretary is an official **Webmaster**. With the approval of the Committee, the Secretary may delegate that responsibility.

## Seeding of players

Seeding is essential for events played over multiple sessions and other important events. For the first session, seeding will normally be based on the aggregate Masterpoints held by the pair or team. In second and subsequent sessions, teams or pairs will normally be seeded based upon the results for the previous session(s).

For more details see **Appendix D: Seeding Club Championship and Special Events**

## Session Director

The main duties of the Session Director are to:

- Organise access to facilities.
- Direct the session and, when required, make rulings according to the Laws of Bridge
- Ensure results are appropriately entered and displayed and uploaded to the appropriate website(s).
- Print results and put in the folder.
- Ensure facilities are left in an appropriate state.
- Make any scoring corrections as are necessary during the following week.

Session Directors can find a more detailed description of their duties and responsibilities in the Directing Mechanics notes document.

## Special Events

The Club Calendar contains various special events such as:

- The Club Congress
- The Christmas Lunch
- The Ashes; an annual event between Ballarat and Bendigo. This event is currently in recess.

The Club also enters external simultaneous competitions (where the hands are externally specified), e.g.

- Nationwide Pairs
- Australia-wide Novice/Open Pairs

## Special General Meeting

A Special General Meeting is any General Meeting of the membership which is not the Annual General Meeting. Some matters can only be decided by a Special General Meeting, e.g. Constitutional changes. (CC32 & 33)

## Sponsorships and Subsidies

The Club does not sponsor attendance at external competitions. Approved administrative and educational expenses will be reimbursed on presentation of receipts.

## Sub-committees & Working Parties

The BBCC can delegate its responsibilities to sub-committees and working parties to make investigations, return recommendations and formulate action plans on its behalf. Sub-committees are standing bodies with general responsibility for their field. Working Parties are ad-hoc or periodic groups formed for a specific task or purpose.

- Each sub-committee or working party must have at least one member who is also a committee member.
- Sub-committees and working parties cannot make binding commitments or take action on behalf of BBC or the Committee without the express consent of the Committee or at its direction. Otherwise, they may only make recommendations to the BBC Committee.

### Sub-committees:

- Match Sub-committee (MSC): Chaired by the Club Director
- Premises Sub-committee: Currently in recess.
- Education Sub-committee (ESC): Chair appointed by the Committee.

### Working Parties:

- Congress Working Party

## Substitutions in Club Events

Substitutions for individuals in Pairs or Teams multi-session events is allowed if:

- The person being substituted is unable to attend the event and
- The substitute is eligible to enter the competition.
- The substitute is of equal or lower ranking than the person substituted. When deciding if a rank is equivalent, “\*” is not considered, i.e. an ABF Rank of “State” is equivalent to an ABF rank of “\*State”, similarly all variants of “Local”, “Regional” and “National” ranks are equivalent.

## Tournament Director

The terms Session Director and Tournament Director are occasionally used interchangeably but, in the Club context, the Tournament Director will be the Director (normally, the Club Director) with overall responsibility for organising a multi-session or other special event where special Conditions of Play will apply.

See also [Session Director](#)

## Treasurer

The Club Constitution requires that the Treasurer must (CC48(1)):

- Receive all moneys paid to the Association and issue timely receipts.
- Ensure that all moneys received are paid into an Association account within five working days.
- Make any payments authorised by the committee or the AGM.
- Ensure that payments are authorised by at least two Committee members.
- Ensure that all expenditure and all moneys received go through the Association’s accounts (CC69)
- Ensure that the Club’s financial records are properly maintained (CC48(2)(a))
- Prepare the financial statements, have those statements audited and have the Committee’s certification of these statements (see CC41(3)(d)) in readiness for submission to the AGM (CC48(2)(b))
- Ensure that at least one other Committee member has access to the financial records (CC48(3))

In addition...

- The Committee may authorise the Treasurer to expend funds up to a specified limit without requiring approval for each item (CC69(3))

- The Committee may authorise a cash float provided that accurate records are kept (CC 69(6))
- Financial records are to be kept for seven (7) years (CC70(2))
- The Treasurer is responsible for maintaining the current year's records and any other financial records determined by the Committee (CC70(3))
- Make recommendations to ensure all moneys are invested in secure accounts approved by the committee.

## Trophies

See [Awards](#)

## Visitors

Visitors (and intending new members) may play five Club Pairs sessions<sup>4</sup> without paying an Annual Subscription. If a longer period is intended, then an Annual Subscription should be paid.

The cap on sessions may be extended or waived at the discretion of the Committee, e.g. where the visitor is holidaying in the region and wishes to play a few extra sessions before leaving, or where a prospective member starts to play shortly before the end of the Membership Year. (See [Year](#))

## Webmaster

Our website (see [Website](#)) is the on-line 'shop window' for the Club. As such, it is important that the Committee controls (and takes responsibility for) the material that appears on the website. To that end, the Committee will appoint persons to act as official webmaster(s), with authority to update the website.

Two members of the Committee – the Secretary and the Club Director - should have webmaster authority. The Committee may appoint other persons as webmasters at their discretion.

## Website

Since 2019, the Club website has been hosted by Bridgewebs. The website provides...

- A presence on the internet, enabling the Club to be found and connected to by persons wishing to play bridge in Central Victoria.
- Calendar, booking<sup>5</sup> and results<sup>6</sup> services.
- News publication facilities.
- Club emails
- Links to important, external websites (e.g. ABF Masterpoints, Nationwide Pairs, BV)
- An online repository for club archives.
- ...and much more.

Bridgewebs provide 24/7 technical support for the website.

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<sup>4</sup> Excludes special events with entry restrictions.

<sup>5</sup> Including a 'Find a Partner' facility.

<sup>6</sup> Bridgewebs' results management and review functionality is extensive and includes analysis, head-to-head comparisons and hand replay capability.

## Working Parties

See **Sub-committees & Working Parties**

### Year

- The Club's Financial Year runs from 1st July in one year to 30th June in the next year (CC3)
- The Club's Membership Year runs from 1st December in one year to 30th November in the next.
- The Club's Awards Year coincides with the Membership Year, from 1st December in one year to 30th November in the next.

## Appendix A: LAW 74- CONDUCT AND ETIQUETTE

To be interpreted in conjunction with the BBC Code of Conduct and the following from the WBF's 2017 Laws of Duplicate Bridge...

### **A. Proper Attitude**

1. A player should maintain a courteous attitude at all times.
2. A player should carefully avoid any remark or extraneous action that might cause annoyance or embarrassment to another player or might interfere with the enjoyment of the game.
3. Every player should follow uniform and correct procedure in calling and playing.

### **B. Etiquette**

As a matter of courtesy, a player should refrain from:

1. paying insufficient attention to the game.
2. making gratuitous comments during the auction and play.
3. detaching a card before it is his turn to play.
4. prolonging play unnecessarily (as in playing on although he knows that all the tricks are surely his) for the purpose of disconcerting an opponent.
5. summoning and addressing the Director in a manner discourteous to him or to other contestants.

### **C. Violations of Procedure**

The following are examples of violations of procedure:

1. using different designations for the same call.
2. indicating approval or disapproval of a call or play.
3. indicating the expectation or intention of winning or losing a trick that has not been completed.
4. commenting or acting during the auction or play so as to call attention to a significant occurrence, or to the number of tricks still required for success.
5. looking intently at any other player during the auction and play, or at another player's hand as for the purpose of seeing his cards or of observing the place from which he draws a card (but it is appropriate to act on information acquired by unintentionally seeing an opponent's card).
6. showing an obvious lack of further interest in a deal (as by folding one's cards).
7. varying the normal tempo of bidding or play for the purpose of disconcerting an opponent.
8. leaving the table needlessly before the round is called.

## Appendix B. Awards

Unless otherwise stated, Awards cover results from the Award Year: 1st December in the previous year to 30th November in the current year.

### Individual awards

1. **Club Champion:** Best individual average over all hands played in the Award Year. A Player must have played at least 15 times to be eligible for the Award.
2. **Club Masterpoints Champion:** The individual who won the most Masterpoints in club events during the Award Year.
3. **Novice Player:** The Novice Player with the highest average percentage over the Award Year. Player must have played at least 10 times during the Award Year and have less than 2 masterpoints at the commencement of the Award Year. In calculating the average percentage, the players 10 best results will be used.
4. **June Everard Trophy:** Awarded to a member who is not currently a member of the Committee for significant contribution to the club within the award year.

### Handicap pairs awards:

1. **Banko Trophy** – Friday Handicap Best Pair. Awarded to the best Friday pair on Handicap over the Award Year. Donated by Vicki Banko in memory of her parents Fel and Jan Banko, founding members of the Club.
2. **Cheryl Ladgrove - Gina Pocock Handicap Pairs Trophy** – Awarded to the handicap winners NS and EW of a selected Monday Club Pairs session in November.

### Graded pairs awards

Grade is set by taking a pair's average over the Award Year (with at least 10 sessions played).

- A Grade: Over 52%
- B Grade 47-52%
- C Grade: Under 47%

The winner of each grade is the pair with the highest average over their best 10 sessions.

Prizes are awarded for:

- Monday A, B, C Grades
- Wednesday A, B, C Grades
- Friday A, B, C Grades

### Championship Awards

To be eligible for the Club Championship Awards a member must have been approved for 3 months before the commencement of the award and have played at least ten times at club sessions for a period greater than 2 months where masterpoints above the level of Grade F are awarded.

### Championship Pairs awards

Championship Pairs competitions are held over three sessions, usually run in November. There are three competitions:

1. Monday Champion Pair
2. Wednesday Champion Pair
3. Friday Champion Pair

### Championship Teams awards

Championship Teams competitions are held over 2 sessions, usually run in October. There are two competitions:

1. Monday Champion Team
2. Friday Champion Team

## Appendix C: Venue information

Members are encouraged to assist in setting up for play, and in clearing up afterwards.

We currently only use the Lego Room at Long Gully Community Centre for scheduled club events.

### Long Gully Community Centre

The Long Gully Community Centre is managed by a committee made up of representatives from each permanent User Group.

#### Session duties

- Set up tables etc (all members) The Session Director stipulates the number of tables required, and any layout preference.
- The Session Director, or their nominee, controls the heating or cooling.
- Ensure adequate refreshments are available (Catering Coordinator)
- Set up for tea/coffee (all members)
- Ensure stationery and bridge supplies are adequate (Session Director)
- Collect money and note details in bag for Treasurer (Session Table Money Collector)
- Clean up after refreshments.
- At end of play...
  - Store away tables and playing accessories (all members)
  - Stack chairs around wall space – in designated areas only (all members).
  - Vacuum floor (Volunteer)
- Take drying cloths home for washing (Volunteer)
- Empty bins (in all three toilets as well as bridge room, tearoom, and kitchen), replacing bin liners where necessary. (Volunteers)
- Check toilet conditions and sign off on the door. (Volunteer)
- If last to leave the Centre (Director):
  - Ensure all Club equipment is stored away, and all storage cupboard doors are locked, including the Kitchen Pantry cupboard, and the South Cornish Room cupboard.
  - Ensure all doors and windows are closed (especially in summer when they may have been opened for air-conditioning).
  - Ensure all heating and cooling are turned off, and lights. The car park lights can be safely turned off, as they are on a 10-minute delay. Check that South Cornish Room heating, cooling and lights are turned off).
  - Activate the Security System, set automatic doors to Off, exit the building and lock the automatic doors.

## Appendix D: Seeding Club Championship and Special Events

The Club requires seeding for all Championship events and some Special Events

Club Champion Pairs events are conducted as walk-up eclectic events so that club member or casual visitors will not be denied entry. Because of that seeding over multiple weeks is often difficult and may be subjective.

Entry for Club Teams events is more restrictive in that walk-up entries will only be permitted if they can form part of a team. Club Teams events should be organised in such a way that, over the n weeks of contest, every team plays every other team<sup>7</sup>, so strictly speaking seeding is unnecessary.

Restrictions are also placed on entry for our Club GNOT heats (Gold point events that require a minimum of 5 boards per round to be played) in that an entry must not create a half table. Thus, the last pair to book an entry, or a walk-up pair, may be denied entry if a matching pair cannot be found. Seeding is recommended for these events, as, although they take place over several weeks, each week is a discrete event, so the Tournament Director should attempt to 'even up' the NS and EW fields.

Where seeding is required, the following method is recommended as best promoting a fair and balanced competition<sup>8</sup>.

Week 1: The NS and EW fields are seeded to even up, as far as is practical, the number of stronger pairs sitting in each direction. This is achieved by first ranking all entries by their aggregated masterpoints, then allocating each pair to one or other field on the ABBA<sup>9</sup> principle.

Week 2; The top 25% and the bottom 25% of each of the NS and EW fields from the Week 1 will be seeded to sit in Field A, with the remainder of the entrants being seated in Field B. The Tournament Director then decides which Field will sit NS and which EW.

Week 3; The top 50% of each of the NS and EW field will be seeded to sit in Field A, with the remainder of the entrants being seated in Field B. The Tournament Director then decides which Field will sit NS and which EW.

If the number of entries is too large to be run as a single 'section' and needs to be split, for the final week, one section will comprise the highest placed pairs in the field and will be the Championship Event. The remainder of the field will compete in a separate section for masterpoints only and will be ineligible for the Club Championship Award.

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<sup>7</sup> Unless a Swiss Tournament format is being used, in which case Swiss seeding rules will be applied.

<sup>8</sup> The Tournament Director may decide to use an alternative seeding method provided that the method is a) described in the Conditions of Play, and b) can be demonstrated to be 'fair and balanced'.

<sup>9</sup> Using ABBA, the top-ranking pair is allocated to field A, the next two pairs are allocated to field B, the next two to field A, and so on until all entries are allocated to a field. This method gives a more balanced distribution across the two fields than the alternative ABAB method.