

## **Briter Bridge Club 2**

Annual General Meeting Sunday 20 September 2020

at 7pm on Zoom

### Agenda

1. Attendance and Apologies for Absence
2. Minutes and Matters Arising from AGM 2019
3. Chairman's Report
4. Financial Report and Accounts
5. Technical Report
6. Membership Report
7. Election of Committee for 2020 – 2021

Chairman, Secretary, Treasurer, Technical Director, Membership Secretary

8. Consideration of issues regarding possible resumption of club sessions at Parklangley  
(see attached document prepared by Jan Titcombe and some responses from members)
9. Any other business

## **Briter Bridge Club 2**

**Annual General Meeting Tuesday 3<sup>rd</sup> September 2019**

**at 6.30pm at Parklangley Club.**

### **Unadopted Minutes**

#### **1. Attendance and Apologies for Absence**

27 members attended and 14 sent apologies for absence (listed below).

#### **2. Minutes and Matters Arising from AGM 2018**

The unadopted minutes of the AGM held on Tuesday 28<sup>th</sup> August 2018 were approved as a true record. There were no matters arising.

#### **3. Chairman's Report**

Tim highlighted some features of his report. The club has completed its seventh year and continues to operate successfully. More volunteers are needed to help run the sessions; help with the practical aspects is required as well as directing the duplicate bridge. Moving the club annual dinner from January to April had proved to be a good move. It was agreed that this should continue next year. Tim thanked his fellow committee members for their contributions to the running of the club.

#### **4. Financial Report and Accounts**

Ann presented the audited accounts for 2018 – 2019. There had been an excess of income over expenditure of £925, increasing our overall balance to over £3500. The members have previously endorsed a proposal that we maintain a balance of £1000 to cover unexpected expenses but as our balance is now well in excess of this, the table money could be reduced to £2 per member. The members present endorsed this proposal, while maintaining the visitor fee at £4 and the membership subscription at £4 per annum. It was proposed that members should authorise the committee to increase the table money mid-year, should a high level of unforeseen expenditure deem this to be necessary; this was endorsed by the meeting.

#### **5. Technical Report**

Jan presented her report. There were issues with availability of the Bridgewebs site during May and June of this year when the host server failed, but the new more robust system seems to be working well and there have been updates to the website. There are alternative systems but Jan is of the view that Bridgewebs continues to serve us well and offers good value for money. The Bridgemates continue to function well, as does the laptop; when the hardware starts to fail, we should look seriously at the use of a tablet-based system, which has the advantage of being much cheaper. The dealing machine is also continuing to function efficiently and, at present, Tim is happy to be chief dealer but more volunteers would be welcome. Three evening members have volunteered to learn about scoring; this is much appreciated.

## **6. Membership Report**

At the end of last year, we had 90 members; the current figure is 86. There was a period in the autumn of 2018 where we were at or almost at full capacity (9 tables) in the afternoon and a waiting list was established. At the same time the evening numbers became very low. Attendances have evened out again and the standard application procedure has now been restored.

## **7. Election of Committee for 2019 – 2020**

Clive had indicated that he wished to step down as membership secretary, the other committee members had all indicated their willingness to continue. Colin Blount had volunteered to take on the role of membership secretary and the members present at the AGM elected this committee for the forthcoming year:

Chairman - Tim Burrell, Secretary – Janet Bell, Treasurer – Ann Close,

Technical Director – Jan Titcombe, Membership Secretary – Colin Blount

## **8. Any Other Business**

There were questions regarding the arrangements for admitting new members. Applicants need to have attended 3 times as a guest and have demonstrated a proper understanding of the game and the expected etiquette, including playing at an acceptable speed. Regarding this matter, an instruction from the director, eg not to play a board or to take an average should always be respected. There was a vote of thanks from the meeting to the committee.

## **9. Presentation of the Margaret Burrell Memorial Cup**

Tim had expressed a wish to dedicate a prize trophy in memory of his late wife, Margaret, a much-loved Founder Member of the club and the committee had agreed the format of an annual competition. The trophy would be awarded to the member who had achieved the highest average from their best twenty scores over the year, with the presentation taking place at the AGM. The first winner was Derek Chadwick and Tim duly presented the large silver cup to him. Derek gave a short acceptance speech, thanking Tim and also his regular partners, Howard, Caroline and Steve and others he had played with, also his opponents; the atmosphere at Briter always made for an enjoyable game of bridge.

The meeting closed at 7.15pm.

**Janet Bell – Secretary      September 2019**

## **Attendance at Briter Bridge Club AGM on Tuesday September 3<sup>rd</sup> 2019**

Tim Burrell, Ann Close, Jan Titcombe, Clive Davies, Janet Bell, Luke Titcombe, Reidun Stockwell, Stuart Bell, Derek Chadwick, Sheila Weymouth, Claire Marshall, Kate Mitchell, Colin Blount, Diana Letchford, Sheila Tutt, Anne Alloca, Angela Hughes, Janet Newman, Yvonne McEwen, Clive Putner, Mike Rawstron, Susan Lee, Brian Close, Chris Uphill, Ray Uphill, Margaret Styles, Maureen Mitchell.

## **Apologies**

Terry Ellis, David Wood, Paulette Wood, John Hayward, Susan Hughes, Valerie Holder, Duncan Bell, Mannie Ng, Pat Hunt, Caroline Ashcroft, Audrey Garrett, Maggie McDowall, Mancie Szalay, Howard Surfleet.

## **Briter Bridge Club 2 Chairman's report August 2020**

### **Establishment of the club**

The club has now completed its eighth year. As the Treasurer will report we are still in a healthy financial state despite only operating for half the year. We are fortunate that we don't have many regular outgoings when we don't play. The table money agreed last year has not substantially reduced our capital as Ann will report in more detail.

### **Covid 19**

As you will be aware we had to stop playing in March of this year. Many of us have been playing on the BBO site which has helped maintain contact with each other. Jan arranged a very successful competition on the site which was very much enjoyed. Under Jan's guidance the committee is considering all the facets that will go into deciding when we can meet normally again and we will discuss all of this in more detail.

Of course our first weekend away had to be postponed and our thanks must go to Sue in particular for all the work she put into arranging this and the subsequent work in rearranging it for next year, when we hope things will be back to a degree of normality.

We did consider whether this year's AGM should be held on "Zoom". However as the situation eased and Langley were able to offer us the large upstairs room and we found that enough members would come to a meeting, the committee decided to go ahead with a normal meeting, particularly as we would be able to have an easier discussion about the issues concerning a return to normal play.

I have been in contact with Langley and they have assured me that there is no pressure for us to begin again our usage of the Stotesbury room in the immediate future.

### **Table and Membership fees**

Our last AGM agreed that table money should be decreased to £2 for members and £4 for non-members and an annual membership fee of £4. Ann will be proposing a way forward when she goes through the accounts with you.

### **Social event**

It was agreed previously that our Annual Dinner should be held later in the year rather than in the New Year. I think it was generally agreed that this worked well. Unfortunately deciding to hold it in April this year meant that it didn't happen due to Covid. Let's hope by next April we will be able to go ahead with it again.

**New Competition** The committee agreed that we should establish an annual competition for the member who achieves the highest average throughout the year. This is based on playing a minimum of twenty times and takes the average of the twenty best scores. Derek Chadwick won it

in the first year. Fortunately we played enough before lockdown for someone to have reached the minimum number of plays so the committee has agreed that the awarding of the cup this year may go ahead.

## Thanks

Finally I would like to offer thanks to all the Committee for the hard work they have done during the year; to Ann for all her work in keeping the accounts straight and the biscuit box full; to Jan for keeping us all informed by the web site and helping us with our technical problems; to Janet for her secretarial support, keeping our stationery supplies up to date and assisting members to find playing partners; to all our scorers for getting to grips with the Bridgemates ; to those who have volunteered to be Duty Officer; and to you all for continuing to support the club. Colin Blount agreed to become membership secretary and has reported on membership and attendance records for the year.

## Financial Statement for Briter Bridge Club2 at 31<sup>st</sup> July 2020

Having just finished balancing the books for 2019/20. I can confirm that the last time we played together at Parklangley Club was Tuesday 10th March, so almost 6 months ago.

We are not dependant on income from the annual subscriptions, but generate most income from table money which was also reduced at the last AGM because we had more in the bank than was ideal. I would therefore like to propose that we allow last year's membership fee to run into and to include 2020/21 as I don't think we can expect members to decide whether to 'renew or not' at the AGM, given that our future is so uncertain.

I'm assuming that we will need to continue to pay our Annual Insurance, Bridgewebs fee and Parklangley Social Membership fee (Total = £195.00) but all other expenditure is non - recurring.

We have a bank balance of almost £3,000.00 which will more than cover the above amounts and will allow us to re-commence paying room rental and all on going expenses as and when we re-start playing on a regular basis.

I would also propose that we keep the table money at £2.00 for members and £4.00 for visitors. Any new members joining during the coming year will pay membership fees on a pro-rata basis, as is the current practice.

Ann Close

## ANNUAL ACCOUNTS for BRITER BRIDGE CLUB 2

<u>Income</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Expenditure</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Membership subscriptions	306.00	342.00	342.00	337.00	Rent: Parklangley Club and room set-up	3266.00	5236.00	4960.00	4534.00
Table Money	2945.00	6727.00	6686.00	4486.00	Equipment Purchase	9.00	68.77	187.86	220.63
Worthing Weekend	1295.00	00.00	00.00	30.00	Table cloth and washing up bowl				
<b><u>Totals</u></b>	<b><u>4546.00</u></b>	<b><u>7051.00</u></b>	<b><u>7028.00</u></b>	<b><u>4853.00</u></b>	Refreshments	223.67	315.98	362.94	382.35
					Insurance	83.79	80.04	65.60	64.50
					Printing & Stationery	00.00	49.19	24.47	80.64
					Membership fee	50.00	50.00	47.00	46.00
					Parklangley				
					Bridgewebs fee	61.20	61.20	51.00	51.00
					Voluntary Donations	185.85	264.20	93.68	392.38
					Xmas drinks + flowers for sick members + Audit gift				
					Worthing Weekend	1295.00			
					<b><u>Totals</u></b>	<b><u>5174.51</u></b>	<b><u>6125.20</u></b>	<b><u>5792.55</u></b>	<b><u>5771.50</u></b>

For The Year Ending 31 July 2020

Income	<b>4546.00</b>	<b>7051.00</b>	<b>7028.00</b>	<b>4853.00</b>
Expenditure	<b>5174.51</b>	<b>6125.20</b>	<b>5792.55</b>	<b>5771.50</b>
Excess of Income		<b>925.80</b>	<b>1235.45</b>	
Excess of Expenditure	<b>628.51</b>			<b>918.50</b>
Cash Balance @ 01/08/19	<b>3572.93</b>	<b>2647.13</b>	<b>1411.68</b>	<b>2330.18</b>
 Cash balance @ 31/07/20	 <b><u>2944.42</u></b>	 <b><u>3572.93</u></b>	 <b><u>2647.13</u></b>	 <b><u>1411.68</u></b>

I hereby certify that the accounts are in agreement with the books and records

Auditor: Nigel Marshall

## **BRITER BRIDGE CLUB 2: AGM 2020 TECHNICAL REPORT**

### Website

When Lockdown started Bridgewebs offered to suspend the site and extend our subscription. We decided to keep the website live so that members could look up contact details, we could provide information to assist members play online and keep you informed of other developments via email. We also set up a WhatsApp group to help members keep in touch. If the AGM decides we should delay starting actual bridge sessions for longer is there anything else we can do to help members keep in touch and practice their bridge?

### Scoring

Our Bridgemates still work, we have more or less mastered how to use them, we have invested a fair amount of capital and the running costs are low. The scoring software is no longer officially supported but again has been fit for purpose. However the system is not easy to learn, new replacement handsets are expensive (although second hand ones are available as clubs change to tablets) and it is difficult to see and compare results. This can cause delay at the end of a board and also causes players to lean in to look at the screen. The paper travellers still used in the evening also increase the COVID risks.

An increasing number of clubs have been replacing Bridgemates with generic tablets and specialised software. When using tablets a large, clear screen is used for recording the bids and results. It is not only easier to read but provides more information. The touch screen means that “dabbers” can be used instead of fingers.

There are several software packages which have similar features. They require tablets or phones, a low spec laptop, a server and some means of charging the tablets. Wi-Fi in the playing area is not always essential but means less kit is required. Some work better with android kit and some can be used alongside Bridgemates.

Most players who have used tablets say they prefer them to Bridgemates. There are currently 4 software offerings of which I am aware.

**BridgePal** <https://mirgo2.co.uk/bridgepal/>

Used at Slams with tablets and Chislehurst with phones. The tablets are much easier to use, phones can be acquired more cheaply. Developed by a local bridge player. There is no licence charge for downloading or using and support is free but limited. Wi-Fi is not essential. The website is clear and easy to follow. Can be used with our scoring system.

**Bridgetabs**<http://bridgetab.com/>

Used at Wimborne and Christchurch Bridge Clubs. The layout and amount of information on the tablets is even clearer than that on BridgePal. There is a small licence fee (about £7 per tablet per year) and an optional support charge (an existing user has offered to help set up so as to avoid this). The website and documentation is much less helpful and if I had not been so impressed with using the actual product I would not have pursued further. Otherwise very similar.

**BriAn** <https://www.brianbridge.net/brian/main.html>

Can be used on android or apple. Can use one tablet or phone per person, per pair or per table. It uses its own inbuilt scoring system. Can use players' own phones but more fiddly to use and see on phones. Have to have Wi-Fi or use online data allowances on players' iPhones. Free to download software but complex charging structure for club use or paying up to £180 a year up front. Not aware of any local clubs using but compared to bridgetab in a review by the EBU [http://www.bridgetab.com/pdf/EBU\\_Review.pdf](http://www.bridgetab.com/pdf/EBU_Review.pdf)

**Lovebridge**

<https://lovebridge.com/>

<https://greatbridgelinks.com/lovebridge-where-cards-and-technology-meet/>

A system where all the players use tablets not just to score but instead of cards and boxes. It appears to have been developed in Hungary, been used in some top flight tournaments, doesn't appear to be generally available yet and the cost is unknown but almost certainly much higher than the other three. Whether it needs wifi or can be utilised on generic tablets is also unknown. It may be the bridge playing of the future and is certainly socially distancing.

Quite how it would actually be an improvement on players sitting at a table with their own tablets and playing in a BBO tournament is unclear unless it does not require wifi and could provide a duplicate session without EBU affiliation. However if one person can develop such a system others may not be far behind and this may be the bridge of the future.

The questions that these developments pose for our club are:

Do we continue with the existing equipment and software until forced to change because the hardware wears out and the software no longer works with either the handsets or the website. The enforced non-use of the handsets with the batteries still installed may have shortened their lives. They carry slightly more risk of COVID transmission through touch and leaning in to look at the screens. Delaying the change may mean that something along the lines of Lovebridge has been developed into an affordable system for small clubs to use.

Do we make a relatively small outlay and obtain tablets and use either Bridgepal, Bridgetabs (or BriAn). This slightly reduces the risk of COVID transmission and is easier and more enjoyable to use. The tablets could also be used to play BBO but physically sitting in the club room. This would remove the risks of handling cards, boxes and boards but in order to play duplicate we would need to be affiliated to the EBU.

If we decide to maintain the status quo we still need to have a plan for replacement of hardware or software when they do become unusable.

Jan Titcombe

22<sup>nd</sup> August 2020

## **Briter Bridge Club 2 AGM: 20 September 2020**

### **Membership Update**

#### **Membership**

From Sept 2019 there were 77 members, down from 86 and 90 in previous 2 years

#### **Attendance (1 September 2019 - 10 March 2020)**

Afternoon: Stable average of 7 tables. 1 session approached capacity  
(8.5 tables 28 January)

Evening: Stable average of 5.5 tables. 1 session approached low attendance concern (3.5 tables 10 December)

#### **Recommendation**

When bridge resumes continue low level recruitment effort particularly for evening sessions

## **BRITER BRIDGE CLUB 2**

### **RESUMPTION OF BRIDGE PLAY AT PARK LANGLEY**

**Updated 11 September 2020**

The Committee has been monitoring Government and EBU advice and the views and actions of other bridge clubs.

New Government regulations prohibit “social” groups of more than 6 with some exclusions. The EBU would be the organisation to lobby for bridge to made an exception but have not done so and interpreted the new rules as prohibiting face to face bridge. This adds the risk of fines if the club should start play again whilst the regulations are in force. As the venue might well be one of those fined it is unlikely they would allow their premises to be used for this purpose. However as there is a history of rules being changed at very short notice we need to be prepared for the time when larger gatherings are permitted, particularly because it is assumed that this will be because other risks would be less.

The main bridge specific risks are recognised as:

- The average age of bridge players
- The size of the average bridge table
- The sharing of equipment
- Indoor activity

In our case we should add the size, ventilation and layout of the room.

Relatively easy mitigating actions include taking temperatures, cleaning equipment, each player using the same bidding box all evening, Mitchell movements with 3 or more boards a round where possible, only north actually handling the Bridgemate, limiting number of tables and having a booking system. The last would enable elimination of half tables and allow more boards per round. Handling cash can be minimised by purchasing tickets or tokens in advance.

This still leaves the table size and handling of the cards. Some clubs are buying bigger tables, using Perspex screens and/or wearing masks or visors. Perspex screens are apparently quite fiddly to put in place and are usually only employed in rooms solely used by a bridge club. One club is playing “garden bridge” – using larger tables outside. Using tablets instead of bridgemates or travellers prevents players leaning in towards the table because the larger screen can be read from a further distance. There is more about this in the technical report.

Suggestions for card handling made in various fora include:

- For all clubs
  - Not playing duplicate but having simultaneous games of rubber bridge
  - Each player having their own pack of cards and a print out of their hands and making their own hand for each game
  - Wiping all cards with cleanser after each round
  - Cleaning hands before removing cards from the board and after touching the face
  - Disposable gloves changed after each round
  - Ultraviolet treatment of cards (not thought to be viable but still researching)
  - Enough boards and cards so that each board is only used once per session
- For EBU affiliated clubs only
  - Everyone sitting in club room but playing duplicate online via BBO
  - A few tables at the club and others playing from home all playing the same BBO duplicate game
- Still in development
  - A technical solution extending the current playing on tablets to include electronic hands via eg <https://lovebridge.com/>

Each of these solutions has advantages and disadvantages. We are watching the lovebridge developments with interest.

Very few clubs had resumed physical playing except on the Isle of Man and Channel Islands but there were some who had started or were planning to do so. South Croydon and a Rugby Club were using screens, Bromley Novice restarted once a week from 3 September using visors or masks and cleaning hands whenever taking a new hand of cards. Roy has posted his thoughts on the Slams website.

Somewhere between “What the hell I’ve had a good innings” and “let’s wait until there is a vaccine and no new cases have been reported for a year” and between “take no precautions” and “wear space suits to play online” there may be a happy medium. The Committee’s view is still one of caution and monitoring but we can use the AGM to gauge members’ views. There will be some feedback from Clubs which had resumed and members who have played at Bromley Novice by then as well.

We need to know whether you:

- have other constructive suggestions
- endorse financial outlay on larger tables, perspex screens and paying extra for these to be erected and dismantled each time (hopefully a short term investment with the new equipment becoming redundant)

- endorse financial outlay on technology which would remove the need to handle cards (when available and a longer term investment but with existing equipment becoming redundant)
- would be prepared to have your temperature or a test taken
- would be prepared to play wearing a face covering
- would be prepared to play wearing a visor
- would be prepared to play if the number of tables was limited – if so to how many?
- would only be happy to visit the club if a vaccine or cure had been developed or social distancing rules considerably relaxed for other credible reasons
- would agree to becoming affiliated to the EBU if this were the only way duplicate bridge could be resumed (Briter could run online duplicate or to enable future technical solutions to replace cards at the club)
- are resigned to continuing as at present until other solutions present themselves

If the meeting is of the view that we should take no action yet or that we should explore some of the options further it is suggested that we have an EGM (either physical or virtual or a mixture of the two) when the rule of 6 is relaxed.

If you are unable to attend the AGM and have views on any of the above please send your responses to Janet by 15<sup>th</sup> September. [secretary@briterbridge2.org.uk](mailto:secretary@briterbridge2.org.uk). Please also copy to Jan [webmaster@briterbridge2.org.uk](mailto:webmaster@briterbridge2.org.uk) if it involves investigating an alternative technical solution.

There is a draft risk assessment as an annex at the end of this document.

Jan Titcombe

11 September 2020

### **Comments on Technical Report and Resumption of Play (anonymised) [all made before the new rules starting on 14 Sept were announced.**

**In brief, none of the respondents are interested in an early resumption of bridge at Parklanglely.**

I'm afraid I can't attend the AGM but hope you're able to sort out all the problems. Looking forward to getting back to 'normal'.

In a nutshell and against a background of currently rising numbers of coronavirus cases, my instinct is to continue with online bridge, wait throughout the autumn and then re-consider all matters again in December.

That's it really ... other than to record sincere thanks to Jan for her work in preparing the two papers.

just to say i won't be at the agm. as far as the thoughts go for the club restarting, i am happy to come, but not i don't think in the same venue. ventilation, lack of windows and cramped space will not appeal to a lot of people.

I have a few comments on the papers concerning possible resumption of play and technical details.

On the latter, I very much like BridgePal with tablets. The software is intuitive, free, easy to use and locally supported and tablets can be bought very cheaply. I think the Club should aim to move to this system a.s.a.p.

Resumption of play is (for me, at least) a much thornier issue. I am especially concerned about the nature of the (horrible) room in which we currently meet and, in particular, its ventilation. There are a number of published studies showing that the pattern of circulation of air, particularly where there is air-conditioning, is critical in confined spaces in terms of virus-spreading. Were we not offered the use of a larger room upstairs at one time (albeit with the possibility of noise from adjacent exercise classes)? If this is still an option, should we not consider it, at least temporarily, as an option that would permit more distancing between tables?

In terms of minimising viral transmission via cards and bidding boxes, I like Roy Lambert's suggestion of one box and board per person per session with players making up their own hands from pre-printed deals. Yes, it will slow things up, but the risk minimisation is worth it in my opinion.

Insofar as screens, masks and larger tables are concerned, I'm not convinced the benefit of the last of these options would justify the cost (and in the current room it would be well nigh impossible to accommodate). The prospect of playing with screens and masks I find highly unattractive, especially for a three-hour session.

Given the age distribution of our membership, I hope that the Committee will exercise great caution before agreeing to resume play. In a nutshell and against a background of currently rising numbers of coronavirus cases, my instinct is to continue with online bridge, wait throughout the autumn and then re-consider all matters again in December.

That's it really ... other than to record sincere thanks to Jan for her work in preparing the two papers.

I have read the reports which have some very good ideas for future sessions.

Nevertheless, I am afraid I would not want to be attending in person just yet as sessions would still involve sitting for too long in an enclosed environment.

There is a lot to comment on and Jan has put a lot of work in, so in brief....

I am still very cautious as to what we can do re starting again, nothing is going to be ideal, we could try face masks and visors, lots of sanitiser, having duplicate boards so the cards were only used once, might work, we cannot really do distancing in the club room we use.

Bigger tables is a no, outside play, not with winter coming, own pack and sorting own hands would take too long and we are bound to get it mixed up.

I think we have to wait and see how bad the second wave is going to be, it is early days. I think we all prefer to sit round a table rather than play on line.

Re all the stuff about scoring and bridgemates getting out-dated I have no idea what we would be best, too technical for me!

This doesn't sound very helpful I know, but we are the "vulnerable generation" I think it is too early to return, it will be interesting to see how Bromley Novice fares.

So far as the possible measures for resuming play are concerned, I'm not in favour of any of them and would not return under such conditions. I also think there's not much point in holding an EGM in 3 months - I doubt there's going to be much change for the better re coronavirus for some time and suggest 6 months might be more appropriate. Sorry to be so negative!

## DRAFT Risk assessment

**Bridge Club name: Briter Bridge Club 2      Assessment carried out by: Jan Titcombe (JT)**

**Date of next review: after AGM 2020**

**Date assessment was carried out: 11 September**

NB: The premises were not visited and measurements of the room are not available

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Fines being issued because of social contact regulations</b></p> <p><b>Although Briter Bridge2 is not affiliated to the EBU the Union is the national body representing the game and has not lobbied for bridge being made an exception to the rule of 6. They have interpreted physical playing of bridge as contravening the rules, which attract fines of £100 in the first instance. Unless there is a new exception until the regulations are relaxed any face to face bridge is too high a risk and there are no mitigating actions the club can carry out.</b></p>						
<p><b>Transmission of Corona virus from player to player while attending bridge playing session:</b></p>						

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1 Through touching hard surfaces or equipment already touched by infected person.</b>						
<b>1.1 Venue Features: Door Knobs, light switches, etc.</b>	Players, staff, visitors, volunteers acquiring virus by touching contaminated objects or surfaces.	<p>Things to consider:</p> <ul style="list-style-type: none"> <li>Ensuring hard surfaces at the venue are as likely as possible to be virus free at start of session.</li> <li>Cleaning and disinfect objects and surfaces that are likely to be touched regularly. Propping doors open as far as possible.</li> <li>Providing hand washing facilities or hand sanitiser for all people coming in to the club</li> </ul>	<p>Further things to think about:</p> <p>Staff/volunteers regularly reminded to ensure cleaning procedures carried out</p> <p>Consider the use of checklist for cleaning points</p> <p>Asking players, visitors, staff and volunteers to wash or sanitise their hands on arrival</p>	ParkLangly Tennis Club (TC) beforehand, Club members (BBM). Member responsibilities to be advertised on website byJT and in laminated handout given to each player	Before first session.	.

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.2 Venue Features: Catering Equipment</b>	Player acquiring virus by touch or airborne if congregating for refreshments.	Consider: <ul style="list-style-type: none"> <li>No catering</li> <li>Players being asked to bring and take away any drinks and drinking vessels for their own use</li> <li>Players using TC bar and consuming refreshments there</li> </ul>	agree policy	Briter Committee (BC)	Before first session and in time to publicise	
<b>1.3 Cash Handling</b>	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> <li>No cash handling.</li> <li>Cash need not be handled if the <b>correct money</b> is placed in a tin, put in filing cabinet</li> </ul>	Agree policy	BC	Before first session and in time to publicise	

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>and not handled until the next week</p> <ul style="list-style-type: none"> <li>• Players paying for the session or a number of sessions by prior bank transfer or cheque in exchange for playing tokens (either plastic or paper printed)</li> </ul>				

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.4 Coats and Hats</b>	Player acquiring virus by touching another player's contaminated clothing	Reduced number of tables and allocating a peg for each table Players sanitising hands after hanging up clothes	Consider staggered arrival and leaving times so that players do not congregate around coats, etc. when arriving or leaving.  Ask players to socially distance when arriving leaving.  Consider a "marshal" to make sure that social distancing is being observed.			

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.5 Toilets</b>  <b>Toilets will be available during the session</b>	<b>Areas in toilets may be contaminated by one player and touched by another</b>	Consider the following: <ul style="list-style-type: none"> <li>• Placing antiseptic hand wash in each toilet</li> <li>• Placing antiseptic wipes in each toilet</li> <li>• Ensuring disposable paper towels are available</li> <li>• Instructing players to wipe surfaces and then use handwash thoroughly after using toilet</li> <li>• Instructing players to maintain social distancing if queueing.</li> </ul>	Consider placing signage that explains current hand washing guidance	TC	Before first session	

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.6 Players bringing the virus into the club on their hands</b>	<b>Players may contaminate surfaces or equipment</b>	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Clear signage confirming the symptoms of coronavirus and ask players not to attend if they are showing any symptoms</li> <li>• Providing hand washing facilities or hand sanitiser for all people coming in to the club</li> <li>• Take temperatures as players enter</li> </ul>	<p>Regularly remind staff, volunteers and members not to attend if they are showing any symptoms</p> <p>Put instructions on website and in a laminated instruction sheet handed to each player. These sheets can then be cleaned and reused</p> <p>Ensure contact details of all players are kept up to date so that test and trace can be operated if necessary</p>	JT to include in website instructions	Before first session	

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.7 Bridge Club Equipment:</b>  <b>Duplicate Boards and Playing Cards Preparation before Session</b>	Player acquiring virus by touching contaminated cards or boards	<ul style="list-style-type: none"> <li>Wearing disposable gloves when storing and when distributing boards to tables.</li> <li>Director wearing disposable gloves to move boards if each table not provided with all cards for whole evening</li> </ul>	<p>If relevant, ensuring sufficient number of sets of boards and playing cards are available.</p> <p>If preparing sets of cards in advance the booking system needs to provide information about numbers of players 72 hours in advance</p>			

<p><b>1.8 Bridge Club Equipment:</b></p> <p><b>Bidding Boxes</b></p>	<p>Player acquiring virus by touch.</p>	<p>Possible action you might take:</p> <ul style="list-style-type: none"> <li>• Storing bidding boxes for 72 hours prior to usage.</li> <li>• Wearing disposable gloves when putting bidding boxes on tables.</li> <li>• Bidding boxes only being used by one player during the session.</li> <li>• East and West taking their bidding boxes with them each time they move.</li> <li>• All players being responsible for wiping their box at the end of play and putting in</li> </ul>	<p>Ensure sufficient sets of bidding boxes to enable 72 hours “quarantine” of bidding boxes between sessions and two separate storage containers although if wiped thoroughly after use then 72 hours quarantine may be overkill.</p> <p>Need to ensure players aware of rules</p>		<p>Before first session</p>	
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What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		storage area designated for that session				
<b>1.9a Bridge Club Equipment:</b>  <b>Duplicate Boards and Playing Cards</b>  <b>Use During Session</b>	Player acquiring virus by touch	Consider playing rubber bridge for the first couple of sessions so that other issues can be ironed out first and players get used to the other systems before players and cards are progressed in duplicate			Before first session with time to advertise, purchase additional equipment and organise logistics	

<b>1.9b Bridge Club Equipment:</b>  <b>Duplicate Boards and Playing Cards</b>  <b>Use During Session</b>	Player acquiring virus by touch.	Alternatives to consider: <ul style="list-style-type: none"> <li>• Wiping boards clean before duplication</li> <li>• Storing cards for 72 hours before reuse.</li> <li>• Preparing boards 72 hours before session or using disposable gloves when dealing.</li> <li>• Preparing a set of boards or wallets for each table for the whole session.</li> <li>• One set of boards for each table. Boards will not move from table to table. Each board will only be used once, by the four players seated at the table at that time. Each hand of playing cards is</li> </ul>	Ensure players are aware.  Consider signage to remind players of the systems in operation.	VB to decide method and obtain any additional equipment JT to put advice on website	Depends whether 9a adopted.	
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		<p>only handled by one player.</p> <ul style="list-style-type: none"><li>• North will place each board on the table handling it by the North end. Each player withdraws, counts, sorts, plays and returns cards to the board, keeping the cards in their section of the table.</li><li>• Players will touch the unique side of the board containing their cards but will not touch any other part of it.</li></ul> <p>North will handle the board by the North end to retrieve it and place it on the table</p>				
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What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Alternatives to having ready prepared boards is a) to give each player their own set of cards and a print out of their hands for the whole evening and the player making up their hand for each game or b) to instruct all players to bring a non sticky personal hand sanitizer and to thoroughly cleanse their hands after each round before and after removing cards from boards or wallets.</li> </ul>				

<b>1.10 Bridge Club Equipment:</b>  <b>Scoring travellers</b>	Player acquiring virus by touch.	Consider the following: <ul style="list-style-type: none"> <li>•</li> <li>• Not using travellers</li> <li>• Asking players to bring own pens</li> <li>• Disposable gloves being worn when putting travellers in boards.</li> <li>• Instructing North to use hand sanitiser before removing travellers and being the only person to handle, to write scores in large clear writing and show to other players from as great a distance as possible</li> </ul>	Add to list of rules on website and in handout given to all players	VB to obtain gloves JT to put relevant information on website		
<b>Personal travellers</b>	Player acquiring virus by touch	Ask players to bring own pens				

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Disposable gloves used when putting on tables Reminding players not to leave behind				
<b>1.11 Bridge Club Equipment:</b>  <b>Table Numbering Signs</b>	Player acquiring virus by touch.	<p>Things to consider:</p> <ul style="list-style-type: none"> <li>• Table numbering signs being stored for at least 72 hours before each session or wiped clean after every session with a sanitising wipe.</li> <li>• Disposable gloves being worn when putting table numbers on tables.</li> <li>• Players instructed not to touch them.</li> </ul>	<p>Ensure staff and volunteers are clear about procedures.</p> <p>Consider using a checklist.</p>		Purchase disposable gloves before first session	

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1.12 Bridge Club Equipment:</b>  <b>Table covers</b>	Player acquiring virus by touch.	Consider: <ul style="list-style-type: none"> <li>• Laundering table covers between sessions; or</li> <li>• Steam cleaning table covers between sessions; or</li> <li>• Cleaning with disinfectant and allowing to dry between sessions</li> </ul>	If only used once a week storing in cupboard should be sufficient but would enough covers for each session to have covers not used since the previous week			
<b>Bridge club equipment - bridgemates</b>	Player acquiring virus by touch	<ul style="list-style-type: none"> <li>• Handed out by helper wearing gloves</li> <li>• Only north handling (east should give verbal agreement)</li> <li>• Cleaning after use or ensuring stored for 72 hours before reuse</li> </ul>	Consider changing to tablets as the screen can be used by touching with a dabber rather than fingers			

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>2 Through inhaling droplets breathed out by infected person.</b>						
<b>General</b>	Player acquiring virus by airborne droplet	Investigating use of a larger room  Limit numbers attending to 4 tables  Propping door open and having windows open	Ensure that no more than 16 players actually turn up by introducing a booking system. The website can be used to set up a booking system which will not accept any new bookings once limit met. If football table were not in room this could maybe increased to 5 tables and 20 players An investigation of the airflow patterns of the room		A week before first session	
<b>2.1 Players standing or walking without observing social distancing in the car park</b>	Player acquiring virus by airborne droplet.	Consider arrangement of parking spaces, social distancing signage or floor signs to encourage social distancing	Add to instructions on website			

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>2.2 Players clustering as they approach the entrance.</b>	Player acquiring virus by airborne droplet.	Arrange for players to queue if necessary, with appropriate social distancing	Players asked to wear face coverings as soon as they enter the building			
<b>2.3 Players passing each other without distancing as they fill the tables.</b>	Player acquiring virus by airborne droplet.	Consider marshalling players into a queue if necessary, to fill places at the table. Tell players their table number in advance				
<b>2.4 Players passing each other without distancing as they leave.</b>	Player acquiring virus by airborne droplet.	Consider asking players to collect outdoor clothing etc, and leave, socially distanced, by table number as instructed.				
<b>2.5 Players breathing on each other at the table</b>	Player acquiring virus by airborne droplet.	Spacing the tables so that they are as far away from each other as possible and chairs so that they are as far back from the table as possible. If players will not be 2m apart then additional protection			A week before first session in order to give players time to acquire visors	

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>should be used as per government advice.</p> <p>Consider using clear plastic screens on the tables from corner to corner.</p> <p>Alternatively, or as well as, ask players to bring clear plastic visors to wear when in building. This will also help prevent players touching their face and then the cards</p> <p>Consider using tablets instead of bridgemates as players can read from further away and will not have to lean in</p>				
<b>2.6 Players breathing on each other as they move at</b>	Player acquiring virus by airborne droplet.	Consider marshalling moves for maximum distance between the				

What are the hazards?	Who might be harmed and how?	What controls are required?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
the start of each round		<p>East/West pairs as they move.</p> <p>Players to only move when instructed.</p> <p>Players wearing visors</p> <p>Choosing movements that require as few moves as possible eg Mitchell with a large number of boards per round</p>				

## How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
 Paper and tissue paper**	3 hours 
 Copper*	4 hours 
 Cardboard*	24 hours 
 Wood**	2 days 
 Cloth**	2 days 
 Stainless steel*	2–3 days 
 Polypropylene plastic*	3 days 
 Glass**	4 days 
 Paper money**	4 days 
 Outside of surgical mask**	7 days 

\*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity      \*\*At 71°F and 65% relative humidity

Source: New England Journal of Medicine\*; The Lancet Microbe\*\*

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