GENERAL CONDITIONS OF CONTEST

1. PURPOSE

These General Conditions of Contest ("COC") apply to all CACBF sanctioned events, including those events sanctioned by NBO's of the CACBF.

2. CONDITIONS OF ENTRY

- 2.1 CACBF Events are conducted under the auspices of, or sanctioned by, the CACBF. These General
- COC, and applicable Specific COC, supplement the <u>International Code</u> as required.
- 2.2 By participating in a CACBF event, each NBO (and therefore its contestants) agrees that all or any event may be filmed, recorded, or otherwise documented and publicized at the discretion of the CACBF.
- 2.3 Each NBO agrees that in the interest of promoting the WBF's "Bridge for Peace", and for the proper conduct of a CACBF event, it shall instruct its contestants that they must compete against all contestants required by the Specific COC of an Event. Entry in a CACBF event and subsequent refusal to play against any team or contestant shall result in immediate disqualification of the team or contestant refusing to play. Such disqualification extends for the balance of the CACBF event involved. Furthermore, the offending contestant(s) and/or NBO is subject to suspension from participation in any event conducted under the auspices of the CACBF for such period as the CACBF in its discretion shall decide.
- 2.4 Participation in a CACBF event is by CACBF invitation only. Pursuant to the <u>By-Laws of the CACBF</u>, the Credentials Committee reserves the right to deny participation to any player(s).
- 2.5 CACBF Championship events are conducted in years ending in an odd number at the Zonal Championship Tournament. In addition, the CACBF sanctions Festival events in years ending in even numbers, and by specific requests of NBOs and Regional Organizations. To represent an NBO of the CACBF on a national team, a player must EITHER be a national of that country OR be a bona fide resident of that country. In either case, he/she must not have represented another country in a CACBF or WBF event within the previous 2 calendar years.

To be considered a bona fide resident of an NBO, the following list of criteria must be satisfied in whole or substantial part.

The Player must;

- a) Reside in the country for at least one-half of the year prior to the event, or not to have lived in any other country for a longer period than in the resident country during the previous two years.
- b) Be a registered member of the NBO's organization.
- c) Be a registered voter of no country other than the country for which he/she is seeking to play
- d) Maintain a valid driver's license or identity card issued by a political subdivision of the country, such as a city or state
- e) Either own real estate or rent a residence in the country.

Where an NBO certifies that a player is ordinarily resident, bona fide, such certification creates a rebuttable presumption that the player is qualified and is not playing as an alien professional. In National Events players of a pair or team must be members of the same NBO. This restriction does not apply to Transnational Events. In Festival events, entry is open to anyone who receives an invitation as in 2.4.

- 2.6 Entry fees shall be paid at the tournament site before the commencement of an event.
- 2.7 Entries may be refused to players from any NBO that is in arrears in the payment of monies due to the CACBF.
- 2.8 No male shall be a playing member or a substitute player of a team or pair competing in a woman's event.
- 2.9 Players competing in Senior events shall be aged 60 years or older in the year of the competition.
- 2.10 All CACBF events will be run under the following sections of the <u>WBF General Conditions of</u> Contest:

Section 5 — Ethics and Department

Section 6 — Anti-Doping Regulations

Section 8 - Restrictions and Security (includes smoking, alcohol, and electronic devices)

3. ELIGIBILITY FOR AWARDS

The CACBF will issue CACBF Master Points according to the CACBF Master Point Plan. A player in good standing in his/her NBO will have master points recorded with the CACBF Master Point Registrar.

4. LANGUAGE

English is the official language of CACBF events. Players may converse only in English unless all four players at the table agree to use another common language at their own risk. Tournament Directors will adjudicate irregularities by reference to the International Code printed in English. No appeal due to misunderstanding in a language other than English will be heard.

5. COMPLETION OF THE CACBF CONVENTION CARD

made by completion, in due form, of the CACBF Convention Card ("CC") and Supplementary Sheets ("SS") as required. The CC must include the following:

- (a) All sections of the CC and SS must be accurately and legibly completed, in English, according to the WBF Guide to Completion.
- (b) The CC and SS must contain a clear and sufficient explanation of the System, including all competitive agreements and understandings. The CACBF accepts that the full particulars of some sequences (such as relays that occur in later rounds of the auction) may be omitted from the CC without such omission being a breach of the requirement that the CC contain a clear and sufficient explanation of the System.
- (c) The type of system and its appropriate color must be indicated on the CC.
- 5.1.1 in National Team events (Open/Women's/Seniors), the only acceptable CC is the CACBF CC or the WBF CC. in all other events, the CACBF Alternate CC is acceptable.
- 5.2 The onus of disclosure is on the user. When there is claim of damage through inadequate disclosure, the Chief Tournament Director and the Appeals Committee will give the benefit of any doubt to the opponents.
- 5.3 The computer programs authorized for production and submission of the CACBF CC and SS are in order of preference:
- (a) download a WORD document or an EXCEL worksheet that contain a blank WBF card from the WBF Convention Card Editors.
- (b) the Convention Card Program (WINDOWS) written by <u>Lee Edwards</u> and customized for the CACBF (download the NON ACBL version from his website)
- (c) the WBF Convention Card Editor (WINDOWS) also available from the WBF link above, but due to be retired.
- (d) the WBF Guide to Completion is also available in .doc or .pdf at ECATS BRIDGE where blank cards are also available here.

6. CACBF CONVENTION BOOKLET

As this document no longer exists, the onus is on the user of a conventional call to fully describe it not only on the Card but also if questioned by an opponent. Sufficient detail must appear on the Card where the convention is named, with S5 if more space is needed.

7. USE OF CONVENTION CARD AT TABLE

- 7.1 Each member of a pair must provide, to one of their opponents at the table, their completed CC and SS. These are to be reclaimed at the end of the Session or Round.
- 7.2 After withdrawing their cards from the board and until they are restored after play, a player may not consult their own CC or SS.
- 7.3 A pair's special defense to opponent's Multi or Brown Sticker convention is part of the opponent's CC and SS.

8. ALERTS AND EXPLANATIONS

The CACBF promulgates the <u>WBF Alerting Policy</u>. In general, an alertable call is an artificial call other than a simple take-out double, Blackwood or Stayman, OR any call whose partnership meaning is so unexpected that it may not be understood by the opponents.

9. SUBSTITUTES IN TEAMS

- 9.1 if a team cannot seat four of its players, either at the start of a session or because of an emergency that develops during the Session, the Tournament Director, in consultation with the captain of the team, may designate a substitute for that Session. The substitute need not be a member of the NBO represented by the team, but cannot be from another team in the event.
- 9.2 The results obtained while the substitute plays stand unless the Tournament Appeals Committee judges that the substitute's bridge skills are considerably greater than those of the player replaced, in which case an adjusted score may be awarded.

Whether or not the results stand, the Appeals committee may impose penalties when it judges a team to be at fault.

9.3 The Appeals Committee may decide whether, and to what extent, a substitute may become a permanent replacement.

10. SUBSTITUTES IN PAIRS TOURNAMENTS

The Chief Tournament Director may make emergency substitutions whenever they are necessary for the smooth operation of the game. If this will, or may, cause disqualification of any contestant, that contestant shall be notified at the time of substitution.

11. FORFEITS IN TEAM TOURNAMENTS

The CACBF has adopted the WBF policy on forfeits and walkovers as specified the WBF General Conditions of Contest sections 19 and 20.

12. TIE BREAKING PROCEDURES

12.1 ROUND-ROBIN TIE BREAKING

- (a) If two teams are tied in Victory Points at the end of a round-robin, the tie is broken as follows:
- (i) IMPS in the match between the teams. If a tie remains, then:
- (ii) The higher IMP quotient (total IMPS won divided by total IMPS lost) in all matches played by the tied teams. If a tie remains, then:
- (iii) The higher total of Victory Points earned against the qualified teams they played against. If a tie remains, then:
- (iv) One-board, "sudden death" matches until a winner emerges. There are no seating rights in these playoffs.
- (b) If three teams are tied in Victory Points at the end of the round-robin, the tie is broken in the following order:
- (i) A team that won both matches in Victory Points against the other tied teams is the winner. If it is necessary to break the tie between the two remaining teams, this is done according to section 12 (a). If not applicable then:
- (ii) A team beaten by the other two teams in matches it played against them is ranked third in the tied position, and the tie between the other teams is broken according to Section 12 (a). If not applicable, then:
- (iii) A team that won more Victory Points than another against the same team and is tied with the other, it is declared the winner; and the tie between the two remaining teams shall be broken according to Section 12 (a). If not applicable, then:

- (iv) The highest IMP quotient in all matches played by the tied teams is the winner. If a tie remains between the teams, it shall be broken according to Section 12 (a). If the three teams remain tied, then:
- (v) The highest total of Victory Points earned against the qualified teams they played against. If a tie remains between two teams, it shall be broken according to Section 12 (a).
- (c) If four or more teams are tied with the same number of Victory Points at the end of any round robin, the tie shall be broken as follows:
- (i) If one team earned the most Victory Points in its matches against the other tied teams, or if it has tied one and defeated the other tied teams, it is the winner; and the tie among the three remaining teams is broken according to section 12 (b). If four teams remain tied, then:
- (ii) The highest IMP quotient in all matches played by the tied teams; and the tie among the three remaining teams shall be broken according to Section 12 (b).

12.2 KNOCKOUT TIE BREAKING

If teams are tied at the end of a knockout match, the tie shall be broken by playing four additional boards (boards numbered 1 to 4). if the tie remains, another four boards (5-8) will be played. if the tie remains, one board matches (starting with board #9) will decide the winner.

12.3 PAIRS TIE BREAKING

Scores are tied only if they are identical. if a tie needs to be broken, the winner is the pair with the highest score in its best Session played at that stage. If still tied, the next highest Session score decides. This applies in both qualifying and final stages. if a tie (or ties) still exists, the remaining tie (or ties) shall be broken in favor of the pair who scored the most matchpoints against the highest-ranking pair or pairs that all tied pairs played against. Should a tie still exist, these procedures shall be used with the next highest ranking pair or pairs and so on until the tie is broken.

When a tiebreaker is necessary in a one session phase, the pairs are scored against each other as win (1) loss (0), or tie (1/2) in matchpoints on each board. Boards not played in common shall be scored against average for win, loss, or tie determination.

Should a tie persist, total boards above average will decide the winner, followed by boards above average+1, average+2 etc., until the tie is broken.

13. ADDING PLAYERS TO A TEAM

A team is entitled to have six playing members and a non-playing captain. If only four or five players are registered at the time of the original entry, additional players may be registered before the commencement of play, subject to the approval of the CACBF Credentials Committee. After play has begun, additions may only be made by the permission of the Chief Tournament Director.

14. LENGTH OF MATCHES AND/OR SESSIONS

The following are the allowable times to complete a match or a session:

8 boards 1 hour when played without screens;

1 hour and 10 minutes when played with screens.

16 boards 2 hours without screens

2 hours and 20 minutes with screens.

In excess of those times, teams judged guilty of slow play are subject to penalties (See Appendix 4.)

In Pairs, the general guideline is 7 and one half minutes per board without screens and 8 and one half minutes with screens. In excess of these times, pairs judged guilty of slow play are subject to penalties (See Appendix 4).

15. DISQUALIFICATION

If the Board of Governors disqualifies a team, all matches played before disqualification may be declared void and scores earned by its opponents in those matches may be canceled or varied. Any decision taken by the Board of Governors in this respect is final and will be made at the time of disqualification.

16. CURTAIN CARDS

in sessions or matches where the boards are passed between the Open and Closed Rooms, Curtain Cards will be used. North and East will write the name of their team and NBO on a Curtain Card. The Curtain card is placed on top their own bridge hand in the first board played so that it can be read after the cards are returned to the board. When the boards are moved to the other table in the match, North and East will examine the Curtain Cards in their positions. If the curtain card names the team of the opponents, the match proceeds. If not, the Director is summoned before the playing cards are removed from the board. Teams not following these

procedures will be penalized at the discretion of the Chief Tournament Director and/or Appeals Committee.

17. VERIFICATION OF SCORES

- 17.1 At the end of each match, each team shall compute its scores and agree the result with the captain of the opposing team. Both captains shall inform the Tournament Director of the official result. The Tournament Director shall post this result on the scoreboard. The correction period expires thirty minutes after the posting of the score. The results will be final with the following exceptions:
 - (a) Matches awaiting the decision of the Appeals Committee on a filed appeal.
 - (b) The completion of play of replay boards directed by the Appeals Committee.
- 17.2 For conversion of IMPs to Victory Points, see the WBF Continuous Victory Point Scale.
- 17.3 In Pairs Events the North or South player fills out the scoring form, entering the correct score for each board immediately after the completion of play. The East or West player verifies the score by initialing the scoring form. Pairs failing to enter or verify a score correctly may be penalized 10% of the available matchpoints on one board.
- 17.3 In the case of electronic scoring devices, such as Bridgemates®, the North or South player enters the board number, contract, and result and passes the device to East or West for verification.

18. BIDDING BOXES

- 18.1 Bidding boxes are used in all CACBF Events. A call selected and taken from the bidding box may be changed provided it has not been placed in position and released from the hand (but Law 73F2 may apply). A call placed in position and released may be changed if:
- (a) it is illegal or inadmissible OR
- (b) it is decided by the Tournament Director to be a call inadvertently selected.
- 18.2 when not using screens, the STOP card must be used for any call that skips one or more levels of bidding. The STOP card is removed from the box and placed in front of your left hand opponent before making your bid. After an appropriate interval of time has elapsed, the STOP card is removed and your opponent may make their call. Repeated violations may result in procedural penalties.

19. SCREENS

Screens will be used in all CACBF National Team Events. The CACBF adopts the WBF Policy on Screens (which is in the <u>WBF General Conditions of Contest</u> — Section 26) with respect to operation, alerts & explanations, and modification of rectification when screens are in use.

20. REVIEWS

The Tournament Director shall be summoned to a table when attention is drawn to an irregularity. After the Tournament Director has ruled, any request for a review of their ruling must be lodged in accordance with Section 21.

21. LODGING OF REQUESTS FOR REVIEW

- 21.1 A request for a review of a ruling of the Tournament Director must be lodged within thirty minutes of the posting of the score for the Session in which the ruling was made. All requests for review are made in writing on a Request for Review Form and submitted to the Tournament Director.
- 21.2 The team captain makes requests for review in team events.
- 21.3 When lodging a request for review, the appellant must deposit an amount of money (determined in the Specific COC) with the Tournament Director. This deposit will be refunded unless the Committee decides that the request for review was without merit, in which case the deposit is forfeited and donated to the CACBF Junior Fund.

22. ETHICS AND DEPORTMENT

All contestants in CACBF Events are required to conform at all times to the highest standards of ethics and deportment. All contestants (including non-playing captains) are expected to accept decisions of the Tournament Director and Appeals Committee in a sportsmanlike manner.

23. VU-GRAPH

All contestants are required to play on Vu-Graph whenever assigned to do so.

24. NON-PLAYING CAPTAINS (NPC) IN TEAM TOURNAMENTS

An NPC may observe their team, during play, subject to the following:

24.1 The NPC must enter the room before play begins at the start of a Session. If the NPC's of both teams are in the room, they shall sit on the same side of the screen, if a screen is used.

- 24.2 An NPC who leaves the room, except as requested and accompanied by the Tournament Director, cannot return during that Session.
- 24.3 Once any player at the table has withdrawn a hand from the board, and until all four (4) players have returned their hands to the board, an NPC is bound by the restrictions applying to spectators (Law 76 of the International Code).
- 24.4 When the language of the table is English, all discussion by the NPC at the table must be in English, unless they obtain prior permission of the opponents.

25. SEEDING

The Chief Tournament Director seeds the events. Individuals assigned by the Sponsoring Organization may assist them in this task. Responsibility for proper seeding, and final authority to affect the seeding, is the Chief Tournament Director's, subject to review by the Appeals Committee. See Appendix 5,

26. CARRY—OVER

- 26.1 Pairs events are played with carry-overs from the qualifying to the final sessions. Details for each event are contained in the Specific COC. The carry-over will be to a maximum of the following:
- 1 Session Qualifying + 1 Session Final = 2 (final) board maximum
- 2 Session Qualifying + 1 Session Final = 3 (final) board maximum
- 2 Session Qualifying + 2 Session Final = 4 (final) board maximum

The formula for computing carryover is contained in the CACBF computer-scoring program ACBLscore.

- 26.2 Team events played with a Round-Robin stage to qualify for a Knockout stage will carry over IMPs from the head-on match of the Round-Robin with the following conditions:
- (a) If the team winning the Round-Robin match placed higher in the Round-Robin final standings, they will carry over fifty percent (50%) of the IMP difference.
- (b) If the team winning the Round-Robin match placed lower in the Round-Robin final standings, they will carry over thirty- three and one-third percent (33 1/3%) of the IMP difference.

27. SCHEDULE OF EVENTS

See Appendix 5, Specific COC.

28. LENGTH OF SESSIONS

See Appendix 5, Specific COC.

29. LATE PENALTIES

See Appendix 3, Late Penalties.

30. COMPASS POSITIONS

According to Law 5, players retain their original starting direction throughout the Session. If the movement dictates that pairs change direction during a Session, the exchange shall be North with East and South with West. The Tournament Director may designate other changes as they see fit.

31. COMPARISON OF SCORES

Comparison of scores or discussion of hands of the current session with other contestants during a session is illegal. Offenders are subject to a penalty at the discretion of the Tournament Director or Appeals Committee.

APPENDIX 1 – DEFINITIONS

APPENDIX 2 - VICTORY POINT SCALES

APPENDIX 3 - LATE PENALTIES

APPENDIX 4 - SYSTEMS POLICY

APPENDIX 5 - Specific COC produced prior to event

END OF CONDITIONS

APPENDIX 1 - DEFINITIONS

- 1.1 "CACBF EVENT" means any event so designated by the Central American and Caribbean Bridge Federation.
- 1.2 "The International Code" means the <u>Laws of Duplicate Contract Bridge 2007</u>, and includes any subsequent amendments thereto authorized by the WBF. It also includes any options selected by the CACBF in exercising their Zonal rights.
- 1.3 "NBO" means a National Bridge Organization.
- 1.4 "CACBF" means the Central American and Caribbean Bridge Federation.
- 1.5 "the host NBO" means the NBO which hosts a CACBF event.
- 1.6 "Board of Governors" means the executive council of the CACBF.
- 1.7 "Director" or "Tournament Director" means a "Director" as defined in the <u>International</u> Code.
- 1.8 "CACBF Convention Card" or "Card" means the convention card authorized by the CACBF for the disclosure of Systems by contestants in a CACBF event and includes supplementary sheets.
- 1.9 "CACBF Convention Booklet" which is no longer in use.
- 1.10 "System" means all the agreements and understanding a pair has as to the meaning of any 'call' or 'play'.
- 1.11 "Highly Unusual Method" (HUM) means any convention described as such in the <u>CACBF</u> Systems Policy.
- 1.12 "HUM System" means a system that uses Highly Unusual Methods.
- 1.13 "CACBF Systems Policy" means the Policy issued by the CACBF that regulates the use of systems in CACBF events.
- 1.14 "Guide to Completion" means the publication of that name issued by the WBF to instruct players in the correct completion of WBF Convention cards.
- 1.15 "Supplementary Sheets" means such additional pages containing system details as are annexed to

and form part of the CACBF Convention Card.

- 1.16 "Schedule of Play" means the schedule of play of a CACBF event.
- 1.17 "Request for Review Form" means the form prescribed by the CACBF for requesting a review of a ruling of the Tournament Director.
- 1.18 "Law" means a law contained in the International Code.
- 1.19 "Session" means a segment of play (as prescribed in the Specific COC), after which scores are computed, and rankings determined.

APPENDIX 2 —VP SCALES

The CACBF has adopted the WBF Victory Point Scale for all CACBF Team events.

APPENDIX 3 - LATE PENALTIES

Victory point penalties are deducted from the score of the offending team after the affected round—robin(s). VP penalties shall not affect individual matches for tie-breaking procedures, but may determine a team's ranking.

Penalties assessed in | MP's during round-robin or Swiss Team play are deducted from the score of the offending team at the end of the match during which the penalty was imposed, before its Victory Point score is calculated.

A3.1 LATE ARRIVAL

Any team not seated and ready to play at the announced starting time of a session or match will be assessed penalties according to the following scale:

(i) During the round-robin phase:

Minutes	Late Penalty
0 to 5	Warning to captain
5 to10	1 VP
10 to 15	2 VP
over 15	At the discretion of the Chief Tournament Director, recommendation of forfeit of the match.

(ii) During the knockout phase:

Minutes	Late Penalty
0 to 5	Warning to captain
5 to 25	1 IMP plus an additional 1 IMP for each full minute
over 25	At the discretion of the Chief Tournament Director, recommendation of forfeit of the match.

A3.2 SLOW PLAY

If play continues after the allotted time of a session or match, then either or both pairs shall be subject to penalty, according to the amount of delay for which such pair was adjudged, as follows:

(i) Excess time during the round-robin phase

Minutes	Extra Penalty
0 to 5	1 VP
5 to 10	1.5 VPs
10 to 15	2 VPs
over 15	At the discretion of the Chief Tournament Director.

(ii) Excess time during the knockout phase

<u>Minutes</u>	Extra Penalty
0 to 25	1 IMP for each minute
over 25	At the discretion of the Chief Tournament Director.

A Director or monitor appointed by the Chief Tournament Director will decide the responsibility for slow play.

A3.3 FAILURE TO FILE SYSTEMS IN A TIMELY FASHION

A team containing a partnership that failed to comply with filing requirements:

- (a) May be required to use the World Standard Card during a number of matches decided upon by the Appeals Committee;
- (b) Is subject to a decision of the Appeals Committee, which may forbid the pair or team to use specified conventions.

Procedural penalties may further be imposed by the Tournament Director or Appeals Committee for failure to comply.

APPENDIX 4 - CACBF SYSTEMS POLICY

OBJECTIVES

The CACBF Systems Policy ensures that CACBF Championships can be properly operated and administered, with a fair and equal chance for all contestants, while affording proper consideration and opportunity for progress and innovation. It clarifies what is expected of players regarding preparation and filing of Systems material for CACBF Championships.

DETAILS

The CACBF promulgates the WBF Systems Policy with the following categories of events:

CATEGORY 1	Knockout phase of Zonal Teams
CATEGORY 2	Round—robin phase of Zonal Teams and any other Team Championship with long matches
CATEGORY 3	All Pairs Championships and other Team events with short matches

APPENDIX 6 - BIDDING BOXES, PLAY OF THE CARDS, and SCREENS

BIDDING BOXES

Bidding boxes will be used throughout a CACBF Bridge Championship. Starting with the dealer, players place the bidding cards on the table in front of them, from the left and neatly overlapping so that all the calls are visible and faced towards partner. Players should refrain from touching any bidding cards until they have determined their call. A call is considered to have been made when the bidding card(s) is removed from the bidding box with apparent intent (but Law 25 may apply).

Alerts should be made using the alert card. It is the responsibility of the alerting player to ensure that the opponents are aware of the Alert.

Playing without screens, a player "announces" a skip bid by placing the Stop card in front of them, then placing their bid card as usual, and eventually removing the Stop card. Their LHO should not call until the Stop card has been removed. (If the Stop card has been removed hastily or has not been used, an opponent may pause as though the Stop card had been used correctly.)

Until they are removed from the table, a player obtains a review of the auction by inspecting the bidding cards. When such inspection is not feasible, a player may obtain a written review of the auction at their first turn to play at trick one.

If screens are in use, the bidding cards are removed from the box and placed in the tray from the left, and neatly overlapping so that all calls are visible and faced towards partner. The players should make every effort to see that these actions are performed as quietly as possible.

Changes to Bids Made

A call placed and released may be changed:

- (a) If it is illegal or inadmissible (in which case the change is obligatory), if screens are in use, as soon as either screenmate is aware of this; OR
- (b) if it determined by the Director to be a call inadvertently selected; OR
- (c) Under the provisions of Law 25 (the penalty provision of Law 25B does not apply if the first call is not transmitted through the screen)

See below for procedures when screens are in use, however, a call placed and transferred to the other side of the screen becomes subject to the normal provisions of the Laws.

PLAY OF THE CARDS

During play, each card should be played towards partner in a consistent manner and placed on the table in the same position each time so that all players at the table can see it.

Quitted tricks should be placed consistently in a neat row in front of the player, neatly overlapping with tricks won pointed towards partner and tricks lost pointing towards the opponents.

SCREENS

The CACBF has adopted the WBF Policy on Screens - their operation, alerts and explanations, and modifications of rectifications. See Section 26 of the WBF General Conditions of Contest.

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