

# The Rules of Cheltenham Bridge Club

Pursuant to Article 25 CBC Charitable Incorporated Organisation

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## 1. STATUS AND PURPOSE

This document deals with the organisational aspects of the Cheltenham Bridge Club CIO (hereinafter referred to as "CBC" or "the Club"). In the case of any conflict between this document and the constitution of CBC, the constitution shall take precedence. The purpose of the document is to regulate the procedures of the CBC Trustees, Officers and Management Committee in the interests of efficiency and equity and to reduce the likelihood of improper proceedings or omissions that could cause difficulties for the members and committees of CBC.

### Notes to The Reader

Additions are highlighted in yellow. Words to be deleted are highlighted in blue. The areas of substantive change are:

**Rule 2** - brings the Rules in line with the Constitution, which gives the Trustees (not the MC) the power to award, withhold or terminate membership.

**Rule 6** - ensures what is in the Constitution applies to the appointment, retirement, etc., of the Trustees; summarises the Trustees' function and responsibilities. (This is instead of Schedule B of the present Rules.)

**Rule 7** - ensures what is in the Constitution applies to the appointment, retirement, etc., of the Management Committee; summarises the MC's overall function and core responsibilities, to be set out in detail in the delegation document to which the Trustees and the MC will be parties. (This is instead of Schedule C of the present Rules, which lists MC positions that no longer exist and responsibilities that have been delegated to the O&D Manager.)

**Rule 10** - automatically incorporates any changes to our liquor licence into the Rules.

## 2. MEMBERSHIP

2.1 There are the following categories of membership:

**Honorary Life:** The Management Committee can propose candidates for Honorary Life Member to the Trustees for approval. It shall be within the power of the Trustees to grant Honorary Life Membership to an individual who has made a substantial contribution to CBC or to the Bridge world in general. Such members have all the rights and benefits of full Membership but are not required to pay an annual subscription.

**Full:** Those over the age of 18 who are not attending CBC training courses are warmly encouraged to apply for membership of CBC by completing an application form and paying an annual subscription fee.

**Junior:** Those under the age of eighteen shall be eligible for Junior Membership of the CBC which has the same entitlement as Full Members except that they shall not be eligible for election as a Trustee nor shall they be entitled to vote at General Meetings of CBC but may attend as observers.

**Student:** This is for those without prior membership of CBC. Fully paid up Year1 or Year2 Students and Students who have participated in two intensive weekend courses are warmly encouraged to apply for membership of CBC by completing an application form.

The membership fee is waived for fully paid up Year1 or Year2 Students for each full calendar year they attend a fully paid up Year1 or Year2 training course run by CBC. The training team shall inform the membership secretary of any student who does not complete a training course. Their student membership will be lapsed.

For students who have participated in two intensive weekend courses, the membership fee will be waived for the calendar year in which the application is made

During the period of free membership, the students will be classed as Student Members. Student Members shall have the same rights and responsibilities as Full Members. At the end of the free membership period Students will become Full Members of the club on payment of the annual subscription fee.

2.2 Members shall be entitled to attend all club duplicate sessions, competitions, including on-line events, social gatherings and other specified occasions, except where ineligible under the rules of a particular event (or where the member's attendance would contravene rule 11.1).

2.3 Membership of the CIO is open to anyone who is interested in furthering its purposes and who, by applying for membership, has indicated agreement to become a member and acceptance of the duty of members set out in the Constitution. Candidates for membership shall apply to the Management Committee on the appropriate form (online preferred).

2.4 The Management Committee will accept the application form **on behalf of the Trustees** and applicants are able to participate in any CBC club or online session unless and until notified that their application for membership has been refused or that CBC is closed to new applications for membership for the time being. Applicants will become members of CBC after 30 days if no such notification has been given.

2.5 During the 30 days' notice period applicants are not eligible to vote, nor can they be counted in the quorum at the AGM. On the day of the AGM the Trustees will advise the club secretary of the names of any applicants for membership who are not eligible to vote.

2.6 **The Management Committee** **The Trustees** may refuse an application for membership if they consider it in the best interests of CBC to do so. In that case, the Management Committee shall give the applicant notice of refusal within 30 days of their application. The notice shall set out a date (not later than 4 weeks from the **Management Committee Trustees** decision) by which the Management Committee will communicate in detail the reasons for the **ii** decision to refuse. The applicant will have

the opportunity to appeal against the decision. The Trustees shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision by the Trustees which confirms refusal of the application for membership shall be final.

2.7 In considering applications for membership the Management Committee shall have regard to the playing facilities available within the club itself, and may from time to time advise the Trustees that CBC shall be closed to new applications for membership for such period as they may decide. In that event, the Management Committee shall create and maintain a waiting list of accepted candidates, and shall thereafter admit Members whose applications for membership have been accepted by the Trustees in an order they deem to be acceptable.

## 2.8 Termination of Membership

(a) Membership of the CIO comes to an end if:

- (i) The member dies; or
- (ii) The member resigns their membership by giving the Management Committee written notice to that effect; or
- (iii) Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- (iv) The charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect; or
- (v) The member is expelled from the Club under the Disciplinary Rules of the Club.

2.9 A Member whose membership comes to an end shall have no right to the return of any part of their subscription.

2.10 Former Members who have been expelled from CBC may apply to the Management Committee for readmission to membership of CBC. The Management Committee shall refer all such applications to the Trustees, making such recommendation as they may see fit. Such applicants shall not be entitled to participate in any CBC club or online session unless and until notified that their application for membership has been accepted.

2.11 The Management Committee shall maintain a list of the names, email addresses, telephone numbers and addresses of all Members of the CBC in accordance with GDPR (the UK General Data Protection Regulations).

2.12 Membership application forms and relevant documentation will be available on the CBC website (preferred). If there is any reason why an applicant is unable to complete an online application form, they can contact the membership secretary to make other arrangements.

2.13 Applicants will receive a welcoming communication, by email (preferred) or by post, if necessary, along with a summary of the CBC Rules and Constitution upon confirmation of acceptance of their membership. Applicants will be advised that they will become members of CBC after 30 days unless, for any reason, the Management Committee gives notice within that time that their application has been refused. Applicants will have the opportunity to appeal against this decision. If unsuccessful, any subscription fee paid will be refunded. If the applicant has no access to the internet, they must request written documents and communications from the Management Committee.

## 3. RESPONSIBILITIES OF MEMBERSHIP

3.1 All Members shall abide by such standards of ethics, conduct, dress and behaviour as are appropriate to the playing of Bridge, with due respect to playing experience and abilities and the participation in communal activity. Matters arising in relation to members' conduct shall be governed by Rule 12. Where any matter cannot be resolved during the bridge session (e.g. by the Director) it shall be dealt with in accordance with the Club's Conduct & Disciplinary Process.

3.2 All Members are encouraged to make some practical contribution on a voluntary basis to the running of CBC.

3.3 Every Member shall immediately update their details on the membership database via Pianola or alert the Management Committee of any change of their postal address, email address or telephone number in writing or via any other mechanism that the Management Committee may reasonably request.

#### **4 SUBSCRIPTIONS AND FEES**

4.1 Subject to Rule 4.6 4.5, each Full and Junior Member of CBC shall pay an annual subscription, which may be varied by a vote of members present at the AGM (Annual General Meeting) of CBC. Subscriptions shall be due for payment by the first day of January in each year in respect of the year to the following end of December.

4.2 Where a membership subscription is not paid by the 31<sup>st</sup> January the Management Committee shall give written notice to that Member. This notice may either be emailed to the Member or sent to their address as recorded in the CBC Register. It shall state that their membership has lapsed.

4.3 Any Member whose subscription remains unpaid after the end of January shall be treated for all purposes as a non-member until the subscription has been paid in full. If subscription fees are not paid by the end of the calendar year in which they are due any member wishing to re-join shall be required to complete a membership application form.

4.4 A Member whose subscription has not been paid by the date of the AGM shall not be entitled to attend the AGM.

4.5 There shall be no annual membership fee for Honorary Life membership.

4.6 Every Member and non-member of CBC shall pay table money on each occasion they play at the Club, or online. Payments for club sessions are made via members' player accounts. Table money may be varied by a vote of the Members present at the AGM or if necessary during the year as an interim measure by the Trustees. The Management Committee shall have the power to waive the table money for Members performing tasks such as directing. Table money can, at the discretion of the Management Committee, be waived for specific groups and/or events.

4.7 In addition to the payment of table money, on each occasion a non-Member plays at CBC they may be asked to pay a guest fee, as set by the Management Committee.

4.8 Members shall receive monthly statements of the balance on their player account. If a member's account is in debt, payment is required within 2 weeks of statements being issued. If payment is not received, a reminder shall be sent to the member. Any member with a debt in excess of £25 not paid within 8 weeks shall be informed that membership will be put on hold until table money is paid in full.

4.9 Anyone may apply to the Management Committee to use the CBC premises for playing Bridge or carrying on bridge-related or compatible activities, at any time that the premises are not otherwise being used. The Management Committee shall set an appropriate fee for such use.

#### **5. SESSIONS**

5.1 The Management Committee will arrange that bridge sessions are scheduled such that opportunities are available for all Members, whatever their ability or expertise, to play during the weekly cycle as far as reasonably possible.

5.2 The Director of a session is responsible for and has the authority to arrange all aspects of running of that session according to the rules and procedures of CBC. In particular, the Director may exclude

any player from a session if in their reasonable opinion that player would not satisfy the requirements of Rule 12.1 (Conduct) of these regulations for that session.

## 6. TRUSTEES

6.1 CBC shall be governed by Trustees. The Trustees shall be comprised of the Chairperson and Treasurer of CBC for the time being (ex-officio Trustees) along with no fewer than three and no more than five members of CBC (independent Trustees).

6.2 The independent Trustees will be elected at the AGM for a period of three years. The roles and responsibilities of the Trustees are set out in Schedule 'B'. A recording secretary may be appointed. The provisions of Articles 13 and 15 of the Constitution dealing with the independent Trustees' eligibility, election or appointment, and duration of their office shall apply. No Trustee may serve on the Gloucestershire County Bridge Association Committee whilst being a CBC Trustee. Where any elected or appointed Trustee ceases to be a Trustee by virtue of Article 15 of the Constitution, other than Article 15(1) (c), they shall be deemed to have immediately resigned from that office.

6.3 The Trustees shall meet at least four times a year. A recording secretary and chair may be appointed. The provisions of Article 12 of the Constitution relating to the duties of the Trustees, of Article 4 setting out the powers of the Trustees, and of Article 16 relating to decision-making by the Trustees, shall apply.

6.4 Subject to the provisions of the Constitution, it is expected that the Trustees will carry out the following functions:

### Governance

- Provide overview of the management of the Club to ensure consistence with the terms of the delegated authority.
- Ensure good governance and best practices in the operation of the Club
- Ensure compliance with the Club's statutory and legal requirements as a CIO
- Participate in the Club's disciplinary procedures as set out in the Conduct & Disciplinary Process
- Delegate the operation of the Club to the Management Committee on suitable terms and conditions as authorised by Article 17 of the Constitution.

### Risk

- Review finances and approve annual budget
- Set appropriate delegated financial and non-financial authorities
- Ensure suitable policies are in place, and are followed, to mitigate Risks to the Club including
  - Health and Safety
  - Financial
  - Reputational risk to the Club
- Ensure due diligence has been performed regarding major decision making

### Strategy

- Set the Club's Mission and Strategy, consulting with the Management Committee (and the membership where appropriate). Review these on a regular basis.
- Use best endeavours to ensure that the Club's actions support the agreed Mission and Strategy

## 7. MANAGEMENT COMMITTEE

7.1 The Management Committee is authorised by the trustees under Clause 18.1 of the CBC constitution to undertake the duties required for the day-to-day operation of the Club. It is expected that the Management Committee should be authorised by the trustees under Article 17 of the Constitution to undertake the day-to-day operation of the Club. The terms of the Trustees' delegation from time to time will be agreed between the Trustees and the Management Committee and recorded in writing. The delegation will be reviewed on an annual basis and any material change in the terms of the delegation will be notified to the members within 30 days.

7.2 Subject to the terms and conditions of such delegation as may from time to time be agreed between the Trustees and the Management Committee, it is expected that the Management Committee will carry out the following functions:

- Implement strategic decisions and policies ratified by the Trustees
- Deliver all the Club's services to the members of CBC
- Appoint and supervise employees and contractors
- Maintain the Club premises and equipment

7.3 The Management Committee consists of three officers and up to 10 elected members.

7.4 The officers of CBC are the Chairperson, Treasurer and Secretary. The provisions of Articles 13 and 15 of the Constitution dealing with the officers' election or appointment, and duration of their office shall apply. No member of the Club shall simultaneously hold more than one office, except in case of a vacancy arising during the year

7.5 Under the delegation of the Trustees, the Management Committee is responsible for electing managers and staff. Each Management Committee Member of CBC, other than the officers, shall be elected by a vote of the members at the AGM of the CBC to serve a term of two years. They may then stand for re-election a further two times. The Management Committee may from time to time appoint additional Committee Members to assist in meeting the objectives of the Club.

7.6 In the event of a vacancy arising during the year in the post of any Management Committee Member, the Management Committee may choose one of their number or such other member whom they consider suitable to fill such vacancy until the next following AGM.

7.7 Appointed Committee Members must then stand for election shall retire at the AGM next following their appointment but may stand for election a further two times.

7.8 The GCBA is encouraged and welcomed to send a representative to sit on the Management Committee. The role of this individual will be to promote good communication and maximum cooperation in the fulfilling of the mutual objectives to promote and develop the game of bridge within Cheltenham and the community at large

7.10 There shall also be elected Committee Members under the terms of the CBC Constitution. Each elected Committee Member is expected to take an active role by chairing or by sitting on one of the club's working groups or by taking an active interest in a particular aspect of running the club in such a way that they may be able to take on an officer role after a future election.

7.12 Where any elected or appointed Management Committee Officer resigns, dies, becomes incapable for any reason, or is disqualified under the rules governing Charity Trustees, they shall be deemed to have immediately resigned from that office

## **8. MANAGEMENT COMMITTEE DOCUMENTATION**

8.1 Agenda: The Secretary will publish an agenda for meetings and circulate it to the Management Committee and the Trustees before each meeting, except in the case of extra meetings convened at short notice for reasons of urgency, in which case the agenda will be circulated immediately the meeting is convened.

8.2 Supporting documents: Where possible, each agenda item will be supported by a document explaining the issue to be discussed, in order to enable officers and Members to acquaint themselves with the issues before the meeting.

8.3 Minutes: The Management Committee will arrange for minutes of each meeting to be recorded, indicating decisions made and action points to be followed up by a named individual or committee Member, with an agreed timeline. A draft will be circulated as soon as possible after the meeting, to allow an opportunity for initial correction of errors within a short period. The corrected version will be circulated with the agenda for the following meeting, and any final corrections will be made at that meeting, before the minutes are confirmed as a true record.

8.4 Communication: Agenda, minutes and supporting documents will be circulated by e-mail to all Trustees and Management Committee Members electronically.

8.5 Follow-up: At each meeting, the Chairperson shall check whether all action points have been followed up and ensure that, where necessary, further action points are recorded.

8.6 Documentation: Following an AGM or EGM (Extraordinary General Meeting), the Secretary shall make any necessary additions, deletions or amendments to any relevant CBC documents such as CBC Rules, regulations and competition rules.

8.7 Records: The formal records of the club may be held in electronic form. Secure electronic copies of agenda, minutes, rules, regulations, bye laws and all other important CBC documents shall be retained on file for at least seven years in a form that can be accessed for reference and printing by any Trustee or Management Committee Member.

## **9. FINANCIAL PROVISIONS**

9.1 The Management Committee shall arrange for accounts to be prepared in respect of the financial affairs of CBC, including the CBC bar and any service accounts, for each accounting period ending on 31st December, in accordance with Article 24 of the CBC CIO constitution and Charity Commission reporting requirements.

9.2 All accounts for each year shall be submitted for inspection by a suitably qualified independent examiner and presented to the Trustees prior to the AGM of CBC for approval.

9.3 The inspected accounts shall be made available to every Member on the club's website at least 7 days prior to the AGM.

9.4 Draft annual budgets and financial plans will be put forward to the Trustees for discussion annually together with appropriate rationale. The Trustees and the Management Committee will meet to agree on the strategy to be adopted by CBC.

9.5 No money or property of CBC or any gain arising from any activity of CBC shall be applied otherwise than for the benefit of CBC as a whole, or specific charitable or benevolent causes stated as a purpose for a specific event or for some charitable or benevolent purpose or purposes chosen by resolution of a General Meeting. This clause does not prohibit the raising of money by way of entrance fees and such like for activities run by the CBC on behalf of other organisations (e.g. EBU SIMS).

9.6 Except for services rendered at the request of the Management Committee and approved by them at least on an annual basis, no Member shall receive any profit or emoluments from the funds or transactions of CBC.

9.7 The Management Committee shall identify any building work, maintenance, repairs and inspections as will be required from time to time to ensure the premises are maintained in good order. If the scale of any work required exceeds the agreed budget, the Trustees must pre-approve the expense. The Management Committee shall ensure the maintenance of any freehold or leasehold in respect of CBC's premises.

9.8 The Management Committee shall arrange adequate insurance cover for the building. The Management Committee shall also arrange adequate insurance cover for the contents of the CBC premises, public liability risks, public and employer's liability, and Trustee and Committee Member liability.

## 10. THE PROVISION OF INTOXICATING LIQUOR

10.1 The purchase and supply of intoxicating liquor shall be at the absolute discretion of the Management Committee. They shall arrange for the supply thereof to CBC Members and guests only subject to the following restrictions:

- There shall be no supplying of intoxicating liquor for consumption off the premises.
- Intoxicating liquor shall not be supplied to any person under the age of 18.
- No intoxicating liquor shall be supplied otherwise than to:

a) A Member of CBC;

b) A person treated as a guest of CBC under Rule 10.2 below:

10.2 A non-member attending CBC for the purposes of any bridge related event (playing or teaching) being run by CBC, or any CBC social event, shall be treated as a guest of CBC for the purposes only of the Club Premises Certificate provided under The Licensing Act 2003.

10.3 The times at which intoxicating liquor may be sold and/or consumed on CBC premises shall be as determined by the Management Committee and in accordance with the licence held by CBC, having due regard to such alterations to legal requirements that occur from time to time.

10.4 **In the event of any changes to**

- **the terms of the licence held by CBC under which intoxicating liquor may be sold and/or consumed on CBC premises and/or**
- **the legal requirements associated with the sale or consumption of intoxicating liquor under the licence held by CBC**

**this Rule shall be treated as amended in compliance with such terms and/or legal requirements with immediate effect.**

10.5 No Member or beneficiary of CBC shall at any time be entitled to directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of CBC.

10.6 Finance: All financial requirements under Rule 9 apply to the bar finances.

## **11. HEALTH, SAFETY and ENVIRONMENT**

11.1 All Trustees, members of the Management Committee, members of CBC and guests of CBC are required to observe and use their best endeavours to enforce any laws, regulations and standards of good practice, designed to protect the health and safety of CBC beneficiaries and members of the public. The Management Committee reserves the right to prohibit entrance to the club facilities should members or guests fail to follow health and safety measures approved by the Management Committee.

11.2 The Management Committee shall arrange for any laws, regulations and standards of good practice pertaining to fire and other risks to be observed, and for all fire safety checks to be conducted and recorded in a manner recommended by the appropriate authorities.

11.3 The Management Committee shall arrange for any laws, regulations and standards of good practice in respect to food safety to be fully observed.

11.4 All members are actively encouraged to pursue environmentally sustainable practices.

## **12. CONDUCT**

12.1 Each member of CBC and all guests shall be required in connection with the game of Contract Bridge, to conform to the standards of fair play, courtesy and personal deportment prescribed by the Byelaws and regulations for the time being of the EBU, and to observe the rules, and to comply with the Club's Best Behaviour at Bridge Policy. In addition, all players must conform to Public Health and Safety norms.

12.2 CBC shall have the powers and the procedures for the enforcement of the requirement in Rule 12.1. They are set out in **Schedule A of the Rules** **the Conduct & Disciplinary Process which shall stand as part of the Rules** and be subject to the same provisions of the Rules for its amendment.

12.3 In the event that a player has received a caution or penalty from the Tournament Director, Conduct Committee or a judgment from the Disciplinary Committee, the Management Committee may at their sole discretion place limitations to dictate a specific session or sessions that the player may not attend for a period of up to one year.

## **13. RULES**

13.1 Where a Member brings CBC into disrepute in any way, that will be treated as a failure to abide by the Rules as required by Rule 12.1.

## **14. GUESTS**

14.1 Guests are welcome to play in CBC games either online or face to face. Once a guest has played three times in CBC games, they will be invited to join the Club using the usual process. Guests will be expected to comply with the standards prescribed by Rule 3.1. The Conduct & Disciplinary Process shall apply to guests playing in CBC games.

## **15. AMENDMENT OF RULES**

15.1 These Rules may be amended by a simple majority of Members present including proxy votes, at a general meeting, providing the proposed amendment is consistent with the CBC constitution and agreed as appropriate by the Trustees.

## **Conduct & Disciplinary Process**

### **Part A: Disciplinary Procedures**

#### **A.1 Requirements of the Schedule**

This Schedule is referred to under Rule 12.2 of these Rules and prescribes the powers and procedures for enforcement. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. CBC shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in Rule 3.1 of these Rules. CBC shall have additional powers as set out in the clauses below.

#### **A.2 Receipt of allegation**

Any person making a complaint against one or more members of CBC under the terms of Rule 3.1 of these Rules must do so in writing to a member of the Management Committee of CBC. On receipt of any written complaint the Management Committee shall refer the complaint to the Conduct Committee and acknowledge to the complainant that the matter will be dealt with by the Conduct Committee. Normally no action will be taken in respect of a complaint relating to an alleged offence that occurred three months or more prior to a formal complaint in writing made to the Management Committee.

#### **A.3 Conduct Committee**

The Management Committee of CBC shall appoint its Conduct Committee. The Conduct Committee shall be responsible for investigating complaints against the CBC's members and will determine whether a disciplinary offence should be referred to the CBC Disciplinary Committee. The Conduct Committee shall consist of no fewer than three members of the CBC and no more than five. No independent Trustee shall sit on the Conduct Committee. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed chairman, or whomsoever in their absence the Conduct Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

#### **A.4 Disciplinary Committee**

The Trustees of the CBC shall appoint the Disciplinary Committee by virtue of its powers to appoint committees under Article 17 of the CIO Constitution. The Disciplinary Committee shall determine sanctions for offences admitted by the defendant, hear charges of offences and determine whether those charges are proved and if proved, to determine the sanction imposed. The Disciplinary Committee shall consist of no fewer than three individuals and no more than five. **All the members of the Disciplinary Committee shall be members of the EBU.** At least three of its members must be present when it makes a decision to uphold a complaint and impose sanctions on the offending member. It shall act by simple majority vote and its appointed chairman, or whomsoever in their absence the Disciplinary Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

#### **A.5 Conflicts of Interest and Independence of the Conduct and Disciplinary Committees:**

5.1 Any member of either the Conduct or Disciplinary Committee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in either Committee's handling of the complaint. A member of the CBC cannot be a member of both the Conduct and Disciplinary Committees in respect of the same complaint or related complaints.

#### **A.6 The Complaints Process**

##### **A 6.1 Notice of Meetings**

Subject to the provisions of section A.2 hereof where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Procedures and whether further action is warranted. If it does, the Conduct Committee shall first write to the defendant, asking for their comments on the complaint or matter that has been raised. The Conduct Committee shall also be entitled to make such further investigations and enquiries as it considers appropriate. The Conduct Committee shall also be entitled to seek advice both from within the CBC and from the EBU Laws and Ethics Committee, and to obtain external legal advice.

#### A 6.2 Complaint not justified:

If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

#### A 6.3 Complaint justified:

If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to the offending member, which if accepted, ends the matter. Although the caution is verbal, the Conduct Committee shall be required to send a summary of the caution to the offender, for the sake of avoiding ambiguity, and also to the CBC Trustees. The Trustees may then act under Rule 12.3. In the event that the offender does not comply with the caution, the matter shall be returned to the Conduct committee for further consideration. If the caution is not accepted by the offending member, or the Conduct Committee does not feel a caution is appropriate, it shall refer the case to a hearing by the Disciplinary Committee. The Defendant shall be notified, in writing, within two weeks of this decision, of their right to make a written submission to the Disciplinary Committee and to attend the hearing. The Defendant shall have the right to be represented by legal counsel of their choice or may be accompanied by a person to speak on their behalf. The Disciplinary Committee shall give at least two weeks' notice of the hearing to the Defendant.

#### A 6.4 Disciplinary Committee's Sanctions:

If after the hearing the complaint is upheld, the Disciplinary Committee may in its absolute discretion:

- (a) Give a written reprimand to the offending member(s), or
- (b) Suspend the offending member(s) from all or some of the competitions sponsored or licensed by CBC for such period as it shall determine.
- (c) Recommend that the Trustees pass a resolution under Article 9(4)(iv) of the constitution to remove the member from membership of CBC
- (d) Refer the case to the Gloucestershire County Bridge Association (GCBA) and/or the EBU. If the complaint is against a Trustee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to recommend that the Trustees call a General Meeting to put a resolution under Article 15(2) of the constitution to have that Trustee removed from office. Any sanctions imposed by the Disciplinary Committee must be communicated to the offending member(s) in writing within twenty-one days of the hearing. Any sanction imposed by the Disciplinary Committee shall take effect as soon as time for appeal has elapsed except that if the Defendant has filed Notice of Appeal within the time allowed (see below), the sanction shall not take effect until such appeal has been determined.

#### A 6.5 Appeal

Anyone who has been issued with a formal sanction by the Club Disciplinary Committee has the right to appeal to the County Disciplinary Committee. Appeals must be in writing and lodged with the Chairperson of CBC within twenty one days of the written communication of the Club's Disciplinary Committee's decision. There are two admissible grounds for appeal: (i) the provision of new evidence (which was, for good reason, not available at the earlier stage) and/or (ii) a claim of a procedural

irregularity of such an order as to cast doubt on the earlier decision. An appeal on other grounds is inadmissible.

#### A 6.6 Referral to the EBU Laws & Ethics Committee

At any time, the Disciplinary Committee may refer a complaint to the EBU Laws and Ethics Committee for its consideration. In doing so the Disciplinary Committee shall have fully discharged its responsibilities under this Schedule.

#### A 6.7 EBU Sanctions and Suspensions

Should any CBC member receive a suspension from the EBU, they will also be suspended from play at the CBC. At the termination of their suspension, they may reapply for membership to the CBC and be subject to **the rules stated in section 2 "Membership" Rule 2.10.**

#### A 6.8 Confidentiality and reporting

All complaints justified or unjustified will be kept in confidence. In the event that the complaint is justified or the offending member accepts a verbal caution, the Conduct Committee shall maintain confidentiality both throughout the procedures and also thereafter. Notwithstanding that confidentiality, the Conduct Committee shall report the outcome of the procedure to the Trustees, who shall also be required to maintain confidentiality. In the event that the offending member breaks the confidentiality of the procedures then the Conduct Committee may publish details of the complaint and the outcome of the procedures

#### A 6.9 Application to non-members

In view of the provisions of Rule 14, **any reference to a member includes a reference to a non-member references in this Conduct & Disciplinary Process to a member of CBC include non-members who play in CBC games.**

### **Part B: Best Behaviour at Bridge Policy**

#### **CBC Best Behaviour Policy Face-to-Face**

Bridge is an extremely enjoyable game. Courteous behaviour is an exceptionally important part of that enjoyment. This guide serves as a brief reminder of how to behave at the bridge table. We are sure that all players naturally follow this code of conduct but there are times when concentration and pressure can take their toll and it is for these situations that we issue this as a reminder.

- Greet others in a friendly manner prior to the start of play on each round
- Be a good host or guest at the table
- Fill in your convention card completely and make it readily available to your opponents
- Make bridge enjoyable for yourself, partner and opponents
- Give credit when opponents make a good bid or play
- Take care of your personal grooming
- Ensure your mobile phone is turned off
- Enjoy the company as well as the game

Remember that it is rude to criticise your partner or opponents in public, to be less than polite at the table, to gloat over a good result, or to dispute or argue about a Director's ruling.

You should never object to a call for the tournament Director, even if you do not think it necessary, for instance if you have made a claim which your opponents are unsure about.

Please call the Director if you think you may have been affected by bad behaviour. You will be helping others as well as yourselves.

### **Best Behaviour Online**

We want you to enjoy online sessions and we would ask that all members follow these rules and members should report to the Director any breaches/perceived breaches of the rules which occur during play.

The following are considered serious offences and will invoke an immediate Conduct Committee hearing:

- Exchanging information with your partner during the game using phone, text, chat or other
- Intentionally getting ridiculous results - this is not fair to our other members

In line with our disciplinary policy, first-time offenders will be warned that their behaviour is not acceptable. Subsequent complaints will be referred to the Conduct Committee. Please ensure that your mobile phone is turned off while you are playing.

### Chat

The following are considered serious offences. One warning will be issued and repeat offences will result in a Conduct Committee hearing.

- The use of profanities as well as racist or sexually explicit remarks
- Insulting your partners, opponents, or the Director
- Kibitzers chatting with players about the contents of unseen hands

The following are examples of bad manners which breach the CBC Best Behaviour rules:

- Giving unsolicited bridge lessons or criticise the bidding/play of other players
- Using public chat for private conversations
- Chatting excessively at a bridge table where people are trying to play seriously
- Gloating when you get a good result or complaining when you get a bad result

### Undos and Claims

The only acceptable time to ask for an undo is when you have mis-clicked. If you make a poor bid or play or for any other reason, it is inappropriate to ask for an undo.

More advanced players should understand that while a claim looks "obvious" to them, it may not be obvious to other less advanced players at the table. Do not be offended if your claim is rejected. Just continue to play the hand out (if that is the procedure required by the online platform) and reclaim if your opponents ask you to do so.

### Alerts

It is up to you to try your best to provide the opponents with information that may be helpful to them. Always remember that it is against the laws and spirit of the game of bridge to conceal information about your partnership agreements from your opponents.

You should alert your own bids. This is called "self-alerting" and it is opposite to the approach that is used in live bridge clubs and tournaments. If you have any doubt as to whether one of your bids should be alerted or not, it is appropriate to alert.

If an opponent asks you for the meaning of one of your bids, you are expected to answer them politely, even if you think the answer is obvious. You can say "I have never discussed this with my partner". It is inappropriate to use chat to table to explain your bids because your partner can see what you are saying.

#### Politeness at the table

- If you are taking a long time to make a bid or play, send a "thinking" chat to let the other players know that you are not having connection problems
- If you have to stop playing temporarily (to answer the door for example), send a "be right back" or "doorbell" chat to let the other players know that you are not having connection problems
- If you think your partner or opponents deserve a compliment for their bidding or play, please give them one! If you think that such a comment from another player was not deserved, please keep this information to yourself

#### User Profile

The use of racist, profane or sexually explicit remarks in your profile are expressly forbidden.

Members and visitors of Cheltenham Bridge Club have access to the Recording Process organised by our county organization, GCBA. If you witness an incident that causes you concern, seems unfair or unethical, you can directly, or through the Tournament Director, send a confidential note to the Recorder at [Gcba.recorder@gmail.com](mailto:Gcba.recorder@gmail.com). The reporter now forgets the incident. The Recorder files the note and watches for a pattern of incidents. If appropriate, the Recorder can ask the GCBA to take over. Records of the Recorder are held in confidence and your name will never be disclosed without your consent. The Recorder is independent of any conduct committee or disciplinary panel. [Contact the Recorder at Gcba.recorder@gmail.com](mailto:Gcba.recorder@gmail.com).

~~Deleted – Schedule B: Trustees Roles and Responsibilities~~

~~Deleted – Schedule C: Management Committee Roles and Responsibilities~~

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