

Devon Bridge Association Sub-Committees Terms of Reference

This version dated August 2025, for approval by the central DBA committee on 12/08/2025.

DBA Sub-Committees - General

All sub-committees will be formed or re-formed each year at the first DBA committee meeting following the AGM. Their role is to assist the DBA committee in carrying out its business. Their responsibilities will be as specified below and each sub-committee will report to the DBA central committee via a short, written report sent to the DBA secretary every month in which the sub-committee is active, or in time for the next executive committee meeting. This short report will be sent out with the agenda for the next DBA meeting and will be incorporated into the minutes. If the report of the sub-committee includes items that require discussion by the central committee and there is no central committee member on the sub-committee, a member of the sub-committee will be invited to attend the next DBA committee meeting.

All subcommittees should have a chair and at least one other member. Those subcommittees holding their own funds must appoint a treasurer, who will report to the county treasurer and the executive committee. In particular, all planned expenditure by these subcommittees that is unprecedented or of a significant amount, must be brought to the executive committee for pre-approval.

The Competitions Sub-Committee is responsible for organising and running such County events as scheduled by the central committee and published in the calendar. The members of the sub-committee share responsibility for (a) taking entries, (b) (where relevant) keeping the venue and director informed of numbers, (c) agreeing prize structures with the Hon. Treasurer, (d) co-ordinating results of knock-out competitions and (e) co-ordinating the Western league selection schedule. For events at a fixed venue, the sub-committee is responsible for booking the venue, arranging a non-playing director, arranging for scoring (either by the director or by a separate scorer or negotiating hire or loan of Bridgemates), ensuring adequate stationery, and sending the results to the website and to the Hon. Secretary. The sub-committee is also responsible for all publicity and recruiting of entries.

The Devon County Congress Sub-Committee is responsible for all aspects of running the annual Devon County Congress subject to the hotel contracts and entry fees being approved by the central committee and the Hon Treasurer.

The North Devon Congress Sub-Committee is responsible for all aspects of running the annual Devon Congress subject to the entry fees being approved by the executive committee and the Hon. Treasurer.

The North Devon Bridge Sub-Committee is responsible for all aspects of running the North Devon Charity events, North Devon seminars and beginners teaching in North Devon.

The Teaching & Transition Sub-Committee is responsible for supporting all aspects of teaching in the county, including

- the training of club members to become Bridge teachers
- advertising to raise the profile of Bridge and Bridge classes throughout the county
- the provision of Bridge teaching to novices within clubs
- the provision of supported play within clubs to further develop novice players
- offering special events aimed at newcomers to duplicate bridge, such as No Fear events.

The Selection Sub-Committee is responsible for selecting the Devon team for the Tollemache qualifier and selecting the teams for the Western League matches. The sub-committee will also choose the teams for the national interleague finals, drawing from those players who have played in the preceding season.

The Conduct Sub-Committee is a requirement of the Schedule of the Constitution. "The Conduct Committee shall be responsible for investigating complaints against the Association's members and to determine whether a disciplinary offence should be referred to the Association's Disciplinary Committee." Note: the EBU is available and willing to provide advice and assistance if required.

The Disciplinary Sub-Committee is a requirement of the Schedule of the 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." Note: the EBU is available and willing to provide advice and assistance if required.