

**HADLEY WOOD
BRIDGE CLUB**



HANDBOOK

including the Club's Constitution



Welcome

Welcome to Hadley Wood Bridge Club.

We play duplicate bridge on Tuesday and Friday evenings and we are affiliated to the English Bridge Union (EBU).

We play both live sessions and online sessions using the RealBridge platform. Please see our website for details of which sessions are being offered on each particular date.

All members of the Club will be members of Hadley Wood Association (HWA). Those not already full or affiliated members of HWA will be given restricted affiliated membership and the cost of this, which the Club pass on to HWA, is included in the Club's membership subscription.

Our GDPR and Safeguarding policies are also available on our website.

Our Website

Visit our website: <https://www.bridgewebs.com/hadleywood/>

The website may be considered as two distinct sections, public and private:

Public section

This is what you see each time you visit the website. This is open to everyone, no login is required. This Home Page shows a calendar of future sessions, results of previous sessions, and much more.

The analysis of the results of previous sessions is particularly useful, enabling you to look in detail at particular hands, see how others bid and played the cards (in the case of online results), rebid and replay the cards yourself, and learn from things that either went well or went badly.

To find results quickly, click on the date in the lozenge on the right hand side of the Home Page. If the date is not shown there click on Results on the left hand menu. This will open a Results Calendar and a Personal Analysis section.

Private section

When you click on Membership you go to a private area. This is only available to members and you need to set up a login. Follow the instructions. Once you have successfully logged in you will be able to:

- Find a Partner
- Leave messages
- View your Personal Analysis, Ranking and NGS score
- Find contact details for other Club members
- Update the details held in your account and opt into mail



- Download results

We encourage Club Members to set up a login so they can determine their own privacy settings.

Help

If you need help with anything concerning the website please read the Website Guide first
<https://www.bridgewebs.com/hadleywood/WebsiteGuide.pdf>

If this does not answer your question contact the Website Administrator.

English Bridge Union (EBU)

As noted above we are affiliated to the EBU and to the Hertfordshire branch of the EBU. When you join the Club, if you are not already a member of the EBU, we will enrol you as a member.

There is no EBU membership fee but we pay a small amount to the EBU for every player session which is included in the table money. New members will receive a welcome pack of information from EBU and, after a qualifying number of sessions, will start to receive their bi-monthly magazine.

We upload results to the EBU after each session. These are available to see in the "My EBU" section of their website: www.ebu.com. After the qualifying number of sessions, these results contribute towards the EBU's National Grading System (NGS) which grades players using playing card numbers (from a 2 upto an Ace). You can see how you progress as a player as your grade changes over time.

Best Behaviour

We follow the EBU's Best Behaviour at Bridge (available on our website). The main points are:

- Ensure that your mobile phone is turned off.
- Greet others in a friendly manner prior to start of play on each round and make bridge enjoyable for yourself, partner and opponents.
- Give credit when opponents make a good bid or play - and avoid criticising partner!
- Enjoy the company as well as the game.

When playing online bridge we would add to this list:

- No eating! Having a cup of tea or coffee isn't too bad but eating while on video to everyone else around the table is very distracting.

It is appreciated that turning your video off can improve internet connectivity issues, but in all other cases we ask that RealBridge video and audio are kept on at all times.



HADLEY WOOD
BRIDGE CLUB

HANDBOOK



A Few Notes on Good Practice at the Bridge Table

System Cards and Disclosure of System

We are a friendly and relatively informal club and whilst we would encourage all members to use System Cards it is accepted that not everyone does, and when playing online it is difficult to share system cards.

However it would be good practice, when you and/or your opponents arrive at a table, to announce the basic system you are playing. e.g. "Benji Acol" or "Benji Acol with 5-Card Majors and Strong No Trump". When playing online this can be done verbally or with a little more detail using the "Chat" facility.

Alerts and Announcing

The EBU provide an Announcing and Alerting Summary of which bids require an Alert or Announcement. This is done by the partner of the bidder.

Bidding Boxes

The "STOP" card is often mis-used. Before making a jump bid a player should place the "STOP" card in front of them. They then place the card for their jump bid in front of them. The "STOP" card remains displayed for approx 10 seconds after the bidding card is placed and the next player must not bid until the "STOP" card is removed.

Even if the "STOP" card is removed prematurely the next player should pause until the full 10 seconds have passed to give all players time to reflect on the bidding.

At the end of the auction all bidding cards should remain in place until the opening lead has been faced.

Slow Play

The Tournament Director will try to keep the evening running smoothly and on time and all players are asked to assist by avoiding slow play.

- If you are to make the opening lead, please do this before making an entry on your score card.
- Analyse the previous hand at the end of the set of hands, not between hands.
- When playing online it is appreciated that internet problems will affect players occasionally and everyone is asked to exercise patience when this occurs. To avoid holding the whole session up the TD may need to end a board and/or skip a board if a player loses internet connection and this will result in an adjusted score for those boards (50/50 score on unplayed boards)
- But other reasons for leaving the table during play such as taking a phone call or making a cup of tea are not acceptable. This is disrespectful to your partner and your



opponents and can be stressful for the TD. If the TD needs to end a board and/or skip a board in these circumstances the result will be adjusted in favour of the opponents (60/40).

Bridgemate operator

Operated by North - please follow best practice:

- Before play starts ensure you set up the correct Table Number, and take care in entering correct player numbers;
- Check the boards at your table agree with the boards expected by the Bridgemate;
- Check the Bridgemate is set for the board you are playing;
- Enter the contract details before the opening lead and enter the lead;
- Enter the result and agree the result with E/W;
- E/W (before pressing the agree button) check all the details as well as the score.

Calling the Tournament Director

You should never hesitate to call the Tournament Director whenever there is a problem.

When playing live, calling "Director" is OK but calling that person's name is encouraged.

When playing online the vast majority of calls made to the Director are for help with technology. There is little the Director can do if your Partner's computer goes offline. Try to solve the issue yourself before you call the Director using the attached Help file. If the Player cannot return to the table call the Director who will skip the board and award an average. The Director will also monitor the movement if the pair then need to drop out.

It is accepted that some simple problems can be sorted out amicably at the table. However, in the following cases, we strongly recommend that the TD is called:

- When there is a defender's exposed card;
- When an opponent has corrected any information they or their partner has given - and this includes saying that something should or should not have been alerted; or when a player can't answer questions about the meaning of a call (or play).
- When there has been an insufficient bid;
- When there has been a revoke;
- When there is a dispute over a claim;
- When an "Undo" has been requested and it is not an obvious mechanical error. Please note that "Undo" is not allowed for lapses of concentration or making a mistake, and your partner must be careful not to make use of "unauthorised information" from the use of, or the request for, an "Undo" in such circumstances.



In each of these cases, by calling the TD immediately, you avoid much worse problems which often arise later in the hand.

Appeal Procedure

In the rare event players are not happy with a Tournament Director's ruling at the table, we have an Appeal Procedure which is in three steps:

1. Appeal at the end of the evening to the TD;
2. If still unable to agree with the TD, an Appeal Committee is formed and they will rule, either on the evening or soon afterwards;
3. If unable to agree with the Appeal Committee, the facts are sent to EBU for a ruling (which is final).

See our website for the full Appeals Procedure.

**HADLEY WOOD
BRIDGE CLUB**

CONSTITUTION



1. NAME

1.1 The Club shall be called Hadley Wood Bridge Club.

2. OBJECTS

2.1 The object of the Club shall be:

- a) to provide facilities for its members for playing Duplicate Contract Bridge and facilities for less experienced players to learn and to play Contract Bridge in a friendly and supportive atmosphere; and
- b) to encourage such auxiliary activities as may from time to time be proposed by the Committee.

3. HEADQUARTERS

3.1 The headquarters of the Club shall be situated at the Hadley Wood Association (HWA) Community Centre at 1-7 Crescent East, Hadley Wood, EN4 0EL.

4. AFFILIATIONS

4.1 The Club will be affiliated to the Hertfordshire Bridge Association and to the English Bridge Union.

5. MEMBERSHIP

5.1 The Club shall have the following classes of membership:

- a) Full Membership
- b) Youth Membership
- c) Honorary Life Membership

5.2 All bridge players and those wishing to learn to play who are under the age of eighteen years will be entitled to apply for Youth Membership. Youth members are not entitled to vote at general meetings of the Club and cannot be Officers of the Club.

5.3 The Club may confer Honorary Life Membership on any member who has rendered special service to the Club.

5.4 Any person wishing to become a member of the Club shall apply for membership by completing and forwarding to the Secretary such form as may be prescribed from time to time by the Committee.

5.5 All members are deemed to have accepted the regulations of this constitution and the rules and codes of conduct adopted by the Club.

5.6 The Committee will keep a register of members which will include details of their names, addresses and contact details.



- 5.7 In considering applications for membership the Committee shall have regard to the playing facilities available, and may from time to time decide that the Club shall be closed to new applications for membership for such period as it may decide.
- 5.8 A member shall cease to be a member of the club immediately if expelled from the club under the provisions of clause 15, or if their resignation in writing is delivered to the Secretary.
- 5.9 A member whose subscription has not been paid shall cease to be a member on the expiration of the period of six months from the date on which the subscription was due for payment.
- 5.10 A former member of the Club who wishes to rejoin as a member may do so without the necessity for a further formal application for membership, unless the Committee decides otherwise.
- 5.11 All members of the Club are automatically enrolled as members of the English Bridge Union and shall abide by its Bye Laws.

6. OFFICERS

- 6.1 The Officers of the Club shall be the Chair, Vice-Chair, Secretary and Treasurer.
- 6.2 No member of the Club shall simultaneously hold more than one Office of the Club.
- 6.3 Each of the Officers of the Club shall be elected at the Annual General Meeting of the Club, and shall retire annually at the ensuing Annual General Meeting, but shall be eligible for re-election.
- 6.4 In the event of a vacancy arising during the year in the office of any Officer of the Club, the Committee shall choose one of their number to fill such vacancy until the ensuing Annual General Meeting.

7. COMMITTEE

- 7.1 The Committee of the Club shall consist of the Officers of the Club, together with up to six other Full Members of the Club, who shall be elected at the Annual General Meeting of the Club, and shall retire annually at the ensuing Annual General Meeting, but shall be eligible for re-election.
- 7.2 The Committee may from time to time co-opt further Full Members of the Club to serve on the Committee until the ensuing Annual General Meeting, whether to fill a vacancy arising, or as additional members, except that the total number of members of the Committee (including Officers) shall at no time exceed twelve. Co-opted members shall be entitled to participate fully in the proceedings of the Committee.
- 7.3 A quorum at meetings of the Committee shall be four members of the Committee, including at least one of the Officers.
- 7.4 The Committee may from time to time appoint sub-committees to undertake on its behalf such aspects of the administration of the Club as it shall think fit, and members of such sub-committees may include members of the Club who are not members of the Committee.



- 7.5 Proceedings of the Committee and of any sub-committees shall be regulated in such manner as the Committee may from time to time decide.
- 7.6 The Committee shall make a report to each Annual General Meeting of the Club concerning the affairs of the Club since the previous Annual General Meeting.

8. MANAGEMENT

- 8.1 The affairs of the Club shall be managed by the Committee, and the Committee shall have power to determine any issue arising in connection with the affairs of the Club which is not specifically provided for in this Constitution.
- 8.2 The Committee may from time to time formulate and publish such rules as it thinks expedient for the efficient and harmonious running of the Club (but in the case of any conflict between such rules and this Constitution, the Constitution shall prevail).
- 8.3 Any issue of policy determined by the Committee or any rules published by the Committee may be varied by a resolution of members at a General Meeting of the Club, provided that such resolution is not in conflict with this Constitution and is not retrospective in application.
- 8.4 In the event of such variation being made, the policy or rules (as the case may be) shall not be further varied by the Committee in a manner inconsistent with the resolution.

9. GENERAL MEETINGS

- 9.1 An Annual General Meeting of the Club shall be held in each year no later than four months after the end of the financial year.
- 9.2 A Special General Meeting of the Club shall be convened by the Committee if a request for such a meeting signed by at least ten members of the Club is delivered to the Secretary, stating the reason for the meeting, and such meeting shall take place within one month of the receipt of such request.
- 9.3 A Special General Meeting of the Club may be convened by the Committee on its own initiative at any time.
- 9.4 All General Meetings of the Club shall be held at the headquarters of the Club unless circumstances arise which render this impracticable.
- 9.5 The Chair, if present, shall chair all General Meetings of the Club, and in his absence the Vice-Chair or some other member of the Committee, approved by a majority of those present at the Meeting shall chair the meeting.
- 9.6 Notice of all General Meetings of the Club shall be given to all members of the Club no later than two weeks prior to the date fixed for the meeting.
- 9.7 Any member may propose a motion to be discussed at a General Meeting provided that written notice of the proposed motion is delivered to the Secretary no later than one week prior to the date fixed for the meeting.
- 9.8 The Chair of the meeting may permit discussion of other business at a General Meeting if they think fit.



- 9.9 A quorum at General Meetings of the Club shall be 5% of the total membership of the club present.
- 9.10 If fifteen minutes after the time fixed for a General Meeting of the Club no quorum shall be present, the meeting shall be adjourned to a new date (of which the like notice shall be given to members as was required to be given for the meeting which has been adjourned), and in the case of a General Meeting which has been adjourned due to the lack of a quorum (but not of a meeting adjourned for any other reason) such number of members as are actually present at the adjourned meeting shall constitute a quorum.
- 9.11 Voting at General Meetings of the Club shall be by show of hands, and in the event of parity of voting the Chair of the meeting shall have a second or casting vote.

10. NOTICES

- 10.1 Notices of any Special General Meeting of the Club, and of an Annual General Meeting at which in the opinion of the Committee any business of a non routine nature is likely to be discussed, shall be given to members by post or by e mail to the last address of each member notified to the Secretary.
- 10.2 Notices of any Annual General Meeting at which in the opinion of the Committee no business of a non routine nature is likely to be discussed, may be given to members either by post or by email to the last address of each member notified to the Secretary, and by displaying a notice in a prominent position at the headquarters of the Club.
- 10.3 Notices of any other matters to be brought to the attention of members shall be made by email to the last address of each member notified to the Secretary, and by displaying a notice in a prominent position at the headquarters of the Club.

11. NOMINATIONS

- 11.1 Nominations for the posts of Officers or Committee members shall be in writing, and shall be signed by a proposer and a seconder, both of whom shall be members of the Club, and also by the person nominated.
- 11.2 Nominations must reach the Secretary no later than one week prior to the date fixed for the Annual General Meeting.

12. SUBSCRIPTIONS and FEES

- 12.1 Each Full and Youth Member of the Club shall pay an annual subscription, the basic amount of which for the time being shall be decided at the Annual General Meeting of the Club. Subscriptions shall be due for payment by 1st January in each year in respect of the year to the following twelve months. Unless the Committee decides otherwise, any member whose subscription remains unpaid after the due date shall pay table money at the rate applicable to visitors until his subscription has been paid in full.
- 12.2 The subscription for Full Membership includes an element that the Club pays per member to be affiliated to HWA. If a Club member is a full member of HWA (or chooses to voluntarily pay HWA direct for associate membership) they will not have to pay this element of the annual subscription.



- 12.3 Each member of the Club, and each guest and visitor, shall pay table money on each occasion when they play at the Club, the basic amounts of which for the time being shall be decided at the Annual General Meeting of the Club.
- 12.4 The Committee may determine variations on the basic amounts of subscriptions and table money for members, guests and visitors in different circumstances, and may waive subscriptions or table money in the event of hardship or for any other good cause.
- 12.5 The Annual General Meeting may authorise the Committee to increase the basic amounts of subscriptions and table money prior to the ensuing Annual General Meeting.
- 12.6 The Committee may determine from time to time the amount of fees to be charged for use of the premises or equipment of the Club, or for any other purpose for which it is of the opinion that fees ought to be charged.

13. ACCOUNTS

- 13.1 The Committee shall arrange for accounts to be prepared in respect of the financial affairs of the Club for each year ending on 31st December.
- 13.2 The accounts for each year shall be presented to the Annual General Meeting of the Club for approval.

14. GUESTS and VISITORS

- 14.1 Any member may invite a guest to play at the club at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members.
- 14.2 Visitors may be permitted to play at the Club at any time, but in the event of the playing facilities being inadequate to accommodate all those who wish to play, priority shall be given to members and the guests of members.
- 14.3 The Committee may from time to time place a limit on the number of occasions on which a non member (whether a guest or a visitor) may play at the club without being required to apply for membership.
- 14.4 If such a limit is for the time being in force, a non member who has applied for membership shall (subject to available playing facilities) be permitted to play at the Club until his application for membership has been considered by the Committee, even if the limit imposed by the Committee is thereby exceeded.

15. MEMBERS' BEHAVIOUR

- 15.1 Each member of the Club shall be required, whether at or away from the bridge table, or playing in person or online, to conform to the standards of fair play, courtesy and personal deportment prescribed by the Bye Laws and regulations for the time being of the EBU, including the fundamental principle set out in the EBU's "Best Behaviour at Bridge".
- 15.2 The Club shall have the powers and the procedures for the enforcement of the requirement in clause 15.1. They are set out in the Schedule of the Constitution, and shall



stand as part of the Constitution and be subject to the same provisions of the Constitution for its amendment.

16. ALTERATIONS TO THE CONSTITUTION

- 16.1 No alterations shall be made to this constitution except at a General Meeting of the Club.
- 16.2 In order for a resolution to alter this constitution to have effect at least two-thirds of the votes cast on the resolution must be in favour.

17. WINDING-UP

- 17.1 In order for a resolution that the Club shall be wound up to have effect at least two-thirds of the votes cast on the resolution must be in favour, and in addition the number of votes cast in favour of the resolution must exceed one-half of the number of members of the Club entitled to attend and vote at the General Meeting at which the resolution is put.
- 17.2 If a resolution that the Club shall be wound up is effectively passed, the Committee shall be responsible for winding up the affairs of the Club, and unless the winding up has been initiated with a view to amalgamating the Club with some other club (in which case any surplus assets and funds may be transferred to such other club), any surplus assets and funds shall be transferred to such of the organisations mentioned in clause 17.3 as may be specified in the resolution initiating the winding up, and if no such organisation is so specified, to such of those organisations as the Committee may think fit.
- 17.3 The organisations referred to in clause 17.2 are:
- a) English Bridge Education and Development, registered charity 1153543;
 - b) The Hertfordshire County Contract Bridge Association;
 - c) The Hadley Wood Association; and
 - d) any Registered or recognised charitable body

**HADLEY WOOD
BRIDGE CLUB**

CONSTITUTION

SCHEDULE

DISCIPLINARY PROCEDURES



1. Requirements of the Schedule

- 1.1 This Schedule is referred to under clause 15 of the Constitution of the Hadley Wood Bridge Club (hereafter referred to as the Club) 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. The Club shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in clause 15 of the Constitution. The Club shall have additional powers as set out in the clauses below.

2. Receipt of allegation

- 2.1 Any person making a complaint against one or more members of the Club under the terms of clause 15 of the Constitution, must do so in writing to the Secretary or the Chair of the Club. Normally no action will be taken in respect of a complaint relating to an alleged offence which occurred three months or more prior to a formal complaint in writing made to the appropriate officer.

3. Conduct Committee

- 3.1 The Committee of the Club shall appoint its Conduct Committee through its powers to appoint sub committees under clause 7.4 of the Constitution. The Conduct Committee shall be responsible for investigating complaints against the Club's members and to determine whether a disciplinary offence should be referred to the Club's Disciplinary Committee.
- 3.2 The Conduct Committee shall consist of no fewer than three members of the Club and no more than five. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed Chair, or whomsoever in his 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.

4. Disciplinary Committee

- 4.1 The Committee of the Club shall appoint the Disciplinary Committee through its powers to appoint sub committees under clause 7.4 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.
- 4.2 The Disciplinary Committee shall consist of no fewer than three members of the Club and no more than five. 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 Chair, or whomsoever in his 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.

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.



5.2 A member of the Club cannot be a member of both the Conduct and Disciplinary Committees.

6. The Complaints Process

6.1 Notice of Meetings

a) Subject to the provisions of clause 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 Rules and whether further action is warranted. If it does, the Conduct Committee secretary shall first write to the Defendant, seeking the Defendant's comments on the substance of the complaint or matter that has been raised. The Conduct Committee shall also be entitled to make such further investigations and enquiries as it in its absolute discretion considers appropriate. The Conduct Committee shall also be entitled to seek advice both from within the Club and from the EBU Laws and Ethics Committee, and to obtain external legal advice.

6.2 Complaint not justified

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

6.3 Complaint justified

a) 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.

b) 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 and of his 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 his choice or may be accompanied by a person to speak on his behalf. The Disciplinary Committee shall give at least two weeks notice of the hearing to the Defendant.

6.4 Disciplinary Committee's Sanctions

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

i) Give a written reprimand to the offending member(s), or

ii) Suspend the offending member(s) from all or some of the competitions sponsored or licensed by the Club for such period as it shall determine.

iii) Expel the offending member(s) from the Club.

b) If the complaint is against a member of the Committee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to suspend such member from the Club's Committee and any of its sub committees for such a period that it shall determine.

c) Any sanctions imposed by the Disciplinary Committee must be communicated to the offending member(s) in writing within twenty one days of the hearing



- d) 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 the Sanction shall not take effect until such Appeal has been determined.

6.5 Appeal

- a) Every Defendant found guilty of an offence by the Club Disciplinary Committee has the right to appeal to the County Disciplinary Committee. Appeals must be in writing and lodged with the Secretary of the Association within twenty one days of the written communication of the Club's Disciplinary Committee's decision to the Defendant.

6.6 Referral to the EBU Laws & Ethics Committee

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