



# Selection Committee Manual

## TABLE OF CONTENTS

| <b><u>Contents</u></b>                                 | <b><u>Page</u></b> |
|--|--------------------|
| Glossary   | 1                  |
| Section One      Powers and Governance                 | 2                  |
| Section Two      The role of the Committee             | 4                  |
| Section Three    Home International competitions       | 6                  |
| Section Four    IBU competitions and North/South match | 9                  |
| Section Five    Calendar                               | 12                 |
| Section Six      Guidance for captains                 | 13                 |
| Section Seven    Players' duties and responsibilities  | 14                 |
| Section Eight    Trials notification                   | 15                 |

## Glossary

|                           |  |
|---------------------------|--|
| <b>BGB:</b>               | Bridge Great Britain   |
| <b>Chairperson:</b>       | Chair of the Selection Committee   |
| <b>Committee:</b>         | Selection Committee  |
| <b>Competitions:</b>      | Competitions organized by BGB, the Irish Bridge Union, the North/ South match and any other event in which members of the Union are invited to play as representatives of the Union set out in Section Two |
| <b>Council:</b>           | Council of the Northern Ireland Bridge Union   |
| <b>Constitution:</b>      | Constitution of the Northern Ireland Bridge Union  |
| <b>IBU:</b>               | Irish Bridge Union   |
| <b>Member:</b>            | Member of the Selection Committee  |
| <b>North/South Match:</b> | Annual match between the Contract Bridge Association of Ireland and the Union for the Sonya Britton Trophy   |
| <b>Secretary:</b>         | Secretary of the Union   |
| <b>Union:</b>             | Northern Ireland Bridge Union  |

## **Section One: Powers and Governance**

### **1. Appointment of Members**

- 1.1 The Members of the Committee comprising at least five and not more than seven members are appointed by Council for a term ending at the next Annual General Meeting of the Council or as provided in the Constitution.
- 1.2 An Officer of the Union is not eligible for appointment to the Committee.
- 1.3 The Secretary, or an Officer appointed by the Secretary, shall attend each meeting but shall have no vote.

### **2. Function of the Committee**

- 2.1 The Committee shall select players, teams and, if considered appropriate, a playing or non-playing captain to represent the Union in the Competitions to be held during the year from September through August subject as in 2.2.
- 2.2 The Chair of the Union shall select the Officials team to represent the Union in the Sonya Britton Trophy from the members of Council, Officers and delegates of the Union.

### **3. Chairperson**

- 3.1 The Chairperson is the first among equals with no powers greater than any other Committee member except for a casting vote when votes are tied.
- 3.2 The Committee shall elect a Chairperson from among the Members at the first meeting of the Committee.
- 3.3 In the absence of the Chairperson the meeting shall be chaired by a member elected at that meeting.
- 3.4 A decision taken by the Chairperson without the agreement of a majority of the Committee members either at a meeting or in a manner resolved by the Committee at a meeting, shall not bind the Committee.
- 3.5 When the Committee deals with an agenda item in relation to which the Chairperson is conflicted under the provisions of the Union's Conflict of Interest Policy, the Chairperson shall relinquish the chair to a non-conflicted Committee member agreed to or elected by the Committee to act as chair while dealing with that agenda item.
- 3.6 Should the Chairman be unavailable for any length of time s/he will nominate a member to deputise in case an urgent matter needs resolved.

### **4. Quorum**

- 4.1 No business shall be transacted at any meeting of the Committee unless there is a quorum of Members present at the time when the Committee proceeds to business.
- 4.2 A meeting of the Committee is quorate if more than half the Members of the Committee are in attendance.
- 4.3 In the absence of a quorum within 15 minutes of the time for which a meeting was called, the meeting may be postponed.

## **5. Notice of meetings**

- 5.1 Each Member shall be given at least 7 days' notice by e-mail of each meeting of the Committee together with an agenda of the meeting.
- 5.2 The notice convening each meeting and the agenda shall be published on the Union website at least 7 days prior to each meeting of the Committee.
- 5.3 The date of the next meeting of the Committee shall be fixed by agreement at each meeting of the Committee.
- 5.4 50% or more Members may require the Secretary of the Union to call an emergency meeting of the Committee with at least 24 hours' notice given per clause 5.1.

## **6. Resolution**

- 6.1 Any resolution put to a vote at a meeting shall be decided by a show of hands or, if considered appropriate by the Members, by secret ballot and the votes cast shall be recorded in the minutes of the meeting.
- 6.2 The chairperson of the meeting shall have a casting vote, if necessary.
- 6.3 All decisions of the Committee shall be taken at a meeting of the Committee unless the Committee at a meeting shall resolve otherwise.

## **7. Minutes**

- 7.1 The Secretary or in his absence the chairperson of the meeting shall arrange for minutes of each meeting to be taken.
- 7.2 The minutes shall record inter alia each resolution put to a vote, the decisions taken at a meeting and the actions to be taken to implement such decisions.
- 7.3 The draft minutes of each meeting shall be circulated to all Members for comment and after agreement by the chairperson and the secretary of the meeting published on the Union website within 4 days of a meeting.
- 7.4 The minutes of each meeting shall be approved at the commencement of the next meeting.
- 7.5 Unless it shall be resolved otherwise at a meeting all correspondence of the Committee shall be sent by the Secretary, except nonplaying captain's reports if the Secretary is a playing member of that team.

## **8. Confidentiality**

- 8.1 All views expressed by Members to each other at Committee meetings concerning the ability and/or behaviour of players, pairs, teams or captains shall be treated as confidential and shall not be included in the minutes.
- 8.2 E-mails circulated between Members of the Committee shall be treated as confidential.

## **9. Attendance**

- 9.1 A Member who fails to attend 3 successive meetings of the Committee shall be deemed to have resigned unless the Committee is informed in advance of mitigating circumstances acceptable to the Committee.

## **10. Conflict of Interest**

- 10.1 The 'Conflict of Interest' policy of the Union shall apply at each meeting of the Committee.
- 10.2 All members of the Committee present at a meeting shall decide which members of the Committee are conflicted on an agenda item.

## Section Two: The Role of the Selection Committee

### 1. Competitions involving selection

- 1.1 The Competitions for which the Committee selects players and captains to represent the Union are:

**BGB Competitions:**

Camrose Trophy  
Lady Milne Trophy  
Junior Camrose Trophy  
Peggy Bayer Trophy  
Teltscher Trophy [formerly known as Senior Camrose]

**IBU Competitions:**

Inter-Provincial Championships  
Moylan Trophy  
Egan Trophy

**NIBU/CBAI Match:**

Sonya Britton Trophy also known as the North/South match

**Any other event in which members of the Union are invited to play as representatives of the Union**

### 2. The duties of the Committee

- 2.1 The primary duty of the Committee is to select the strongest pairs and the most suitable captains to represent the Union in the Competitions and the North/South match [excepting the Officials team], and Ulster in the Inter-Provincial Championships.
- 2.2 At the discretion of the Committee selection may be made with or without trials.
- 2.3 The Committee may organise trials to select players under such conditions including as to format, place and time of trials and entry restrictions and fees as the Committee in its discretion considers appropriate. It shall also be made clear how many places players are competing for, in the event that any pair has been exempted from the trial.
- 2.4 The Committee shall publish the dates reserved for trials and the dates of the Competitions in the Union diary and on the Union website. Trial dates will be confirmed with the Tournament Committee in April or May.
- 2.5 The Committee shall appoint a Tournament Director or Tournament Directors to manage each trial on behalf of the Committee and experienced players as appropriate for the Tournament Director to consult with in the event that decision of the Tournament Director is appealed against. The names of the 'experienced players' shall be made known and posted on a notice board at any trial.
- 2.6 The Committee shall publish the names of the players selected to represent the Union and the reserve pair(s) in the Competitions on the Union website and inform each player selected by e-mail within 4 days.

- 2.7 The Committee may appoint a playing or a non-playing captain for a team selected to represent the Union.
- 2.7.1 In July the Committee shall invite members of the Union to apply to be non-playing captain of any representative team.
- 2.7.2 The Committee shall consider the preferences of the players selected as to the identity of a captain or a non-playing captain.
- 2.7.3 The Committee shall not be restricted to selecting a non-playing captain from among the members of the Union who have applied to be captain, or the preferences of the players selected.
- 2.7.4 A non-playing or a playing captain shall be appointed within 14 days after selection of the players.
- 2.8 A substitute player shall be allowed for no more than 25% of the boards played in a trial. Where there is a substitution which the Committee considers significantly affects the strength or weakness of a pair the results during the substitution may be amended by the Committee.
- 2.9 The decisions of the Committee in the exercise of its discretion in carrying out its duties are final. An appeal against any other decision of the Committee lies to Council under Article 5.7 of the Constitution.
- 2.10 The Committee will consult with the Treasurer to ensure that all required entry fees have been paid on time and in full by online banking to the NIBU bank account seven days before the commencement of the event in question.

### Section Three: Home International Competitions

Team competitions between teams representing the Union, the Contract Bridge Association of Ireland, the English Bridge Union, the Scottish Bridge Union and the Welsh Bridge Union

|  |  |
|--|--|
| <b><i>Camrose Trophy</i></b><br><i>(January &amp; March)</i> | Open team of up to six players.<br>Played as a round robin of head-to-head matches over one weekend in January and a second weekend in March with the venue alternating between the competing bridge unions.<br>The bridge union hosting the final weekend provides a second team on both weekends |
|--|--|

|  |  |
|--|--|
| <b><i>Junior Camrose Trophy</i></b><br><i>(February)</i> | Open team of up to six players all less than 25 years of age on the first of January of the appropriate year.<br>Played as a round robin of head-to-head matches over one weekend with the venue alternating between the competing bridge unions |
|--|--|

|   |  |
|---|--|
| <b><i>Peggy Bayer Trophy</i></b><br><i>(February)</i> | Open team of up to six players all less than 20 years of age on the first of January of the appropriate year.<br>Played as a round robin of head-to-head matches over one weekend with the venue alternating between the competing bridge unions |
|---|--|

|   |   |
|---|---|
| <b><i>Lady Milne Trophy</i></b><br><i>(April)</i> | Team of up to six lady players.<br>Played as a round robin of head-to-head matches over one weekend with the venue alternating between the competing bridge unions<br>The bridge union hosting the weekend provides a second team |
|---|---|

|  |   |
|--|---|
| <b><i>Teltscher Trophy</i></b><br><i>(May)</i> | Open team of up to six players aged 60 years of age and above on the first of January of the appropriate year.<br>Played as a round robin of head-to-head matches over one weekend with the venue alternating between the competing bridge unions.<br>A sponsor or the bridge union hosting the event may provide a sixth team. |
|--|---|

## **Selection Policy for Home Internationals**

### **1. Trial Eligibility**

- 1.1 All trial entrants must be fully paid-up members of the Union who qualify to represent the Union under the current BGB Regulations.

### **2. Trial Details**

- 2.1 Each trial shall be played under the appropriate regulations of the current BGB Regulations
- 2.2 Each trial shall AS FAR AS POSSIBLE replicate the relevant BGB play schedule
- 2.3 The leading team in a team trial shall be automatically selected
- 2.4 Provided that any pair(s) has not been exempted from a trial, the leading 3 pairs in a pairs' trial shall be automatically selected. Paragraph 2.6 below must be taken into account in any selection process
- 2.5 Where a competition is held over more than one weekend, the team shall remain unchanged except that if a pair finishes fourth in the trial by a margin of less than one per cent of the total overall V.P.s available, they should be selected for the second match in place of the pair who has the lowest Butler score after the first weekend the committee may decide to select the pair finishing 4th in the trial over 3rd after considering the results and Butler imp scores of each pair subject to Section Two clause 2.1 hereof.
- 2.6 A late entry to a trial may be accepted, but only if it is to facilitate the movement or there is an adequate reason for the late entry.
- 2.7 Should a selected pair withdraw from the team; any named first reserve pair will automatically be selected. Reserve selection should normally follow the finishing order of those pairs who had played in the trial. If no trial has been held then the Committee will use its discretion in selecting a reserve pair.
- 2.8 A pair entering trials who are not willing to accept selection to represent the Union shall so inform the Committee in writing at the time of submission of entry to the trial.
- 2.9 A pair entering trials without having given notification under 4.1 who are selected to represent the Union and refuse selection without adequate reason shall be deemed to have withdrawn from the trial and Rule 8.2 of the Union's Conditions of Competition shall apply.

### **3. Peggy Bayer and Junior Camrose Trial Details**

- 3.1 The Committee reserves the right to delegate to the Youth Committee the duties of the Committee in the selection of the teams to represent the Union in the Peggy Bayer Trophy and the Junior Camrose Trophy.



#### **4. Other Relevant Notes**

- 4.1 Each Camrose trial entrant MUST represent the Union (throughout) in the Inter-Provincial Championships, if selected. Exceptions will only be considered in very exceptional extenuating circumstances.
- 4.2 The Committee may organise coaching for members and reserves of any team selected for the Home Internationals provided that Council approves the costs and the arrangements submitted to Council.
- 4.3 If at least two fifths of the members of the Committee, whether or not such members are conflicted or non-conflicted, consider that a team selected has been selected in contravention of the provisions of this Manual, the Chairperson shall refer the team selected to Council for validation by Council.
- 4.4. The captain's report shall be discussed at the next Committee meeting after receipt thereof in the presence of ONLY non-playing members of the Committee.

## Section Four: IBU competitions and North/South match

|   |   |
|---|---|
| <b><i>Inter-Provincial Championships</i></b><br><br><i>(November)</i>   | <p>Teams event with each province fielding –</p> <p>3 intermediate teams (players with fewer than 10 red points)</p> <p>3 master teams (players with more than 10 but fewer than 40 red points) and</p> <p>3 open teams</p> <p><i>Union teams selected by the Selection Committee. Non-Union Ulster counties have agreed representation</i></p> |
| <b><i>Moylan Trophy</i></b><br><br><i>(April)</i>   | <p>All Ireland pairs event with the Union presently allocated at least 8 pairs.</p> <p><i>Union pairs selected by the Selection Committee</i></p>   |
| <b><i>Burke Trophy (Open)</i></b><br><br><b><i>O'Connor Trophy (Intermediates)</i></b><br><br><i>(February/March)</i> | <p>All Ireland inter-county inter-club team's event.</p> <p>Clubs play off in each County to qualify.</p> <p><i>Selection Committee is not involved.</i></p>  |
| <b><i>Egan Trophy</i></b><br><br><i>(June)</i>  | <p>All Ireland teams' event with 3 teams from the Union and 7 teams from CBAI.</p> <p><i>Union teams selected by the Selection Committee.</i></p>   |
| <b><i>Sonya Britton Trophy (North/South match)</i></b><br><br><i>Non-IBU. August</i>                                  | <p>North versus South match each with 6 teams: Open – Masters– Ladies – Intermediate B – Intermediate A &amp; B selected by the Selection Committee and Officials team selected by the Union chairperson</p>  |

### Selection Policy for IBU Competitions

#### 1. Open Inter-Provincial Championships

- 1.1 Players entering for Camrose and Lady Milne trials MUST play throughout the Inter-Provincial Championships, if selected, in order to qualify for selection for the Camrose or Lady Milne. This competition is currently held in November, after the end of the Camrose trials.
- 1.2 The results of the Camrose trials, the Premier I League, Kelvin Cup and Lady Milne trials may be used by the Committee as an aid to selection of players to represent the Union, ONLY in the event of no trials being held.
- 1.3 The Committee shall consider other players from Cavan, Donegal, Monaghan or the Union as are required to complete vacant places in the Union team.

## **2. Intermediate Inter-Provincial Championships**

- 2.1 The team winning the Intermediate A League shall be offered the opportunity to represent the Union in the Intermediate Inter-Provincial Championships.
- 2.2 The results of Union competitions may be used by the Committee as an aid to selection of players to represent the Union.
- 2.3 The Committee shall consider other players from Cavan, Donegal, Monaghan or the Union as are required to complete vacant places in the Union team.

## **3. Masters Inter-Provincial Championships**

- 3.1 The results of Union competitions may be used by the Committee as an aid to selection of players to represent the Union.
- 3.2 The Committee shall consider other players from Cavan, Donegal, Monaghan or the Union as are required to complete vacant places in the Union team.

## **4. Moylan Trophy**

- 4.1 The winning pair from each of the Union pairs competitions completed in the 12 months prior to 31 December in each year for which red points by the Union are awarded shall be eligible for selection without trial to represent the Union in the Moylan Trophy.
- 4.2 The Committee shall select with or without trials such other pairs as are required to complete the number of pairs allocated to the Union.
- 4.3 Entry fee must be paid by online banking, directly into the NIBU account or the invitation is AUTOMATICALLY withdrawn.

## **5. Egan Trophy**

- 5.1 The 3 NIBU teams will be comprised of the winners and runners-up of the Premier I League and the winners of the NI Teams. No team may use as a substitute any player who did not play in the qualifying event for that team. The only exception to this is the NI Teams where one substitute may be used. A team not taking up its place will be replaced by a team next in line from the relevant competition. All players on any team must be fully paid-up members of the NIBU AT THE TIME OF the qualifying event. Entry fee must be paid by online banking into NIBU account seven days before commencement of the event or the invitation is AUTOMATICALLY withdrawn.

## **6. North/South Match**

- 6.1 Open team  
The Open team should consist of players who have represented Ireland or, failing that, have represented the Union in Camrose matches.
- 6.2 Masters team  
The Masters team shall consist of pairs who have represented the Union.
- 6.3 Officials team  
The Officials team shall be selected by the Chairperson for the time being of the Union from officials of the Union and delegates of the Union.
- 6.4 Ladies team  
The Ladies team shall consist of players who have represented the Union in Lady Milne matches.
- 6.5 Intermediate A  
The Intermediate A team shall consist of players who have played in the Intermediate A League.
- 6.6 Intermediate B  
The Intermediate B team shall consist of players selected by the Committee.

## Section Five: Calendar

The dates of the Home Internationals and IBU events change from year to year. A revised calendar will be produced each year by the incoming Committee at its first meeting.

| <b>Date</b>      | <b>Action to be posted on website</b>  |
|------------------|--|
| <b>July</b>      | Begin selection process for Intermediate and Masters Ulster teams for Inter-Provincials  |
| <b>August</b>    | Issue notice of trial for Camrose and request entries, entry fees and systems  |
| <b>September</b> | Issue notice of trial for Lady Milne and request entries, entry fees and systems<br>Announce Junior Camrose and Peggy Bayer trial dates (may be delegated to the Youth Committee) – should be in diary   |
| <b>October</b>   | Announce Camrose team and captain for first weekend.<br>Announce Open team for Inter-Provincial Championships.<br>Inform International Match Manager of teams and NPC for any events held under NIBU auspices.   |
| <b>November</b>  | Issue notice of trial for Junior Camrose and Peggy Bayer and request systems<br>Announce Lady Milne Team and captain. Inform IMM if necessary  |
| <b>December</b>  | Announce teams for Junior Camrose and Peggy Bayer. Inform IMM if necessary   |
| <b>January</b>   | Issue notice of trial for Teltscher and request entries, entry fees and systems<br>Announce Camrose team for second weekend<br>Invite entries for the Moylan Cup   |
| <b>February</b>  | Announce pairs selected for Moylan Cup   |
| <b>March</b>     | Announce Teltscher team and captain. Inform IMM if necessary.  |
| <b>April</b>     | Confirm trial dates with Tournament Committee.   |
| <b>May/June</b>  | Announce selection for North/South match. Inform International Match Manager of all teams inc. Chairman's Officials team.<br>Announce trial dates for Camrose, Lady Milne and Teltscher competitions. Confirm teams selected for the Egan and check the eligibility of all proposed team members with captains, the Treasurer and the Master Points Secretary. |

### 1. Role of the Captain – Pre-Tournament.

- Once appointed, the captain has full authority as the Committee's representative, to manage the team.
- Organise all travel, accommodation and related matters.
- Be fully conversant with the Match Organiser's requirements.
- Organise team meetings and practice sessions both live and online at their discretion.
- Circulate and submit system notes, convention cards, pen portraits and photos to the match organiser.
- Be the link for intra-team communication and Committee matters.

### 2. Role of the Captain – During the Tournament

- Attend opening ceremony and encourage all players to do so.
- Ensure all players comply with any Union dress code.
- Attend captain's meeting.
- Familiarise self with venue and facilities and brief team accordingly.
- Attend to any special needs of team members.
- Determine line-ups and tactics as early as possible.
- Observe play of team members throughout.
- Attend the venue for the entirety of the event.
- Locate and utilise a quiet scoring area.
- Clarify approach to post-mortems and hand discussion during/after play.
- Manage all appeals and potential problem areas.
- Ensure accuracy of BBO presentation e.g., player's profiles, Union flag etc.
- Ensure all players co-operate with BBO operators.

### 3. Role of the Captain -Post-Tournament

- Attend post-match dinner, deliver suitable speech and fulfil all social obligations.
- Submit report in the required format to the Committee within two weeks of the competition.
- Camrose NPCs shall make separate reports after each weekend.
- The report to include full details of any disciplinary matters or inter-personal disputes along with an assessment of the venue, organisation and any recommendations. The report will follow the format laid down by Council.
- The NPC report to be privy to the Committee and NOT to be posted on the website.
- Present the report in person to a meeting of the Committee if requested by the Committee so to do.

## Section Seven: Players' Duties and Responsibilities

### 1. Players' Duties and Responsibilities

- To take part in practice matches and sessions organized by the Captain both live and on line.
- To attend post-match dinner and any social gatherings.
- To settle all accounts and expenses payable, in a prompt manner by online banking to the NIBU bank account.
- To comply fully with the captain's decisions and instructions including in those areas where the captain has discretion.
- To make the captain aware of any special needs.
- To maintain team spirit and not engage in destructive discussion.
- To alert the Committee on any deficiencies in the captain's management of the team. Any such submission shall be privy to the Committee and NOT published on the website.

## Section Eight: Trials

Notice of trials for Bridge Great Britain competitions shall include the following information

### NOTICE OF TRIALS

‘ \_\_\_\_\_ TROPHY’

The competition for the \_\_\_\_\_ Trophy will be held in \_\_\_\_\_ on \_\_\_\_\_ th – \_\_\_\_\_ st \_\_\_\_\_ 202\_

#### **TRIALS**

Trials to select the team to represent Northern Ireland are scheduled to be held at \_\_\_\_\_ , in between \_\_\_\_th and \_\_\_\_th 202\_.

Trials are open to each NIBU member who meets the criteria set out in the current Home International Regulations [HIR] published on the Bridge Great Britain website at the discretion of the Selection Committee.

The provisions of the selection policy for home internationals in Section Three of the Selection Committee Manual shall apply to the trials.

The team shall be selected from pairs who have entered the trials or applied for exemption from the trials.

Each application for exemption from the trials shall be considered by the Selection Committee and accepted or rejected within 7 days of the closing date for entries.

The entry fee of £ \_\_\_\_\_ per player who enters the trials OR seeks any exemption from the trials or such other sum as is set by the Selection Committee after the entries have closed, shall be paid one week before commencement of the trials, by online banking, paid directly into the NIBU bank account. NO exceptions will be made to this requirement.

#### **ENTRIES**

Entries must be made electronically to Michael McFaul [mjmcfaul@gmail.com](mailto:mjmcfaul@gmail.com) before midnight on \_\_\_\_\_ st 202\_ and must include the names and email addresses of at least one player of each pair and an electronic copy of the pair's convention card in a format complying with HIR. ALL entries must be accompanied by payment in full seven days before the trial or that entry will be deemed null and void

#### **FORMAT OF TRIALS**

The trial's format shall be announced by e-mail to players and published on the NIBU website within 7 days of the closing date for entries. Friday evenings from 6.00pm may be included and the option to run a preliminary trial may be exercised.

Late entries shall not be accepted after announcement of trial's format.

The current Home International Regulations, sections 1, 4, 7, 8, 9 and 10 shall apply to the trials.

A substitute player may be allowed for no more than 25% of the boards. Where there is a substitution which the Selection Committee considers significantly affects the strength or weakness of a pair the results during the substitution may be amended by the Selection Committee.



Notification to players who have been accepted to play in trials shall include use of the following information -

***'X' Trophy trials***

**PARTICIPANTS**

The Selection Committee has accepted entries from the following pairs:

The convention card for each pair is posted on the NIBU website.

The schedule of play is attached.

**TRIAL FORMAT**

*The trial will be scored using Butlerimps with the highest and lowest scores excluded in calculating the datum.*

*Imps will be converted to victory points on the appropriate WBF scale.*

*Each match will comprise, where possible, the same number of boards per match, as in the event that the players are seeking to qualify for.*