

**OBC CIO Committee Reports  
For the year 2017-2018**

## Bridge Committee Report 2017-2018

The BC held five meetings during the year; three were scheduled, the fourth was an impromptu meeting held to implement decisions made by the Trustees on the Wednesday and Friday evening host system and the fifth was a special meeting called at short notice to discuss methods of dealing with the large numbers of people playing on Tuesday mornings. The work of the committee during the year has included organising the calendar of special events, updating the Competition bylaws and the Session bylaws, supervising hosting, organising scoring and duplimating and helping with the transition to OCFC. The Teams committee was incorporated into the BC during the year, which means that it is now also responsible for organising teams to represent the club.

### Bridge sessions

We continue to run five regular sessions of duplicate bridge per week (three in the daytime and two in the evenings). We also run a friendly rubber bridge session one afternoon a week, though this was suspended temporarily at the end of March due to lack of space at OCFC. In addition, the BC provides logistical support for the two Learn and Play and two Gentle Duplicate sessions a week that are run by the Education Committee.

Numbers attending the regular morning sessions are buoyant, with up to 20 tables on Tuesday mornings. However numbers on Wednesday and Friday evenings have fallen slightly compared to 2016-2017.

Three of the regular bridge sessions are hosted: Tuesday mornings, Wednesday evenings and Friday evenings. New restrictions were introduced on those using the host system on Wednesday and Friday evenings.

A new system using tokens to allocate players to their seats was introduced on a trial basis on Tuesday mornings.

### Competitions and Simultaneous pairs

A full calendar of special competitions and simultaneous pairs events was run during the year, including Children in Need Simultaneous Pairs in November.

Ladders have now been established for all sessions, including the two Gentle Duplicate sessions. Additional trophies were purchased so that all the ladders now have trophies. Honours boards were not updated (but will be before we move back to 147 Banbury Road later this year).

### Scoring

We have 20 trained scorers (although not all of them score on a regular basis) plus four more in training. The suite of OBC preferred movements for use within EBU Score is now complete, and descriptions and table cards are available for all types of club sessions.

Scoring documentation for both pairs and teams events is available and has been kept updated during the year. A new scoring laptop has been purchased, and the old desktop computer decommissioned. New arrangements for supporting EBU Score within GDrive have been set up on both of the club's laptops. The club's Bridgemate server became faulty during the year and had to be replaced; a spare server was bought as a backup. Keypads were replaced in 12 of the most frequently used Bridgemates.

### **Duplimating**

The club's dealing system ran efficiently during the year. Several new people joined the dealing team, replacing those who had dropped out for various reasons. A second-hand duplimator was acquired on a trial basis, but turned out to be faulty, so we eventually decided to buy a new duplimator at a total cost of £2850. This means that the club now has two duplimators, with the old one serving as a backup. A special trolley to hold the duplimating equipment was custom-made for the club prior to the move to OCFC.

### **Teams**

This has been a tremendous year for OBC's Wessex teams. As in previous years, we field seven teams, covering a wide range of standards: a place will be found for any enthusiastic member. Our A team won Division 1 for the second year running and our B team remain in Division 1 for next year. The C and D teams are solidly mid-table in Division 2 and 3 respectively. Congratulations are due to the E team, who won Division 4 and gained promotion to Division 3; and also to the F team, who gained promotion from Division 5. The G team has performed well: this team comprises many new players and is a great introduction to teams for them.

Three teams represent OBC in the National Inter-club Knockout. One team got through Round 1 and were knocked out in Round 2. Two teams were knocked out in Round 1 and remain in the Plate competition in Round 3.

*Liza Furnival*

*Tournament Secretary/Chair of the Bridge Committee*

*(Teams report by Kathy Talbot, Club Captain)*

*April 2018*

# OXFORD BRIDGE CLUB



Oxford Bridge Club CIO  
Registered Charity 1155820

## Conduct Committee Annual Report 2018

### 1. Review of Complaints

Between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018, the Conduct Committee were referred no complaints for investigation. One complaint was the subject of investigation at the time of writing the 2017 report. The recommendation not to uphold the complaint was accepted by the Trustees. The Conduct Committee maintains that formal complaints are better resolved contemporaneously when the TD is called at the time of alleged offence. One complaint, received in April 2018, is currently under investigation.

### 2. Membership of the Conduct Committee

The selection and term of membership of the Conduct Committee is defined in the ToR. The Trustees, at a meeting held after the AGM in 2017, made the approval process for selection of members to serve on the Conduct Committee more transparent. There is also more clarity in the structure and responsibilities defined in the revised ToR approved by the Trustees. Nominations for membership are welcome for 2018/9. Committee membership is considered at the first meeting of the Trustees after the AGM.

### 4 Liaison between the Directors and Conduct Committee.

Representatives of the Conduct Committee are available for liaison with the Laws and Ethics Committee, working with the Chief TD, to achieve the objective of ensuring Best Behaviour at Bridge is applied consistently across all sessions run by the CIO.

### 3. Meetings

The Conduct Committee conducts face-to-face meetings before AGMs. Additionally, extraordinary meetings are arranged on an *ad hoc* basis as required.

Denis Talbot  
Chairman, Oxford Bridge Club CIO Conduct Committee

## **Education Committee's Annual Report April 2018**

The Education programme at Oxford Bridge Club has continued to develop and expand this year. We are currently running six classes for beginners, three for year 1 students and three for year 2 students, with more than one hundred people learning to play bridge through the club. The major new initiative was the introduction of the Bridge for All year 2 course which has proved very popular. A significant number of our year 1 students continued through to year 2 and a comparable number of new, more experienced players, joined the course.

The club has set up a programme of development for its beginners that enables them to progress from lessons, through supervised practice sessions, to Learn and Play and then to Gentle Duplicate, a Novice-friendly masterpointed session. Several students are now playing Duplicate Bridge on a regular basis and a few have already acquired a Masterpoint Ranking. One of our pairs won the EBED National Students SimPairs competition.

Two bridge clubs have approached OBC for advice and help with their own education programme. One is local, Bicester Bridge Club, the other is a club in Norfolk.

The monthly Saturday Seminar series continues to be popular with both members and non-members. This year the club invited Michael Byrne (a professional Bridge Player and U20 Junior International squad leader) to give two seminars on Teams Play. The surplus money from this event was donated to the EBED fund to support England's Junior International Teams.

We are very grateful to Vicky Fleming and her band of tutors and helpers for delivering extremely successful classes, seminars and bridge sessions under the label of Oxford Bridge School.

*Colin Wels, April 2018*

## **Infrastructure Committee**

During this reporting period the Trustees have established an Infrastructure Committee. The Terms of Reference of this committee cover the club's IT and related infrastructure together with the protection and security of the club's data. The committee held its first meeting in January 2018 and has held three subsequent meetings.

The first three meetings were largely concerned with the implementation of the General Data Protection Regulations (GDPR) due to come into force in May 2018. Considerable progress had been made in reviewing the club's activities with respect to those regulations and in implementing appropriate data protection procedures by the end of March 2018.

A comprehensive privacy notice for the club was developed based on guidelines provided by the EBU. Changes were made to the club's membership application form and the registration of information about visitors.

In accordance with one of the club's aims in promoting bridge in Oxford, the 4th meeting of this committee included representatives from many local bridge clubs with the aim of exchanging information on the implementation of the GDPR within the wider bridge community.

*John Cooper/John Fleming  
April 2018*

Annual report by Laws and Ethics Committee for year ending 31 March 2018

Much of the work of the L&E Committee in 2017 focussed on a series of revisions to the Directing Guidelines; and a finished version was circulated to Directors in December 2017.

The 2017 Laws were published in March 2017; and a copy was ordered for all currently active OBC Directors.

There was a long gap (January to November 2017) between meetings of the L&E Committee, owing to the indisposition of the Chief TD, Tom Nicholls, who eventually resigned on grounds of ill health on (date?)

The L&E Committee convened on 1<sup>st</sup> November and made a number of decisions, as follows:

- Appointment of Richard Sills as Acting Chief TD
- Martin Illingworth to be invited to join the L&E Committee.
- Training Day for Directors to be held on 2 December 2017.
- Programme to consist of new laws, Directing Guidelines and other resources for TDs.
- Training to be done in-house, led by Kathy Talbot, Peter Randall (on the Laws) & Richard Sills (on other resources).
- Invitation to be extended to TDs from other Oxfordshire clubs.
- A system of recording warnings and penalties to be introduced.

The training day duly took place on 2 December, attended by 14 of the active OBC TDs, plus three from other clubs.

In January, the L&E Committee met to revise the table of warnings and penalties, judging that we should lean towards issuing procedural penalties, rather than warnings, especially where the TD and/or scorer are significantly inconvenienced by players interfering with the smooth running of a session or not conforming to the laws or regulations. The Committee also agreed to extend its terms of reference, to include appointing a Lead Director for each regular session; scheduling a Director for each session; and ensuring that all Directors for each session are listed on the OBC website.

*Richard Sills*  
*Acting Chief Tournament Director*  
*3 April 2018.*

## Annual Report of the Membership and Communications Committee 2017-2018

This year we have welcomed 86 new members.

The Trustees had agreed to offer all the Term 3 students on the Bridge For All course free membership for one year.

Of the 43 who were offered free membership, 40 accepted of which 20 have already renewed for the current year. This offer has been repeated to Term 3 learners this year.

There were also a healthy 43 new members who joined outside this scheme. Despite the current disruption, we have had 8 new members this month outside the Term 3 scheme.

Pat Lewis, having taken over as chairwoman of the club, is now editor of the monthly newsletter. We have current email addresses for all but a handful of members and this remains the major form of communication.

We also use Pianola as our results service and the club website for information about the club.

The website manager is Jane Matheson and thanks go to her and the other members who edit particular sections of the site particularly Liza Furnival and John Fleming.

### Membership OBC

Year	2018	2017	2016	2016	2014
Number of Members	380	321	333	n/a	n/a
New Members	86	22	23	47	19

## OBC CIO Operations Committee summary for April 2017 to March 2018

The Operations Committee met five times during the 2017/2018 year. During the year, the committee updated the CIO's health and safety policy, completed a health and safety risk assessment and updated the CIO's emergency evacuation plan. It also arranged the annual inspection of the fire extinguishers and the biannual inspection of the fire and smoke alarm systems by competent bodies. Appropriate checks, nominally weekly, of the fire extinguishers, fire and smoke alarms were also made. All portable electrical items were subject to a PAT during the year.

The Committee has ensured that the CIO's day-to-day bridge activities are facilitated by ensuring that the premises are adequately cleaned, that the furniture and fixtures and fittings are in good order and repaired where necessary, and that refuse is disposed of in a sustainable manner. Provision of regular additional cleaning was arranged to ensure the premises remain an attractive location in which to play bridge.

In preparation for the planned refurbishment of the premises, the Committee developed a detailed inventory of the CIO's property. Items surplus to future requirements were disposed either by donation to charity, offer to members or being binned. Storage for items required in future, but not whilst in temporary premises at Oxford City Football Club (OCFC), was arranged. The storage area at OCFC was configured appropriately and the Committee organised for the transfer of all necessary materials to OCFC.

*Martin Illingworth*  
*25<sup>th</sup> April 2018*

## **Premises annual report**

### **Members of Premises Committee:**

Howard Arnes (Chair)

Matthew Covill

Chris Kerr

Pat Lewis

Diana Nettleton

Richard Sills

Kathy Talbot

### **Objective 2018-19**

The objective of the Premises Committee this year has been to implement the OBC Extension Project.

### **Establishment of Project Team**

The Premises Committee reviewed the arrangements of the Extension Project in July 2017 and found that under the existing structure the project was unlikely to move forward. They concluded that they would need to take on a Project Management Team to oversee the project from architects' drawings to an end-product. The project would need to be co-ordinated and managed in a proper, professional and diligent way to ensure that the Charity, the Trustees and the members were protected under all regulatory requirements for major building projects undertaken by a Charity.

A Project Team was therefore established led by Diana Nettleton and supported by Matthew Covill and Chris Kerr. The team has led liaison with all the professionals involved in the Extension Project.

### **Progress to date**

The Premises Committee screened a short list of well established companies providing project management and selected Gray, Baynes and Shew, a well-respected and established local architect. Their team was to be led by David Welbourne, partner and supported by Katy Harrison, architectural assistant.

With the support of GBS, we have appointed drainage experts, structural engineers, building control, quantity surveyors, electrical engineers, and finally a contractor to deliver the build project.

The start date of the Build project was set for 9 April 2018, with a completion date 28 weeks later.

We are very proud to report that we have made good progress and that the old conservatory and kitchen are now fully demolished and the building works have started to build a new extension. Some renovations to the older part of the building are beginning. We have also undertaken and completed removal of all of the asbestos present in parts of the building.

## Temporary Relocation of OBC

Over the Easter weekend, OBC relocated all its activities to Oxford City Football Club for a fee of £750/week. A licence was drawn up by Blake Morgan giving us flexibility and the security we needed for all our activities involving playing and teaching bridge. The arrangements have been working better than expected and income from attendance has remained consistent much to the relief of our treasurer.

## Rear Access and Boundary Wall

The Build Project has not been without its challenges. The initial major challenge materialised after the project started when the tenants at 149 Banbury Road were not able to provide the flexibility that had been anticipated for OBC to use their car park as a rear access to our site on any specified occasion. The University Estates have supported OBC financially and we are grateful to them for this. However, the lack of this rear access has increased the cost of the Project by some £33,600, and delayed the project so that it will only be completed after 36 weeks.

There has also been the additional problem of the boundary wall with our other neighbours which is at risk from our excavation work for the new build. Williams College have been most helpful in finding a solution to this, and although all the wall will need to be demolished and replaced, the OBC liability is only for 30% of the cost.

There are other issues that have and will come to light, but we are making progress through regular monthly site meetings.

## Conclusion

The above progress has only been possible because

- The Premises Committee have worked untiringly on behalf of the Trustees and the Members. Meetings have at times been weekly and extremely demanding on a small committee with other commitments.
- GBS have been outstanding in their professionalism and support in finding a way through each challenge. We would not have managed without them.
- Our building contractors, Wooldridge and Simpson are also completely on side with finding a way through, even though they now must hand-ball all the rubble through the front, and there must be a cement mixer running every working day rather than lorries delivering liquid concrete.
- Chris Kerr has worked tirelessly to arrange the loans through Charity Bank, re-organise our insurances and re run Budgets in response to changing parameters.
- The Generosity of a significant number of our members who have donated more than £20,000 to help fund the additional costs incurred because of the front access issue.

Every business must have the courage to move forward and the membership has been lucky to have such a conscientious and committed team working on this project this year. We have every confidence the end product will be a club of which the Members can be truly proud.

Matthew Covill, Chris Kerr, Diana Nettleton

25 May 2018

### **Social Committee Report**

During 2017 we have held two social events, namely Children in Need in then week commencing November 13<sup>th</sup>. All this week we held a raffle with prizes given by members and also cakes kindly made by our members. The amount raised was £941.28 and a further sum of £399.12 was donated through the SIMS table money making a total sum of £1340.40. This was greatly appreciated by the Children in Need charity.

We also had our annual Christmas Party on Wednesday 13<sup>th</sup> December. During the day we had a bridge session with refreshments which was enjoyed by many of our newer players as well as regular afternoon players. After this session we had entertainment by Oxford Harmony barbershop singers followed by a presentation informing members of the proposed refurbishment of the club premises. The evening session followed in a festive mood with more refreshments and good humour.

*Sue Smith*