



Guidelines

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HISTORY

Alison and Valerie formed the Club in 2011 with the first session, of eight pairs, being held on 5 October 2011.

Their aim was to create a friendly environment where players could enjoy social bridge.

Current members would agree that their vision has carried through to today.

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VALUES

Gungahlin Bridge Club (GBC) is committed to:

- being tolerant and respectful
- being fair and professional in all our dealings with each other
- promoting honesty and integrity in play and interaction between club members
- promoting consistency in decision-making and problem solving
- appreciating and recognising the efforts of our volunteers
- being open and accountable to members

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MEMBERS

A member retains membership provided they:

- adhere to our values
- remain a financial member of the Ainslie Group

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MEMBERS' RESPONSIBILITIES

Our sessions are designed to be relaxed and played in a friendly environment.

Due to the success of this approach, we rarely have the problem of members displaying annoying behavior, making embarrassing remarks or displaying other conduct which could interfere with the enjoyment of the game.

Bridge is an extremely enjoyable game. To promote these values and enjoy the game, members are expected to:

- arrive punctually for all sessions of play
- assist in the setting up of a session and tidying up after the session.
- let your partner know, if you are running late
- turn off your mobile phone
- assist in tidying up at the end of play
- serious violations should be referred to the mediation officer
- follow the information in the chapter on bridge etiquette and protocol

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BRIDGE ETIQUETTE AND PROTOCOL

GBC encourages members to observe the following guidelines on bridge etiquette and protocols.

Above all, avoid any behaviour that would make anyone feel uncomfortable.

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Table Manners

Cards should not be taken out of the board before all players are at the table.

Before you look at your cards count your hand and ensure that you have exactly thirteen cards.

Do greet your opponents at the table and treat them with respect and courtesy.

Do not indulge in post-mortems with your partner directly after a hand is finished. (Save it for after the game.) Not only could a post-mortem undermine partnership confidence, but it may communicate information to players who have not played the hand at other tables.

Do not criticize partner. (Keep it to yourself until after the game. You will have cooled down by then.) And you may also have figured out that you share some of the blame.

Do compliment your opponents for fine bidding or play.

Do not gloat! (It is ugly) Be modest.

Do say 'Director Please' in a pleasant tone. Keep your hand up so that the Director can quickly determine who called.

Do support your partner at all times. She/he is the only player in the room that is on your side!

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The Auction

Bidding boxes are designed to reduce the possibility of information being communicated between partners by voice intonation or other mannerisms such as eye contact. When using a bidding box, decide what your bid is going to be *before* reaching for or touching cards in the bidding box. An extreme example of this impropriety is when you touch a 2H card and then pull out a pass card.

Do not ask for information from your opponents unless it is your turn to bid.

Do not ask what a bid means unless you are intending to bid. Asking for explanation without bidding could in certain circumstances be construed as passing unauthorized information to one's partner. If one doesn't intend to bid, questions of the opponents, should be made after the auction has concluded.

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Play of the Hand

Do say 'Thank you' to your partner when he/she puts the Dummy on the table. (Even though you are thinking to yourself 'where the heck is the hand my partner was bidding?')

Do, when you are on opening lead, lead first and then write the contract on your score sheet. When you are on opening lead, detach a card from your hand and lay it face down on the table. This prevents irregularities...such as leading when it is not your turn to do so and allows questions about the auction and any alerts to be answered. All players, except dummy, may now request a review of the auction and an explanation of any alerted calls. You, as the opening leader, may ask for any review of the bidding before you make your first lead. Other players may also ask for a review of the auction at their first opportunity to play.

Do not SNAP your cards down on the table.

Do not detach a card from the hand before it is your turn to play. Do not pull up a card, push it back into your hand, and then pull up another card. Nor should you detach a card and then replace it to play another card. Also do not detach your card before it is your turn to play and never rearrange your hand when you are out of a suit. All of these manoeuvres provide additional valuable information to the declarer.

You have the right to inspect the cards that have been played on the current trick as long as *your* card remains face up. Once all cards have been turned over (face down) no one can ask to see the cards that were played.

At the end of a hand ensure that you do not mix up your cards until the result is agreed with the opponents.

Do not look at your opponent's or partner's cards after the hand has been played without their permission.

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Dummy's Responsibilities

You may not call declarer's attention to anything except that he is about to lead from the wrong hand or to ask if he is out of the suit being played.

As dummy you may not play or touch any card in dummy (even a singleton) until declarer calls the card. If declarer designates a suit, but not the rank, he is deemed to have called for the lowest card of the suit indicated. If declarer designates a rank but not a suit, he is deemed to be continuing the suit in which dummy won the last trick. Otherwise, be silent during the play.

Dummy is not allowed to call the Director.

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Principle of Full Disclosure

The philosophy of active ethics tells us that winners should be determined solely by skill, flair, and normal playing luck. Actively ethical partnerships take pains to ensure their opponents are fully informed.

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Slow Play

Failure to finish on time can do a great deal to chase players away from the game and is extremely distressing to waiting players. Bridge is a timed event. If a pair takes more than their share of the allotted time for each round, they are inconveniencing their fellow competitors as well as gaining an unfair advantage over them. When a pair has fallen behind

it is incumbent on them to make up the time lost as quickly as possible whether at fault or not.

The actively ethical player makes a concerted effort to catch up when they have fallen behind, regardless of the reason for their lateness. All players are expected to develop this good habit.

Avoid hesitations by being consistently deliberate in your bidding and play. An acquired habit of playing smoothly and evenly (even on very bad hands) will always give you more time to think. Remember that a hesitation followed by a pass, places an extra burden on partner as any bids by him or her must be very clear cut. Do not be upset if an opponent calls the director to monitor the auction in this situation as it is the proper thing to do.

Remember: Slow play is subject to penalty, and the penalties are well earned when slow pairs disrupt the normal progression of the game.

Additionally, players should be available to start each subsequent round promptly, avoiding wherever possible, being late to a table for non-bridge reasons.

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PARTNER FINDER

Pianola has a useful feature called Partner Finder.

Partner Finder is a service that enables you to advertise for a partner, when your regular partner is not available, by sending an advert, by email, to GBC members.

To send a Partner Finder advert:

- log into Pianola (this can be done through the GBC webpage)
- select Partner Finder in the green box at top of screen

You will then see two tabs Adverts and Preferences at the top of the screen and the words Find out more to the right of screen.

It is suggested you read Find out more first and then select your preference options before placing your advert. To return to Partner Finder, from the Find out more screen, select the Partner finder tab at the very top of your screen.

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Adverts

To place an advert:

- select the Partner finder tab
- select the Adverts tab
- click on Create a Partner Finder advert
- select the relevant date (a faint border will appear around it)
- press the Save and send emails green button

Important: You do not receive confirmation that your advert has been placed.

A red circle appears in the Partner finder tab when your advert has been successfully placed.

Remember, when you have found a partner, or no longer need a partner, return to your advert and select the appropriate response to close it.

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Preferences

Go to Find out more and refer to:

- blocking people from seeing your advert
- shortcuts to setting up your preferences

Select the Preferences tab and set up your preferences.

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Find out more

Find out more opens a new page on your screen and provides detailed instructions on how to:

- create and delete an advert
- getting notified of adverts
- blocking people from seeing your advert
- shortcuts to setting up your preferences

To return to Partner Finder select the Partner finder tab at the very top of your screen.

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CESSATION OF MEMBERSHIP

A person ceases to be a member if they:

- are not a current member of the Ainslie Group
- resign from membership of the Gungahlin Bridge Club
- are expelled from GBC

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VISITOR REGISTRATION

With an ABF Number

A visitor with an ABF number:

- Enters their ABF number in the Bridgemate
- Our bridge software recognises that they are a visitor, downloads their personal information from the ABF database, allocates a local number and registers them on our local system
- If they are not registered in MyABF, their table money will be deducted from the member's MyABF account

Without an ABF Number

A member:

- Has to give at least 24 hours' notice that they are inviting a visitor who does not have an ABF number
- Must supply the visitor's name, email address and mobile phone number, in order for the visitor to be registered on the GBC scoring and reporting computer programs

The visitor will be allocated a GBC local member number that is entered in the Bridgemate.

The visitor's table money will be deducted from the member's MyABF account.

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NEW MEMBERS REGISTRATION

For space reasons, GBC has a membership limit. If the limit has been reached you can request to be placed on the membership waiting list.

New members are required to have a reasonable knowledge of Bridge as GBC does not offer Bridge classes. A player may be admitted as a member, by the President, once the person has:

- been recommended by a GBC member, or
- provided evidence that they are a proficient bridge player
- provided their name, postal address, email address and mobile number

Once accepted for membership you must provide evidence that you are a member of the Ainslie Group.

With an ABF Number

If you have an ABF number:

- enter your ABF number in the Bridgmate
Our bridge software will, downloads your information from the ABF database and registers you on our local system

GBC will be selected as your Home Club.

Without an ABF Number

If you are accepted as a new member and do not have an ABF number, you need to provide your name, postal address, email address and mobile number.

After you have been allocated an ABF number, you need to register on MyABF and deposits funds into your account.

MyABF Registration

MyABF is the system offered by ABF to offer a number of benefits including a “bridge credits” account with the ABF to make paying for your bridge much easier and travel Insurance that is available to members, their family and friends up to and including the age of 90.

To register with MyABF:

- go to the GBC website - Gungahlin Bridge Club (pianola.net)
- select MyABF
- select Sign Up and follow the sign-up procedure

Top Up Your MyABF Account

- go to GBC webpage
- select MyABF and log in
- click on Bridge Credits
- suggest you select Auto Top Up and follow the instructions

New members can play when they have been allocated an ABF number and deposited funds into MyABF.

We do not accept cash.

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INACTIVE MEMBERS

If a member has not played for more than six months, and there is a new member on the membership waiting list, the following procedure applies.

The President will send them an email containing the following:

- advise them the date they last played
- ask them if they intend to return to bridge and if so, approximately when
- request them to reply within fourteen days

If they do not reply within fourteen days, send a follow-up email advising them their membership status has been changed to Resigned.

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SESSION TIMES

Session times are:

9:30 – doors open

9:45 – be seated

9:50 – table numbers are confirmed

9:55 – movement announced

10:00 – play commences

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TABLE MONEY

Currently the Committee has set table money at:

- member - \$3
- visitor - \$10

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DIRECTORS

Members with appropriate training and experience are asked to nominate as directors.

Directors will be remunerated for their services in accordance with the following:

- a director will agree to direct every session within their designated calendar month as set out in the annual directors' roster
- if a director misses one session, for a valid reason, they will still be paid
- if a director misses more than one session they will not be paid, unless approved by the Committee
- it is a director's responsibility to find a replacement when they are unable to direct a session

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Setting Up the Game

In order to begin the game on time, the director needs to be on hand at least 10 minutes before the game starts.

The Director needs to ensure that the room has been set up correctly by the assistants:

- tables are spaced appropriately to allow for ease of movement
- all the necessary items for a duplicate game have been placed on tables.

Once this has been done, the Director consults with the IT team re the requirements of the day, ie numbers of tables.

Next, the Director gets all members to tables to begin the formal count which will allow for the determination of the movement.

Prior to the start of the game, the Director welcomes all members and authorises any announcements to be made pertaining to club matters. The Director then announces the type of movement, the number of tables, boards and rounds. The IT person will advise the Director as to when the bridge mates can be started.

While this is being done the Director hands out the travelers to individual tables.

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Keeping Control of the Game

In order for the Director to maintain and ensure the orderly progress of a game he or she should do the following:

- never tolerate improper behavior nor allow his or her authority to be challenged
- keep the game moving
- ensure members play quietly
- consistently watch the timer and hurry slow players
- asking slow players to pass in boards which cannot be played due to lack of time
- administer and interpret the Laws, advising the players of their rights and responsibilities
- assess penalties when applicable
- rectify any error or irregularity of which he or she becomes aware in any matter within the correction period established, according to the Director's handbook.

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After the Game

The Director does a final check of the room to ensure that all items have been put away.

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ANNUAL GENERAL MEETINGS

GBC shall, at least once in each calendar year, at the nearest practicable date after 1 September each year, convene an Annual General Meeting (AGM) of its members.

The Agenda of an AGM shall include:

- confirmation of the minutes of the last AGM, or EGM
- receiving and accepting reports from the President, Vice President and Treasurer on the activities of GBC during the preceding financial year
- electing members of the Committee and the Executive positions for the coming year
- confirmation of the signatories to the GBC bank account

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EXTRAORDINARY GENERAL MEETINGS

The Committee may, whenever it thinks fit, or on the request of no fewer than five financial members convene an Extraordinary General Meeting (EGM) of GBC members.

The request shall:

- state the purpose or purposes of the meeting;
- be signed by the members making the request; and
- be lodged with the Secretary or President.
- If the Committee fails to convene a general meeting within one month after the date on which the request was lodged with the President or Secretary, any one or more of the members who made the request may convene a general meeting to be held not later than three months after that date

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ROLE OF THE COMMITTEE

The Committee shall control and manage the affairs of GBC.

Only current members of GBC can be nominated for a position on the Committee.

The ballot for the election of Committee members shall be conducted at the AGM in such manner as the Committee may direct.

Executive positions which fall vacant unexpectedly may be filled by any suitable member, appointed by the Committee.

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COMMITTEE MEMBERSHIP

The Committee shall consist of four executive positions and no more than ten non-executive positions.

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EXECUTIVE POSITIONS

President

The President is responsible for the efficient operation of GBC. This includes:

- providing leadership to GBC
- representing GBC in negotiations with the Ainslie Group, BFACT and ABF
- being a signatory on the GBC bank account and approving expenditures over \$200

- convening and chairing the AGM, EGMs and Committee meetings
- ensuring GBC Guidelines reflect current policy and details current procedures

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Vice President

The Vice President will:

- act as President when the President is unavailable
- be a signatory on the GBC bank account

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Secretary

The Secretary will:

- develop the agenda in consultation with other Committee members and distribute it prior to AGM, EGM and Committee meetings
- record and distribute the minutes of all GBC meetings
- manage GBC's records and correspondence; and
- provide previous AGM (or EGM) minutes to each AGM (or EGM) for acceptance

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Treasurer

The Treasurer is responsible for the financial operation of GBC. This includes to:

- manage the GBC's bank account.
- hold the debit card for the GBC bank account
- manage the financial statement and present it to members at the end of the calendar year
- ensure planned payments above \$200 are approved by another member of the executive
- provide bank statements to the committee for audit purposes
- retain all receipts and bank records
- manage liaison with the bank
- hand over all documents and records to the next Treasurer when appointment completed

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NON-EXECUTIVE POSITIONS

A non-executive committee member may volunteer to carry out one or more of the following tasks:

IT Manager

The IT manager is responsible to:

- manage membership, including allocating new members and visitors with an ABF membership number
- manage the GBC website
- manage the IT systems and their associated hardware and software
- train IT assistants

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Directing Coordinator

The directing coordinator is responsible to:

- draft the Director roster for the playing year
- circulate the roster to Directors and Committee Members
- identify suitable members for Director training and encourage them to apply

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Social Secretary/Catering

The Social Secretary/Catering coordinators are responsible to:

- organise social events including finger food lunches, the Christmas party and other Committee planned events
- liaise with the Ainslie Group re catering

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Mediation Officer

The mediation officer is responsible to:

- carry out mediation, arbitration and conflict resolution in respect of disputes between members or groups of members
- assist and guide the parties toward their own resolution. The mediator does not decide the outcome, but helps the parties understand and focus on the important issues needed to reach a resolution
- refer the dispute to the President who will then inform the mediation officer if the dispute is not resolved

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Social Secretaries

The social secretaries will organize the social events conducted by GBC. The main events are the Christmas Party and seasonal Finger Food lunches at the AGM and other events as agreed.

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Bridgemates

Before play:

- check battery level, if necessary, replace
- ensure the home screen is displayed, if not adjust
- distribute to tables

After play:

- collect and ensure the home screen is displayed
- place in the Bridge case with all keys facing the same way

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Boards

At the end of the session collect all boards, sort them in numerical order and secure them in the plastic board bags

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Bidding boxes

The director for the session will ask all players to check that their bidding box is complete and if they are not complete to give them to the Director

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Tables

Committee members are responsible to oversee setting up procedures. This includes ensuring all tables have tablecloths, table numbers, Bridgemates and bidding boxes.

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COMMITTEE MEMBERS

Committee Nomination Process

- all positions are declared vacant before the AGM

- requests for nomination will be sent via email to members approximately one week before the AGM
- the nominations will be closed two days before the AGM
- the 4 executive positions are to be proposed and seconded at the AGM when a vote will be taken. If there is no nomination, the position is declared vacant and the Committee will select and appoint a member to fill the vacant position
- non-executive positions are to be filled as a block with one proposer and one seconder for all positions
- If an executive member resigns, a suitable replacement will be appointed by the Committee.

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Removal of Committee Members

GBC may, by resolution at an EGM, remove any member of the Committee from their office before the expiration of the member's term of office if they believe that the office bearer's actions are detrimental to the wellbeing of GBC.

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Committee Meetings and Quorum

The Committee shall meet as required at such place and time as the Committee may determine. Additional meetings of the Committee may be convened by any five members of the Committee.

Oral or written notice of a meeting of the Committee shall be given to each member of the Committee at least 72 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.

Any five members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.

At meetings of the Committee the president or in the absence of the president, the vice president or, the president's nominee shall preside.

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Committee Voting and Decisions

Questions arising at a meeting of the Committee shall be determined by a majority of the votes of members of the Committee present at the meeting.

Each member present at a meeting of the Committee is entitled to one vote but, in the event of a tie, the person presiding may exercise a second or casting vote.

The Committee may act notwithstanding any vacancy on the Committee.

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Conduct Of Members

All GBC members are expected to comply with the GBC Bridge Ethics and Manners.

The Committee has the power to discipline members for misconduct. The Committee is required to follow the principles of natural justice in resolving disputes between GBC and its members, and between its members.

The mediation officer will attempt to resolve the dispute with the affected parties. If a resolution is not obtained, the mediation officer will refer the matter to the Committee. The Committee must not take disciplinary action against a member without first ensuring that it is satisfied that the member has committed misconduct.

If the Committee is satisfied that a member has committed misconduct, the Committee may pass a resolution imposing a penalty on the member. The Committee, in imposing a penalty, may:

- require that the member make a written apology to another member or to GBC

- reprimand or warn the member
- require the member to reimburse GBC or another member for any loss due to damage to or theft of property
- suspend the member from GBC for a specified period of time
- expel the member from GBC
- or a combination of the above

The penalty imposed shall be proportionate to the seriousness of the offence, and may take into account the past conduct of the member.

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PRIVACY

GBC will comply with all relevant Privacy legislation in handling members' private information.

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CESSATION OF OPERATIONS

If GBC ceases to be viable, the remaining Committee members will:

- resign from ABF
- liquidate all club assets,
- pay all club debts
- distribute the remaining funds to all current members using a formula based on years of membership
- close the GBC bank account

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