

Macon Duplicate Bridge Club

Policies and Procedures

As of July 10, 2019

See each policy for its effective date (lower left corner)

Macon Duplicate Bridge Club

Policy – ACBL Sanctions

The Macon Duplicate Bridge Club (the “Club”) shall have its duplicate bridge games sanctioned by the American Contract Bridge League (“ACBL”). The Club shall comply with the requirements of the ACBL to be able to offer the sanctioned games.

Thus, the Club has provided in its by-laws for the annual appointment of the Club Manager who is the Club’s authorized connection with the ACBL.

From the ACBL’s “The Sanctioned Club Bridge Game”

ACBL issues sanctions to Club Managers authorizing them to run duplicate bridge games at regularly scheduled times and locations and to award masterpoints at those games in accordance with ACBL rules and regulations.

The Club Manager’s role – Every ACBL sanctioned masterpoint club game must designate an active ACBL member in good standing with all service fees and dues paid as its Manager. The Club Manager is accountable to the ACBL but may operate the club as he or she sees fit(A), as long as the operation of ACBL sanctioned games falls within the limits prescribed by the ACBL. The Club Manager is responsible for complying with all local, state, and federal laws.

The Club Manager is responsible for the following: (1) Preparation and electronic filing of the monthly masterpoint and financial reports; (2) Any correspondence with ACBL on club game matters; and (3) The application for sanction renewals and the reporting of changes to a game sanction.

(A) – The Club by-laws provide for its management by its members elected by the membership for that purpose who work along with the Club Manager to operate the Club.

Special Games

The Club Manager is the only person who can assign or change special games according to ACBL regulations.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Bridgemates and Common Game

The Club shall use the pre-dealt hand files provided by the Common Game service. All games shall be uploaded for viewing on the Common Game website.

The Bridgemate machines shall be set to require the entry of the opening lead for each hand.

The Bridgemate machines shall be set to show the percentage and “traveler” scores at the time that each score is entered and approved.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Director Fees & Board Duplication Fees

Director fees are:

Up to 12 tables	\$70
12 ½ to 17 tables	\$80
17.5 + tables	\$90

Directors shall take the game directing fee from the funds collected and so note on the game envelope. Should there not be enough funds collected, note on the envelope and the Treasurer will provide payment for the remaining amount due to the Director.

When a Director is scheduled for a game, and attempts to hold the game but that game does not occur due to too few players, the Director shall be paid \$30 by the Treasurer. Submit the envelope for the game to the Treasurer with the failure of the game so noted on the envelope. Also, place a note in the Club Manager's box that the game was not held due to too few players.

Board duplication fees:

Individuals duplicating board receive \$10 per set. For all games other than the Tuesday 0-149 game a full set of 36 boards shall be prepared. For the Tuesday 0-149 game or any 0-20 side game, a set of 24 boards shall be prepared. Six (6) copies of the hand record for each game shall be printed and placed in the board case.

The person who duplicates boards shall send an email at the end of each month to the Vice President (with a copy to the Treasurer) indicating the date boards were made and total amount owed to the person for making the boards for the month. The Vice President will review the work done and reply to the Treasurer and the person duplicating the boards that the amount is approved to be paid.

October 1, 2017

Amended January 24, 2018

Amended July 10, 2019 (to show Tuesday game as 0-149)

Macon Duplicate Bridge Club

Policy – Financial related policies

- A.** Solicitations or fund raising will be restricted to ACBL directed or Board approved projects.
- B.** There will be no MDBC financial information shared with non-members or organizations except as approved by the Board.
- C.** Expenses:

Treasurer is authorized to make a \$25 memorial donation for Club members who have died (spouses are not included) to an organization recommended by the deceased member's family.

Board approval is required for any expenses of \$250 or more (other than recurring expenses such as utilities and standard purchasing of supplies). Emergency expenses may be approved as needed by the President, Treasurer and Building or Grounds Coordinator if they are in agreement that the expenditure is necessary.

Receipts are required for reimbursements.

- D.** Each month names of the members who have a birthday in that month will be read at the first Wednesday game. A drawing from the names of those present will take place and the winner will be given a free play coupon.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Game Related Policies

1. Zero Tolerance – The Macon Duplicate Bridge Club (the “Club”) adopts the ACBL policy of “Zero Tolerance” for its games. The ACBL “Zero Tolerance Handout for Clubs” which contains the ACBL Zero Tolerance policy is attached.
2. Cell Phones – Cell phones shall be off or on silent during club games. Should a player need to be able to receive a call during a game, they shall place their phone with the game Director for that purpose. All game Directors shall impose penalties for cell phones ringing during games (except for those phones left with the Director). The penalty in a pairs game will be based on one-quarter of a board. The penalty in a team game will be three (3) IMPs.
3. Slow play – The Club adopts the Slow Play policy of the ACBL which states that “when a slow pair disrupts the normal progression of the game, the Director (at his or her discretion) will assess a disciplinary procedural penalty”.

October 1, 2017



American Contract
Bridge League

Zero Tolerance Handout for Clubs

6575 Windchase Blvd.
Horn Lake MS 38637-1523
www.acbl.org

Rev.2015

Zero Tolerance

Speak Softly and Carry a Big Stick

Every club has that player, the really wonderful, witty, intelligent person that everybody enjoys conversing with unless the topic is bridge. The player who immediately becomes unbearable when the boards hit the table. The player who snarls at partner and intimidates the opponents with harsh words and bad behavior. The player who eventually has the director called to his table.

Although no club is required to adopt the Zero Tolerance Policy as written by ACBL, no club director should feel handicapped if such a policy is not in effect. Everything you need to administer effective disciplinary action resides in the Laws of Duplicate Bridge. And ACBL does mandate that clubs apply each and every Law within.

The Laws

Law 74

A. Proper Attitude

1. A player should maintain a courteous attitude at all times.
2. A player should carefully avoid any remark or action that might cause annoyance or embarrassment to another player or might interfere with the enjoyment of the game.

Law 81, paraphrased in Duplicate Decisions

The Director should never tolerate improper behavior in his game. He should not allow his authority to run the game to be challenged, or he will lose control of his game. Since he has absolute authority during the game, such challenges may be dealt with politely but very firmly. Laws 90 and 91 outline the Director's powers to penalize or suspend a player during the course of the game.

Law 90

A. The Director, in addition to implementing the rectifications in these Laws, may also assess procedural penalties for any offense that unduly delays or obstructs the game, inconveniences other contestants, violates correct procedure or requires the award of an adjusted score at another table.

Law 91

A. In performing his duty to maintain order and discipline, the Director is empowered to assess disciplinary penalties in points or to suspend a contestant for the current session or any part thereof. The Director's decision under this clause is final and may not be overruled by an appeals committee.

ACBL Handbook Excerpt (Chapter IV)

The club manager can handle many behavior problems by discussing them with the offenders, by issuing a warning or declaring a period of probation.

In extreme cases or cases of repeat offenses, the manager can bar an ACBL member from the club game for a stipulated period of time or permanently. (See handbook for process.)

The Policy

The Zero Tolerance Policy was board-approved and adopted by ACBL in 1998 for NABC tournaments. In 2014 ACBL made an effort to "reboot" our attention to this policy. The Z-T policy is regularly adopted and publicized for regionals, sectionals and many clubs. Some clubs choose to write their own policies in this area. The original policy states:

ZERO TOLERANCE Cont.

The ultimate purpose of the Z-T policy is to create a much more pleasant atmosphere in our NABCs. We are attempting to eradicate unacceptable behavior in order to make the game of bridge more enjoyable for all. Below are some examples of commendable behavior, which, while not required, will significantly contribute to the improved atmosphere:

- Being a good "host" or "guest" at the table.
- Greeting others in a friendly manner.
- Praising the bidding and/or play of the opponents.
- Having two clearly completed convention cards readily available to the opponents. (This one is a regulation, not just a nicety.)

The following are examples of behavior that will not be tolerated:

- Badgering, rudeness, insinuations, intimidation, profanity, threats or violence.
- Negative comments concerning opponents' or partner's play or bidding.
- Constant and gratuitous lessons and analyses at the table.
- Loud and disruptive arguing with a director's ruling.

If a player at the table behaves in an unacceptable manner, the director should be called immediately. Annoying behavior, embarrassing remarks or any other conduct which might interfere with the enjoyment of the game are specifically prohibited by Law 74A. Law 91A gives the director the authority to assess disciplinary penalties.

The Procedures

The following procedures have been given to tournament directors for implementation. Suggestions for implementation at clubs are in italics.

- I. At the start of each event, the director shall make an announcement that the tournament will be observing ZERO TOLERANCE for unacceptable behavior. It is requested that the director be called whenever behavior is not consistent with the guidelines outlined above. *A reminder before every club game can be very effective.*
- II. The director, when called, shall make an assessment of the situation. If it is established that there was unacceptable behavior, an immediate $\frac{1}{4}$ board minimum disciplinary penalty (3 IMP in team games) shall be assigned to all offenders. This may involve any one or all four players at the table irrespective of who initiated the unacceptable behavior. If both members of a partnership are guilty, the penalties are additive ($\frac{1}{4}$ board EACH = $\frac{1}{2}$ board!). The Board of Directors strongly believes that assignment of disciplinary penalties will improve the overall behavior at our tournaments. *Talk with your club manager or owner. Work together to determine the appropriate, consistent response and penalties to unacceptable behavior.*
- III. If it is determined that the same offender is responsible for a second offense in the same event, then the offender(s) shall be ejected from future competition in that event. An offender removed from an event shall be deemed to have not played in the event. No masterpoints will be awarded, and no refunds will be made. All previously-obtained results shall, however, remain valid as to their effect upon other competitors. In the case of a serious offense and in the case of multiple offenses (three) during a tournament, a disciplinary committee may be convened to determine whether the offender(s) should be allowed to play in other events at the tournament and/or whether additional sanctions may be appropriate. *Again, consistent responses to infractions should be implemented.*

ACBL Zero Tolerance Cont.

- IV. Warnings are strongly discouraged and will be given only when there is no clear violation or in cases where the facts cannot be determined. Offenders are to receive immediate penalties. Regardless of who may have initiated unacceptable behavior, ALL offenses are punishable. Retaliatory behavior is a punishable offense. Frivolous accusations will also be considered as offenses under this policy.
- V. In accordance with the Laws of Duplicate Bridge, a director's decision to impose a disciplinary penalty is final; however, all such decisions may be appealed. An appeals committee may not overturn the director's decision but could recommend that the director reconsider the imposition of a penalty. It should be noted that the committee may feel that the penalty assessed was not severe enough and may refer the matter to a disciplinary committee. *No club is expected to have a committee in this area. Some larger clubs have standing Conduct and Ethics Committees, or such items may be heard a by a board. A club should also be aware of procedures applicable to Club Discipline Issues as spelled out in Chapter IV of the ACBL Handbook, especially in regards to probation or suspension from the club.*
- VI. The DIC shall provide a summary report of all behavioral penalties to the tournament chairman and/or recorder. *Keep a log of all infractions at your club. /make sure all directors who share the space are kept informed.*

Style Matters

How you handle a Zero Tolerance call matters. Your professionalism in putting a fire out and returning the entire game to a pleasant atmosphere is important. Believe it or not, players may not think in terms of playing at the "Metro Bridge Club," but instead think in terms of playing in your game. You've heard it multiple times: "I love playing in Nancy's games! Everybody is so nice!" or "George's games are no fun anymore. Everybody is so grumpy." Your adeptness in dealing with unacceptable behaviors can go a long way toward building the reputation you seek.

Much of our work in the area of Zero Tolerance involves using concepts of Conflict Resolution. An art and science to itself, there are some key elements to consider in addressing your own role in resolving tense situations. Experts in Conflict Resolution recognize that individuals have their own style in this matter, and many of us adopt differing styles as the level of conflict rises.

The following descriptions come from the Thomas-Kilmann Conflict Mode Instrument, a recognized set of tools in this field. <http://www.kilmanniagnostics.com/catalog/thomas-kilmann-conflict-mode-instrument>

Competitive: People who tend towards a competitive style take a firm stand and know what they want. They usually operate from a position of power, drawn from things like position, rank, expertise or persuasive ability. This style can be useful when there is an emergency and a decision needs to be made fast, when the decision is unpopular or when defending against someone who is trying to exploit the situation selfishly. However it can leave people feeling bruised, unsatisfied and resentful when used in less urgent situations.

Collaborative: People tending towards a collaborative style try to meet the needs of all people involved. These people can be highly assertive, but unlike the competitor, they cooperate effectively and acknowledge that everyone is important. This style is useful when you need to bring together a variety of viewpoints to get the best solution, when there have been previous conflicts in the group or when the situation is too important for a simple trade-off.

Compromising: People who prefer a compromising style try to find a solution that will at least partially satisfy everyone. Everyone is expected to give up something, and the compromiser also expects to relinquish something.

4000 JUSTICE Cont.

Accommodating: This style indicates a willingness to meet the needs of others at the expense of the person's own needs. The accommodator often knows when to give in to others but can be persuaded to surrender a position even when it is not warranted. This person is not assertive but is highly cooperative. Accommodation is appropriate when the issues matter more to the other party, when peace is more valuable than winning. Overall this approach is unlikely to give the best outcomes.

Avoiding: People tending towards this style seek to evade the conflict entirely. This style is typified by delegating controversial decisions, accepting default decisions and not wanting to hurt anyone's feelings. It can be appropriate when victory is impossible, when the controversy is trivial or when someone else is in a better position to solve the problem. However in many situations this is a weak and ineffective approach to take.

Once you understand the different styles, you can use them to think about the most appropriate approach (or mixture of approaches) for the situation you're in. You can also think about your own instinctive approach and learn how you need to change this if necessary.

Customer Service

There are relevant tools from the concept of Customer Service that we can also implement in this arena. The steps of "LEAP" can guide a director to methodically solve the problem and work through the steps of making decisions when faced with heightened player emotions, rather than jumping to a quick punishment and swift escape.

- Listen and Hear Them Out
 - Keep it brief.
 - Keep it polite.
 - Keep it professional.
- Empathize
 - The injured partner wants to know you care.
 - The injured party wants to know you understand.
 - The angry party wants the very same consideration.
- Assert Yourself
 - Address the behavior that must not continue.
 - Assess the penalty.
 - Keep the personal out of it.
 - Follow up if necessary.
- Provide Options or Prepare to Take Action
 - If the concern has not been fully addressed, communicate how this will happen and at what time.
 - Clarify any unmet needs.

The Personal Attack

One of the most difficult situations you will face is the direct attack on you:

"Get me a real director!"

"That's the most idiotic ruling by an idiotic director I've ever seen!"

"You people are the laziest, most incompetent bunch of nincompoops! I'm calling the president of the club tonight!"

LEAP INFRACTIONS CONT.

Working through LEAP concepts, the response to this last comment, a clear threat of "I think you should be fired," might simply go:

"I understand you're upset by the ruling, and I have offered you the opportunity to discuss it calmly following the game. We can take time to go through the Laws together. What is not allowed by our Laws is loud and continuous arguing about the ruling. Your behavior has disrupted several tables in play. Based on your behavior, our policy requires an assessment of a ¼ board penalty. If there is some new evidence not previously shared, I'd be happy to listen, but if this is not the case, it's time to get back to play. Please keep your voice down, return to your table and finish this round. If you wish to discuss this further, I will be available immediately after the game."

Keep in Mind...

- You should be able to hear the tone of voice in the call alone. On the "strained" voice calls, get there fast.
- Make any bickering or on-going talking stop.
- Assure everyone will be heard if necessary, but you can't hear in "stereo."
- Demand respect and politeness for the person speaking at the table.
- Do not allow "fighting," "threatening" or "exaggerated" diatribes.
- Assess quickly and quietly where the problem began and PENALIZE.
- Remain calm and quiet and expect them to do so as well. A reminder that they're playing a card game, for goodness' sake, is sometimes needed.

Ye Olde Wive's Tales

"Well, you didn't call me to the table when he did that. There's nothing I can do about it now!"

NOWHERE does it say you must be called to the table at the time of the infraction to be able to assess a penalty. If a player comes to you three rounds later to complain about snarling and foul language at a certain table, you can still apply the penalty. This is not puppy training where you have to catch them in the act.

"Nobody called me to the table. I can't give a penalty if you don't call me."

NOWHERE does it say you must be called to the table by a player who complains. If you see an infraction, address it immediately. Players can be afraid to call the director. They have to play against this person every day, and they think it will be worse if they call the director. If you overhear the snarling, take it upon yourself to take action without being called.

When It's Really, Really Bad

- When you arrive at a table, and everyone is talking and won't stop, a bellowed "BE SILENT" usually works but is disruptive. Use a softer voice than the arguers. Believe it or not, they will have to lower their voices to hear you!
- If two people are having at it, urgently tell one to come with you and take him three to four tables away. Tell him you will continue when he has control of himself. Go back to the table and tell the other the same. If he has gotten into it with someone else, take him away in a different direction. When you have the situation under control, tell them to take a deep breath and that you will hear from each in his turn. Then make sure you do. In this situation you have to keep a tight lid on it or the altercation will flare up again and again.

Goodwill Intolerance Cont.

- After you have dealt with an explosion, don't walk away! Don't stand too close either. Your presence right at the table might provoke a quick temper. Ease yourself back a little, and if the electricity wanes, back off a little more. If you can, stay a table or two away - without staring at the problem table - until they have moved for the next round.
- Be sensitive to the body language of everyone at the table. You will pick up information even in non-crisis situations.
- Evaluate yourself. After you have dealt with any difficult situation or one that left someone dissatisfied, examine your behavior. Ask yourself what you could have done better and how you could have avoided the traps you fell into.

Be Proactive

Create an environment where you are continually looking *for* ways to remind your players to behave appropriately. Better than punishing bad behavior is rewarding good behavior. Implement new activities or procedures in your club that remind everyone how important it is to be nice:

- Develop your own Goodwill Day or Week and give out free plays to a winner of "best example of goodwill" for each game. Post pictures of these goodwill ambassadors on the wall.
- Make an announcement about anniversaries, new grandchildren or something else positive. Fill your club with friends, not adversaries and opponents.
- Remind, remind, remind. It can be as simple as "Smiles on, cell phones off!"
- Tell a short joke while they're taking their places. A warm-up chuckle may help start the game on the right foot.
- Develop your very own Goodwill Honorees and Committee.
- Hold a monthly birthday game.

It's Just Another Ruling

Yeah. Sure. And bridge is *just* a game.

One respected, level-headed colleague does have the right spirit in approaching Z-T rulings. They are just that: a mere ruling. Determine the facts, listen to all sides and apply the appropriate rectification. Leave the table. Make the ruling just like you were dealing with an opening lead out of turn - professional manner and a concise ruling.

Keep It in Perspective

A respected player, easily in the top ten of all time masterpoint winners, approached the presenter of Z-T workshop just prior to the presentation beginning. With a half-grin on his face, he shared a real concern that perhaps, just perhaps, we were heading down a path of becoming a little too intolerant of borderline behavior. He asked, "Does a pair have to worry about being a bit surly with each other after reaching a seven club contract playing their two-one fit? Are they now subject also to a Z-T penalty?"

The response was simple. "You and your partner being surly after playing your two-one fit at the seven level and then bickering a bit with each other would hardly qualify as 'interfering with my enjoyment of the game!' In fact, it may be increasing my enjoyment of the game!"

Macon Duplicate Bridge Club

Policy – Hospitality

The Club shall provide complimentary coffee service for the players. For a small charge that may be established by the board, the Club will have available for purchase, bottled water, soft drinks, snack crackers and/or chips, and candy bars.

Donated snack foods will be offered when available. Snack foods purchased for and not used during a sectional tournament will be offered when available.

Under the direction of the Hospitality Coordinator(s), the Club shall plan and execute the following events that shall include food service: the annual New Faces Game, the annual holiday party and annual meeting event, and three other events as chosen by the Hospitality Coordinator(s) in consultation with the Executive Committee.

Members may choose to plan and bring food items to share with others at any game. However, they should consider the complexity of the service in making a decision to do so. Their plans must consider any needed preparation, service and clean up for the food and in a manner that does not delay or impact the scheduled game. Other than being sure that coffee is available for the players, the game Director duties do not include assisting with food service, cleaning up after food service, or filling in for a player who is preparing food.

October 1, 2017

Amended July 10, 2019

Macon Duplicate Bridge Club

Policy – Keys/Access to Property and Buildings

Sets of keys to the MDBC property shall include a key to the gate lock, a key to the new building and a key to the old building.

Sets of keys should be held by the following: the club manager, the current officers, the past President, the active game directors, active teachers, and those trustees or board members who are serving in one of the coordinator positions that requires them to have regular access to the building or grounds. The coordinator positions that have need for a set of keys are buildings, grounds, tournament, hospitality, and purchasing (may be a purchaser coordinator and an inventory coordinator separately or may be the same person).

Other individuals may be given a set of keys as approved by the board. The President shall hold any unassigned sets of keys and shall maintain a list of those persons to whom sets of keys are assigned.

It is the duty of each person assigned a set of keys to return them to the President when they no longer hold a position that requires a set of keys. If a person loses a set of assigned keys, they should reimburse the MDBC for the cost of the replacement set of keys.

October 1, 2017

Amended July 10, 2019

Macon Duplicate Bridge Club

Policy – Membership and Annual Dues

Membership in the Macon Duplicate Bridge Club is open to anyone.

Annual dues for each member are \$10. Dues of a renewing member are due and payable at the \$10 rate between November 1 and December 31 for the following calendar year. Dues for a renewing member paid after December 31 will be a rate of \$15.

Dues for new members joining during a calendar year shall be \$10 from January 1 to August 31 of the calendar year. New members joining from September 1 through December 31 of a calendar year shall pay \$10 that will cover the remainder of that calendar year and the next calendar year.

Dues are waived for any member age 90 or older.

The Treasurer shall maintain a list of current (and lapsed) members which shall be provided to the Game Directors for use in determining the appropriate Game Fee to be paid by a player.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Non-playing Director

The Macon Duplicate Bridge Club will have a non-playing director.

If someone's partner does not show up for the game, an exception may be made and the director may play if the following two criteria are met:

- 1) By playing, the director and partner make up a full table and do not create a new half table
- 2) By making a full table, the number of total tables for the game is eight or less

If we do not have a director available to direct a game, and a director is playing that game, he can be a playing director if there are eight tables or less.

Background:

Our By Laws (Item V) already state 'There shall be a non-playing director at all games, except in an emergency'.

At a previous board meeting it was discussed and voted that a director would only play, if by playing, it created a full table and not a half table. This was approved, but not officially made into a written Policy, which is what I am trying to do.

On Monday, Oct. 1, someone's partner did not show up and our director filled in and played, which created a half table (10.5 tables for the game). Diane and I received complaints about the director playing and the game slowing down due to rulings, etc. This is why my proposal is for the director to only play in a smaller game, if needed, on Tuesday, Friday or Saturday with eight tables or less.

November 2018

Macon Duplicate Bridge Club

Policy – Purchasing

Bridge Games supplies will be purchased by Club Manager

All other supplies for bridge house (example, paper, printed envelopes, cleaning supplies, kitchen products, paper products, candies, drinks, game envelopes, batteries, etc) will be purchased by the Purchasing Coordinator.

A list of items regularly purchased shall be maintained by the Purchasing Inventory Coordinator (the "PIC"). A procedure shall be developed for Directors and others who pull items from inventory at the club to advise the PIC so that they may alert the Purchasing Coordinator about items that need to be purchased for the club.

Macon Duplicate Bridge Club

Policy – Safety issues

No firearms are allowed on Macon Duplicate Bridge Club property except for those carried by sworn officers of the law.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Sanctioned Bridge Games – Game Times, Game Fees and Newcomer (0-20) Games

MDBC will offer games sanctioned by the American Contract Bridge League (ACBL).

MDBC has five sanctioned bridge games each week. They are (with game start time):

Monday Open Game	1:00pm
Tuesday 0-149 “Novice” Game	6:30pm
Wednesday Open Game	7:00pm
Friday Open Game	1:00pm
Saturday Open Game	1:00pm

A Newcomer (0-20) Game may be run in conjunction with any Open Game without a special sanction from ACBL. A Newcomer Game should be offered in conjunction with any game where there are 6 pairs of 0-20 players (three tables). If a second set of pre-duplicated boards is not available for a game, the 0-20 game may be run as a “shuffle and deal” game.

Game Fees (effective October 1, 2017) except for Worldwide Bridge Games:

MDBC Member	\$6
Non-Member	\$8

Game Fees for Worldwide Bridge Games – generally held the first Friday and Saturday in June:

Game Fee for all players	\$10
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October 1, 2017

Amended 2018 for Monday game time and Tuesday game point limit

Amended February 2019 for Friday game time

Macon Duplicate Bridge Club

Policy – Seating Assignments and Seeding of Games

The game Director will try and accommodate requests for seating in a particular direction (north/south or east/west). Priority for the north/south (stationary) seating shall be given to those pairs of whom at least one or the pair has a physical condition that requires the stationary seating. If necessary to properly seed a game (balance the pairs in the A, B or C stratifications between the north/south and east/west directions), the game Director may require a pair to change their seating assignment.

October 1, 2017

Macon Duplicate Bridge Club

Policy – Stratification of Club Games, Stratification of Special Games (if Director given discretion)

MDBC Club games and events shall be stratified based on the average masterpoints of the pairs/teams in the event.

Where allowed by the “conditions of contest” of any special games, events shall be stratified based on the average masterpoints of the pairs/teams in the event.

Except where the Strata are determined by the “conditions of contest” of a special game, the standard MDBC games strata shall be:

- A 1750 +
- B 750 – 1749
- C <750

The Director may adjust the C stratum level in order to have enough pairs in the stratum considering the total number of tables in the game.

October 1, 2017

Macon Duplicate Bridge Club

Policy – The Stop card

In accordance with the recommendation of the ACBL board or directors, the Club shall remove the "Stop" card from all bidding boxes.

October 1, 2017

Macon Duplicate Bridge Club

Procedures - Duties of a Director at the Macon Duplicate Bridge Club

I. Before the game

- a. Arrive about an hour before game time to open the facility and prepare for the game. On Friday evening, move the garbage and recycling cans back inside the gate/fence.
- b. Set the heat or AC to the proper temperature - two thermostats on side (rear) wall and the thermostat in the kitchen which controls the system serving the kitchen, restrooms and office. In very hot weather times, you may need to use the fourth system to quickly cool the space (control on end wall at back of playing room).
- c. Make coffee
- d. Turn on and test sound amplification system
- e. Get boards out of cabinet and place on front table. Hide hand records.
- f. Clean and straighten up - all tables clean and have table card, chairs, and bridge mates.
- g. Check the calendar to see if this is a special game
- h. Welcome people, collect the game fees and make table assignments considering player preference but subject to club policies on seating, stratification and seeding
- i. Answer the office phone
- j. Make necessary announcements (using sound system) and remind all to have cell phones off or silent

II. During the game

- a. Hand out boards
- b. Set up the game in ACBL Score (in the computer), announce bridge mates are ready, and announce plan for hospitality breaks.
- c. Start and monitor the clock – including in the clock setup for hospitality breaks. See j.
- d. Import names into ACBL score, review strata, try to ensure enough pairs in C stratum (3 pairs for a Howell movement, 5 pairs with at least 2 pairs each direction for a Mitchell movement)
- e. Process Director calls from players
- f. Call rounds. Supervise pair movement. Advise North players on how to correctly move boards. Move boards if there is tardiness or confusion. Pre-announce skips. Monitor by-stands.
- g. Fill out the cash envelope, take payment, money into envelope, envelope into safe - include excess money from soda sales
- h. Make sure coffee is still available
- i. Put more sodas in the refrigerator if the supplies of cold soda are low
- j. Hospitality breaks shall be provided in all games with a guideline of 2 breaks for games with more than 8 rounds and 1 break for games with less than 9 rounds.
- k. Ensure that everyone has a pleasant and fair game of bridge

III. After the game

- a. Display results on the wall beginning at the end of the last round
- b. Place hand record handouts on front table
- c. Post the final results to the Common Game, Pianola and ACBL
- d. Thank the people as they leave.
- e. Print summary results for any pair that asks
- f. Print the results and post on the "Scores" bulletin board
- g. Make sure coffee pot is empty and off, rinsed and drying. Rinse coffee filter basket and lay out to dry.
- h. Clean up the playing area.
- i. Put the boards in the case and the case in the cabinet
- j. Turn the heat or AC back to off-peak settings (80 in summer, 60 in winter)
- k. Lock office and front and back doors, lights off, no cars in back lot
- l. Lock gate – Wednesday evening move garbage and recycling cans outside gate for Friday pickup

Macon Duplicate Bridge Club

Procedure – New Faces Game

Date for New faces Game will be determined by Club Manager, President or club schedule.

Chairperson will be selected.

Guidelines for New Faces Chairperson

Existing Members (old faces) should make a concerted effort to call and invite someone (new face) they think would be interested in duplicate bridge. A "New Face" is someone with 0-20 ACBL masterpoints. People who have played party bridge but do not have ACBL points are eligible.

Telephone numbers and email addresses are very important; therefore, an information card needs to be filled out by each new player.

The chairperson should keep a list of new players and match players (old with new) if possible. Members are encouraged to recruit their own New Face partner.

Club Hospitality Coordinator(s) will organize the food and co-ordinate event with the New Faces Chairperson.

Post-game, we would encourage our "old" players to contact "new" players to thank them for coming to our game, encourage them to come back and tell them about possible duplicate bridge classes.

October 1, 2017

Macon Duplicate Bridge Club

Procedure: Playing Director

MDBC By-Laws (Item V) already states, 'There shall be a non-playing director at all games, except in an emergency.'

If someone's partner does not show up for the game, an exception may be made and the director may play if the following two criteria are met:

1. By playing, the director and partner make up a full table and do not create a new half table
2. By making a full table, the number of total tables for the game is eight or less

If we do not have a director available to direct a game, and a director is playing that game, he can be a playing director if there are eight tables or less.

November 2018