

# Caboolture Bridge Club Inc.

## By-Laws - 2024

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### **Introduction**

As an Incorporated Association registered with the Office of Fair Trading (OFT) the Caboolture Bridge Club Rules are consistent with the requirements of the association Incorporations Act and regulations made thereunder.

These By-Laws are established under Rule 17(b) and govern the day to day running of the Club.

Reference in these By-Laws is made to the 2017 World Bridge Association Laws of Duplicate Bridge (referred to as Bridge Laws.)

Reference is made to the Queensland Bridge Association Regulations (QBA) and the Australian Bridge Federation (ABF) in these By-Laws.

### **1. Management Committee**

1.1 Within a month of the Annual General Meeting (AGM) the Secretary of the new Management Committee must include the following on the Agenda:

- a) the Secretary to fill out and lodge the Annual Return to the OFT, which includes the following:
  1. attach the Club financial statement, including the auditor's signed statement that has been adopted at the AGM
  2. attach a Profit and Loss statement (for income and expenditure)
  3. attach a balance sheet (for assets and liabilities)
  4. arrange payment of the annual fee
- b) the Secretary must notify the QBA and the Moreton Bay Regional Council of any changes to, and contact details for the President, Secretary and Treasurer of the club.
- c) the Club website is to be updated with any changes.
- d) the Management Committee must oversee a review of the Key Register which also must be updated as necessary.
- e) the Management Committee must arrange authorisation of bank signatures, in the event of a change in current authorisations.
- f) QBA and Zonal delegates to be appointed.

### **2. Confidentiality**

- 2.1 Management Committee members shall take particular note of, and ensure compliance with the requirements of Rule 9. Management Committee members shall not discuss confidential committee matters or correspondence with persons outside of committee members.
- 2.2 In instances where, in the opinion of the Management Committee, it is necessary for communication from the recorder or Director of an event or with an individual to remain confidential, the committee must ensure that the contents of the communication and, of any discussions thereon, are recorded in the minutes, but with the content omitted from published versions of the minutes, other than the fact that "confidential matters were discussed."

- 2.3 In the event of any communication that results in an enquiry or instigation of disciplinary proceedings, the rules of natural justice will apply and the publication of proceedings or results of an enquiry or disciplinary proceedings shall be a matter for Management Committee discretion.

### **3. Approval and sanctions**

- 3.1 All expenditure for club events shall be in accordance with any budget and approved by the Management Committee prior to procurements. Any Management Committee proposed expenditure exceeding \$20,000 shall be ratified at a general meeting of members.
- 3.2 Free bridge game vouchers, which are given in recognition of contributions to the club or as prizes, shall be approved by the Management Committee and included in the club financial statements.
- 3.3 The Providore will be responsible for purchasing supplies as required within the budget authorized by the Management Committee with other authorized officers, as appointed by the Management Committee to assist the Providore.

### **4. Bridge Events and fees**

- 4.1 Proposed table fees for regular club events shall be approved at a general meeting.
- 4.2 Table fees or entry fees for all congresses, major club competitions and other major events for which the Caboolture Bridge Club has organizing and conducting responsibility, shall be determined by the Management Committee.
- 4.3 The Management Committee shall determine any other fees for services provided by the Club.
- 4.4 Proposed joining fee for each category of club membership, together with the annual subscription for membership, shall be approved at an Annual General Meeting. The ABF/QBA levy increases shall be automatically passed on for member payment.
- 4.5 For that session of play, the Director shall be exempt from payment of regular table fees.

### **5. Membership forms**

- 5.1 The Caboolture Bridge Club Membership Form is to be updated regularly to include information as requested or recommended by the QBA.

### **6. Documents**

- 6.1 The following documents of the Caboolture Bridge Club Inc. are to be posted on the club website and in the documents folder in the club playing area.
  - a) Rules (Constitution)
  - b) Club By-Laws

## **7. Eligibility and entry requirements**

- 7.1 All entrants must be a financial member of the Caboolture Bridge Club to be eligible to play in the following Honour Board and Shield events:
- a) Novice Pairs (Under 100MP)
  - b) Club Teams Championship
  - c) Club Pairs Championship
  - d) Caboolture/Redcliffe/Moreton Bribie 3 way Challenge
  - e) Multi Individual Trophy (MIT)
  - f) Beryl Cramb Pairs
  - g) Gardner Pairs
  - h) Caboolture/Redcliffe Pairs Challenge
  - i) Caboolture/Moreton Bribie Teams Challenge
- 7.2 GNOT qualifying heats: Players must be a financial member of a Club in the Sunshine Coast Zone to be eligible to compete. Eligibility and entry requirements shall otherwise be in accordance with Zone Regulations.
- 7.3 Club sessional events including red MP events: Members affiliated with the ABF or QBA shall not be restricted from any sessional club event. Non-affiliated players may play in regular club sessional events as visitors to the club for a limited number of sessions (no more than 15). Unregistered players shall not be allowed entry to competitions.

## **8. Procedures for Club Championship and regular sessional events**

- 8.1 All events shall be conducted in accordance with the latest version of the Laws of Duplicate Bridge and QBA Regulations. The Tournament Organiser shall be responsible for preparing an event, but may delegate powers and duties. The Director of an event is responsible for the management of the event. Procedures include but are not limited to the following:
- a) players are to be present and seated at least 15 minutes prior to the commencement of play. Late players may be accepted up to the commencement of play at the discretion of the Director for the event. The reserving of any seat or table for any reason may only be done by the Director.
  - b) players must cooperate with the Director should a division of the field be required and/or change of seating. The Director shall determine the movement for the event.
  - c) players mobile phones must be turned off or put on silent mode during an event. The Director may impose a procedural penalty on an offending player. In order to avoid a penalty, any player expecting an urgent call must inform the Director before the start of play. Bridge Law 90 applies to offences subject to procedural penalties.
  - d) only Blue and Green systems are allowed to be used in Club sessional events.
  - e) the use of foreign language is not allowed while the cards are out of the board. Between hands, if players cannot use good English, they should request approval from opponents to use a foreign language. If permission is granted, it is the responsibility of those communicating in a foreign language to explain as well as they can, what was said.
  - f) as per Section B, QBA Regulations, players deemed to have psyched are required to report their own psyches in the Caboolture Bridge Club Psyche Register. Details

of the hand and the bidding sequence must be included. If a Director subsequently discovers that a psyche has not been reported, he/she may apply a procedural penalty.

- g) players shall not move to the next table nor mover boards until the move has been called by the director.
- h) at the end of an event, the North-South pair shall be responsible for returning the boards, Bridgemates and table numbers to the scheduled assembly area, while the East-West pair shall be responsible for removing the table cloth, tidying the table and removal of any rubbish.

## **9. Ethics and proprieties**

9.1 All players are required to play in accordance with Bridge Laws 73 and 74.

9.2 Appropriate behaviour includes, but is not limited to:

- a) being a good host or guest at every table
- b) greeting opponents in a friendly manner
- c) making new players and visitors welcome
- d) partners having identical system cards readily available
- e) thanking opponents when the round has ended
- f) calling the Director immediately there is an irregularity at the table
- g) refraining from any action or remark likely to embarrass a partner or opponents
- h) any artificial/systemic bid up to the level of 3NT which the opponents may misinterpret must be alerted and quickly circled by the bidder's partner. Self alerting bids and calls (doubles, redoubles, cue bids of opponent's suit) are excluded.

9.3 Inappropriate behaviour includes, but is not limited to:

- a) criticising partner or opponents
- b) making negative comments on bidding or play
- c) loud or lengthy discussion of hands that may convey information to adjacent tables or delay play
- d) rudeness, badgering, threats, profanity, insinuation
- e) disputing a Director's ruling during play (an appeal process is available.)
- f) complaints should be forwarded in writing to the Secretary and signed. Verbal or anonymous complaints will not be addressed.
- g) touching another player's cards at any time (before, during or after the board has been played)
- h) asking questions about an opponent's suit or bid when it is not your turn to bid or play

9.4 General proprieties include:

- a) players shall observe a reasonable standard of dress. Singlets, thongs or bare feet are not acceptable.
- b) smoking is not permitted anywhere within the building or the immediate surrounds.
- c) Alcohol is permitted to be consumed on the premises only at the discretion of the Management Committee.

## **10. Honorary Life Membership**

- 10.1 Any member granted Honorary Life Membership of the club on the recommendation of the management Committee with the approval of the members at a general meeting will be exempt from paying club, QBA and ABF membership fees.
- 10.2 The Management Committee shall decide by majority vote if the nomination meets the key criteria and if so, will pass the nomination on to the next general meeting. The Secretary will forthwith notify the proposer in writing of the acceptance or rejection of the nomination.
- 10.3 The nominee must have been a member of the Club for not less than 10 years and have performed significant meritorious service for the club for at least five (5) years in (2) or more of the following areas:
  - a) as an executive or ordinary member of the Management Committee
  - b) as a teacher for the club;
  - c) in areas outside the committee over and beyond that expected of an ordinary member;
  - d) as a Director; and
  - e) as a good ambassador for the club
- 10.4 The proposer shall prepare a full testimonial of the nominee and his/her achievements to be presented at the general meeting to support the nomination.
- 10.5 The nomination shall be signed by the nominee, a proposer and seconder, who must be financial members of the Club.

## **11. Recorder**

- 11.1 The Recorder is an experienced bridge player appointed to the position by the Management Committee of the Caboolture Bridge Club.
- 11.2 The Recorder's role is to consider issues relating to player behaviour referred by a session Director or by any club member. On referral of such an issue, the Recorder will informally and confidentially attempt to resolve the issue through advice to, and if necessary, mediation between the member(s) involved.
- 11.3 If the Recorder is unable to resolve an issue, he/she will make a formal written report to the Management Committee which will then assume responsibility for the resolution of the matter in accordance with Club Rule 16 (a) to (h).
- 11.4 The Recorder will maintain a confidential written record of referred incidents and actions taken to resolve them, which he/she will make available to the Secretary of the Management Committee upon request.
- 11.5 At any time, either as an alternative to a Recorder process; OR through the duration of a Recorder process; OR following the conclusion of a Recorder process, a complainant may elect to initiate a Grievance Procedure in accordance with Club Rule 39. Once a Grievance Procedure has been initiated, Recorder processes, if any, cease immediately and decisions or determinations, if any, made under the Recorder process have no further effect.

## **12. Breaking of Ties– Pairs**

- 12.1 The Regulating Authority for the Championship Pairs is the Caboolture Bridge Club which has responsibility for the policy of tie breaking.
- 12.2 The Club will refer to the QBA Regulations – Section C – page 27

- 12.3 The policy of breaking ties is Final scores shall be considered tied: (a) in events scored by match points, when the difference between the scores is less than 0.01 unit of a match point.
- 12.4 When it is determined that a tie is to be broken for example for qualification purposes the following shall apply: For Matchpoint pairs and individual events: Every board which each tied contestant played is counted in breaking the tie, irrespective of whether the tied contestants played the same or different boards, in the same or different sections, or in the same or different directions.
- (a) On the boards played by two or more tied contestants, 2 points are awarded to a tied contestant for each board on which his/her match-point score is higher than that of another tied contestant. (For example, if three tied contestants played the same board, they would be awarded 4, 2, and 0 points if each had a different match-point score on it; or 4, 1, and 1 point(s) if one had the most match points on it and the other two an equal but inferior number.)
- (b) On boards played by only one of the tied contestants, 2 points are awarded to the contestant for each match-point score above average, 1 point for each average, and 0 point for each score below average. (iii) The tied contestant so awarded the greatest number of points is ranked highest.