

CANBERRA BRIDGE CLUB INCORPORATED

By-laws

September 2000

INTRODUCTION

The by-laws of the Canberra Bridge Club ('the club') may be subject to variation at any time by a resolution of the committee. In particular the committee may suspend a by-law for a period of time. Members of the club wishing to ascertain the current status of any by-law are advised to check with the President or Secretary. Copies of the club's constitution and by-laws are available for free loan to members from the library.

BY-LAW 1 COMMITTEE MEETINGS

1 The first meeting of a new committee

- 1.1 The first meeting of a new committee shall be held not later than two weeks after the annual general meeting.
- 1.2 At this meeting the committee shall appoint chairpersons for the sub-committees. These may include:
 - Appeals sub-committee
 - Congress and social sub-committee
 - Contract and employment sub-committee
 - Finance sub-committee
 - House sub-committee
 - Library sub-committee
 - Membership and promotion sub-committee
- 1.3 At this time the committee shall also appoint:
 - Bulletin Editor
 - Public Officer
 - Recorder
 - Youth Coordinator

2 Regular meetings of the committee

- 2.1 The committee shall meet, as far as practicable, once during each calendar month (refer constitution clause 17), ensuring that the required quorum is present (constitution clause 18).
- 2.2 At each regular meeting the agenda shall include the following items for consideration, in an order determined by the President:
 - attendance and apologies
 - minutes and business arising
 - Manager's report
 - Treasurer's report
 - Tournament Secretary's report
 - reports from all appointed sub-committees
 - correspondence received and sent by any office bearers
 - other business as included by the President or Secretary

- date and place of next meeting
- 2.3 Any member of the committee may request the Secretary to include an item on the agenda and the Secretary shall include the item as requested.
- 2.4 The committee shall not, at any meeting, rescind a resolution of an earlier meeting of the committee unless the agenda of that meeting includes a specific item requesting reconsideration of that resolution.

3 Special meetings of the committee

- 3.1 A special meeting of the committee may be called at any time by the President and shall be called by the President upon the written request of not less than 5 members of the committee.
- 3.2 Every member of the committee shall be given at least 3 days' notice of the special meeting.
- 3.3 A special meeting of the committee shall consider only such matters as are necessary to decide the item of business for which the meeting was called.
- 3.4 The decisions of a special meeting of the committee shall not be rendered invalid on the ground that any member or members have not received at least 3 days' notice of that meeting if the Secretary satisfies the committee that all reasonable endeavours were made to notify all committee members.

4 Chairperson of committee meetings

- 4.1 The President or Vice-president shall usually preside at meetings of the committee (constitution clause 18(5)). However the President may delegate this role to any member of the committee.

5 General

- 5.1 Discussion within the committee is confidential to the members of the committee. Such discussion or any views expressed by members of the committee may not be made known to any person who is not a member of the committee. The minutes of committee meetings shall be posted on a club notice board for the information of club members.

BY-LAW 2 OFFICE BEARERS

The responsibilities of the office bearers are set out below.

1 President

The President is the club's principal representative and shall preside at general meetings, in accordance with clause 18(5) of the constitution, and at all functions held by the club.

2 Vice-president

In the absence of the president the Vice-president may represent and act on behalf of the President at meetings and functions of the club and at committee meetings.

3 Secretary

The Secretary shall:

- prepare, in consultation with the president, an agenda for each meeting including the annual general meeting
- dispatch notices of special meetings to members of the committee
- prepare an adequate record of the proceedings of each meeting, send a copy of that record to members of the committee and post a copy of the record onto a club notice board for the information of members of the club
- bring to the attention of the committee any items of correspondence requiring its attention.

4 Treasurer

- 4.1 The Treasurer is responsible, subject to the directions of the committee, for the finances of the club.

- 4.2 The Treasurer shall:
- present a financial report at every regular meeting of the committee
 - ensure that the committee regularly reviews the insurance policies of the club
 - maintain the register of members' loans. This register is to record the amount of the loan, the interest rate, the member's name and address and the amounts paid in interest. The amount outstanding in loans from members is to be shown in the annual balance sheet of the club.
 - maintain an asset register giving details of all the club's major assets
 - prepare the club's financial records for annual audit
 - present to the committee each year a budget for future income and expenditure.

5 Tournament Secretary

- 5.1 The Tournament Secretary is responsible, subject to the directions of the committee, for organising and scheduling tournaments on behalf of the club.
- 5.2 The Tournament Secretary shall:
- review and keep current the tournament regulation of the club (see by-law 6)
 - at each regular committee meeting report on the progress of all events and the results of any events completed since the previous committee meeting
 - report to the committee on any irregularities occurring in the course of any event
 - set up a tournament sub-committee to assist in the duties of Tournament Secretary, if required
 - liaise with the Bridge Federation of the ACT about the scheduling of tournaments, as required
 - set up a calendar sub-committee to prepare the annual calendar of club events. The calendar is to be available to members of the club by mid-December each year
 - prepare a set of supplementary tournament regulations for each red masterpoint event held by the club; these regulations are to be displayed in the club rooms.

6 Manager

- 6.1 The Manager is responsible for the day-to-day running of the club. This includes correspondence, record keeping, acting on decisions of the committee and general financial transactions.
- 6.2 The Manager shall:
- maintain a current register of members of the club
 - maintain a record of the results of all club events and provide a copy to the Tournament Secretary at the completion of each event
 - maintain the inscription on club trophies
 - hire out club premises and equipment
 - ensure the security of club premises
 - liaise with the Tournament secretary to ensure the correct publicity for club events
 - ensure efficient running and scoring of all club sessions and tournaments
 - ensure that qualified directors are in charge of each session run by the club.

7 Bulletin Editor

The Bulletin Editor is responsible for the compilation and production of the club bulletin. The editor may form a sub-committee to assist in this task, if required.

8 Public Officer

- 8.1 The office of Public Officer shall be held by the Secretary of the club or another person the committee appoints, subject to the Public officer being a resident of the Australian Capital Territory.
- 8.2 The Public Officer shall:
- within one month of appointment, give notice in writing of the appointment to the Registrar of Incorporated Association in the approved form
 - within one month, give notice of change of address to the Registrar of Incorporated Associations

- within one month after an alteration of
 - the objects or purposes of the club
 - the constitution of the club
 - any trusts relating to the club
 file with the Registrar of Incorporated Associations notice of the alteration, a copy of any instrument evidencing the alteration and a statutory declaration made by the Public officer declaring that the copy is a true copy of the instrument of which it purports to be a copy and, in the case of an alteration of the objects, purposes or constitution of the association, that the alteration is authorised, and was made in the manner provided by the constitution of the association
- within one month after the alteration of the constitution of the club, whereby the liabilities of the members of the club—insofar as their contribution towards the payment of the debts and liabilities of the club or the costs, charges and expenses of a winding-up of the club—are affected, shall give notice of that alteration in a newspaper circulating in the Australian Capital Territory
- within one month of election, give notice in writing of the names and addresses of the club committee members to the Registrar of Incorporated Associations in the approved form
- at least once in every 12 months cause the financial affairs of the club to be audited and prepare, or cause to be prepared, a balance sheet setting out the assets and liabilities of the club; and file the balance sheet with the Registrar of Incorporated Associations within one month of its preparation.

9 Recorder

- 9.1 The role of the recorder is to accept and look into grievances presented by bridge players on matters that are not strictly within the normal province of the director. If the Recorder considers the grievance is serious enough they shall bring it to the attention of the committee.
- 9.2 The Recorder shall be a person of high standing within the club and one that the committee feels that members of the club will be comfortable with in discussing actions that have upset them at the bridge table or within the club rooms.

10 Youth Coordinator

The role of the Youth Coordinator is to coordinate all youth bridge activities and promotions for the club and to liaise with the Bridge Federation of the ACT (BFACT).

BY-LAW 3 SUB-COMMITTEES

1 General

- 1.1 The President is an ex officio member of all sub-committees of the club.
- 1.2 The Manager may attend all meetings of all sub-committees except the contract and employment sub-committee.
- 1.3 Sub-committees may, as required, co-opt other members of the club.

2 Appeals sub-committees

- 2.1 The chairperson is responsible for forming a panel of suitable persons to serve on appeals sub-committees during the year and to supervise the selection and performance of such appeals sub-committees. The panel will include a number of strong bridge players together with other members considered to be of broad bridge experience and to have a balanced objective approach to decision making.
- 2.2 The Appeals Sub-Committee shall follow the procedures set out in the Canberra Bridge Club Appeals Rules (see Appendix 1).

3 Congress and social sub-committee

This sub-committee is responsible for the organisation of congress and social events conducted under the auspices of the club.

- 4 Contract and employment sub-committee**
4.1 This sub-committee is responsible for the appointment of contractors and employees and the supervision of the Manager.
4.2 The sub-committee shall be made up of the President, the Treasurer and one other member of the committee.
- 5 Finance sub-committee**
This sub-committee shall assist the Treasurer.
- 6 House sub-committee**
6.1 This sub-committee is responsible for the maintenance and improvement of club premises. In this role the sub-committee shall work closely with the Manager.
6.2 The sub-committee shall report to the committee all recommendations involving major expenditure.
6.3 The sub-committee shall advise the committee on policy, terms and conditions on which the building may be hired out, including the scale of charges for each category of hire.
- 7 Library sub-committee**
This sub-committee is responsible for the administration of the club's library.
- 8 Membership and promotion sub-committee**
This sub-committee is responsible for promoting new membership, for maintaining existing membership and for promoting the club by:
 - arranging a roster for the collection of membership fees at the beginning of each calendar year
 - following up with participants of teaching programs to encourage their continued participation in club events
- 9 Tournament sub-committee**
This sub-committee shall assist the Tournament Secretary (see by-law 2).

BY-LAW 4 BRIDGE EVENTS AND FEES

- 1 Club events**
1.1 All events conducted by the club shall be awarded master points in accordance with the master point schemes approved by the Australian Bridge Federation.
1.2 All play shall be in accordance with the laws of duplicate contract bridge.
1.3 All entrants in any club event are bound by the Constitution and by-laws of the club.
1.4 All events will be run according to the Canberra Bridge Club tournament regulations and may also have supplementary regulations.
1.5 Entrants in club events are not required to be club members.
- 2 State events**
Each year the club's calendar of events will include BFACT State and selection events in the format advised by the BFACT Tournament Secretary, with conditions of entry as advised by BFACT.
- 3 Table money and entry fees**
3.1 Table money in all club events shall be at a rate determined and promulgated by the committee.
3.2 Table money in BFACT events held at the club may include an additional entry fee set by the Bridge Federation of the ACT.

BY-LAW 5 CONDUCT OF MEMBERS

1 Conduct considered an offence

The following is a list of examples of conduct which may be the subject of a disciplinary enquiry and which, if proven, are considered to be offences against the club and its members. The list is not an exhaustive list of possible offences.

- **improper communication between partners.** When such communication is proven to have been pre-arranged the automatic penalty is expulsion from the club for life.
- **offences relating to courtesy and etiquette.** Such offences include failure to maintain a courteous attitude towards a partner or opponents, disruption of the orderly progress of the game, any remark or action which causes annoyance or embarrassment to another player or person in the club rooms, and interfering with the enjoyment of the game including making frivolous or groundless complaints. Recommended penalties are: for the first complaint—a reprimand; for the second complaint—suspension from the club for 3 months; for subsequent complaints—suspension from the club for one year.
- **theft or deliberate destruction of property, including property of the club.** The penalty may vary according to the magnitude of the offence and any other relevant matters, but may be expulsion from the club.
- **offences against non-members.** Any offence by a club member against a non-member, that might be subject to a penalty under civil or criminal legal action, may also be considered by the committee as the subject of a disciplinary enquiry. The penalty may range from a written apology to a suspension from the club.

2 Disciplinary enquiry

- 2.1 Of its own volition or upon receipt of a complaint in writing—which may be a complaint by BFACT, the Australian Bridge Federation or an individual—the committee may hold an enquiry concerning the conduct of any member of the club.
- 2.2 Such an enquiry may be concerned with the conduct of the member in the following areas (but not necessarily limited to the following):
 - in relation to the provisions of the laws of contract bridge
 - in relation to behaviour in the club rooms, whether or not bridge is being played at the time
 - in relation to behaviour at any place where the member is present as a bridge player
 - in relation to the provisions of the constitution or by-laws of the club
- 2.3 The member concerned shall have the right to be heard by the committee before its decision is made. The Secretary shall give the member, not less than 14 days and not more than 28 days before the enquiry date, notice of the enquiry and notice of the details of the member's conduct that is the subject of the enquiry.
- 2.4 The member has the right to legal or advocate representation at the enquiry.
- 2.5 Only members of the club are to be present at the enquiry, other than as provided for in clause 2.4.
- 2.6 A 'disciplinary committee' of the committee may conduct the enquiry. The committee may delegate to the disciplinary committee any relevant power of the committee.

3 Disciplinary procedures

- 3.1 The Secretary shall maintain a separate register of all disciplinary matters dealt with by the committee. The register will include a record of all written complaints received by the committee and a statement about the action taken. The register will be available only to members of the committee. Any relevant material will be made available for disciplinary enquiries.
- 3.2 The committee will advise BFACT of all disciplinary penalties imposed on a member of the club under the disciplinary powers of the committee. The committee will also advise the Australian Bridge Federation if it considers it likely that the member concerned will compete in an event of the Australian Bridge Federation during the period of any suspension from play in club events imposed on the member.
- 3.3 If any member of the club who has been penalised by the committee under its disciplinary powers comes under the jurisdiction of any other club, the committee may advise that club of all relevant matters relating to the member's penalty.
- 3.4 The committee may reinstate any member subject to a disciplinary penalty, including suspension or expulsion from the club, as it sees fit.

4 Penalties that may be imposed by the committee

- 4.1 If a complaint against a member has been proven to the satisfaction of the committee following an enquiry, the committee may impose a penalty or combination of penalties from the following list:
- reprimand /warning
 - suspension from participation in all bridge at the club for a specified period of time
 - suspension from participation in bridge play of a certain type or class for a specified period of time. This may include a restriction to playing in club events or not playing in club events
 - a fine
 - a requirement to reimburse an estimated loss due to damage or theft of property
 - expulsion from membership of the club
 - a written apology
- 4.2 In imposing penalties the committee will take note of previous penalties imposed. However, penalties may be varied depending on circumstances.
- 4.3 The club may not reduce the impact of any disciplinary penalty imposed on a member of the club by the Australian Bridge Federation. The club may review any such penalty and extend its application. The club may also review any disciplinary penalty imposed by any other bridge club, in or out of Australia, and extend its application.

BY-LAW 6 TOURNAMENT REGULATIONS

1 Introduction

- 1.1 The regulations contained in this by-law shall apply to all tournaments conducted by the club either alone or in cooperation with other clubs or bodies.
- 1.2 Club tournaments shall be played under the Laws of Duplicate Contract Bridge, 1997 ('the Code') as supplemented by these regulations.
- 1.3 Each club tournament shall have supplementary regulations displayed in the club rooms prior to the start of the event, which shall be deemed to be part of these regulations. In the case of conflict, the supplementary regulations shall apply.
- 1.4 All competitors in club tournaments are deemed to have full knowledge of, and to have accepted, the regulations (including supplementary regulations) as a condition of acceptance of their entry.
- 1.5 Competitive integrity requires that every competitor in a club tournament try to do as well as possible in each hand played. This regulation is directed to intention.
- 1.5.1 A breach of this regulation will result in disciplinary action by the club and the offence will be treated as a serious one. To assess whether there has been a breach of this regulation, the club will take inference from the result actually obtained, having due regard to all factors that could reasonably explain such results. The criterion used will be 'balance of probabilities' and not 'beyond reasonable doubt'.

2 The tournament sub-committee

- 2.1 The function of the tournament sub-committee is to oversee the efficient conduct of club tournaments. This includes, in an emergency or unforeseen circumstances, the responsibility to put into effect (after the fact if necessary) any further regulation that may be required for the proper conduct of any tournament.
- 2.2 Any question about the jurisdiction of the tournament sub-committee shall be determined by the full committee of the club, whose decision shall be final.

3 Club tournaments

- 3.1 The Committee of the club shall be entitled to exercise disciplinary powers, as reserved for it under its Constitution and by-laws. This does not negate the powers of the Tournament Director under law 91 of the Code.
- 3.2 Subject to the rights of its members under the Constitution of the club, the club may reject the entry of any player or pair to a club tournament or to any session of stage thereof.

- 3.3 The Club may request a club affiliated with the Bridge Federation of the ACT to take disciplinary action against any member of that other club as a consequence of events occurring in a club tournament.
- 3.4 In addition to matters outlined in by-law 5, any one or more of the following matters shall constitute an offence by a player or pair under these regulations:
- any infringement of the laws or proprieties of bridge, as set out in the Code or the regulations;
 - withdrawal from a tournament, for a period of any one deal or longer, not authorised by the Tournament Director or the Tournament Secretary or ratified afterwards by either of them
 - any breach of the terms of any agreement or undertaking given by a player in a club tournament to the club as a condition of entry. In the event of a dispute as to whether there has been such a breach, the opinion of the club shall prevail.

4 Selection events

4.1 Residential qualifications

Players qualifying for club places in events conducted by the Bridge Federation of the ACT must be registered members of the club and must have been regularly participating in events held by the club for a period of no less than 3 calendar months prior to the holding of the first qualifying stage of the event. In the case of any dispute as to what constitutes regular participation, the committee of the club has responsibility for arbitration. Exceptions to this condition may be made on application to, and at the discretion of, the committee of the club.

4.2 Availability

Unless otherwise specified in the supplementary regulations of the event, continuation beyond the first qualifying stage constitutes a declaration of availability to represent the club in the representative event.

4.3 Ratification

Selection as a club representative depends upon subsequent ratification by the club, notwithstanding the results of the qualifying tournament. Ratification may be refused by the club, provided always that such a decision shall be subject to appeal to the committee of the club.

4.4 Security of pre-dealt boards

Security of pre-dealt boards for all tournaments is the responsibility of the Tournament Director. The Tournament Director shall supervise printouts of each set of hands. Copies of all sets of pre-dealt hands shall be kept on a master file.

5 Substitution and restricted events

Details are contained in the substitution rules of the club (see Appendix 2).

6 Systems

6.1 System cards

Except for events where the Tournament Director determines that a system card is not required, each pair shall have on the table during the periods of play, 2 legible system cards properly identified with their names. The system cards shall be ones approved by the club (that is, ones supplied by the club or the Australian Bridge Federation). The onus is on the pair to prepare accurate and reasonably comprehensive system cards. System cards should remain on the table during play.

6.2 System classification

6.2.1 For the purposes of regulation, the classification of systems as adopted by the Australian Bridge Federation (ABF)—namely into green, blue, red and yellow systems— shall also be adopted by the club:

- green (natural openings)
- blue (including strong 1C/1D openings)
- red (systems that include conventions classified RED)
- yellow (highly unusual methods)

6.2.2 It is the responsibility of each individual pair to properly classify its own system.

6.2.3 Any pair wishing to play a yellow system must submit a copy to the Tournament Secretary at least one month before the session in which they wish to play the system.

6.3 Protected pairs

A pair, playing a green system throughout an event, may designate themselves as a 'protected pair', provided that this designation is endorsed by the Tournament Director. A protected pair will be identified by means of a green sticker attached to the front of their system card. In events where the regulations allow pairs to claim protected pair status, pairs playing red or yellow systems are required to find out before the start of each round whether their opponents are a protected pair. If so, the pair playing the red or yellow system must revert to a green or blue system for that round.

6.4 System restrictions:

6.4.1 Unless otherwise stipulated in the supplementary regulations of the event, all IMP-scored events which have the status equivalent to State championships shall not be subject to system restrictions.

6.4.2 In all other events and in congress events, yellow systems may not be played. Pairs playing green systems may designate themselves as a protected pair (provided that this designation is endorsed by the Tournament Director), to protect themselves against red systems.

6.4.3 The Tournament Secretary may further regulate the use of systems at any session as they deem appropriate.

6.4.4 Defences to any yellow system shall be allowed on the table.

6.4.5 It is implicit in the laws relating to misinformation that a partnership should know its own system. The Tournament Director may require a pair to cease playing a particular system and revert to a more natural system if, in the Director's opinion, the bidding and/or explanation of the partnership demonstrates that the pair do not have a thorough grasp of their system. The Tournament Director may ask pairs who misbid while using complex systems, to record these instances.

7 Duplication and recording of boards

It is club tournament policy that players should not be required to duplicate or record boards.

However, if circumstances require it, then the players will duplicate and/or record boards and all pairs shall assist in, and be equally responsible for, the duplication and/or recording procedures.

8 Bidding and play

8.1 The Tournament Secretary will determine whether bidding boxes or written bidding will be used in an event. If the Tournament Director believes that the circumstances require it, they may institute alternative bidding procedures without any further authorisation, whether for one or more tables only or for all competitors.

8.2 The dealer is responsible for the bidding pad. The only legal notations are:

1,2,3,4,5,6,7

C,D,H,S,NT

X,XX,/,//

Commas or full stops after bids are not allowed. Players should use the appropriate square on the bidding slip and write their bids in a consistent manner.

8.3 The bidding slip shall remain in view until the first trick is quitted, whereupon dummy should turn it over or remove it.

8.4 Bidding boxes

8.4.1 Starting with the dealer, players shall place the bidding cards on the table in front of them, from the left and neatly overlapping so that all calls are visible and faced towards partner. Players should refrain from touching any bidding cards until they have determined their call. A call is considered to have been made when the bidding card(s) is/are removed from the bidding box with apparent intent (but Law 25 may apply).

8.4.2 Alerts should be made by the use of the alert card; it is the responsibility of the alerting player to ensure that their opponents are aware of the alert.

8.4.3 Until the bidding cards are removed from the table, player obtain a review of the auction by inspecting the bidding cards. When such inspection is not feasible, players may obtain a written review of the auction at their first turn to play to trick one.

8.4.4 A call placed and released may be changed if:

- it is illegal or inadmissible (in which case the change is obligatory), or
- it is determined by the Tournament Director to be a call inadvertently selected.

8.5 Any player who becomes aware that they may have received incorrect information about an opponent's bid or play should call the Tournament Director at once.

- 8.6 Questions
In framing questions players must take special care must to avoid referring to one particular bid which could induce a call or a lead based solely on the question. The Tournament Director must be called as soon as any player feels that a 'pointed' question has been asked. If systemically incorrect information has been given the Tournament Director will adjudicate.

9 Alerting

The alerting regulations of the ABF shall apply.

- 9.1 It is the partner of the bidder who must alert, not the bidder. To alert, a player should say 'alert' audibly to the opponents. If bidding pads are being used, all alertable bids shall also be circled on the pad. If bidding boxes are being used, the alert card shall also be placed on the table. Alert procedures do not apply to defensive signals.
- 9.2 Opponents must be alerted whenever partner makes a call which is not self-alerting and which the opponents cannot reasonably be expected to understand, even though the convention may be listed on the system card.

10 Punctuality and slow play

- 10.1 Failure to complete a session on time is not the only indicator of slow play. The Tournament Director may penalise a partnership at any time if he considers their slow play to be disruptive of the movement.
- 10.2 The duration of a session will be on the basis of 8 boards per hour.
- 10.3 It is the responsibility of the players to know when sessions are due to start.
Players should be seated 5 minutes before the start of play. A pair not seated and ready to play within 5 minutes of the start of a session in a teams match involving 30 VPs may be fined as follows:
- 5 to 10 minutes late: 1VP
 - 11 to 15 minutes late: 2VPs
 - 16 to 20 minutes late: 3VPs
 - 21 to 30 minutes late: 5VPs
 - more than 30 minutes late: forfeit
- and in other cases on a basis which the Tournament Director deems to be equivalent to such a scale.
- 10.4 The Tournament Director may use a substitute pair to keep the movement going.
- 10.5 Where a round, session or match is not completed in the time allotted, both pairs or teams at the offending table shall (subject to conditions outlined below) be penalised in a match involving 30VPs as follows:
- first offence: warning
 - second offence: 1VP
 - third offence: 2VPs
 - fourth and subsequent offences: 3VPs for each offence
- and in other cases on a basis which the Tournament Director deems to be equivalent to such a scale. The Tournament Director may allocate a 'once-only' grace period.
- 10.6 Both pairs of teams at the 'slow play' table shall be penalised unless the Tournament Director is able to allocate blame, proportional or sole. The Tournament Director may, whether or not any player or players have requested the Tournament Director to do so, appoint a monitor to observe play at any table and to report on the time taken to play by each pair or their conduct or any other relevant matter. The Tournament Director may act on the report of a monitor as if the Tournament Director had observed the play.
- 10.7.1 Where a pair is penalised for a late start, the time for that session shall begin when play actually begins; otherwise time shall run from the start of the session. Play has not ended until the play of all boards is complete and the results on boards are agreed upon. The Tournament Director may make time calls or call attention to delays in completing individual matches, but competitors should not rely upon the Tournament Director to do so.

- 10.8 Failure to be seated on time in a pairs or an individual event shall be penalised at the Tournament Director's discretion. Slow play may be penalised at the Director's discretion. Warnings carry over from session to session but neither fines nor warnings carry over from a qualifying session to a final session.

11 Fouled boards

- 11.1 Law 87 shall apply to fouled boards in teams matches and pairs movements.
- 11.2 In the case of a fouled board in Butler or other movements in which the scoring method involves the IMP conversion of the difference between the score obtained and some datum score, the Tournament Director's aim shall be to preserve the board if a meaningful result can be obtained.
- 11.3 The Director may take one of the following actions:
- Providing that enough pairs have played the hand in the identical form, the Director may treat it as a separate deal, determining a separate datum for the changed board and calculating scores for that part of the field from this datum. For a datum to be thus allocated, at least 5 valid scores shall be used to produce the datum, omitting the top and bottom scores.
 - The Director may award an adjusted score as provided below to those pairs who played the fouled board.
 - The Director may cancel the board for the entire field.
- 11.4 Whenever the Tournament Director finds it necessary to act in any of the above ways, they shall publish, along with the results of the session, a clear statement explaining their action. The action may be the subject of appeal by interested parties.
- 11.5 Whenever a pair is prevented (through no fault of their own) from playing any board in this form of scoring, they shall be awarded a score which is an artificial adjusted score.
- 11.6 A board turned through 90 degrees (or 180 degrees) shall not be regarded as a fouled board, and law 86 shall apply in such circumstances.

12 Mobile telephones and other electronic equipment *(added 11 June 2002)*

- 12.1 Mobile telephones, pagers and other electronic equipment must be switched off throughout session time; where a player is expecting an important message during the course of play, alternative arrangements for the receipt and delivery of that message should be made in advance with the Tournament Director. Any breach of this provision will incur a penalty equivalent to 2 VPs, 6 IMPs or 50% of the MP top on a board, as the case may be.

13 Spectators

Spectators shall be allowed to watch play at one table only. Spectators at a table shall not be members of either team playing at that table. Spectators should, if possible, be seated and should refrain from looking into more than one hand or moving round the table during the bidding or play. Spectators must remain silent unless spoken to by a player or the Tournament Director. Provided that a spectator observes these conditions and matters of general etiquette, a player has no right to object to their presence at the table. It is, however, considered good manners for a spectator to ask the players prior to watching at a table.

14 Tournament Director's report

At the conclusion of every tournament conducted by the club, the Tournament Director shall complete and provide to the Tournament Secretary a report of any incidents occurring during that tournament.

15 Tie-breaks

NOTE: If there is a conflict between these tie-breaking regulations and the supplementary regulations relating to a specific event, the supplementary regulations shall take precedence.

- 15.1 Tie-breaks in Swiss Teams are decided as follows:
- (1) VPs of opponents (tougher draw)
 - (2) Number of wins
 - (3) Discard worst result, then second-worst, etc.
- 15.2 Knockout Teams:
- (1) Four-board playoffs

- 15.3 Round Robins, including Butler
 - (1) Number of wins
 - (2) Discard worst result, etc.
- 15.4 Pairs (common boards and opponents)
 - (1) Matchpoint—tying pairs result against each other
- 15.5 Other pairs
 - (1) Matchpoints of opponents (tougher field).

APPENDIX 1 CANBERRA BRIDGE CLUB APPEAL RULES

1 General

- 1.1 These rules are intended to assist committees in conducting appeals in a consistent, fair and courteous manner.
- 1.2 Definitions:
In the context of these rules, 'the Committee' means a duly constituted appeals sub-committee of the Canberra Bridge Club and 'the Chair' means the chairperson of the appeals sub-committee of the Canberra Bridge Club, or their designee.
- 1.3 As soon as an irregularity becomes apparent the Tournament Director shall be summoned to the table and will make a ruling. Any appeal against the ruling shall be lodged in accordance with clause 1.5 below.
- 1.4 All appeals of rulings given by the Tournament Director shall be heard and decided by the Committee. The Chair shall convene the Committee at the conclusion of the session of play or at any other time they deem appropriate.
- 1.5 An appeal of a ruling given by the Tournament Director shall be lodged within 30 minutes of the posting of the official score for the session in which the ruling was made. All appeals must be made in writing on an appeal form and given to the Tournament Director for submission to the Chair. All appeals must be lodged by a team's captain, or either player in the case of a pair competing in a pairs event.
- 1.6 On receipt of the completed appeal form, the Tournament Director shall, as soon as possible, refer the matter to the Chair. The Chair shall schedule the time and place for the hearing of the appeal and advise the Tournament Director, who in turn shall advise all parties involved.
- 1.7 Specific procedures and guidelines for the hearing of appeals are set out below. Failure to observe these shall not of itself vitiate any decision of the Committee. However, anyone concerned about whether the Committee was duly constituted, or about whether non-observance of the procedures and guidelines seriously prejudiced the rights of any party appearing before the Committee, may raise their concerns, in writing, with the full committee of the Canberra Bridge Club, which may then take any action it considers appropriate.
- 1.8 If any party to an appeal, or any other person whose attendance is required by the Chair, having been given notice of the time and place of the hearing, fails to attend, the Chair may:
- reschedule the hearing
 - proceed to a decision of the Committee in the absence of the party who failed to attend
 - dismiss the appeal without a hearing, and confirm the ruling of the Tournament Director, if the party who failed to attend is the appellant
 - penalise the person failing to attend.

2 Committee procedures

- 2.1 An appeal shall consist of the hearing of the evidence and argument; the deliberations of the Committee; and the announcement of the Committee's decision.
- 2.2 The Chair may require the attendance of specified parties at the hearing of an appeal. The parties normally present are:
- the appellant pair
 - the respondent pair
 - the respective captains (if a teams tournament or match)
 - the Tournament Director who gave the ruling appealed against
 - any other person who, in the judgment of the Chair, is able to assist the Committee in determining the facts
 - the members of the Committee hearing the appeal.
- 2.3 Once the hearing of the evidence and argument has begun, no additional member of the Committee shall join the Committee hearing the appeal.
- 2.4 The Chair will preside over the appeal, which will proceed as follows:

- Copies of the relevant appeal form will be distributed to everyone present. Whenever practicable the Tournament Director shall have given the respondent a copy of the appeal form before the hearing.
- The Chair will identify the person appealing and the respondent and will introduce everyone present.
- The Tournament Director who gave the ruling appealed against will make a statement of the facts.
- Committee members will ask the Tournament Director any questions they need to.
- The appellant, and the respondent, may agree or disagree with the Tournament Director's statement of facts.
- Any special witness invited by the Chair to assist the Committee may provide testimony, after which the Committee may ask questions and the appellant and the respondent may agree or disagree with the testimony.
- The appellant will state their case.
- The Committee may ask questions.
- The respondent will state their case.
- The Committee may ask questions.
- The Chair will ask for further questions or comment.
- After all evidence and arguments have been heard, all persons other than the members of the Committee shall leave the appeal room, unless the Chair requests the Tournament Director to remain during all or part of the Committee's deliberations.
- Once the Committee has reached its decision, the Chair will advise the parties (if still present) and the Tournament Director of the decision, together with a brief statement of reasons. It is the responsibility of the Tournament Director to communicate the decision to any absent party.

3 Guidelines on specific issues

3.1 Composition of the Committee

The Committee should be made up of no fewer than 3 members, and no more than 5.

3.2 The Committee should comprise strong players together with other members considered to have broad bridge experience and to have a balanced objective approach to the decision making process. It is desirable that at least one member of the Committee should have an insight into the laws of the game, but it is not that member's task nor the function of the Committee to establish which law is applicable to the appeal being heard, or how it is to be interpreted. These are matters for the Tournament Director or a nominee for that purpose. The Committee's responsibility is to apply the given interpretation of the law to the facts and circumstances of the case.

3.3 The Committee will appoint one of its members to be the scribe, to record the process and decisions, together with the basis for them, and any other relevant information.

3.4 Any member of the Committee, including the Chair, who has prior knowledge of the subject matter of an appeal, of a kind that may prevent their objective participation, should withdraw from the Committee and be replaced by a substitute. Any member or Chair should also decide to withdraw if they feel too closely involved or biased, or if they have discussed the matter with interested parties, or have pre-decided the outcome.

3.5 Function of the Committee

3.5.1 The Committee's function is to hear and make judgment upon an appeal against a ruling by the Tournament Director. The appeal may only be made by parties present at the table where the ruling was given. No account is to be taken of the interests of other contestants in the outcome. The consent of any absent person is to be assumed when considering that:

- An appeal against a ruling in a pairs tournament must have the consent of both members of the appellant side.
- In a teams tournament the captain of a team may determine that an appeal shall be entered notwithstanding the wishes of the players; where players wish an appeal to be entered it requires the consent of their captain for this to be done.
- An appeal shall not be entertained if it does not have the consent required.

- 3.5.2 Appeals under Law 93B2 are to be heard by a committee. The Committee has, and may exercise, all or any of the powers of the Tournament Director in resolving the appeal. Where an appeal against the Tournament Director's ruling on questions of law or regulation are made to the Committee which the Committee has no power to overturn, the Committee may ask the Tournament Director to reconsider the ruling.
- 3.5.3 The Committee may, similarly, recommend to the Tournament Director a review of any disciplinary penalty applying under Law 91A. The Committee does have the power to apply a disciplinary penalty if the Tournament Director has not done so and there is found to have been a breach of the laws governing conduct that the Tournament Director has not penalised. The Committee must exercise the greatest restraint in using this power when the Tournament Director has not done so, and should consider admonishment instead, if a majority of the Committee believes strongly that some action is justified.
- The duty of the Committee is to hear the statements of the Tournament Director and the players, to allow captains to speak thereafter if they wish, and to explore with questions any aspects of the matter that a member wishes to clarify. Evidence should be interrupted as little as possible and committee members should carefully avoid direct exchanges of opinion with other persons in attendance. Members of the Committee must be as courteous as in those appearing before them.
- 3.5.4 The Chair may ask to see the appeal form before the hearing.
- 3.6 Decisions of Committees
- No decision of the Committee is valid if not agreed, as described below, by a vote of the participating members of the Committee. A participating member is one who has been present throughout the proceedings—from the Tournament Director's statement to the final vote. The Tournament Director's ruling remains unchanged when the majority of the Committee does not support a decision to change it. The Chair has an (additional) casting vote in the event of a tie.
- 3.7 Score adjustment
- The award of an assigned adjusted score (see Law 12C2) is appropriate when a violation of law causes damage to an innocent side that has not damaged itself by irrational, wild or gambling action after the infraction. Damage exists when the infraction causes an innocent side to obtain a result less favourable than would have been expected in the instant before the infraction. If the damaged side has wholly or partly caused its own damage by irrational, wild or gambling action, it does not receive adjustment for that part of the damage that is self-inflicted. The offending side, however, should be awarded the score that it would have received as the normal consequence of its infraction. A revoke by the innocent side subsequent to the infraction will affect its own score; the infractor's score is to be adjusted as before without regard to the revoke.
- 3.8 Law 12C3
- This section of the laws operates unless the Zonal Authority elects otherwise. It applies in WBF tournaments. The purpose of this law is to enable an appeals committee to form a view as to what is an equitable outcome in the score, and to implement that outcome if it considers that the mechanical application of Law 12C2 does not produce a fair answer for one or both of the sides involved. It makes the appeals committee the final arbiter of equity.
- [There are currently moves to amend Law 12C3 to extend to Chief Directors the powers it currently gives to appeals committees. (This could be a zonal option.) It is the function of the Tournament Director to make a ruling, having consulted appropriately, that executes most accurately the intention of the laws. The desire is that the Director shall not rule automatically in favour of the non-offending side when in no doubt that a true judgment would require ruling otherwise. The question of the law change is being pursued.]
- 3.9 Inclination of committee
- The Committee is expected to presume initially that the Tournament Director's ruling is correct. The ruling is overturned only on the basis of evidence presented. For this reason, the Tournament Director must inform the Committee if a ruling in favour of the non-offending side reflects a margin of doubt that continues to exist after the appropriate consultation.
- 3.10 Ethics
- A player may only be penalised for a lapse of ethics where they are in breach of the provisions of the laws on conduct of players. A player who has conformed to the laws and regulations is not subject to criticism. However players are encouraged to be generous in providing information to opponents.

3.11 'Unauthorised information'

3.11.1 Any information used as a basis for a call or play must be 'authorised'. For information to be deemed authorised there must be an indication in the laws or regulations that the use of that information is intended. Authorisation does not follow automatically from a lack of prohibition. (Information is not authorised just because it is not prohibited.)

3.11.2 Unless there is an express prohibition it is lawful to use information that is given to the players for the procedures of the game, as described in the laws. Also, information is 'authorised' when the laws state it to be so. A player is permitted to make and use judgments about the abilities and tendencies of opponents and about the inclinations ('style') of their partner in matters where the partner's decisions are spontaneous rather than habitual or systemic. A player's habitual practices form part of their method and partner's awareness of them is legitimate information; but such method is subject to any regulations governing partnership agreements and to the requisite disclosure. Habit is to be identified when an occurrence is so frequent that it may be anticipated. Not to disclose knowledge of partner's habits and practices is contrary to Law 75A and where this is the case it is a violation of Law 40 (and thus illegal) when the call is made.

3.12 Use of unauthorised information

3.12.1 If a player has knowledge that it is illegal or improper to use in choosing a call or play this knowledge is referred to as 'unauthorised information'. Such information may be obtained in any one of a number of ways. If it does not come from the player's partner the Tournament Director is instructed how to deal with it in Laws 16B and 16C. Law 16C deals with information from withdrawn calls and plays; these include calls and plays withdrawn by partner. Other information received from partner is the kind that is most likely to be the subject of an appeal.

3.12.2 It is legal for a player to base a call or play on information from prior legal calls in the auction or from plays on the hand, from mannerisms of opponents, or from any other source authorised as already stated. Any information obtained from partner otherwise is unauthorised and it is illegal to use it if it suggests a call or play. This includes any information that eases the choice of a call or play.

3.12.3 Examples of partner's actions that may convey unauthorised information:

- a remark or question;
- the answer to a question;
- special emphasis or tone of voice, or a gesture;
- attention to an opponent's convention card at a significant moment when it is not partner's turn to call or play;
- examining opponent's convention card when dummy;
- a significant hesitation or undue haste when calling or playing a card.

These are not the only ways in which unauthorised information may be transmitted and committees will come across various other means that are not lawful.

3.12.4 When use of unauthorised information made available by partner is alleged, there are 4 key questions for the Committee:

- Does the accused player have unauthorised information in consequence of an action by partner?
- Could the unauthorised information be thought to suggest demonstrably the action that was taken by the player who possessed it?
- Was there a logical alternative that the player could have selected in place of the action that is questioned?
[A 'logical alternative' is a different action that, amongst the class of players in question and using the methods of the partnership, a significant proportion of such players would have considered and some may have adopted.]
- Have the opponents been damaged in consequence of the player's action when in possession of the unauthorised information? Damage is assessed in terms of the score obtained.

If the answer to all of these 4 questions is 'yes', it is appropriate to adjust the score but not otherwise. It is important to keep in mind which member of the partnership has the unauthorised information, and to consider only that player's actions when following the path to a judgment. A player who, without design, makes unauthorised information available to their partner does not

- commit an infraction of law or propriety; it is the use of that information that is a breach of the laws.
- 3.12.5 If it is shown beyond reasonable doubt that a player has intended to act in a way that will give unauthorised information to their partner, the Tournament Director should be consulted as to the provisions of Law 73B1. If it is proven that such action has been prearranged with partner the Committee should consult the Tournament Director concerning Law 73B2.
- 3.13 Discrepancies between explanations given and the related hands
Where the same explanation of a call is given to both members of the opposing side, and it is subsequently confirmed that both members of the side giving the explanation agree this is its correct meaning (and there is no conflict with information on the convention card), if the hand to which the explanation relates is materially different from the explanation, the matter should be dealt with under the laws and regulations concerned with psychic action.
If the members of a partnership offer differing explanations, or if a conflicting statement on the convention card has caused an opponent to be confused, a procedural penalty for violation of Law 75 may be applied. As a separate issue, the score will be adjusted if opponents are damaged and the conditions for score adjustment are deemed to exist. (See earlier statement on score adjustment and also later statement on procedural penalties.)
- 3.14 Psychic calls
- 3.14.1 A 'psychic call' is defined as a deliberate and gross misstatement of honour strength or suit length. A psychic call is lawful if not based upon a partnership understanding. No penalty or score adjustment may be awarded against such lawful action. A partnership understanding exists if it is explicitly agreed by the partnership; alternatively it may exist because it is the implicit consequence of one of a number of circumstances. To deem that such an implicit understanding exists it must be determined that the partner of the player who psyches has a heightened awareness that in the given situation the call may be psychic. This will be the case only if in the opinion of the Committee one of the following circumstances is established:
- Similar psychic action has occurred in the partnership on several occasions in the past, and not so long ago that the memory of the actions has faded in the partner's mind. Habit is to be identified when an occurrence is so frequent that it may be anticipated.
 - In the recent past a similar psychic call has occurred in the partnership and it is considered the memory of it is so fresh that it cannot have faded from mind.
 - Psychic calls of various kinds have occurred in the partnership with such frequency, and sufficiently recently, that the partner is clearly aware of the tendency for such psychic calls to occur.
 - The members of the partnership are mutually aware of some significant external matter that may help recognition of the psychic call.
- 3.14.2 A psychic call which is found on the above basis to be a matter of partnership understanding is disallowed and an artificial score adjustment may be awarded, together with a procedural penalty to the offending side if deemed appropriate. Players who are found to have any explicit agreement concerning psychic calls, or an implicit agreement concerning a particular kind of psychic call, are to be reminded that they have a partnership agreement that is subject to the regulations established under the authority of Law 40D.
- 3.15 Disclosure of psychic tendencies
A partnership may not defend itself against an allegation that its psychic action is based upon an understanding by claiming that, although the partner had an awareness of the possibility of a psychic call in the given situation, the partner's actions subsequent to the psychic call have been entirely normal. The opponents are entitled to an equal and timely awareness of any agreement, explicit or implicit, since it may affect their choice of action and for this reason the understanding must be disclosed.
- 3.16 False carding by defenders
Always provided that a true disclosure is made of the agreed meanings and expectations of card plays by defenders, intermittent false carding by defenders is lawful. Declarer then relies, at their own risk, upon their reading of the fall of the cards. (See 'Unauthorised information'.)
- 3.17 Procedural penalties
A procedural penalty may only be applied where there is a violation of the laws or of a regulation made under the laws. If the Committee awards a procedural penalty it should specify what law or

regulation has been violated.

A player who forgets their convention, misbids or misuses it, should not be subject to automatic penalty. A procedural penalty should only be applied in aggravated circumstances, as for example repeated misuse. Score adjustment is the way to redress damage.