

ADBC POLICIES (Appendix A to Club By-Laws)

This document shall exist as an appendix to the By-Laws of the Arlington Duplicate Bridge Club ("ADBC" or the "Club"). It is intended to describe Club policies and procedures adopted by the ADBC Board of Directors (the "Board") for the benefit of ADBC Members ("Members") ADBC Game Directors ("Directors") and other ADBC players, and to guide ongoing ADBC business and activities and the use of the Club facilities (the "Studio"). Policy shall be consistent with and in support of the ADBC By-Laws. This document shall be kept current, and changes must be approved by the Board.

1. Game Fees.

- 1.01 The Board sets the regular game fee (per player) for a game that is not upgraded.
- 1.02 The regular *beginner* game fee (games limited to 299/NLM Avg., or less) is \$1 less.
- 1.03 The regular Friday night (TGIF) cost is \$2 that the regular game fee, dinner included.
- 1.04 Saturday 1 pm games are always upgraded, and they are always at least \$1 more than the regular game fee. The Club provides a main course (at least once a month) and Players are asked to bring sides/desserts. Other Saturday games may be potluck.
- 1.05 Upgraded game charges imposed by ACBL, if applicable, will be passed on to players (added to the regular game fee, and rounded up to the nearest dollar).
- 1.06 The Board may waive all or part of any game fee, including upgrade charges, for Members only, as a special benefit to Members.
- 1.07 A complete and current *ADBC Game Fee Schedule and Free Play Policy* will be posted prominently at the Studio with Game Fees, upcharges, and Free Play policy. Upgraded games will be listed on the Website (Upcoming Events), and on monthly calendars available at the Studio or downloadable from the Website.

2. Free Games.

- 2.01 FREE GAMES for Members. All Members are eligible to play free in (at least) the following games for each membership year: Membership Game (March), Anniversary Game (August), Christmas Game (December), one Birthday game (month of Birthday, designated games only). Veterans who are ADBC Members play free at the ADBC Veterans Day game. A player who pays the next year dues at the Christmas Game may play free in that game (even if not a member that year).
- 2.02 Life Master Parties. When a Member is named a Life Master by ACBL, the Club will sponsor a Life Master Party for that Player, who will play free in that Game. The Club will provide a cake and balloons. The Player is free to "upgrade" the party with more elaborate food, drink and décor. The Board may also offer parties when a player reaches Gold Life Master, or a higher level, and the honoree will play free.
- 2.03 Special Birthday Parties. The Club will sponsor a Birthday Party (cake and balloons) for any Member who reaches age 90/95/100. The Member will play free.

3. Free Plays. A “free play” covers the standard game fee only. Upcharges must still be paid, if applicable, in the game where the free play is used. Free plays are issued to a particular player, and are not transferrable. (The Club may sell prepaid games, which are transferrable). The Board may put expiration dates on a free play.
 - 3.01 FREE PLAY for Newcomer. When a player plays at ADBC for the first time, the Director should have the player fill out a “new player information” slip, enter the player’s information into the ADBC Database, leave the slip for the Membership chairman, and give the new player a Free Play for use in a future game.
 - 3.02 Service Awards.
 - a. The Board may award free plays for exceptional service to the Club.
 - b. The Food Coordinator may offer up to two free plays for cooks/hostesses in each TGIF Friday night dinner game and each Saturday special game with full Lunch provided. In lieu of accepting a free play for a future game, a cook/hostess may play free in the game at which they provided the service (without upgrade charges). Food Coordinator (or head cook for that game) will advise the Director how to issue the free plays.
 - 3.03 Frequent Player Rewards. To encourage players to come often, ADBC offers a “frequent player” slip. Directors will distribute them to players on request. The player is responsible for seeing that the slip is signed and dated by the Director each time the player plays and pays for a game. (Use of free plays don’t count, nor does playing free as a guaranteed partner, but prepaid games do count). When the player has played in 10 paid games in any one calendar month, that player gets a free play for use in a subsequent game. The completed frequent player slip serves as a “free play”.
 - 3.04 Earned Free Plays. ADBC awards Free Plays to the winners of games based on the number of tables in play for that game (“Table Count”).
 - a. Earned Free Plays in Pairs Events:

Less than 7 Tables	-	No Free Plays
7 to 9-1/2 Tables	-	2 Free Plays (highest overall % pair)
10 or more Tables	-	4 Free Plays (highest % pair each direction)
 - b. Team Events:

Less than 10 teams	-	No free plays are awarded
10 to 19 teams	-	Free Plays for Top Team (4 Free Plays)
20 or more teams	-	Free Plays for Top Two Teams (8 Free Plays)
 - c. Adjustments to Table Count.
 - If the Director, guaranteed partner, or other Fill-In(s) play to make the game full at 7 or 10 (see 4, below), they will still count toward the Table Count. If more than one Fill-In pair plays, then none of the Fill-Ins will count toward Table Count.

- Any player playing with a free play described above still counts toward Table Count.
- A player (other than a playing Director) can earn a free play, even if playing free in that game (playing on a free play, as a guaranteed partner, in a free membership game, etc.)
- When two games or sessions run simultaneously, typically with different master point (“MP”) limits, regardless of whether they are separate sessions or separate games, free plays are awarded based on the results in each session, then *extra* free plays are awarded, if appropriate, using the following adjustments for *Surplus* Table Count (tables in a session that did not contribute to the award of free plays in that session):
 - ***If NO free plays would otherwise be awarded in either session, but combined Table Count would support one set of free plays***, free plays (2, total) are awarded to the pair that won overall (highest percentage win) in the higher MP limit game (e.g., 6 tables in one game, 3 tables in the other... that totals at least 7), even if it was the smaller game. *This will not result in two sets of free plays for one game, even if combined Table Count is 10 (6+4).*
 - ***If One game has 7+ tables (but not 10), and combined table count is 10-13***, then freeplays may be awarded both directions in the bigger game.
 - ***If combined Table Count would support free plays in both games (i.e., 14 or more total tables), but neither game has 10 tables***, the excess in the larger game is given to the smaller game, even though it had less than 7 (e.g., 9 tables in one game, 5 tables in the other... that totals 14). The bigger game has less than 10, so the other game gets the benefit of the extra tables in the big game, and free plays go to overall winners in both games.
 - ***If one game has 10 or more tables, that game earned free plays both directions, but Table Count above 10 in that game could still benefit the other game --***
 - ◆ If there are 10 tables in one big game, and 6 in the smaller game, then one game gets free plays **both** ways, the other game gets none;
 - ◆ If there were 12 tables in the big game, and 6 in the other game... the big game awards free plays both ways (4 total), and the smaller game gets the surplus table count, so its overall winner receives free plays (2 total);
 - ◆ If there were 15 tables in the big game, and 6 in the small game, or 12 in the big game, and 8 in the small game, let both games have free plays both directions, since there was a total table count of 10.

Although it is less common to have two session team events, the same rules would apply, using the team game free play policy.

4. Fill-Ins: Guaranteed Partners/Playing Directors. A Director, a guaranteed partner, or someone called in to fill out a movement (each being a type of "Fill-In" player) may play free in that game (without upgrade charges), under the following standards.

4.01 Playing Director. Novices often find it unsettling when their Director (teacher) plays against them in a novice game. Directors are hired to direct, not to play [unless a Director has been appointed as a Playing Director to help a small game], and they should *not* play in any game they are directing, except that a Director may:

- Fill in for a known late arrival (play until the player arrives);
- Fill in if a player has to leave early (typically due to illness or emergency);
- Play (at their discretion) when there is a single player (usually an out-of-town guest or new player) for whom no Guaranteed Partner can be found – but the Director should try to get someone else to come in (an eligible player, if it is a limited game), rather than playing as a Playing Director. *It is preferred that half tables not be created by this action – especially when it is a regular player that has no partner.*
- If an infraction occurs at a table where the Director is playing, a Director from another table must make the ruling. If no other Director is present, the playing Director must be very careful to be fair to the opponents.
- If a Director must play to fill out a limited game, but is ineligible to play in that game due to masterpoint limits, the Director must play under a fictitious name so that he is ineligible for an award. Additionally, when an ineligible Director is playing under a fictitious name and is playing with an eligible player, the eligible player should play all hands when that pair is the declaring side (Director acts as dummy if he would have declared).
- Even if eligible to play in the game, if the Director and a Fill-In play together to fill out a movement, the Director should consider whether an adjustment is needed so that they do not win the game.

4.02 Guaranteed Partner. The Club will endeavor to provide a partner to play with a newcomer or visitor. Advance notice is greatly appreciated, to find the best match for the player, but even in the event of a drop in, the Club will do its best to provide a partner for our guest. Guaranteed Partners are players who agree to come in on short notice to play (free) with anyone. A Director should call in a Guaranteed Partner to play with a single player who has no partner, if that person is a guest or new player. Regular players arrange their own partnerships. If a regular player's partner can't play, the Director may use a Guaranteed Partner (or play), *only to eliminate a half-table, not to create one.* The Director may provide that regular player with a list of players and phone numbers to use in finding a partner. The player called in (other than a regular partner of the player) plays free (if needed to

fill out the table); but if the regular player comes without a partner on more than an exceptional basis, then he must pay for the called-in player as well as himself.

4.03 Making the Game/Eliminating Half Tables. Minimum table count for a game to "make" is two tables. When eight individuals are available to play, the Director should run either a two table individual game or a two table Swiss game. ADBC is committed to its small games. If it appears that a small game might not make, or that the game would otherwise have 1.5, 2.5 or 3.5 tables, the Director is authorized, and *encouraged*, to take remedial action to assure that there are at least two full tables to play, and to eliminate half tables in games with less than 4 tables (ie, the Director should strive to get from 1.5 tables to 2, from 2.5 tables to 3, or from 3.5 tables to 4). The Director should endeavor to fill out the movement by action in the following priority, but still act quickly to get the game started:

- Find a *paying* pair willing to play,
- Find a Fill-in to play (free) with the Director to eliminate the half table, or
- Find TWO Fill-Ins to come in and play together (free).

Unusual situations that might require allowing two people to play free would be where a Guaranteed Partner and a visitor create a half table, so that the Director and another player are needed to fill out the movement, or where the Director cannot play because of other duties that are pressing on the Director (ie, making boards for a large game the next day). In a limited game, if the Director is ineligible to play in that game, an eligible Guaranteed Partner should be used to play with a newcomer or a visitor. If the Director must play to fill out the table, see 4.01 for limitations on the playing Director.

5. Play of the Game.

5.01 When a Game Makes. We are at the Club to play bridge. We will play with as few as eight players, using a two table format. This may be a two table Swiss game or a two table individual game (individuals play with different partners). If you play in a small game, and the turnout is light, please be prepared for something different on occasion!

5.02 When a Game Does NOT Make. If a player comes to a regularly scheduled game, and the Director is unable to find eight players for the game to make, the Director receives a \$15 trip fee and each player who showed up and was unable to play receives a \$1 off slip for a future game for the inconvenience.

5.03 Policies applicable During the Play of the Game.

- Rulings. When there is an irregularity, call the Director to the table. The Director should give (or read) the applicable ruling to both sides in a courteous manner, referencing the ruling in the book, The Laws of Duplicate Bridge. The players involved should be notified as soon as possible if there is to be a penalty or an adjusted score.

- Appeals. If a player strongly disagrees with the Director's ruling, the player may appeal the ruling by calling for a committee within 10 minutes after the game is completed and scores are determined. The committee will consist of three experienced players present, chosen by the Director (or called in if no unbiased experienced players are available.) As soon as the game is over, the committee will meet (or the next day, if an onsite committee is not available), to review the hand/situation, consult the game Director and the complainant when possible, review the Laws, and make a ruling, which may support or overrule the Director. The committee's ruling is final.
- Conduct/Zero Tolerance. A Director should assess a scoring penalty if a player becomes belligerent or obnoxious. If warranted, the Director may issue a "Zero Tolerance" warning to the player, with notice to the Judiciary Chairman and the President. In extreme circumstances, the Director may assess a Zero Tolerance penalty, with notice to the Judiciary Chairman and the President. The Club enforces the ACBL Zero-Tolerance Policy for conduct, a copy of which is posted in the Studio and on the Website. Violations may be handled in the game by the Director. Major violations or repeated violations may be submitted to the Judiciary Committee for disposition, which may include banning a player from the Club (prohibiting two partners from playing together) for a period of time, or permanently.
- Convention Cards/Psychs. Each player should have an identically completed convention card at the table, available for inspection by the opponents. Bids should have meanings consistent with the what the convention card says they mean. Occasional deviation, in a context that a partner would NOT anticipate, may be allowed for a good 'bridge' reason – not merely to vex opponents. Even so, no more than two psychs by any player in one session will be permitted. The Director will decide what constitutes a psych if there is a complaint, and may report excess psychs to the Judiciary Committee. A continued habit of psychs (for example, if someone *often* psychs twice in a game) would suggest implied partnership understandings, or at least suggest that the partner 'expects' these bids, in which case the pair could be barred from using such bids at all.
- Fair Play. Players are held to a high standard of ethics. Players must alert bids with special meaning (based on the ACBL Alert Chart) to give the opposition fair notice. Players should NEVER take unfair advantage of special agreements, body language, or knowledge of partner's habits, or otherwise engage in unethical behavior. Violations should be reported to the Director, and may be referred to the Judiciary Committee for disposition, which may include banning a player from the Club (or prohibiting two partners from playing together) for a period of time, or permanently.
- Access to Information. No one other than the Director is allowed access to game percentages until the last round.
- Etiquette. Players are placed in close quarters and should strive to keep the playing area comfortable for everyone. Players shall follow basic rules of

etiquette to assure that opponents are not distracted and the room is not overwhelmed with noise.

- Players must refrain from:
 - Snapping the cards when playing,
 - Tapping their fingers on the table,
 - Humming or making noises that would make others uncomfortable, or
 - Staring at or making prolonged eye contact with partner or opponents during play.
- When the cards come out of the boards for a new hand, conversation should stop. Conversation between boards should be in low tones, to keep the noise level in the room down. Others are still playing!
- Players must take care not to discuss the hands openly when they have not yet been played by others. Cards should be shuffled slightly after a pass out. Scores should not be announced loudly. This is duplicate bridge. Players must avoid inadvertently giving players at another table information that would assist them when that board arrives.
- A player should let another player when his or her cards are exposed. Players should help each other break habits that might give unfair advantage to opponents.
- Smoking/Hygiene/Perfume. The designated smoking area set by the City of Arlington allows smoking on the grassy median across from the entry to the building, or in the parking lot. Be aware that players often suffer allergies and other sensitivities. Heavy smoke residue on your body or clothing, lack of personal hygiene, and heavy perfume, can all make the playing environment uncomfortable (sometimes intolerable) for others. We understand that smokers need a smoke break. Smokers should try to allow time to wash off after a smoke break, and all players are asked to come to the table with no perfume or cologne. Any of these odors might offend others or generate legitimate health issues for others. Remember, we play in close quarters!
- Scoring. ADBC uses hand held scoring devices. N/S enters the score, E/W approves the entry and submits it. Scoring errors will be corrected when confirmed by someone from each side, or when there is no question about the error based on the hand, provided corrections are timely requested. Late corrections are not guaranteed. The Board may adopt separate score correction policy.

6. Games.

- 6.01. Regular Game Schedule. The Board determines the regular game schedule, appoints game Directors to be responsible for the play in those games, and sets the pricing for the games. The Board will endeavor to provide a menu of games for both experienced and beginning players. Regular Game Schedules will be posted in the Studio and available from the Website.
- 6.02. Special Games. ADBC will host as many ACBL-sponsored special games as possible each year to allow players access to more MPs and different types of events. The

Club will host at least one special Saturday game each month. All Special games will be approved by the Board, placed on the Calendar, and promoted on the Website.

- 6.03. Unit Games. The Club will support Unit 183 activities that benefit ADBC members, including Unit tournaments, hosting or co-hosting special events or games, and promoting Unit Games when they are fairly awarded. The Board will endeavor to represent the Club members with the Unit and to make Unit resources available to the Club and its Members.
- 6.04. Hours/Days of Operation. ADBC typically has games 7 days a week. The Board may add and remove games. Refer to the current Regular Game Schedule for the complete regular game menu.

- Holidays. The Studio CLOSES (and cancels regular games) for the following holidays: Christmas, New Year's Day, Thanksgiving Day.
- The Studio CLOSES (and cancels regular games) during local tournaments:
 - ◆ Regional and national tournaments held locally (within the DFW metroplex)
 - ◆ Friday through Sunday for Unit 183 Sectionals
 - ◆ Friday evening through Sunday for Unit 176 sectionals
 - ◆ Holiday Monday (Labor Day, Memorial Day), for local sectionals

On an exceptional basis only, the Club may opt not to close or opt to hold other specific games while local tournaments are being held, based on member requests and Board approval. All planned Club closures will be advertised well in advance on the Club website.

- The Studio CLOSES for GNT and NAP Quals (all on Sunday).
- The Board, the Club Manager, or a Director (as to a particular game) may cancel a game due to weather or holiday (when it appears the game might not make). Notice of cancellation should be given to the Club Manager and posted on the website as soon as possible.

6.05 Game Directors.

- Qualified. All ADBC games will be conducted by an ACBL Game Director. Regular game Directors shall be appointed by the Board. A Board member responsible for special appointments may (i) designate Directors for special games, and (ii) designate a substitute or interim Director for one or more specific regular games. Regular game Directors may arrange for substitutes for their own games (with notice to the designated Board Member), or notify a designated Board member for help finding substitutes when needed. The Board or Club Manager shall maintain a calendar of games indicating the Game Directors for each.
- Duties. Directors will be subject to the duties and responsibilities imposed on them by the ACBL and the policies of ADBC. The most recent *Game Director Duties & Responsibilities*, as adopted by ADBC will be posted at the Studio with personal copies provided to each Director.

- Continuing Education. Once a year, at a minimum, ADBC will hold an education and info-sharing session as mandatory continuing education for its Directors. The cost will be free to ADBC Directors and Members. Outside Directors may attend, at a cost of \$15 per person (or they may simply become a Member).

7. Player/Member Management.

- 7.01 New Player Information. Directors shall collect information about a new player on a New Player Slip, as set out in 3.01.
- 7.02 Membership. Regular players at ADBC are encouraged to join the ADBC and support it with annual dues. Membership dues are \$25/annually, and may be paid to any Director. Members vote on Club expenditures in excess of \$2,500, elect a Board, are eligible to serve on the Board, and have a voice in the operation of the Club. Membership dues support the fiscal health of the Club.
- 7.03 ACBL Memberships. Club Members, and other regular players, are encouraged to join the ACBL in order to receive credit for MPs and pursue MP milestone goals over time. ACBL membership cost is set independently by the ACBL and the cost is set out on its website.
- 7.04 Recognition Parties. The Board may set policy for recognition parties. Currently 'parties' are given when a player becomes a Life Master, and for attaining Gold or higher levels, and for attaining age 90/95/100. The Club will spend up to \$50 on such parties, including cake, balloons, favors, food. The recognized player will play free at his/her recognition party. The recognized player is free to 'super-size' the party at his/her own expense.
- 7.05 Death of Member. Upon the death of a Member, the Club Secretary or her designee will send a card to the family.
- 7.06 Directory Information. The Club will maintain contact information and may use it to contact the Member about information and opportunities related to the Club. The Club will not distribute or sell any personal information about its players to others, aside from coordinating directory information with the ACBL or the Unit.

8. Studio Management. The Studio Manager is the contact person designated by the Board for facility-related issues. The Board may appoint a Facilities Coordinator to handle the details of maintaining the Studio, who will report to the Studio Manager.

- 8.01 Hours of Operation. The Studio may be open before or after regular bridge sessions with approval of the Board, which may be delegated, if a responsible ADBC Member authorized by the Board is in attendance. All unscheduled special games must be approved by the Board.

- 8.02 Third-party Use of Studio. Use of the Studio for classes or other functions that are not sponsored by the Club will be at the discretion of the Board, which may be delegated. Rent for such functions will be set by the Board.
- 8.03 Third-Party Ads. Bridge-related opportunities may be promoted by flyers placed in the approved display areas at the discretion of the Board, which may be delegated. Third party ads, vendor or sales displays shall be permitted within the Studio only if approved by the Board, or its delegate.
- 8.04 Use of Movable Property. No boards, bidding boxes, cards, chairs, tables, dealing machine, event timers, heaters or kitchen equipment will be loaned to individuals without prior Board approval. The Studio Manager or another Board designee may approve loans of any such equipment *other than the dealing machine* to other bridge clubs or nearby Units for Tournaments or other special events, and supervise their return, without prior Board approval.
9. Club Management. The Club is managed by its duly elected Board, which is accountable to the Membership. The Board may delegate part of its duties to committees (both Standing and Special).
- 9.01 Informing the Membership. The Board will keep the Members informed as to operation of the Club and changes in policy for the Club.
- Minutes. A copy of Board meeting minutes will be posted in the Studio and on the Website; the Board will endeavor to post minutes within a week after the meeting is held.
 - Calendars. A monthly calendar will be provided each month showing the scheduled activities at the Studio. Copies will be available at the Studio and a printable version will be maintained on the Website.
 - Financials. Financial Reports shall be posted on the Bulletin Board at the Studio. The Board shall arrange for an audit of its books annually, with a report at the annual meeting.
 - Job Descriptions. A list of Board members, game Directors, officers, committee chairmen, and other appointees shall be maintained on the Website, with email contact information.
- 9.02 Suggestion Box. The Club President and Secretary will be responsible for managing the Suggestion Box and are the only individuals with keys to the box. If submitter provides his name and requests a written response, it will be forthcoming within 10 days of receipt.