

ADBC POLICIES

(Appendix A to Club Bylaws)

This document shall exist as an appendix to the Bylaws 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"). ADBC Policies shall be consistent with the ADBC Bylaws and the rules and policies of the American Contract Bridge League ("ACBL"). Changes to ADBC Policies require the approval of the Board.

1. Game Fees.

Game fees are set by the Board.

2. Free Games.

2.01 FREE GAMES for Members. All Members are eligible to play free in the Annual Membership Game,

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. A player may transfer a free play to another person provided the player is present and gives permission. The Board may put expiration dates on a free play.

Free Plays are awarded in the following instances:

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 Club Manager, and offer the new player a free play for use in a future game.

3.02 Service Awards. The Board may award free plays for exceptional service to the Club.

3.03 Earned Free Plays. The ADBC awards free plays to winners of the following games (see Definition of Paying Table below):

- **Pairs Game: Mitchell Movement.**

A Mitchell Movement of 10 Paying Tables or more. The winning pairs in both directions receive free plays. In the event there are two or more pairs tied for the top score in either direction, all winning pairs receive free plays.

- **Team Games**

10 Paying Tables or more – Free plays for team (4 free plays)

- **Definition Of Paying Table –**

A **Paying Table** is comprised of players who 1) have paid the game fee or 2) plays free because he or she is being honored. A player who does not fit the definition of 1) or 2) is not eligible for a free play

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 Eligibility. **An eligible player** is any player, playing Director, guaranteed partner, or fill-in whose current masterpoints are less than the limit of the game they are playing in. **An ineligible player** is a player whose points exceed the limit of the game. Ineligible players should **only** be used in games where 1) an eligible player's eligible partner did not show up or 2) an eligible player has no partner, e.g. a first-time player. **An Ineligible Pair** is a pair comprised of an eligible player and an ineligible player and neither player can earn points, however the boards they play count in the game. **A pair comprised of two Ineligible players** are effectively a phantom pair and any boards they play are not included as part of the game, i.e. any opponents who play a partnership of two ineligible players will not receive a score for the round.
- 4.02 Playing Directors. Directors should not play in any games in which their ability to direct the game is compromised. Examples are large games in which the Director must keep the game moving and be available for calls to the table. Directors may play in their games in the following instances:
- Directors may fill in for a known late arrival, i.e. the Director plays until the player arrives.
 - Directors may fill in if a player must leave early (typically due to illness or other emergencies).
 - Directors may play when there is a single player (usually an out-of-town player or new player) for whom no Fill-In Player can be found.
 - In limited games in which the Director's masterpoints exceed the game limit, the Director and his/her partner must participate according to the rules in section 4.01.

If an infraction occurs at a table where the Director is playing, a second Director, if available, must rule on the call. The second Director should first be the Director from a concurrent game and, if no concurrent game, then a player with Director qualifications playing in the club at that time. If no other Director is present, the playing Director must be very careful to be fair to the opponents.

- 4.03 Guaranteed Partner. The Club will endeavor to provide a partner to play with a newcomer or visitor. Advance notice is 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 the guest. Guaranteed Partners are players who agree to come in on short notice to play (free) with anyone.

Regular players arrange their own partnerships. In the event of a sudden cancellation, the Director may provide the regular player with a list of players and phone numbers to use in finding a partner. The player called in plays free while the regular player is required to pay the game fee.

5. Making The Game

5.01 Minimum Player Requirements for Games. The Director may convene a game with as few as eight players.

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.

5.02 **Making the Game/Eliminating Half Tables.** The minimum table count for a game is two tables. When only eight individuals are available to play, the Director shall run a home-style pairs game. The Director is authorized and encouraged to take remedial action to ensure that games of four tables or less avoid “half tables” where possible with the following actions (in order of priority):

- Find a paying pair willing to play.
- Find someone to play with the Director as a Fill-In.
- Find two Fill-Ins.

Playing Directors and Fill-ins participate according to the rules in section ~~4-01~~

6. Play of the Game.

6.01 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 a Director’s ruling, the player may request that the Director call another Director. The two directors will discuss the issue and make a decision immediately which is final. If another director cannot be located, then the Director’s decision 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 or penalty to the player. In extreme circumstances, the Director may assess a Zero Tolerance penalty. 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 Board for disposition, which may include banning a player from the Club for a defined period or permanently.
- Convention Cards/Psychs. Each partnership should have an identically completed convention card at the table, available for inspection by the opponents. Bids should have meanings consistent with what the convention card states. 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 Board. 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 the bid 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 Board 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. If directors are playing, they should not review any scores or percentages unless required to make a ruling.
- 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 ensure that opponents are not distracted, and the room is not overwhelmed with noise.
 - Players must refrain from:
 - o Snapping the cards when playing,
 - o Tapping their fingers on the table,
 - o Humming or making noises that would make others uncomfortable,
 - o 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 while 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. Players must avoid inadvertently giving players at another table information that would assist them when that board arrives.
 - A player should let another player know when his or her cards are exposed. Players should help each other break habits that might give unfair advantage to opponents.
 - Smoking/Hygiene/Perfume. Players who wish to smoke are asked to use the designated smoking areas assigned by the City of Arlington. Players should respect their fellow players and refrain from using strong scents.

6.02 Scoring. ADBC uses handheld 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 a separate score correction policy.

7. Games

7.01 Monthly Game Calendar. The Board determines the Monthly Game Calendar, 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. The Monthly Game Calendar will be posted in the Studio, communicated to players through email and available from the Website.

- 7.02 Special Games. ADBC will host as many ACBL-sponsored special games as possible each year to allow players' access to more masterpoints and different types of events. All Special games will be approved by the Board.
- 7.03 Unit Games. The Club will support Unit 183 activities that benefit ADBC members. The Board will endeavor to represent the Club members with the Unit and to make Unit resources available to the Club and its Members.
- 7.04 Hours/Days of Operation. ADBC typically has games 6 days a week and occasionally on Sunday. The Board may add and remove games. Players should refer to the current Monthly Game Calendar for the complete list of games.
- 7.05 Closures. The Studio closes (i.e. cancels) in the following instances:
- Bad weather. The club will generally close when the Arlington Independent School District closes. Club closures are approved by the Board. Notice of cancellation should be given to the Club Manager, posted on the website and emailed to players if possible.
 - Holidays designated by the Board.
 - National, Regional and Unit tournaments held in the Dallas Fort Worth area for which closures have been approved by the Board.
 - Unit 183 sponsored and 176 Sectionals approved by the Board.
 - Other days approved by the Board.
- 7.06 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.

8. Player/Member Management.

- 8.01 New Player Information. Directors shall collect information about a new player on a New Player Slip, as set out in 3.01.
- 8.02 Membership. Players at the club are encouraged to become Members of the ADBC and support it with annual dues. Members are eligible to serve on the Board, elect Board members, and have a voice and vote in the operation of the Club.
- 8.03 ACBL Memberships. Club Members and other players are encouraged to join the ACBL 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.
- 8.04 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 and 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.

- 8.05 Death of Member. Upon the death of a Member, the Club Secretary or her designee will send a card to the family.
 - 8.06 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. The club may provide a membership directory to be sold to players. A player may choose to exclude their information from the directory.
9. Studio Management. The Board will assign a person(s) to manage facility-related issues.
- 9.01 Hours of Operation. The Studio is generally open for 30 minutes to an hour before and after games. Consult the Monthly Calendar for dates and times of games.
 - 9.02 Third-party Use of Studio. Use of the Studio for classes or other functions that are not sponsored by the Club requires Board approval. Rent for such functions will be set by the Board.
 - 9.03 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.
 - 9.04 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.
10. 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).
- 10.01 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 the Board meeting minutes will be posted on the ADBC's website no later than ten days following Board approval.
 - Monthly Game Calendars. A monthly calendar (see 7.01) will be provided on the first day of each month showing the scheduled activities at the Club. Copies will be available at the Studio, emailed to players and a printable version will be maintained on the Website.
 - Financials. Monthly financial reports shall be posted at the Club according to the date specified in the bylaws.
 - Key Contacts. A list of Board members, game directors, officers, committee chairpersons, and other appointees shall be maintained on the Website with contact information available at the club.
 - 10.02 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 the submitter provides his/her name and requests a written response, it will be forthcoming within 30 days of receipt.