

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.

See attached "ADBC Game Fee Schedule."

2. Free Games.

2.01 FREE GAMES for Members. All Members are eligible to play free in the following game for each membership year: 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.

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 either a club directory or 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.
- 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. Food Coordinator (or head cook for that game) will advise the Director how to issue the free plays.

3.03 Frequent Player Awards. To encourage people to play often, the ADBC offers a “frequent player” slip. Directors will distribute them to players on request. The player is responsible for ensuring that the slip is signed and dated by the Director each time the player plays and pays for a game (e.g. use of a free play nor playing free does not qualify as a game on the frequent player slip.) When the player has in ten paid games in any one calendar month, that player receives a free play for use in a subsequent game. The completed frequent player slip serves as a “free play” at regular game fee.

3.04 Earned Free Plays. The ADBC awards free plays to winners of games with three or more paying tables.

- **Pairs Game: Howell Movement.** The winning pair receives free plays. In the event there are two or more pairs tied for the top score, the free plays will be shared between the tied pairs.
- **Pairs Game: Mitchell Movement.**
- Less than 10 tables. The winning pair with the highest score receives free plays. In the event there are two or more pairs tied for the top score, the free plays will be shared between the tied pairs.
- 10 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, the free plays will be shared between the tied pairs.
- **Team Games**
- Less than 20 teams – Free plays for top team (4 free plays).
- 20 tables or more – Free plays for top two teams (8 free plays).

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 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 has to leave early (typically due to illness or other emergency).
 - 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 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 the 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. If a player is present to play and a person is called in to play (even an ineligible player), the player who was present must pay.

5. Making The Game

- 5.01 Minimum Player Requirements for Games. The Director may convene a game with as few as eight players.
- 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 **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 may run one of the following games: a two-table Howell movement, a two-table Swiss game or home-style pairs. Note: For two table games which do not result in masterpoints is effectively “no game” and the Director and player will be compensated according to section 5.02 of this policy. The Director is authorized and encouraged to take remedial action to 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 appeal the ruling by calling a committee within ten minutes after the scores of the games are determined. The unbiased committee will consist of three experienced players present, chosen by the Director (or called in if no unbiased experienced players are available). The committee will meet to review the situation leading to the ruling, consult the 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. In the event the committee cannot be formed and/or meet after the game, they will meet the next day and follow the aforementioned procedure. If the committee cannot meet within 24 hours of the game’s conclusion, the Director’s ruling stands.
- 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 (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 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 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 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 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
 - 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. 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 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. 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

6.02 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.

7. Games

7.01 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.

7.02 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.

7.03 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.

- 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. Refer to the current Regular Game Schedule for the complete regular game menu.
- 7.05 Closures. The Studio CLOSES (and cancels regular games) for the following:
- Bad weather days, if approved by the Board. Notice of cancellation should be given to the Club Manager and posted on the website as soon as possible.
 - Holidays designated by the Board
 - Regional and national tournaments held locally (within the DFW Metroplex)
 - Friday through Sunday for Unit 183 Sectionals
 - Friday for Unit 176 sectionals
 - Holiday Monday (Labor Day, Memorial Day), for local sectionals
 - 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.
 - 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).

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. 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.
- 8.03 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.
- 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, 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.
- 9. Studio Management. The Studio Manager is the contact person designated by the Board for facility-related issues.
 - 9.01 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.
 - 9.02 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.
 - 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 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.

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 submitter provides his name and requests a written response, it will be forthcoming within 30 days of receipt.

ADBC GAME FEE SCHEDULE

Effective March 1, 2018

Calculation

Game Fee = Basic + Upgrade (if any) + Food (if any)

Basic

- \$7 Limited Games < 500 Masterpoints
- \$8 All other Games

Upgrades

- None Club Championship
- Upgraded Club Championship Game
- Club Appreciation Game
- Unit Championship Game
- Grass Roots Fund Game
- Junior Fund Game
- Charity Game (not ACBL-wide)
- International Fund Game (not ACBL-wide)
- Education Fund Game

- \$1 NAP Qualifier
- STaC Game
- ACBL-wide Seniors Game

- \$2 ACBL-wide International Fund Game
- ACBL-wide Charity Game

- \$3 ACBL Instant Matchpoint Game

- \$4 World-wide Bridge Contest

Food

\$2

Full meal (entrée, sides, dessert) supplied by Club

