

APPENDIX A

DUTIES AND FUNCTIONS OF THE PRESIDENT

The duties and functions of the President of the Association are as follows:

1. A number of those duties and functions are set out in the Association's Rules, as well as separately in these By-Laws. For example, see Rules 12 (4), 13 (1), 16 (6), 16 (7), 24, 25 (3), 25 (4), 28, and 32 (4), and By-laws 5 (4) to (8). The following enumerated duties and functions may refer to some of these, but are therefore not intended to be exhaustive.
2. Take the Chair at the following meetings:
 - (a) the Annual General Meeting of members of the Association;
 - (b) any General Meeting, including any Special General Meeting; and
 - (c) Management Committee meetings.
3. Sit ex officio on any sub-committee (including the Tournament Committee and the Congress Sub-Committee) which may be formed by the Management Committee.
4. Make recommendations as to the allocation of roles and responsibilities of individual officers of the Association and of other members of the Management Committee, as well as of other persons appointed by the Management Committee, for the purposes of By-law 5 of these By-laws.
5. Ensure that there is an officer or other member of the Management Committee available at all times, on each regular day on which bridge tournaments and congresses are held at the Association's premises, to act as Daily Duty Committee Member for that day, in accordance with By-law 5 (8) of these By-laws.
6. Presentation of trophies.
7. Organisation of working bees when necessary.
8. Preparation of a report on the year's activities of the Association, to be delivered at the Annual General Meeting of members of the Association.

APPENDIX B

DUTIES AND FUNCTIONS OF THE VICE-PRESIDENT

The duties and functions of the Vice-President of the Association are as follows:

1. Stand in for the President whenever he or she is unavailable.

APPENDIX C

DUTIES AND FUNCTIONS OF THE SECRETARY

The position of Secretary of the Association is an important role, carrying with it statutory recognition and a number of important roles and responsibilities specifically spelt out in the Act. The duties and functions of the Secretary of the Association are as follows:

1. A number of those duties and functions are, as well as being listed in relevant sections of the Act, also set out in the Association's Rules, as well as separately in these By-Laws. For example, see Rules 9 (1), 10, 11 (3), 12 (3) (b), 13 (1), 16 (5) and (6), 19 (2) (e), 20, 23 (1), 25 (5), 26, 27, 31, and 32 (4) and (9). See also By-law 11 (3). The following enumerated duties and functions may refer to some of these, but are therefore not intended to be exhaustive.
2. Ensure that the Association has an address nominated for the service of documents on the Association and that this is duly notified to the relevant authorities, and ensure that any change is so duly notified, all in accordance with sections 17 and 138 of the Act.
3. Ensure that a member's rights are protected, where appropriate, and that, for this purpose, the relevant authority under the Act is notified for the purpose of section 18 of that Act of the need for any restrictions on the inspection by members of the public of public registers maintained by that authority under the Act that might refer to such a member.
4. Where requested so to do, provide to a member a complete copy of the Rules of the Association; the member in question may be asked to make a payment to the Association of a reasonable sum for that purpose (section 53 of the Act)
5. Ensure that the Association complies with all provisions in its Rules about the calling and holding of meetings (section 57 of the Act).
6. Ensure that at all times the minute record folders containing copies of the minutes of meetings of the members of the Association and of the Management Committee, as the case may be, are available for inspection by members, and that, if requested so to do, copies of those minutes are provided to the requesting member (section 57B of the Act, and Rule 27 of the Rules).
7. Ensure that, when requested so to do by a member of the Association, that member is duly permitted to inspect the financial records of the Association, and is provided with any copies of the same requested by that member (though the Secretary may request that the member pay to the Association the reasonable costs of so doing) (section 59C of the Act).
8. Ensure the relevant authority under the Act is duly notified of the appointment or election of the President, Secretary and Treasurer and their respective addresses, and of any change in prescribed particulars (including the address of the Secretary) (section 68 of the Act; see also section 138).

9. Call meetings of the Association, including preparing and sending out notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association (section 69A of the Act).
10. Keep minutes of the annual general meeting and other general meetings of the members of the Association (section 69A of the Act and Rule 26 of the Rules).
11. Keep copies of all correspondence and other documents relating to the Association (section 69A of the Act). This includes all documentation relating to matters arising under the Association's Conduct and Etiquette By-laws, as referred to in By-law 19 (4) of those By-laws.
12. Maintain, with the assistance of the Membership Secretary, the Association's Register of Members (under section 69A of the Act the statutory responsibility rests on the Secretary; see also Rule 11 of the Rules of the Association). See also clause 13 of Appendix N in this regard.
13. Call meetings of the Management Committee, as required from time to time (Rule 16 (5) and (6) of the Rules); keep minutes of those meetings (Rule 26 of the Rules); and maintain a minute record folder in which minutes of those meetings are kept (Rule 26 of the Rules).
14. In addition to the responsibilities of the Secretary under clause 11 of this Appendix, in respect of matters relating to correspondence:
 - (a) collect mail from the Association's Post Office box, or delegate someone else to do so;
 - (b) answer mail as determined by the Management Committee;
 - (c) monitor and deal with any emails to the Association from members of the Association, members of the Management Committee and other persons;
 - (d) maintain the Association's website on the internet; and
 - (e) send invitations to other clubs for functions, regional invitation days, etc.
15. In addition to the Secretary's statutory duties and responsibilities under the Act, as outlined under previous clauses of this Appendix, in respect of the Association's annual general meeting and other general meetings (including special meetings) of members of the Association:
 - (a) accept nominations from members for persons to become officers of the Association or other members of the Management Committee, and post a list of those candidates to be displayed on the notice board for a period of at least 7 days leading up to the meeting (see Rule 12 (3) of the Rules);
 - (b) accept motions for general meetings of the members of the Association (Rules 19 (2) (e) and 20 (2) of the Rules);

- (c) prepare balloting lists and papers in case a ballot is to be conducted for the election of officers of the Association or other members of the Management Committee (see Rule 12 (3) (d) of the Rules);
- (d) prepare and make available to members requesting the same, postal voting forms for the election of officers of the Association and other members of the Management Committee (Rule 25 (5) of the Rules); and receive and deal with any such postal votes in the required manner;
- (e) complete and lodge with the relevant authority under the Act, all statutory returns, including any annual returns and any certified copy of the financial statements of the Association and any related audit reports, within the required time limits (Sections 59 to 59B of the Act);
- (f) prepare and lodge with the relevant authority under the Act any required application in respect of any amendment to, or repeal of, the Rules within the required time limits (Section 48 of the Act);
- (g) prepare and lodge with the QBA, ABF, other regional association of bridge clubs with which the Association may be affiliated from time to time, as well as any relevant zone secretary, as the case may be, any required notification of the appointment or election, as well as of any resignation or removal, of officers of the Association or other members of the Management Committee;
- (h) where any proposed amendment to or repeal of the Rules requires pre-approval, before being submitted to the members of the Association for approval and adoption, prepare and obtain any such approval (for example, from the QBA); and
- (i) upon their appointment or election to office, provide to the relevant officers of the Association, other members of the Management Committee and other persons appointed pursuant to By-law 5 (3), (4), (5), (6), (7) and (8), and By-law 7, a copy of the relevant Appendix to these By-laws setting out the individual duties and functions of those persons.

16. Other general duties and responsibilities include:

- (a) carry out any task that the Management Committee may from time to time instruct the Secretary to undertake;
- (b) be a member of the Congress Sub-Committee, as provided for in By-law 6 (4) of these By-laws;
- (c) liaise with the Games Director in respect of the yearly programme of bridge tournaments and congresses, as referred to in By-law 9 of these By-laws;
- (d) ensure that the Association's Rules, and By-Laws and other regulations are complied with and updated when necessary;

- (e) ensure insurances are up-to-date (see also By-law 10 of these By-laws);
 - (f) maintain the required Key Register for external doors, as referred to in By-law 11 (3) of these By-laws, as well as a register of keys in respect of any filing cabinet and post office box kept by the Association;
17. Maintain a record of Motions passed by the Management Committee in both chronological order and subject.

Note: The position of Secretary is supported by an Administrator. The Administrator actions the above duties, in addition to assisting the Membership Secretary, Publicity Officer & Treasurer, as needed& at the discretion of the Secretary.

APPENDIX D

DUTIES AND FUNCTIONS OF THE TREASURER

The duties and functions of the Treasurer are as follows:

1. A number of those duties and functions are set out in the Association's Rules, as well as separately in these By-Laws. For example, see Rules 32 and 35, and By-laws 14, 15, 16 and 17. The following enumerated duties and functions may refer to some of these, but are therefore not intended to be exhaustive.
2. Generally ensure that the Association complies with its obligations in respect of financial matters under the Act (see in particular sections 59, 59A and 59C of the Act), other legislation, or under the Rules (see in particular Rule 32).
3. Promptly collect and deposit all moneys paid to the Association in respect of applications for membership and membership fees, moneys raised by the provision of copies of documents to members and other persons or by the provision of other services or facilities to members and other persons, moneys generated by the Association from the bridge tournaments and congresses conducted by it, as well as moneys raised from any fund raising activities.
4. Duly and in a timely manner pay all debts incurred by the Association in respect of goods and services provided to it. As required by Rule 32 (7) of the Rules, all such expenditure must have been previously approved or be later ratified by the Management Committee.
5. Duly and in a timely manner pay all loan interest and principal as they fall due.
6. Keep accurate and complete records of all financial transactions entered into by the Association.
7. Keep books of the Association to the trial balance stage.
8. Make a monthly reconciliation of the book balances with bank or other statements from the banks or other financial institutions that the Association has dealings with.
9. Prepare monthly a report on financial matters relating to the Association for presentation at each Management Committee meeting and distribution to members of the Committee.
10. Prepare a quarterly report on all items of expenditure in the year to date, as well as a comparison with expenditures made in the previous quarter and year to date, for presentation at the next Management Committee meeting and distribution to members of the Committee.
11. Prepare the required annual financial statements for presentation to and approval by the members of the Association at its annual general meeting, as required by Sections 59 to 59B of the Act.

12. Ensure that those financial statements are audited, and ensure that the signed audit report is also presented to members for approval by them at the annual general meeting of the Association, in accordance with requirements of those sections of the Act.
13. Ensure that all assistance is given to the Secretary so that the Secretary may be able to duly discharge his or her statutory responsibilities in terms of the inspection of the Association's financial documents under section 59C of the Act.
14. Maintain a list of assets and liabilities of the Association.
15. Maintain a Sinking Fund in an amount that is not less than the amount that the Association needs to cover the orderly replacement and repair of its assets from time to time, or such other amount as the Management Committee may from time to time direct.

APPENDIX E

DUTIES AND FUNCTIONS OF THE PROVIDORE

The duties and functions of the Providore are as follows:

1. Obtain and keep a reasonable stock of the following provisions:
 - tea
 - coffee
 - sugar
 - biscuits
 - milk
2. Maintain appropriate housekeeping of food stuffs and storage containers. The tea, coffee, sugar and biscuit containers are to be washed regularly, tea towels laundered regularly, biscuit stock rotated and storage bins refilled to ensure easy access for the Daily Duty Committee Member.
3. Ensure that sufficient and adequate first aid equipment is kept on the premises of the Association. This includes ensuring that that equipment is kept up to date.
4. Arrange for the provision of a special cake for 90th birthday celebrations.
5. Particular catering duties are as follows:
 - (a) **Charity Days:** arrange for the provision of appropriate and adequate food and beverages and arrange both the preparatory set up and the clean up afterwards;
 - (b) **Congresses:** Liaise with Congress Coordinator to organise an appropriate and adequate lunch for the players (where the event is an all-day one and it is appropriate that this be so provided by the Club), as well as morning and afternoon tea, and after play snacks and beverages.
 - (c) **Special events:** organise an appropriate lunch for the players, shop for food supplies for this, and arrange for an appropriate number of members of the Club and/or other persons to assist both in these tasks and in food preparation, as well as in arranging the preparatory set up of the premises of the Association and the clean up afterwards.

APPENDIX F

DUTIES AND FUNCTIONS OF THE HOUSEKEEPER

The duties and functions of the Housekeeper are as follows:

1. Produce an annual inventory of the following items used by the Association at its premises:
 - a. table covers, including lunch cloths;
 - b. paper hand towels; toilet paper;
 - c. tea towels; dishcloths;
 - d. detergents (including those needed for the dishwasher) and cleaning materials;
 - e. garbage bags;
 - f. tea and coffee mugs, and other cups, saucers and appropriate crockery;
 - g. containers for milk, tea, coffee, sugar and biscuits;
 - h. wine glasses and water and other glasses;
 - i. paper cups; napkins; and
 - j. cutlery; kitchen utensils (various).
2. Throughout the year, ensure that, where relevant, such items are in an appropriate state of repair and usability. On a weekly basis check that there is adequate dish washer detergent and rinse aid and that they are being consumed. Replace the cloths under glasses and mugs as necessary.
3. Place orders for replacement and top up supplies of such items, as required from time to time throughout the year, and arrange for their delivery to the Association's premises.
4. Arrange and liaise with the Treasurer regarding payment for any such supplies, and promptly submit any payment forms and other paperwork to the Treasurer for that purpose, including ancillary catering items.
5. Arrange for carpet cleaning once a year.
6. Appoint a cleaner or cleaners to ensure that the Association's premises are at all times kept properly clean and tidy. However, that appointment must be with the prior approval of the Management Committee, and must be made in circumstances which ensure that By-law 10 (8) of the Association's By-laws (relating to insurances of contractors and tradesmen) are duly complied with. Communicate with and direct the operations of the cleaner or cleaners of the Association's premises from time to time.

APPENDIX G

DUTIES AND FUNCTIONS OF THE GAMES DIRECTOR

The duties and functions of the Games Director are as follows:

1. The principal duties and functions of the Games Director are as set out in By-law 7 of these By-laws. The following enumerated duties and functions may refer to some of these, but are therefore not intended to be exhaustive.
2. Ensure that at all times there is available to the Association a sufficient number of Directors to direct, preside over and supervise bridge tournaments and congresses conducted at the Association's premises, having regard to the provisions of By-law 6 (2) of these By-laws, but, so far as congresses (in particular QBA or ABF sponsored congresses) are concerned, where there is no available Director who holds the necessary additional qualifications and accreditation to direct, preside over and supervise such events, a non-member of the Association may be called upon to do so, provided that that person holds such additional qualifications and accreditation.
3. Arrange for a sufficient number of the Directors to be available to preside over play at particular bridge tournaments or congresses to be conducted at the Association's premises from time to time, and for this purpose, keep an up to date roster of the Directors.
4. Arrange that on certain days, where considered desirable or directed by the Management Committee to do so, at least one of the attending Directors is a non-playing Director for the day, unless particular circumstances prevent this on any particular occasion.
5. Without limiting clause 2 of this Appendix, ensure that the numbers are kept up by recruiting and arranging for the necessary training and accreditation of persons willing to become fully qualified and accredited Directors. However, such persons must be persons approved by the Management Committee to become trainee directors.
6. As required by By-law 7 (2) of these By-laws, act as liaison officer between the Management Committee and the Directors, and (where the Games Director is not already a member of the Management Committee) attend meetings of the Management Committee as and when required to do so by the Management Committee.
7. As required by By-law 7 (3) of these By-laws, be an ex officio member of the Tournament Committee, and convene and preside over meetings of the Tournament Committee when it is considered appropriate by the Games Director that this occur, and also as and when required to do so by the Management Committee.
8. Arrange for the recording of minutes of those meetings.

9. Act as liaison officer between the Management Committee and the Director or Directors of any congress conducted at the Association's premises, including any person directing such a congress who is not a Director.
10. As required by By-law 7 (5) of these By-laws, ensure that all the Directors are aware of all relevant rules, laws, regulations and procedures in force from time to time relating to the game of bridge. The Games Director shall also ensure that all the Directors are kept up to date and informed about any changes or additions to the same.
11. As required by By-law 7 (6) of these By-laws, where there is any question or issue relating to those rules, laws, regulations and procedures, or where there is any dispute or other question or issue arising amongst the Directors, or any of them, make appropriate decisions and rulings on such questions, issues and disputes, and the decision of the Games Director on the matter shall be final on the matter.
12. As required by By-law 8 (3) of these By-laws, report recommendations made at Tournament Committee meetings to the Management Committee, for approval, and if approved, for implementation by it, pursuant to By-law 8 (2).
13. Report to the Management Committee any recommendations made from time to time by the Directors for amendments, repeal, or additions to be made to the Tournament Regulations.
14. As required by By-law 7 (4) of these By-laws, act as liaison officer between the Tournament Committee and the Management Committee and generally provide a regular report to the Management Committee on what has been occurring at the Tournament Committee.
15. If considered appropriate to do so, attend meetings of the Congress Sub-Committee, and generally liaise with that Sub-Committee in relation to the congresses it is responsible for.
16. Maintain in the Association's premises a Directors' notice board on which can be displayed, for the information of the Directors, as well as members of the Association, such items as:
 - (a) the roster of Directors referred to in clause 3 of this Appendix;
 - (b) a summary of recent decisions affecting Directors - for example, any decisions relating to any amendment to or repeal of the Tournament Regulations;
 - (c) a summary of all decisions which may be needed for ready reference;
 - (d) any guidance for the operation of the scoring computer and on the selection of an appropriate type of movement to be played on any occasion; and
 - (e) an up to date copy of Appendix H of these By-Laws (Duties and functions of Tournament Directors).

17. Maintain a register of movements and arrangements of players to ensure the orderly holding of bridge tournaments and congresses, and the prompt and efficient scoring of the results of those events, and keep this register under review, as appropriate, and up to date.
18. Maintain the Association's Register of Breaches and Disciplinary Action, as required by By-law 19 of the Association's Conduct and Etiquette By-laws.

APPENDIX H

DUTIES AND FUNCTIONS OF TOURNAMENT DIRECTORS

This Appendix applies to all Directors who have obtained the relevant qualifications and been formally accredited by the relevant authority, and approved by the Management Committee, to preside over and supervise bridge tournaments and congresses conducted at the Association's premises and are in fact, at any particular tournament or congress, undertaking such functions.

But this Appendix also applies, where a person is not such duly qualified and accredited Director, but has been appointed by the Games Director, pursuant to By-law 6 (2) (b) (iii) of the By-laws of the Association, to act as a director for the purpose and in the circumstances referred to in that By-law. Accordingly, any reference to a Director in this Appendix H includes such a person.

While, at any particular tournament or congress, one Director is the person who formally presides over and supervises that tournament or congress, from time to time there may be assistant or other Directors present who either formally assist in undertaking such functions or, simply because they are present as players, may be called upon or offer to assist the Director for one reason or another. Duties and functions of the nature of those set out in clause 1 (a) of this Appendix (other than game set up or preparation type functions and game conclusion functions, such as scoring), the rules referred to in clause 1 (b) of this Appendix, and the by-laws referred to in clause 1 (c) of this Appendix, will apply to such a person. Accordingly, any reference to a Director in this Appendix H includes such a person.

The duties and functions of Directors are as follows:

1. The principal duties and functions of Directors are as set out in:
 - (a) the Tournament Regulations,
 - (b) the rule book known as the "Laws of Duplicate Bridge", as that book, or any replacement, is in force from time to time, or otherwise in any applicable rules or laws in force from time to time governing the play of the game of bridge and which may be recognised by the Association, or otherwise apply to tournaments or congresses conducted at the Association's premises; and
 - (c) the Conduct and Etiquette By-laws.

The following enumerated duties and functions may refer to some of these, but are therefore not intended to be exhaustive.

2. The opening up and general set up and preparation of the Association's premises in readiness for the day's tournament or congress is a matter for the Daily Duty Committee Member, as provided in Appendix P to the general By-laws of the Association. However, the presiding Director shall, if appropriate, be consulted as to such matters by the Daily Duty Committee Member.

3. Generally, the presiding Director has overall responsibility for all that needs to be done to prepare for the tournament or congress to be conducted that day. Such matters include, but are not limited to:
 - the appropriate lay-out of tables and chairs;
 - appropriate seating arrangements;
 - the number of boards to be played and the type of movement, including whether or not the room is to be divided into several movements, and if so, how many;
 - the operation of the Association's scoring computers and the handing out of Bridgemates for each table; and
 - the launching of the computer scoring system and the Bridgemates at the commencement of play for the day.
4. Without limiting the provisions of clause 3, the presiding Director shall:
 - (a) decide on the allocation of seats to all players, including any special seating arrangements for players who may be incapacitated or require special seating for some reason;
 - (b) ensure all players are seated at least 15 minutes before the planned start time, particularly so that the Director may deal with the matters referred to in the next paragraph; and
 - (c) decide on the number of boards to be played that day and the type of movement, including whether or not the room is to be divided into several movements, and if so, how many - in so doing, the presiding Director shall:
 - (i) provide for a side movement, if appropriate;
 - (ii) have regard generally to the Tournament Regulations;
 - (iii) have regard specifically to the policy of the Association that tournaments and congresses conducted at a particular time of day should be completed by the time provided for sessions conducted at that time of day, as set out in the Tournament Regulations, where at all possible;
 - (iv) consult with any other Director present, as appropriate;
 - (v) formally request a check of movement correctness and appropriateness, and the associated set up of the scoring computers and Bridgemates, from one other Director, if present; and

- (vi) make an announcement, at or before the start of play:
- about the movement or movements to be played,
 - that the computer scoring system and Bridgemates are launched,
 - about any precautions to be taken to ensure orderly play and scoring,
 - about the Association's alerting policy, as set out in the Tournament Regulations, if visitors are present who may not be familiar with that policy, and
 - and that play may commence accordingly.
5. During the course of play, the presiding Director shall, where necessary with the assistance of any other Directors present:
- (a) conduct the tournament or congress in accordance with the rules and laws referred to in clause 1 (b) of this Appendix;
 - (b) ensure that play occurs in an orderly and proper manner so that all players have an enjoyable and fairly conducted game of bridge and that the outcome is appropriate and fair to all;
 - (c) ensure that appropriate and proper standards of conduct and etiquette are maintained by all players and Directors in accordance with By-law 10 of the Association's Conduct and Etiquette By-laws;
 - (d) oversee the implementation and enforcement of the Association's Conduct and Etiquette By-laws, and in particular By-law 5 of those By-laws;
 - (e) ensure that appropriate and proper rulings and adjudications are promptly made on all procedural matters under the rules and laws referred to in clause 1 (b) of this Appendix;
 - (f) ensure that all calls during the course of play for assistance and the intervention of or rulings by the Director are duly and promptly dealt with and answered;
 - (g) ensure that any necessary adjustments to scoring, including any by way of penalty, are duly made in accordance with any relevant document or laws or rules or by-laws, as referred to in clause 1 of this Appendix;
 - (h) unless a player has sought and obtained express approval from the presiding Director prior to the commencement of play, and where a player has failed to switch off his or her mobile phone, and ensure that this remains the case, apply an appropriate penalty, if such a penalty be appropriate, to that player, and adjust his or her scoring accordingly, such a penalty to be imposed in accordance with any applicable policy of the Association communicated to its members and Directors.

6. During the course of play, the presiding Director shall, where necessary with the assistance of any other Directors present, ensure all players comply with the following:
 - (a) only blue and green systems, and brown sticker conventions, are to be permitted, unless specifically sanctioned otherwise by the Management Committee (on the recommendation of the Tournament Committee);
 - (b) all bidding is to be silent, by making a legible written entry of the bid to be made on bidding pads provided for the purpose; all bids must be entered within an unused square next in order on the bidding pad;
 - (c) dummy is to lay down all his or her cards lengthwise, not sideways or upside down, so they can be read correctly by the declarer;
 - (d) all cards are to be played face up on the table and not held in the hand;
 - (e) discharged tricks are to be laid out so that they can be clearly seen; and
 - (f) all boards are to be fed from one side of the table to the other, as they have been played.

7. After the close of play for the session, the presiding Director is responsible, if necessary with the assistance of any persons appointed for the purpose, for:
 - (a) the preparation and production of the results of that session, and this is to be done by using the appropriate computer programme on the scoring computer, or manually if the programme is inadequate for the movement chosen;
 - (b) the posting of the results on the Association's website;
 - (c) the placing of a printed copy of the results in the appropriate position on the Association's notice board displayed in the Association's premises; and
 - (d) the collection and storage of boards and Bridgemates.

APPENDIX I

DUTIES AND FUNCTIONS OF THE CONGRESS COORDINATOR

The duties and functions of the Congress Coordinator are:

1. Oversee the Association's Congress Sub-Committee and ensure its smooth functioning, and that it carries out its role and functions relating to the preparation for, and the organisation and running of bridge congresses held at the Association's premises. [Note: see Congress Check List]
2. Act as liaison officer between the Congress Sub-Committee and the Special Events Co-Ordinator and Management Committee.
3. Be a member of the Congress Sub-Committee, and convene and preside over meetings of that Committee.
4. Appoint a person or persons to act as a congress convenor, or where necessary convenors, for each congress.
5. Promptly advise the Special Events Co-Ordinator and Management Committee of all such appointments.
6. Ensure the Games Director has arranged for a Director to preside over each congress.
7. Report to each meeting of the Management Committee on the planning and progress of forthcoming congresses to be held during the year.
8. Report to each meeting of the Management Committee about any congress that may have occurred since the last meeting.

Dated: March 2020

APPENDIX I (a)

DUTIES AND FUNCTIONS OF THE CONGRESS SUB-COMMITTEE

The duties and functions of the Congress Sub-Committee are:

1. Before each congress:
 - a) Print entry forms and distribute as per Checklist.
 - b) Check that there are sufficient supplies of stationery that might be needed for the event, liaising with the Stationery and Dealing Officer on such matters, as appropriate.
 - c) Obtain the assistance of members to provide support in:
 - acting as caddies during the event;
 - the provision of morning and/or afternoon teas for the event;
 - assisting in the kitchen before, during and after the event;
 - assisting in the bar at the close of the event;
 - the setting up of the room; and
 - any other matters;
 - d) Process entries onto the Association's webpage as received.
2. After the congress closing date:
 - a) advise the prospective Director that the list of entrants on-line is closed.
 - b) check with the Housekeeper as to the expected need for cups, plates, napkins, table cloths, garbage bags, and the like for the event.
 - c) Complete other tasks as per Checklist.
3. After the congress:
 - a) ensure that the Treasurer pays the Director, the QBA, or the ABF, as the case may be, and all refunds due and payable in respect of cancelled registrations;
 - b) send a report of the congress to the QBA;
 - c) provide a report on the event, including all actions needed to be taken after the event, to the Congress Coordinator, so that he or she can report in turn on the matter to the Management Committee.

Dated: March 2020

APPENDIX J

DUTIES AND FUNCTIONS OF THE MASTERPOINT SECRETARY

The duties and functions of the Master Point Secretary are as follows:

1. Each month, download from the ABF website, and onto the Association's scoring computer, the relevant document or file that enables the required reporting to the ABF of all master points earned by all players (whether members of the Association, or visitors) in tournaments and congresses held at the Association's premises in the relevant month.
2. In addition, each month, ensure that a tally is made of the red and green points that are earned by all such players at all red and green point events held at the Association's premises in the month in question, that such points are duly added to the total ongoing point count of master points maintained by the Association in respect of each of its members, that all such points are duly entered into the relevant excel format document or file that needs to be sent to the ABF, and that that document or file is duly transmitted to the ABF in accordance with its requirements.
3. Ensure that when a new member joins the Association the details of the new member's ABF number and point count to date are recorded in the Association's master points records for its members.
4. Deal with any concerns raised by members of the Association and its visitors as to the accuracy of the recording of master points earned at tournaments or congresses conducted at the Association's premises, and make any amendments that might be required.
5. Ensure that the latest master point ranking lists are displayed on the notice board maintained in the Association's premises.
6. Calculate eclectic scores and post on board.

APPENDIX K

DUTIES AND FUNCTIONS OF THE PR/WEB/PUBLICITY OFFICER

The duties and functions of the PR/Web/Publicity Officer are as follows:-

1. Ensure the availability of information brochures
2. Contribute to the production of the newsletter in accordance with the “Guidelines for Production of Newsletter”.
3. Submit to MC Executives newsworthy articles to promote the Association and its activities and events, to be made available to the local newspapers, for the Office Administrator to send via the Club’s email. (i.e. no club emails are to be sent from personal email addresses.)
4. Receive and artfully display all information and brochures about Club events and events in other Clubs on designated bulletin boards and/or Perspex display cases.
5. Maintain “results” bulletin boards in a tidy manner.

APPENDIX L

DUTIES AND FUNCTIONS OF THE BUILDING MAINTENANCE OFFICER

The duties and functions of the Building Maintenance Officer are as follows:-

1. Generally ensure that the Association's premises, fixtures and fittings are kept in an appropriate state of cleanliness and repair, and workability as listed in the Maintenance Schedule. This extends to the cleaning of the exterior of the building, periodic cleaning of gutters and to keeping the grounds around and under that building clean and tidy.
2. Carry out, or arrange for the carrying out of, all necessary repairs and maintenance. In so doing the Building Maintenance Officer must liaise with and obtain any necessary approval from the President and/or the Management Committee.
3. Replace any worn out fixtures and fittings from time to time in accordance with any replacement schedule approved by the Management Committee.
4. Ensure that a pest (including termites) inspection is conducted of the Association's premises at least once a year.
5. Ensure a yearly inspection of the Association's premises is made in respect of all electrical cabling, extension cords and other electrical equipment. That inspection must occur at least once a year for the purpose of obtaining any necessary annual or other approval or certification.
6. Where the cost of carrying out any work under this Appendix is likely to cost over \$1,000 (or such other amount as the Management Committee may from time to time decree), obtain a number of quotes for the work, and refer them to the Management Committee for approval, before arranging for the successful party to carry out the work in question.
7. Ensure that, when engaging tradesmen and contractors, the provisions of By-law 10 (8) of the general By-laws of the Association, relating to insurances of tradesmen and contractors, are duly complied with.

APPENDIX M

DUTIES AND FUNCTIONS OF THE STATIONERY OFFICER

The duties and functions of the Stationery Officer are as follows:-

1. Maintain adequate supplies of all stationery used by the Association.
2. Purchase all stationery supplies.
3. Check with the Congress Coordinator, from time to time, as to the expected needs and requirements of stationery for the congresses to be conducted by the Association at its premises.
4. Check with the Games Director, from time to time, as to the expected needs and requirements of stationery for regular bridge games and tournaments conducted by the Association at its premises.
5. Check with the Secretary, from time to time, as to the expected needs and requirements of stationery for the Association's office.
6. Without limiting the generality of the foregoing clauses of this Appendix, from time to time ensure that there is an adequate supply of printing paper and printing inks for the Association's printers and photocopiers.
7. Arrange and liaise with the Treasurer regarding payment for any expenditures made or to be made for the purposes of the duties and functions of the Stationery Officer under this Appendix, and promptly submit any payment forms and other paperwork to the Treasurer for that purpose.

APPENDIX N

DUTIES AND FUNCTIONS OF THE MEMBERSHIP SECRETARY

The duties and functions of the Membership Secretary are as follows:-

NEW MEMBERS

1. Upon their arrival in the Association's premises, welcome all visitors and potential members to the Association. Ensure that they sign the visitors' book. Notify the Daily Duty Committee Member, or failing the presence of that person, either the President or the presiding Director of the day, that there is a visitor present. If the Membership Secretary is not going to be present on any particular day that tournaments or congresses are held at the Association's premises, the Membership Secretary should ensure that someone else, such as the Daily Duty Committee Member, is delegated the task for that purpose and to act on his or her behalf in this regard.
2. Ensure that adequate supplies of home club and non-home club membership application forms are readily available in the office.
3. Offer membership to those who show interest. Supply the appropriate application form, and go through it with them, explaining the details required. Also explain the Association's policy (see By-law 20 (3) of the By-laws of the Association) that potential members must have played 3 times over the preceding 6 months at bridge tournaments or congresses conducted by the Association, prior to acceptance of their application. Ensure that each application form includes details of the applicant's street address (a PO Box address is not sufficient) and birthday day and month (the year is optional).
4. Arrange for 2 members to nominate any potential new member as a member of the Association, and to sign that person's membership application. Pass the application form on to the Treasurer, along with the appropriate membership fee (including any membership application fee). If the potential new member wishes to join as a non-home club member, and is from interstate, the relevant QBA levy must be collected as part of the relevant membership fee. Under Rule 6 of the Rules of the Association, the application form must be accompanied by the payment to the Association of these amounts, and, failing this, the application cannot be processed or progressed.
5. After the Treasurer has issued a receipt, the application form is to be displayed on the noticeboard maintained by the Association in its premises for at least a week, prior to the next meeting of the Management Committee.
6. Supply the Secretary with details of any applications received and so notified, for the purpose of being advised in the notice or agenda for the next forthcoming Management Committee meeting.

7. Provided that all the foregoing requirements have been complied with, move the acceptance of the potential member at the next Management Committee meeting.
8. Submit names of new members of the Association to the ABF master pointcentre. Advise the ABF of the names of players from other clubs who have become members of the Association, and nominated the Association as their home club. Advise the ABF of the names of persons who cease to be members of the Association.
9. After acceptance of a person's application for membership of the Association, and on behalf of the Secretary (who under Rule 8 (3) of the Rules of the Association strictly speaking has this responsibility) notify the new member accordingly. Write a letter of welcome to the new member, also advising that person of the availability of an Association diary, and enclosing copies of whatever documents the Management Committee from time to time directs should be provided to new members, including any Association information booklet and a summary statement of the Association's policy and rules about appropriate standards of conduct and etiquette. At the same time, the new member should be provided with an application form to obtain a membership badge.
10. After such acceptance, also inform the Master Point Secretary that there is a new member of the Association whose application has been accepted, and if appropriate, supply a copy of the accepted membership application form to the Master Point Secretary for that purpose.
11. After such acceptance, also ensure that all the Association's records (both computer and/or written, such as card indexes, if maintained) in relation to its members are updated with all the relevant information. This includes ensuring the new member's details, and in particular ABF number, are included in the information on the Association's scoring computer. This should be done in conjunction with the Secretary and/or the Games Director, as appropriate. Note also the provisions of clause 13 of this Appendix in this regard.
12. Provide to all new members appropriate liaison and support in the early stages of their membership.

MEMBERSHIP REGISTER OR FILE

13. Ensure that the Association's membership records are kept up to date at all times. This includes both computer and/or written records, including the card index file, if maintained. Without limiting this, such details as changes of names, addresses and telephone and email contact details, including emergency contact details, need to be included. It is noted that the Act actually states that it is the Secretary who has the statutory responsibility for maintaining the Register of Members (section 69A of the Act), so the Membership Secretary acts as the delegate and on behalf of the Secretary in this regard.

14. Maintain a register or list of new and altered telephone numbers for the purpose of assisting in the preparation of each year's Association diary. A copy should be displayed or made available near the Association's telephone.
15. Generally assist the Secretary in the preparation of the Association's diary for each year, as required.
16. Ensure that the partnership arranger is kept informed about such changes.
17. In November of each year, liaise with the Secretary in order that membership renewal notices, which are sent out at or about this time, contain up to date information and go to the correct address. For that purpose, and in sufficient time for this to be done, a form should be made available in a prominent and appropriate place in the Association's premises, in order that members might be reminded of the need to ensure their contact details are up to date, and to notify any changes that might be needed in this regard.
18. In early February contact anyone who has not renewed his or her membership to see if they have forgotten, or wish to resign.

GENERAL

19. Be aware of absences of members of the Association, and whether this is through sickness or some other reason that might need the assistance of the Housekeeper/Member Carer, and therefore promptly notify the Housekeeper/Member Carer whenever necessary so that that officer may follow the matter up with the member concerned.
20. Welcome back members who may have been absent for some time.

APPENDIX O

DUTIES AND FUNCTIONS OF THE LIBRARIAN

The duties and functions of the Librarian are:

1. Generally be responsible for the library of bridge books that the Association maintains in its premises, ordering, storing & recording.
2. Keep an inventory of library books purchased by the Association and supervise system of recorded borrowings. Check regularly that books are promptly returned by borrowers and take appropriate and prompt action to ensure that overdue books are duly returned to the Association.
3. Promote the use of the library to members.

APPENDIX P

DUTIES AND FUNCTIONS OF THE DAILY DUTY COMMITTEE MEMBER

The duties and functions of the daily Duty Committee Member are as follows:

1. These duties and functions do not have to be personally attended to, but may, subject any directions that may from time to time be issued to the relevant Daily Duty Committee Member by the President or by the Management Committee, be delegated to someone else, but if so the Daily Duty Committee Member remains personally responsible for the due fulfilment of those duties and functions.
2. Ensure that the Association's premises are opened at least 45 minutes before play is due to start. On arrival at the premises, check that the security alarm is turned off, turn on all necessary and appropriate lights, and turn on the dishwasher. Dispose of left over hand records, empty pencil sharpeners and ensure that there are adequate personal scorers. Straighten any out of alignment tables and chairs.
3. Check that the air conditioner is on, if needed, and set it appropriately. The Daily Duty Committee Member has sole responsibility for the level of heating or cooling, as the case may, and to set the controls accordingly. The Daily Duty Committee Member may consult with the presiding Director of the day about such matters, if considered appropriate.
4. Where it is so determined that the air conditioner is not to be activated or used during that day's session, open a sufficient number of external doors and windows as may be needed to allow adequate air and ventilation in the premises.
5. Put out all the milk, tea, coffee, sugar and biscuit containers, first ensuring that they are appropriately filled.
6. Check with other officers and members of the Management Committee to see if there are any announcements to be made before the start of the tournament or congress session for that day.
7. Ensure that all visitors are made welcome, and have completed the Association's visitors book, if the Membership Secretary is not present.
8. Make any announcements on behalf of the Association and the Management Committee at the commencement of the day's session, just prior to handing over proceedings to the presiding Director of the day. These matters shall include an announcement that mobile phones must, unless the presiding Director has expressly given approval otherwise in any particular special case, be and remain switched off throughout the course of play. If such an approval has been given, that shall also be announced.
9. Organise two or more helpers to clean up at the end of the session, it being expressly noted that the presiding Director of the day is not responsible for this, nor for the state in which the Association's premises are left at the end of the day.

10. At the end of the day's session, ensure that the following are done, if necessary, by delegating responsibility for one or more items to sufficient persons to enable them to be satisfactorily done:
 - a. finish any necessary washing up, and turn off the dishwasher after it has been pumped out;
 - b. put away all containers of milk, tea, coffee, sugar and biscuits and wipe down the benches;
 - c. make sure all the tables, including bridge tables, and the Association's premises generally, are left tidy and that bridge table rubbish bins are emptied and put away;
 - d. turn off all lights, and make sure that all external windows and doors are closed, secured and locked, as appropriate;
 - e. set and activate the security alarm to on, immediately before leaving.
11. Fire Warden

APPENDIX Q

DUTIES AND FUNCTIONS OF THE DEALING OFFICER

The duties and functions of the Dealing Officer are:

1. Ensure that the Association has sufficient supplies of bridge playing cards, boards and bridge card dealing machines, as well as Bridgemates or other electronic machines for making of bids, recording of results and remitting those results to the central scoring computer.
2. Ensure that Bridgemates, or other such electronic machines, and dealing machines, are maintained in an appropriate and proper state of repair and working order.
3. Where necessary arrange for all appropriate repairs and maintenance to be undertaken, and where replacement is required or due, ensure that replacements are procured, but in a manner that is not inconsistent with the replacement schedule maintained by the Association through the Treasurer. The expenditure of any items likely to exceed \$1,000 requires the prior approval of the Management Committee.
4. Ensure that all bridge playing cards and boards for use in the Association's bridge tournaments and congresses are maintained in an appropriate state of repair and usability, and as and when necessary ensure that replacements are obtained. The expenditure of any items likely to exceed \$1,000 requires the prior approval of the Management Committee.
5. Ensure that at all times there are, in readiness for bridge tournaments and congresses held by the Association, sufficient numbers of pre-dealt bridge cards, placed into appropriate boards, for immediate use at those tournaments and congresses. For that purpose, appoint, and delegate to, such number of persons the task of doing this and running the bridge card dealing machines to be used for the purpose.
6. Arrange and liaise with the Treasurer regarding payment for any expenditures made or to be made for the purposes of the duties and functions of the Dealing Officer under this Appendix, and promptly submit any payment forms and other paperwork to the Treasurer for that purpose.

APPENDIX R

DUTIES AND FUNCTIONS OF THE RECORDS OFFICER

The duties and functions of the Records Officer are:

1. Keep record of prize winners, or of other persons who achieve other relevant positions in, relevant bridge tournaments and congresses conducted by the Association at its premises, progressively, immediately after each event during the year. A sheet is provided in the Records Book.
2. In consultation with the President, Office Administrator and the Congress Coordinator, as the case may be, arrange for the production of any required Certificates for Prize Winners. Be aware that there may be nett events, or graded events which may have winners who are not necessarily the top scorers. Certificate design has been created on MS Publisher 98. Proof read final production including spelling of names.
3. Ensure that the Honours Board and other Boards (Presidents, Life Members etc.) are kept up to date. Provide the required information as soon as possible to the Secretary for updating.
4. Ensure Trophies and Shields are kept up to date. Once the Prize List has been finalised, collect the shields and arrange for them to be taken to the Noosa Trophy Centre, Unit 3 Project Avenue. Telephone 54498887.
 - Write out the names that are being engraved, checking spelling.
 - Arrange for the return of the shields in plenty of time to check that all is correct.
 - Place the shields in a safe place until they are presented.
 - Arrange for the shields to be given to the President on Prize giving day.
5. Maintain a record of members' achievements at events not only within our Club, but other Clubs and Venues so that the results can be announced over the microphone at the earliest Club Session thereafter. Print out congress results for the Office Administrator.

(Dated 13/4/2020)

APPENDIX S

DUTIES AND FUNCTIONS OF ELECTRONIC EQUIPMENT OFFICER

The duties and functions of the Electronic Equipment Officer are:

1. Be responsible for technology matters and issues, in order that the Association may be as up to date as possible with the latest relevant technological advances and developments (though the Officer may delegate all or any of these tasks, or appoint an assistant or assistants to help and advise him or her on such matters).
2. Ensure that the Association's computers and other electronic equipment, including telephones and printers and photocopiers, are properly functioning and adequate and up to date for the needs and purposes of the Association. Where such computers relate to the scoring of bridge tournaments and congresses conducted at the Association's premises, this will be done in conjunction and liaison with the Games Director. For other computers, and for telephones and printers and photocopiers, this is to be done in conjunction and liaison with the Secretary.
3. Where necessary for the purpose of clause 2 of this Appendix, arrange for all appropriate repairs and maintenance to be undertaken, and where replacement is required or due, ensure that replacements are procured, but in a manner that is not inconsistent with the replacement schedule maintained by the Association through the Treasurer. The expenditure of any items likely to exceed \$1,000 requires the prior approval of the Management Committee.

APPENDIX T

DUTIES AND FUNCTIONS OF THE MEMBER LIAISON

The duties and functions of the Member Liaison are to:

1. Maintain contact with members who are ill or injured, and with members whose spouses, partners or other key family members may be seriously ill, injured or deceased. Send get well or other appropriate cards to such members, as appropriate, and generally take such other action as may be appropriate, in order to provide care and support for such members, on behalf of the Association and the Management Committee. Guidance as to what may be appropriate in this regard is to be sought from time to time by consultation with the President, or with the Management Committee.
2. Keep the President informed and up to date in respect of relevant developments in the health or welfare of members and their spouses, partners or other key family members.
3. 90th and other birthdays – organise birthday cake, card, photos for newsletter.

APPENDIX U

DUTIES AND FUNCTIONS OF THE TEACHING CO-ORDINATOR

The duties and functions of the Teaching Co-ordinator are to:

1. In consultation with other interested members, plan for an ongoing program of teaching and development aimed at raising the standard of bridge play in our Club.
2. Co-ordinate the planning and execution of teaching activities in the Club, by both members and visitors.
3. Liaise with other bridge clubs in our area on joint teaching opportunities by visiting specialist teachers.
4. Liaise with teachers from within our Club regarding the timing and frequency of lessons for beginners.
5. Liaise with the Games Director over the conduct of special teaching and development sessions, such as Teams-of-Three.
6. Regularly inform and consult with the Management Committee to ensure that teaching and development remains a priority for our Club.

APPENDIX V

DUTIES AND FUNCTIONS OF THE SPECIAL EVENTS COORDINATOR

The duties and functions of the Special Events Coordinator are:

1. Develop an annual calendar of events which include Congresses, Club Hosting Events, Charity Days, Birthdays and the annual Christmas Party.
2. Oversee and assist the Congress Coordinator and the Congress Sub Committee in their operations.
3. Liaise with the other members of the Management Committee, seeking their support in event organization as required.
4. Drive the co-ordination and delivery of all aspects of high-quality events, including the preparation and management of budgets, catering, audio-visual equipment and post-event details.

Dated: 13/4/2020

APPENDIX W

DUTIES AND FUNCTIONS OF THE SAFETY AND FIRST AID OFFICER

The duties and functions of the Safety and First Aid Officer are:

1. Ensure a safe environment for members and visitors attending the Clubhouse.
2. Review our first aid risk assessment regularly in consultation with other members of the Management Committee (MC) to ensure our arrangements stay adequate and effective.
3. Organise First Aid training for a number of members who can carry out and perform first aid in the event of an incident. This First Aid training is provided by Allen's Training, Sunshine Coast. Telephone 54388888. Noosa Council provide 2 free courses in their First Aid every year.
4. Organise the annual CPR refresher courses, currently provided by Allen's Training.
5. Maintain adequate First Aid Supplies and keep supply cupboard clean and tidy.
6. The Defibrillator is a Phillips Heartstart M5066A which was purchased on 13/05/2017. The unit was purchased from AMA Services (WA) Pty. Ltd. Telephone 08-92733022.

The Pads and Battery were purchased by Australian Defibrillators. Telephone 1300 333 427. The Pads are to be replaced every 2 years and the Battery every 4 years which are to be noted on the document inside the door.

The Defibrillators requires Monthly Checks which are to be noted on the document inside the door.

Ensure Defibrillator training is carried out annually as part of the CPR Refresher courses.

7. Maintain the Chart on the wall which provides information regarding the locations of other Defibrillators in Wallace Park.

Date: 10/5/2020

APPENDIX X

DUTIES AND FUNCTIONS OF THE FIRE OFFICER

The duties and functions of the Fire Officer are:

1. Ensure he/she is familiar with the “Fire and Evacuation Plan” dated 9 August 2018.
2. Ensure each incoming Management Committee receives training in the Fire and Evacuation procedures. This is to include instruction in the use of the Equipment and participation in a Fire Drill.
3. Review the Evacuation Plan and paperwork including our Folder, the Electrician’s Record Books and the Firepak Occupier’s Statement.
4. Keep a record of this training, including the date it took place, the Instructor’s name and those who participated. This information will be maintained in a Folder and copied to the USB which is kept in the safe. (annually).
5. Conduct an inspection of all Signage, Equipment and Exit Signs as required.
6. Ensure all Fire Extinguishers and the Fire Blanket are tested by Firepak to keep them in safe working order.
7. Arrange for our Electrician to carry out a 90 minute test on the Emergency Exit Lights when he performs the Test and Tag duty. This is to be done annually.

Dated: 11/05/2020

APPENDIX Y

TOURNAMENT REGULATIONS

1. Application

- a) These regulations will apply to all Club Tournaments other than QBA or the ABF sponsored tournaments.
- b) The QBA Tournament Regulations will apply to all QBA sponsored tournaments and will also apply to our Club Tournaments for any aspects not covered by these Regulations.

2. The Director of the Day

- a) is the official representative of the Management Committee and is empowered under Laws 74 & 91 of Laws of Contract Bridge to ensure that the Rules relating to etiquette and maintenance of order and discipline are observed to and assess penalties if necessary.
- b) will allocate seats to pairs if necessary, bearing in mind the needs of any member infirm at the time.
- c) will decide on the number of boards to be played and the type of movement, but should take into account the majority of members' wishes in relation to the finishing times. The Director should request a check of "movement" correctness and Bridgемate Setup by one of his peers.
- d) will ensure that players comply with the following procedures:
 - (i) Members to be seated 15 minutes before starting time.
 - (ii) Only Blue and Green systems, and Brown Sticker conventions, to be permitted in all club events unless specifically sanctioned otherwise.
 - (iii) Legible written and silent bidding to be within the square on the bidding pad.
 - (iv) Dummy to lay down cards lengthwise not sideways so that they can be read correctly by declarer.
 - (v) Cards to be played face up on the table and not held in the hand. Discharged tricks should be laid out so that they can be clearly seen.
 - (vi) Boards to be fed from one side of the table to the other as they have been played.
 - (vii) Mobile phones must be turned off during the session, unless continued operation is specifically approved by the Director.

- e) will apply the following requirements and standards when deciding the type of movement to be played on “normal” days:-
- (i) To qualify for masterpoints, a minimum of 24 boards;2 tables for teams;3 tables for pairs
 - (ii) Morning Tournaments to start at 9.15 a.m and finish by 1.00 p.m.
Afternoon Tournaments to start at 12.30 p.m. and finish by 4.30 p.m.
Note: The club considers walking out of a tournament a serious breach of propriety. Players should be made aware that such incidents may jeopardise their standing at the club.
 - (iii) Normal number of boards 27-33 curtailed if necessary to meet finish times.
 - (iv) Normal time allowed per board 7 minutes; a 3 minute warning prior to the end of the round and ‘move’ to be called immediately time has elapsed. Consistently slow players to be awarded average minus on boards not played.
 - (v) Movements which involve 4 board or more sit-outs are to be avoided if possible, even if this involves playing only 2 boards per round.
- f) The Director may appoint one or more Assistant Directors to answer calls when he/she is otherwise engaged, and to save time by not having to answer more than one call per set of boards played if a Playing Director.
- g) The Director should address the meeting, describe the movement and any precautions to be taken. She/he should describe the Club’s alerting policy if visitors are present.
- h) The Director shall conduct the tournament in accordance with “The International Code & Laws of Duplicate Contract Bridge” with the duties and the powers as per Law 81 thereof and in addition:
- (i) Request the North or South Players to enter the correct result on the Bridgemates and the East or West players to ensure that it is correct; with the “correct” facility on bridgemates to be used as necessary.
 - (ii) Request that any incorrect score discovered by later pairs in the movement be referred to the Director.
 - (iii) Produce the results of the session by using the appropriate computer programme.
 - (iv) Collect the Bridgemates at the end of the session. Return boards to the dealing room.
 - (v) Place the results in the appropriate position on the notice board, where they are to be displayed for fourteen days. All results are to be stored until quarterly results have been returned from the ABF Centre.
 - (vi) Comply with any procedures which may be promulgated by the Management Committee.
 - (vii) Results displayed on the display board are provisional until 5.00 p.m. the same day on the following week and until then any incorrectly computed score may be altered. An appeal can be lodged up to a week later than the end of a session in which an incident occurred if the Director has not advised the contestants of their rights to appeal his/her decision as per Law 83.

3.A Committee Member

- a) will be responsible for opening the Clubhouse, preparing facilities, morning/afternoon tea preparations and for the clearing up at the end of the session, as well as for the security of the building before they leave.
- b) While the Director is setting up the movement, The President or delegated Committee Member, will make any announcement etc. then formally hand over to the Tournament Director before the start of play.

4. Alerting

The Club policy on alerting complies with the QBA and ABF regulations and is as follows:-

- a) A system card will be on the table and available for opponents' perusal prior to play or during the auction prior to their turn to bid.
- b) At the beginning of each round, players should state their basic system and exchange details of the strength of their 1NT and the length of suit openings, and any self-alertable unusual conventions.
- c) The following calls, which obviously have various possible meanings, are not to be alerted but will be considered as having been alerted (i.e. self-alertable by the very nature of the call): Doubles; Redoubles; Skip Bids (if Natural); Cue Bids of the opponent's suit and all calls above 3NT.
- d) Calls which are to be alerted are calls which have special partnership meanings, or which may not reasonably be understood by the opposition.
- e) The verbal alerter of the call should also circle the call.
- f) Questions about the call, whether alerted or self-alerted, may be asked by either opponent at his/her next turn to call, but any later questions should be directed at the entire auction in general. Such questions should be on a 'need to know' basis.
- g) On request a convention should be explained fully as it is understood by the partnership. Terms such as 'Stayman', 'Ogust', 'Weak', 'Strong' etc. must be fully explained.
- h) The declaring side (but not defenders) shall offer to give a full explanation at the conclusion of any of its auctions that include self-alerting calls or calls which the opponents may not understand.

4. Game Penalties

- a) Directors should endeavour to obviate these as far as possible - e.g., ask the players to notify the Director as soon as they see an irregularity on the Bridgemates.
- b) Mobile phones must be turned off during the session: Failure to do so may incur a penalty of 50 % of the top score.

- c) Penalties will be awarded as set out in the Law Book.
- (i) the pair(s) responsible for fouling a board will receive a penalty score of 0 matchpoints.
 - (ii) for failing to score a board (if through carelessness, it has not been played, or the score has inadvertently not been recorded) both pairs will receive 0 match points;
 - (iii) for unacceptable behaviour:
 - a) 3 IMPS in a teams match;
 - b) up to 100 % of a top in a pairs' competition;
 - c) if a second offence is committed by one player during a session then he/she is to be suspended from the current session for any number of boards (e.g. one round, or the remainder of the session).
 - iv) If a psyche is not reported by the end of the current session, in pairs, the penalty for the offending pair will be a score of 0 imps for the board, while the non offending pair will receive 60% score or table score, whichever is greater. In teams the offending pair will concede 3 imps for the board.

6. Scoring

Fouled boards shall be scored in accordance with our scoring programme.

7. ABF and QBA Sponsored Tournaments

The QBA Tournament Regulations will apply.

A Recorder will be appointed.

- a) The Director will announce the manner in which appeals will be handled, including the formation of an Appeals Committee.

8. Entry fees and prize monies for young players and house teams

- a) A Youth player (under the age of 20 on the last day of the month preceding a Congress) is entitled to 50% entry fee and 100% prize money.
- b) A "House" player in a Congress is entitled to zero% entry fee and 100% prize money.

9. Eligibility for Club Championships Events

To be eligible to enter the Club Open Pairs Championship, Club Open Teams Championship and Club Novice Pairs Championship, a player has to be a financially paid-up member for at least three months and has to have played a minimum of three times at the Club in the three months prior to the start of the Championship event.

10. CLUB OPEN PAIRS CHAMPIONSHIP

1. The Club Open Pairs Championship will be conducted on the same weekday over three consecutive weeks. There shall be four sessions: two qualifying, and two Championship or Plate rounds on the final day.
2. The competition will be run by a non-playing director.
3. To avoid uneven movements, the Director may, at his discretion, promote from the top of the non-qualifying pairs for the final day.
4. No substitutes will be allowed at the time of registration. Should unforeseen circumstances arise, one substitute of equal or lesser ABF ranking or playing ability may be allowed for one qualifying session, with prior approval of three directors, appointed by the Games' Directors.
5. The Club Open Pairs Championship will be a red point event
6. All fees for this event are payable at the first session; will be non-refundable; and may include an extra fee.
7. An entry form will be posted on the Club's noticeboard four weeks prior to the event, and will close three week days before the first session. i.e. For a Friday's event, they will close on Tuesday at 1.00pm, and for a Monday's event, they will close on Wednesday at 1.00pm. The entry form will publish the conditions applicable to the event, including the fees. Late entries may be accepted at the discretion of the Director.
8. Entries by phone or Email to the Director will be accepted if they are received by the specified closing date and time.
9. Players who enter this event must be prepared to play at an earlier starting time, or play after the scheduled finishing time, if necessary.
10. There will be a side movement for those not playing in the Championship: red points will not be awarded to side movements.
11. All ties will be decided according to QBA regulations.
12. Any registered pair that withdraws from the event after day 1 is not entitled to play in the side movement on subsequent days.
13. Seeding Allocation to Fields is to be as follows:

TWO FIELDS

| | |
|---|---|
| A | B |
| 1 | 2 |
| 4 | 3 |
| 6 | 5 |
| 7 | 8 |

FOUR FIELDS

| | | | |
|----|----|----|----|
| A | B | C | D |
| 1 | 2 | 3 | 4 |
| 8 | 7 | 6 | 5 |
| 12 | 11 | 10 | 9 |
| 13 | 14 | 15 | 16 |

11. CLUB TEAMS' CHAMPIONSHIP

1. The Club Teams Championship will be conducted on the same weekday over three consecutive weeks, in three sessions.
2. The competition will be run by a non-playing director.
3. Teams may contain four, five or six members. With a six member team, no substitutes are permitted.
4. No substitutes will be allowed at the time of registration. Should unforeseen circumstances arise, a substitute of equal or lesser ABF ranking or playing ability may be allowed, provided that the substitute is not a registered contestant, and with prior approval of three directors, appointed by the Games' Directors.
5. Use of one substitute in the Open Teams' Championship event will not disqualify the team from winning the event.
6. The Club Open Teams' Championship will be a red point event
7. All fees for this event are payable at the first session; will be non-refundable; and may include an extra fee.
8. An entry form will be posted on the Club's noticeboard four weeks prior to the event, and will close three week days before the first session. i.e. For a Friday's event, they will close on Tuesday at 1.00pm, and for a Monday's event, they will close on Wednesday at 1.00pm. The entry form will publish the conditions applicable to the event, including the fees. Late entries may be accepted at the discretion of the Director.
9. Entries by phone or Email to the Director will be accepted if they are received by the specified closing date and time.
10. Players who enter this event must be prepared to play at an earlier starting time, or play after the scheduled finishing time, if necessary.
11. There will be a side movement for those not playing in the Championship: red points will not be awarded to side movements.
12. All ties will be decided according to QBA regulations.
13. Seeding Allocation to Fields is to be as follows:

| FOUR FIELDS | | | |
|-------------|----|----|----|
| A | B | C | D |
| 1 | 2 | 3 | 4 |
| 8 | 7 | 6 | 5 |
| 12 | 11 | 10 | 9 |
| 13 | 14 | 15 | 16 |

12. CLUB NOVICE PAIRS CHAMPIONSHIP

1. The Club Novice Pairs Championship will be conducted on the same weekday over two consecutive weeks, in two sessions. Entry is limited to those players under 50 masterpoints, as at 31 March, of the current year.
2. The competition will be run by a non-playing director.
3. No substitutes will be allowed.
4. The Club Novice Pairs Championship will be a red point event
5. All fees for this event are payable at the first session; will be non-refundable; and may include an extra fee.
6. An entry form will be posted on the Club's noticeboard four weeks prior to the event, and will close three week days before the first session. i.e. For a Friday's event, they will close on Tuesday at 1.00pm, and for a Monday's event, they will close on Wednesday at 1.00pm. The entry form will publish the conditions applicable to the event, including the fees. Late entries may be accepted at the discretion of the Director.
7. Entries by phone or Email to the Director will be accepted if they are received by the specified closing date and time.
8. Players who enter this event must be prepared to play at an earlier starting time, or play after the scheduled finishing time, if necessary.
9. There will be a side movement for those not playing in the Championship: red points will not be awarded to side movements.
10. All ties will be decided according to QBA regulations.
11. Seeding Allocation to Fields is to be as follows:

TWO FIELDS

| | |
|---|---|
| 1 | 2 |
| 4 | 3 |
| 6 | 5 |
| 7 | 8 |

12. PRO AM COMPETITION

1. This event will be conducted on the same weekday over two consecutive weeks, in two sessions.
2. The Pro-Am will be a red point event, with overall points for those playing in both sessions.
3. The amateur player must be under 50 MPs at the end of the June quarter.
4. The partnership must not be an established one: they must have not played together more than three times in the previous three months.
5. The Director has discretion over the acceptance of a partnership application in circumstances where a player's ability is not reflected in their masterpoint status
6. Previous winning Pro-Am partnerships shall not be eligible to participate in this event.
7. The Pro player must play the Am player's system.
8. An entry form will be posted on the Club's noticeboard four weeks prior to the event, and will close three week days before the first session. i.e. For a Friday's event, they will close on Tuesday at 1.00pm, and for a Monday's event, they will close on Wednesday at 1.00pm. The entry form will publish the conditions applicable to the event, including the fees. Late entries may be accepted at the discretion of the Director.
9. Entries by phone or Email to the Director will be accepted if they are received by the specified closing date and time.
10. All fees for this event are payable at the first session; will be non-refundable; and may include an extra fee.
11. There will be a side movement for those not playing in the Pro-Am.: red points will not be awarded to side movements.

14. THE MEMORIAL PAIRS

1. The Memorial is a Nett Event, that is after handicaps, with the best Net score winning the Trophy. This event will be conducted on the same weekday over two consecutive weeks, in two sessions.
2. The Director may accept late entries in order to organize a more balanced movement.
3. One substitute of equal or lesser ABF ranking or playing ability may be allowed for one session, with prior approval of three directors, appointed by the Games' Directors. Use of a substitute will disqualify the pair from winning the event.
4. An entry form will be posted on the Club's noticeboard four weeks prior to the event, and will close three week days before the first session. I.e. For a Friday's event, they will close on Tuesday at 1.00pm, and for a Monday's event, they will close on Wednesday at 1.00pm. The entry form will publish the conditions applicable to the event, including the fees. Late entries may be accepted at the discretion of the Director.
5. Entries by phone or Email to the Director will be accepted if they are received by the specified closing date and time.
6. The Memorial will be a red point event, with overall points for those playing in both sessions.
7. There will be a side movement for those not playing in the event: red points will be awarded to both individual sessions.
8. All ties will be decided according to QBA regulations.
9. Seeding Allocation to Fields is to be as follows:

TWO FIELDS

| | |
|---|---|
| 1 | 2 |
| 4 | 3 |
| 6 | 5 |
| 7 | 8 |

15.ONE AND TWO-DAY RED POINT EVENTS

1. Fees for this event are payable at each session and may include an extra fee.
2. An entry form may be posted on the Club's noticeboard prior to the event, to assist the director to arrange the movement. The entry form will publish the conditions applicable to the event, including the fees.
3. Overall points will be allocated to partnerships which have played together in all sessions.
4. Players who enter this event must be prepared to play at an earlier starting time, or play after the scheduled finishing time, if necessary.