

Caloundra Contract Bridge Club Inc.

Management Committee Reference Manual

This document is an amalgamation of the Club's By-laws, Procedures, and Policies. There is no differentiation attempted between By-laws, Procedures and Policies in this Manual

The By-Laws are simply Club rules that have been passed by the Management Committees for the internal management of the Club.

Procedures and policies are simply standing arrangements that have been adopted by Management Committees. They are beneficial in ensuring that the Constitution, the Laws of Duplicate Bridge, and the requirements of the ABF are complied with consistently and that the Club is operated in a consistent manner for the benefit of its Members. They are like quality control procedures that are intended to:

- make life easier for the ever evolving and revolving Committee Members; and
- to provide transparency for Members who wish to understand, follow or question the administration of the Club.

The current version of the **Management Committee Reference Manual** should be available on the Club website, together with the Club's Constitution.

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PART I. PRELIMINARIES**1. Introduction****1. Make up of Manual**

This **Management Committee Reference Manual (Manual)** is an amalgamation of the Club's By-laws, Procedures and Policies. There is no attempt made to differentiate between these three forms of requirements determined by Management Committee over time.

The By-Laws are simply Club rules that have been passed by Management Committees for the internal management of the Club.

Procedures and policies are standing arrangements that have been adopted by Management Committees. They are beneficial in ensuring that the Constitution, the Laws of Duplicate Bridge, and the requirements of the ABF are complied with consistently and that the Club is operated in a consistent manner for the benefit of its Members. They are like quality control procedures that are intended to:

- make life easier for the ever evolving and revolving Committee Members; and
- to provide transparency for Members who wish to understand, follow or question the administration of the Club.

The format of this document is similar to that of the Constitution and the contents have been assembled in a similar manner.

2. Availability of Manual

The current version of the **Management Committee Reference Manual** will be available on the Club website. Copies of the Club's Constitution and Reference Manual are available for free to members upon request to the Secretary.

3. Validation and authorisation of the Manual

The Management Committee at a meeting held on the 9th June 2017:

- a) Rescinded, by the passing of a motion, all past decisions made by the Club's Management Committees that are found to relate to, or conflict with, the requirements in the Version 1 of the Manual, dated 9th June 2017.
- b) Approved and adopted, by the passing of a motion, all the rules, procedures and policies contained in Version 1 of the Manual, dated 9th June 2017.

2. Interpretation

In this Manual, unless a contrary intention appears, terms defined in the Constitution mean the same. In addition, the following words mean:

Manual – the current version of the Caloundra Bridge Club's Management Committee Reference Manual

PART II. MEMBERSHIP**1. Ordinary Member****1.1. General Eligibility for Membership**

- 1) Persons may be Members so long as they meet and maintain the following criteria:
 - a) Are generally not less than 13 years of age;
 - b) Are of good character and reputation and are compatible with other Members;
 - c) Are interested in promoting the Objects of the Club;
 - d) Are prepared to support the welfare of the Club and the game of bridge;
 - e) Are not under any order or notice of suspension from any bridge club or association.

2. Life Members

1. The Committee may from time to time consider a proposal and subsequently recommend to a General Meeting, upon their passing a resolution, that a Member become a Life Member of the Club, subject to the maximum number of current living number defined in the Constitution.

2.2. Proposal

- 1) A proposal for Life Membership can be made by any Member of the Club, including a Committee Member. Any such proposal made to the Committee regarding a Member's worthiness of being granted Life Membership, shall be in writing to the Secretary and include, for the Committee's consideration, the justification for granting Life Membership with respect to the criteria in sub-rule f).
- 2) The Committee may appoint a sub-committee to examine the nomination and report back to the Committee with a recommendation. The Secretary will advise the nominator of the Committee's decision. If the decision is in favour, the nominee will be advised that their nomination will be placed before the next General Meeting for consideration.

2.3. Criteria

The following criteria must be met and accepted by the Committee in conferring Life Membership on a Member.

- 1) The nominee shall have a minimum of fifteen years unbroken Membership, or twenty years Membership if there has been a break, provided that the total period of Membership is at least fifteen years, during which time they have played regularly at Club Sessions and other Club events.
- 2) At least three of the following requirements must be satisfied. The nominee shall:
 - a. have completed two or more significant projects of benefit to the Club without receiving any form of remuneration;
 - b. have contributed to the expansion of the Club by being involved in the successful establishment or rejuvenation of one or more major activities;
 - c. have contributed to the running of the Club by assisting as a volunteer at Club events and functions;
 - d. have contributed to the Club's training activities as a voluntary facilitator or supervisor for at least 5 years;
 - e. have served as a Committee Member for a minimum of five years;
- 3) The Committee, in their deliberations regarding any nomination for Life Membership, must consider:
 - a) whether, during their period of Membership, the nominee has clearly demonstrated that they:
 - i. are a 'team player';
 - ii. conducted themselves in a dignified and proper manner;
 - iii. showed respect for other Members' differing opinions;
 - iv. have not discriminated against other Members on the basis of sex, disability, religious or political beliefs, etc.;
 - v. are able to communicate with Members and the public at large in a civilized and hospitable manner in order to command their full respect.
 - b) whether the activities cited as meeting the requirements of sub-rule 2.3 were satisfied in an outstanding manner and for the betterment and progress of the Club;
 - c) the ways in which the nominee has furthered the Club with their Membership and responsibilities and brought goodwill to the Club in the eyes of related bodies, members of the public and local authorities.

2.4. After Appointment

- 1) Upon appointment as a Life Member the person shall then become a Member of the Club for their life, subject to the Rule 11 of the Constitution (Cessation of Membership). A Life Member is entitled to the rights and privileges and shall be subject to the obligations and liabilities of a Member of the Club in every respect for life.
- 2) A new Life Member shall be issued with a Certificate of Honour and their name entered onto an Honour Board.
- 3) A record of Life Member recommendations and the approvals by a General Meeting shall maintained by the Secretary

3. Visitors

1. Registered Visitor:
 - a) A visitor who is a registered financial member of another bridge club that is affiliated with an association, which is itself affiliated with the ABF or an equivalent overseas organization, may play as many times as they wish, paying the applicable Visitor's table fee.
2. Unregistered visitor
 - a) An unregistered player, from Australia and elsewhere, may participate in a total of 8 playing Sessions before they must join as members of a QBA/ABF affiliated club.
 - b) New players from beginners' lessons are considered to be unregistered players until their membership application has been approved. Participation in supervised play associated with the beginner's lessons is counted towards this 8-week limit.
 - c) The table fee for any unregistered player in these 8 Sessions shall be as per Visitors' fee. An exception is for attendees at beginner's classes where the 4 weeks of supervised play is included in their lesson fee.
 - d) The number of visitors permitted to play is unlimited.

4. Fees and Levies

4.1. Joining and Renewing

- 1) The Joining Fee is as per Schedule 1 of Reference Manual, Ref 1
- 2) The Joining fee is waived only if;
 - b) The new Member has paid the full fee charged by the Club for beginners' lessons offered by the Club.
 - c) The applicant for Membership was previously a Member of the Club and their period of non-Membership did not extend beyond the one year Membership period prior to the year in which the new application is made.
- 3) The procedure for processing membership applications is:
 - a) A Membership Application Form is provided to an applicant by the Director of the day or the Secretary.
 - b) The Application Form is to be completed by the Applicant, Proposer and Seconder. The Proposer must check that all details are completed.
 - c) The Membership Secretary confirms correct payment was received and then passes funds to Treasure with a recommendation for banking. The Treasurer will issue a receipt to the applicant.
 - d) The Membership Secretary will present the Application Form to the next Management Committee meeting for consideration.
 - e) If the application is not approved, the Secretary will so advise the applicant, stating reasons and will liaise with the Treasurer to organize the return payment to applicant.

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- f) If the application is approved, the Membership Secretary will:
 - a) send the member's details to the Masterpoint Secretary who adds them to Compscore and ABF register.
 - b) confirm that the Compscore records have been correctly recreated.
 - c) send a welcome email and any Club new member's kit to the new member.
 - d) The new member should be introduced to other members by the Director at the first Club session they attend.
- 4) The annual renewal of membership shall:
 - a) be initiated by the Membership Secretary in October of each year by printing out Renewal Notices to all existing Members;
 - e) be distributed through the continual announcements by Directors that printed Renewal Notices are available in a nominated location in the Club;
 - f) have membership renewal records reconciled with renewal payments by the Membership Secretary prior to the related cash or cheques being passed to the Treasurer for banking;
 - g) have a nominated pay-by date shown clearly on the Notice, after which date an additional fee will apply for any late applications. Schedule 1 of Reference Manual, Ref 1. This is to help address the costs and time involved by the Membership Secretary in pursuing Members who have not picked up the Notice or are slow in acting. Late updating of ABF membership records in the subsequent year involves a cost penalty on the Club.

4.2. Annual Club Fee

- 1) The Membership year shall commence on the 1st January each year.
- 2) The Club Fee is as per Schedule 1 of Reference Manual Ref 1.

4.3. Annual Affiliation QBA / ABF Fee

- 1) The QBA / ABF Affiliation Fee is determined by the relevant authority and is as per Schedule 1 of Reference Manual Ref 1.

4.4. Session Fees

- 1) Table fees for Members and visitors shall be as determined by the Committee from time to time. See Schedule 1 of Reference Manual Ref 2.
- 2) The Session Director, or Directors if more than one is required, shall not be required to pay table fees.

4.5. Annual Renewals

- 1) The annual renewal of membership shall:
 - a) be initiated by the Membership Secretary in October of each year by printing out Renewal Notices for all current financial members and forwarding such notices by email to those members for whom up-to-date email addresses are on file;
 - b) be distributed through the continual announcements by Directors that printed Renewal Notices are available in a nominated location in the Club;
 - c) membership renewal records must be reconciled with membership renewal payments by the Membership Secretary prior to the related cash or cheques being banked;
 - d) have a nominated pay-by date shown clearly on the Notice and a note of late fees charged if renewals are not received by the due date. Schedule 1 of Reference Manual, Ref 1. Renewal notices for overdue membership fees will be forwarded by ordinary post if not received by the due date. Late updating of ABF membership records early in the subsequent year involves a cost penalty on the Club.

5. Legal Responsibilities of Members

1. Every person applying for Membership and accepting Membership is deemed to agree to be bound by the Rules and the requirements of Reference Manual of the Club while they remain a Member;

6. Legal Responsibility of the Club

1. In the event of any proceedings being taken against a Member or Members in respect to any matter or thing done in the proper performance of their duties or by the direction or with proper authority of the Club through the administrative processes provided by the Rules, the Club shall indemnify such Member or Members against in respect to their costs and/or damages and any other such sums as they may be compelled to pay in the courts for as a result of such proceedings.

7. Grievance

1. The Secretary shall maintain a record of submitted grievances and the Committees resolution of its legitimacy. These records shall be filed such as to maintain a suitable level of confidentiality.

8. Disciplinary Management

8.1. Disciplinary Provisions

- 1) The power to discipline Members for misconduct derives from the provisions of Rule 13 of the Constitution, and is also subject to the requirements of the Act.
- 2) Following a resolution to address a legitimate grievance, either the Committee or a sub-committee formed by the Committee, shall initially investigate the matter prior to the Committee addressing the finding in Meeting.
- 3) A Member, who is the subject of a legitimate grievance or Committee disciplinary investigation, shall be notified by the Secretary of the grievance against them and of the intended process for the investigation. This notification shall be in writing prior to its investigation commencing.
- 4) If the Committee determine that the accused member should be heard by the Committee or the member wishes to be heard by the Committee, it shall arrange a hearing. The Secretary shall notify the member of the time of the arranged hearing. This hearing may follow an initial investigation occurring prior to a decision to revoke or confirm a decision made under Rule 12.6.
- 5) Member Hearing
 - a. At any disciplinary hearing before the Committee, the Committee shall:
 - i. give to the Member an opportunity to make oral representations in person; or
 - ii. give due consideration to any written representations submitted to the Committee by that Member at or prior to the meeting; and
 - b. If the Member does not attend the pointed hearing, about which they have received notice, the charge may be heard in Member's absence.
- 6) The Committee, in imposing a penalty, may:
 - a. require that the Member make a written apology to another Member or to the Club;
 - b. issue a written reprimand or warning regarding the Members actions. (This may be a first and or second warning notice.
 - c. suspend the Member from participation in any Session of a certain type or class, such as championship events, for a specified period of time;
 - d. suspend the Member from participation in all Sessions at the Club for a specified period of time;
 - e. impose a fine on the Member;
 - f. suspend the Member from the Club for a specified period of time;

- g. expel the Member from the Club;
 - h. ban the person from entering the Club facility for a stated period of time; or
 - i. a combination of the above.
- 7) The penalty imposed shall be proportionate to the seriousness of the offence, and may take into account the past conduct of the Member, including any previous sanctions imposed by the Club, another club, the ABF or QBA.
- 8) Where the Committee passes a resolution resulting in some action under sub-rule 13.B.5, the Secretary shall, as soon as practicable, ensure that notice in writing is served to the member:
- a) setting out the resolution of the Committee and the grounds on which it is based;
 - b) stating that the Member may appeal to the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - c) informing the Member that the Member may do either or both of the following:
 - i. attend and speak at that meeting;
 - ii. Submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- 9) A Member under 18 years of age appearing before a Committee meeting hearing regarding a complaint against him, or a General Meeting hearing an appeal against a decision by that Committee, shall be entitled to be accompanied by a parent or guardian.
- 10) Where a Member commits multiple breaches within a period of twelve months of an earlier substantiated breach, the Committee may;
- a. send a further letter of reprimand to the offender;
 - b. place the offender on probation;
 - c. suspend the offender from Club run Sessions for a period; or
 - d. If the Committee deem that multiple breaches by a Member to be injurious or prejudicial to the character or interests of the Club, the Committee shall consider whether the offender's Membership shall be terminated under the provisions of Rule 13 of the Club's Constitution.
- 11) If any Member of the Club who has been penalised by the Committee under its disciplinary powers comes under the jurisdiction of any other bridge club, the Committee may advise that club of all relevant matters relating to the Member's penalty.
- 12) The Committee may waive, suspend or reduce any disciplinary penalty imposed on a Member by the Committee, including those where the Club in Special General Meeting has confirmed the Committee's resolution upon appeal under Constitution §14.
- 13) The Club may not reduce the impact of any disciplinary penalty imposed on a Member of the Club by the ABF or QBA. The Club may review any such penalty and extend its application. The Club may also review any disciplinary penalty imposed by any other bridge club, in or out of Australia, and extend its application.
- 14) In each of the above cases, the President shall arrange for the Queensland Bridge Association be formally notified of any findings or actions taken by the Club, but only after the appeal's process has been finalised.

8.2. Right of appeal of disciplined Member

- 1) At a Special General Meeting of the Club convened under Constitution Rule §14 -
- a) no business other than the question of the appeal shall be transacted;
 - b) the applicant must be given a full and fair opportunity to show orally or in writing, or both, why the application should not be rejected or the Committee resolution of a disciplinary finding should not be confirmed

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- c) The Committee and the Members of the Committee who rejected the application or made the resolution must be given a full and fair opportunity to show the reasons for their decision, orally or in writing, or both.
- d) The Secretary shall
 - i. make a record of any such meeting;
 - ii. Notify the appellant, in writing, of the decision of the Special General Meeting.

8.3. Register of Disciplinary Matters

- 1) The Secretary shall maintain a confidential register of all disciplinary matters dealt with by the Committee. The register will include a record of all written complaints received by the Committee and a statement about the action taken.
- 2) The register shall be confidential and relevant material shall be made available only to:
 - a) Members of the Committee;
 - b) Members of any Disciplinary Sub-Committee conducting an enquiry.

9. Register of Members

- 1. The register shall be maintained by the Membership Secretary in an electronic format and shall include the following particulars for each Member—
 - a) the full name of the Member;
 - b) the email address of the Member
 - c) the postal or residential address of the Member;
 - d) preferred phone contact number;
 - e) the date of admission as a Member;
- 2. Members shall be encouraged to notify the Membership Secretary immediately of any change of address, telephone numbers, or email contact. The Committee takes no responsibility for provision of any information to Members if their email address, and postal address is not current.
- 3. The Membership Secretary shall seek an update or confirmation of Member's addresses and contact numbers at least yearly, prior to the preparation of the Club booklet.

10. Ill Health or Death of a Member

- 1. The Membership Secretary should be advised of a reported death or significant ill health of a Club member by any Committee Member who becomes aware of the report. The Membership Secretary shall notify the Condolence Officer.
- 2. When a Member becomes aware that another Member may have become seriously ill, hospitalised or died, he or she should advise a Committee Member or Director;
- 3. When a Committee Member or Director is advised, or becomes aware that a Member may have become seriously ill, hospitalised or died, he or she should advise the Condolence Officer or Membership Secretary of the details.
- 4. The Condolence Officer or Membership Secretary must attempt to confirm the details and then, if appropriate email all Committee Members, the Condolence Officer, and the Director Coordinator regarding the details.
- 5. The Director Coordinator should forward details to all Directors for announcement at bridge sessions if appropriate.
- 6. The Membership Secretary should email the details (including funeral details if available) to all members if appropriate.
- 7. The Condolence Officer should send the appropriate messages and/or flowers to the Member or Member's family.

PART III. THE COMMITTEE

1. Membership of Committee

- a. Nil

2. Functions of Committee

2.1. Resolution of Management Committee without Meeting

- 1) If a matter arises which is of such urgency that a decision of the Committee needs to be made prior to the next normal meeting of the Committee, a resolution can be made without a meeting as provided for by Rule 27 of the Constitution.
- 2) A motion to make such a decision can be made by one or more Members of the Committee. Every endeavour must be made by the President or Secretary to forward the motion to all Members of the Committee in writing or by email, nominating a time by which a response is required which will generally not be less than 48 hours.
- 3) A resolution is made when a majority of at least a quorum of the then Members of the management committee have responded within the nominated time.
- 4) The resolution shall be recorded in the Minutes of the meeting subsequent to the resolution being made.

2.2. Other Committee Support Roles

- 1) At the first meeting of the Committee after each Annual General Meeting, the Committee shall seek nominations, select and approve Members of the Club to undertake the support roles described in Schedule 3 of Reference Manual. The person undertaking these roles may be Committee Members or non-Committee Members

3. First Committee Meeting.

1. At or as soon as practicable thereafter the first Committee Meeting following AGM elections:
 - a) the Chairman shall address, with the Committee Members, the:
 - i. Information on the Constitution and Reference Manual;
 - ii. Information on Legal liability cover;
 - iii. Issue and collection of Building Keys;
 - iv. The combination of safe;
 - v. Security access to building;
 - vi. Security access to computers;
 - b) the Treasurer, supported by the Secretary as required, shall arrange for removal of Members no longer authorised to operate the Club's bank and cheque accounts and the addition of new authorised Members.
 - c) the Committee should seek nominations, select and approve Members of the Club to undertake the support roles detailed in Schedule 3 of Reference Manual. The person undertaking these roles may be Committee Members or non-Committee Members.

PART IV. GENERAL MEETINGS

1. Notice of General Meetings

1. The secretary shall, at least 21 days before the date fixed for the holding of a General Meeting, except in the case of a meeting requiring a Special Resolution, place on a notice board at the Club rooms, a notice specifying the place, date and time of the meeting.
2. A notice of a General Meeting must state the business to be conducted at the meeting and the terms of any proposed motion for which a resolution is being sought.

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3. Where the notice is in writing for a General Meeting related to a Special Resolution, it shall be in the form of an email to those for whom an email address is on the club's records. To cater for those with no email address, announcements must be made at Sessions inviting such Members to collect a copy of the Notice that is to be made available at the Club facility.

2. Annual General Meetings

2.1. Business associated with Level of Club

- 1) The existing Level of the Club for the purposes of auditing is shown in Schedule 1 of Reference Manual Ref 3. Accordingly, the following business must be conducted at each Annual General Meeting of the association—
 - a. Presenting, receiving and adopting the Club's financial statement, and audit report, for the last reportable financial year;
 - b. Electing Members of the Committee;
 - c. Appointing an auditor for the financial year;

2.2. Voting at General Meeting

- 1) Voting shall, subject to the chairperson's discretion, be on the voices or by show of hands or by polling by Voting Members present at the meeting, except if 20% of the Voting Members present demand a secret ballot, then the voting shall be by poll.
- 2) The chairperson is to undertake the count of votes by voices or by show of hands. A Voting Member present may ask for a recount if the for and against voting is close.
- 3) Polling
 - a. If called for, Voting Members shall indicate their vote in writing;
 - b. Once the vote has been taken, the chairperson shall arrange for two Members to collect and count the papers. The meeting may be adjourned while the counting is taking place;

2.3. Ballot Voting for Special Resolution

- 1) Where a Member may be absent from a General Meeting at which a motion for Special Resolution is being considered, the Constitution provides for an absentee Ballot vote.
- 2) The instrument for a ballot vote:
 - a. must be signed by the Voting Member;
 - b. Shall not confer authority to demand or join in demanding a secret ballot.
 - c. must be in writing and be in the following or similar form-

Ballot Voting Form

CALOUNDRA Contract Bridge Club Inc.

I _____ of (address) _____, being
a Member of the Club, vote for the Special Resolution/s to be placed at the General Meeting
of the Club, to be held on the _____ day of _____ 20__.

and at any adjournment of the meeting. This vote shall not be valid if the motion circulated
has been substantially amended prior to a final vote being taken.

Signed this. _____ day of _____ 20__

Signature

This form is to be used *in favour of/*against the following resolutions—

]	
Strike out whichever is not wanted	List relevant special resolutions
*in favour of/*against	
*in favour of/*against	

PART V. MISCELLANEOUS

1. Common Seal

1. The Secretary shall, on behalf of the Committee, keep secure the Common Seal, clearly identifiable, in the Club safe.
2. The President and Secretary shall ensure that the Common Seal is present in the safe at the within a month of the AGM.

2. Nominated Address

1. The Committee must ensure that the Club has an address nominated for the service of documents on the Club (a nominated address) complying with sub-rule 2; and
2. The nominated address must be a place in the State where a document can be served personally on a person. A post office box is not a place that can be shown as a nominated address.
3. The Committee may change the incorporated association's nominated address by giving the Office of Fair Trading notice in the approved form.

3. Funds and accounts

3.1. Bank accounts

- 1) The Club's financial institution for banking is as shown in Schedule 1 of Reference Manual Ref 4. Two accounts are held:
 - a) Premier Investment Account (Interest Bearing Deposit
 - b) Working Account (EBA)

3.2. Receipt of Cash and Cheques

- 1) The Treasurer:
 - a. must receive all amounts paid to the Club and, if asked, immediately give a receipt for the amounts;
 - b. is responsible for the deposit of each amount received into the Clubs working account as soon as practicable;
 - c. must reconcile the amounts received for events and special occasions with the expected amounts that should have been received before deposits are made;
 - d. record particulars of each amount received into the Club's cashbook.
- 2) The source of the funds deposited into the working account shall be identified with each transaction in such a way that the Treasurer can subsequently identify the real source of deposits. The source of various funds deposited must also be identified in the deposit book i.e. Table fees, congress fees, donation, membership fees etc.
- 3) All monies received from event fees, lessons, etc. must be deposited in the bank. Payments shall not be made from cash received in any circumstances. If a payment is required, it must be via petty cash, cheque or internet banking.

3.3. Payments of Invoices

- 1) No payments shall be made without some suitable form of invoice being received and without confirmation of the actual receipt of goods or satisfactory completion of a service;

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- 2) Invoices that come via internet are forwarded by the Secretary to Treasurer. Any invoices received in hard copy shall be filed in the Treasurer's pigeon hole.
- 3) Some invoices are be paid by direct debit initiated by a vendor. Vendors that are approved to make a direct debit are shown in Schedule 1 of Reference Manual Ref 6.
- 4) Due to the potential for absences by Committee Members from time to time, the number of approved signatories for cheques shall be 4, in order to cover an absence by signatories. They shall be the President, Vice-President, Secretary and the Treasurer
- 5) All payments by the Club of \$100 or more, by cheque or electronic funds transfer, must be authorised and checked signed off by any 2 of the following, providing that 1 of the persons who signs the cheque is the president, the secretary or the treasurer —
 - the President;
 - the Secretary;
 - the Treasurer;
 - Vice President.

3.4. Internet banking

- 1) All internet transfers and B-pay must be approved by an authorised person.
- 2) Invoices for repair work, supply of maintenances services and for all goods must be recommended for payment, in any form of written endorsement, by Committee Member who confirms the services are complete or goods delivery were correct.
- 3) The Treasurer or acting Treasurer shall authorise the payment by logging online to the BOQ website. The BOQ then sends an email to the Club email account. The Treasurer files the invoice ready for a second approved person who, on logging into the BOQ online, must check payment and banking details on suppliers invoice against those in the bank record for each before initiating the payment.

3.5. Procurement of Goods and Services

- 1) Hospitality consumables and supplies – Pitchers Hospitality respond to phone orders and provide an invoice after delivery.
- 2) Small items are generally purchased by Members upon authorisation by a Committee Member. The cost of these purchases are reimbursed by the Treasurer upon receipt of a Petty Cash refund form signed by the purchaser. Refund can be from petty cash or bank transfer at the Treasurer's discretion.
 - a) Larger purchase approval (still to be approved)
- 3) Playing Cards
 - b) Playing cards are a large, consumable item. Optimising the cost per pack can be dependent on purchasing when specials become available. A standing amount as shown in Ref 25 of Schedule 1 of Reference Manual has been authorised to enable the Purchasing Officer to procure packs of cards up to this value without further approval.
 - c) The QBA provides a supply contract through which the Club may purchase playing cards at an attractive rate.
- 4) Standing Arrangements / contracts
 - a. Window cleaning - The internal and external windows are cleaned every 3 months. (See Schedule 1 of Reference Manual. Ref 7 for name of contractor)
 - b. Building Cleaning – Internal floors, toilets and main covered entry occurs weekly (Monday morning) and additional cleaning by special arrangement before and after events. The Toilets are also provisioned with toilet paper and paper hand towels. (See Schedule 1 of Reference Manual Ref 8 for name of contractor)

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- c. Yard maintenance –mowing of the yard occurs 2 weekly in summer and 4 weekly in winter. Special requests are also placed for shrubs and trees. (See Schedule 1 of Reference Manual, Ref 9 for name of contractor)
- 5) Kitchen Consumable Food
 - a. Procuring of consumables food items is undertaken by use of a Petty Cash advance handed to the Member who is delegated responsible by the Club Steward. All receipts must be retained and the expenditure summarized prior to submission to the Treasurer for the balancing of this Petty Cash account and reissue of the next cash advance. This must be done periodically (maximum 2 monthly). The cash amount in the Petty Cash account is shown in Schedule 1 of Reference Manual Ref 10.

3.6. ABF Commitment

- 1) The Club is required to pay ABF levies, upon receipt of an invoice. The levies consist of two fees. One is for Masterpoints earned by Club Members and a second is a fixed annual amount for each Member registered on the ABF Masterpoint database as at the 31st March (Capitation fee). See Schedule 1 of Reference Manual, Ref 1 for current fees
- 2) Masterpoint fees are billed quarterly on the total points issued by the Club in all its events. Masterpoints from Congresses and State events are billed as they are processed by the Masterpoint Centre. See Schedule 1 of Reference Manual, Ref 13 for existing Masterpoint fees.
- 3) Capitation Fees are billed annually based on the number of home club members, after the clubs have declared their current membership as at 31st March. It is then billed quarterly for additional members as the Club registers new players or reactivate old ones.
- 4) Clubs registering NEW players during these periods will receive \$1 commission per player.
- 5) A fine:
 - a. of 4% per month penalty is charged whenever the credit file for a gold or red point event is lodged more than 30 days after the competition ended; and
 - b. 10% per quarter penalty is charged for all accounts overdue by more than 90 days.

3.7. QBA Commitment

- 1) The Club is required to pay QBA a levy, upon receipt of an invoice. This levy is a fixed annual amount for each Member registered on the ABF Masterpoint database at the 31st March and a member of a Queensland affiliated club. See Schedule 1 of Reference Manual Ref 1 for current fee.
- 2) Club non-home Members whose home club is interstate must pay the QBA levy. The Committee is responsible for advising QBA any such members and an invoice will be issued. The Membership Secretary shall inform the Treasurer as soon as practical (e.g. at Committee Meeting where approval to join the Club is proposed) and the Treasurer shall inform the QBA. Failure to be registered with QBA can have ramifications on the Committee for a number of issues, including that Member's insurance if an accident occurs.
- 3) Congress Levy
 - a. The Club must ensure that the required levy for any congress held is paid to QBA. An invoice is not sent to the Club by QBA and the Treasurer must initiate this payment.
 - b. The congress director should advise the Club of the number of tables played, generally .with their invoice for directing. The Club is required to chase this amount if the director does not supply it. See Schedule 1 of Reference Manual, Ref 14 for the existing congress levy.
 - c. The Club will not have their congress Masterpoints processed until payment is made. This is a standing payment arrangement and no invoice is submitted for a congress.

3.8. Reporting

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- 1) The Treasurer must produce a monthly profit and loss report, balance sheet and list of payments for each Committee Meeting, together with a year-to-date profit and loss report balance sheet.

3.9. Reconciliations

- 1) A reconciliation of the following matters shall be maintained and provided to a Committee Meeting if required
 - a) Bank reconciliation monthly
 - b) Membership Levies - QBA and ABF accounts are suspense accounts so the levies paid by Members must reconcile with levies paid to QBA and ABF therefore:
 - i. new membership levies should be reconcilable with QBA payments;
 - ii. new membership levies should be reconcilable with ABF;
 - iii. total membership from Compscore2 must be reconciled annually on 31st March with membership renewals.
 - c) Wine inventory should be reconcilable, taking into account purchases, after any event.
 - d) Student lesson books should be reconcilable with a list, kept in the store cupboard for these books, of books sold with running totals of stock on hand.
 - e) Table fees received for each Session should be reconcilable with table fee banking, this being based on the proforma for Daily Table Fee Summary of tables played at each session and the total amount deposited in bank.
 - f) Congress fee received (cash, cheques and direct deposit) and the number of participants must be reconciled by Congress Convener before cash / cheques are banked. A copy for the reconciliation record must be provided to the treasurer for inclusion in cash receipts records.

3.10. Prize Money for Events

1. Prize money for nominated events is at the discretion of the Management Committee but with predetermined standards as shown in PART V.9.7.
2. Upon confirmation of the Committee to the adoption of the standard prize calculations for any event, or upon the Committee determining some other prize allocation, the Treasurer is required to prepare the required monetary prizes in envelopes ready to hand out after the event. The final amounts may not be known until the Congress Director finalises the field and format a few days prior to the event. The Congress Convenor is to advise the Treasurer of the final number of paying registered players.

3.11. Annual Audit

- 1) The Treasurer shall prepare for the end of financial year audit by ensuring the following and compiling the documents for the auditor.
 - a) The accounts are up to date and reconciled.
 - b) Creditors are brought in.
 - c) Depreciation and building amortisation is calculated.
 - d) The general ledger, trial balance, profit and loss statement, and balance sheet are completed.
 - e) All supporting information for the audit is printed or copied for the auditor.
 - f) Arrangements are made for the auditor to have the audit completed in sufficient time to prepare for the AGM.
 - g) Have a determination made through the Committee regarding either the ongoing use of the previous year's auditor or for another auditor. The present approved auditor is shown in Schedule 1 of Reference Manual, Ref 24.

- h) Seek Member approval at the AGM for the proposed auditor for following year.

3.12. Storage of Expenditure Records

- 1) Committee has determined that the Club's expenditure documentation shall be retained as per Schedule 1 of Reference Manual, Ref 15. (Still to be established)

3.13. Petty Cash

- 1) Imprest Account for Petty Cash
 - a. Once cash has been withdrawn from the Club account and is held securely by the nominated custodian, the general ledger account Petty Cash will have a dormant balance at the set amount.
 - b. When cash held gets low, the petty cash custodian will request a cheque to replenish the coins and currency that were disbursed. Since the requested cheque is drawn on the Club's Cash account (not the Petty Cash account) will be credited. The debits will go to the expense accounts indicated by the petty cash receipts, e.g. postage expense, supplies expense. Thus, the general ledger account Petty Cash does not involve replenishment. (Replenishment means getting the total of the coins and currency in the respective locked petty cash holder back to the respective maximum amount.)
 - c. Under this imprest accounting, the petty cash custodian should at all times have a combination of coins, currency, and petty cash receipts equal to the respective maximum amount, in the imprest amount.
 - d. Control occurs through the review of the petty cash receipts attached to each check request for replenishment. It also occurs by occasionally confirming that the items in the locked petty cash holder do indeed add up to the imprest amount.
 - e. Individual reimbursements from petty cash must not exceed \$100.
 - f. A reimbursement request form must be signed by person making the claim and must have the receipt for expenditure attached.
 - g. The various Petty Cash accounts and their respective maximum amounts, as determined by the Committee, are recorded Schedule 1 of Reference Manual, Ref 10. These petty cash is not to be used for any other purpose other than as defined in the Reference Manual.

3.14. Accounting System

MYOB is the chosen application for maintaining and reporting financial records on our Club computer. Any Treasurer who is not comfortable with its use shall be provided with tuition at the Club's expense.

3.15. Asset Records (Still to be developed)

3.16. Stock take (Still to be developed)

3.17. Honorarium Payments

- 1) Honorariums are paid to a number of Members, and other local supporters, as a reward for voluntary services provided.
- 2) The Club takes no responsibility for the recipients' liability for tax that may be associated with the honorarium.
- 3) Payment shall be by Direct Credit transfer into the individual volunteers' nominated bank account.

4. Insurance

4.1. Insurer

4.2. Property Insurance

- 1) The Committee shall review, for insurance purposes, the value for the facility, equipment, and stock at least every 3 years.

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- 2) The insurance value shall be maintained for replacement value for facility, equipment, and stock.
- 3) The value of stock shall be determined annually prior to the insurance review and annual financial audit.
- 4) The Treasurer shall raise the insured sums, and the suitability of the Insurer, at a Committee Meeting at least 2 months prior to the date of the Annual General Meeting
- 5) The insurer and current value property insurance is recorded in Schedule 1 of Reference Manual, Ref 11

4.3. Public and Products Liability Insurance

- 1) Public and Products Liability insurance is provided, and paid for, by ABF through our affiliation with ABF. The present value is in Schedule 1 of Reference Manual, Ref 11.
- 2) The current value of public liability insurance held by the Club is recorded in Schedule 1 of Reference Manual, Ref 11. Members shall be notified at the AGM of any changes to the value or circumstances of the insurance.

4.4. Volunteer Worker Personal Accident Insurance

- 1) Volunteer worker personal accident insurance is provided, and paid for, by ABF through our affiliation with ABF. A Certificate of Currency is available from the ABF web site.
- b. This provides payment to an injured Member, while they remain a Member, who suffers a personal injury whilst engaging in voluntary work on behalf of the Club. The insurance has specific conditions and exclusions as described in the related Public Disclosure Statement. The Club has a responsibility to minimise the risks involved to Members and must make all endeavours to avoid volunteers undertaking tasks, on the Club's behalf, that the Committee is uncertain the volunteer fully capable of.

4.5. Work Cover

- 1 Volunteers working for a 'person conducting an undertaking' (our Club) are workers if they carry out work in any capacity and receive any payment over and above direct expenses; it would mean that the person was not a volunteer for purposes of the WHS Act and that they meet the definition of a worker, for the purposes of the WHS Act. Accordingly, they must insure i.e. WorkCover.
- c. These volunteers who carry out such work are required to take reasonable care for their own health and safety and not to create risks to others. Volunteer workers can be prosecuted for failing to comply with their duties. This is most likely only to occur in relation to serious incidents where there is a high degree of recklessness or negligence.
- d. A 'person conducting an undertaking' who is found to be uninsured may be subject to penalties for unpaid premium and any compensation costs.
- e. The Club's mandatory policy with WorkCover is based on an anticipated annual 'wages' / honorarium and is due about the 16th Sep each year.
- f. The Treasurer is required to notify WorkCover of the expected annual payments at the appropriate time each year. The Treasurer is required to determine if a reminder or an invoice is sent by WorkCover or if we have to take the initiative.

5. Custody of Documents (Still to be established)

1. The management of Club documents shall include:
 - a. What to retain
 - b. Where it is retained
 - c. What form of retention e.g. hard copy or softcopy

6. Management of Card Play

6.1. Rules of Play

- 1) The rules of play that shall apply at all Club Sessions are as per the ABF rules that are summarised and emphasised in Schedule 2 of Reference Manual

6.2. Director Coordinator:

- 1) A Director Coordinator shall:
 - a) be appointed by and under the administrative direction of the Committee and;
 - b) be a Member of Club and;
 - c) hold at least a QBA Club Director Accreditation or equivalent.
- 2) The administrative role of the Director Coordinator is subject to the direction of the Committee.
- 3) The Committee may terminate the appointment of the Director Coordinator in accordance with the Rules applying to Grievance Management and Disciplinary Provisions.
- 4) The Director Coordinator shall be responsible for:
 - a) Preparing a calendar of events for Committee approval and ensuring that this is correctly included in the Club's yearly Program Booklet;
 - b) Soliciting and managing entries for Club internal competitions;
 - c) Managing internal Club competitions
 - d) Preparing and managing a roster of Directors for scheduled Club Sessions of play and, where required, for special events, in order to ensure that all scheduled Sessions are covered.
 - e) Recommending the appointment, and termination of appointment, of Club Directors to the Committee.
 - f) Keeping informed and providing advice to and supporting Directors in the management of disciplinary matters that may continue after a Club Session of play for which the Director was responsible has been completed.
 - g) This included being the first contact person when instances of ethics or bad behaviour arise for which a Director may require advice or active support.
 - h) Representing the Directors on the Committee and making recommendations on behalf of the Directors to the Committee on matters affecting the conduct of Sessions of play.
 - i) Maintaining a Register of Directors approved by the Committee and the details of their accreditation.
 - j) Hold scheduled meetings with and training Sessions for Directors on a regular basis.
 - k) Managing an on-going recruitment program for new directors.
 - l) Keeping an up-to-date list of duties for Directors to follow when closing up the Club Premises at the end of play.

6.3. Directors

- 1) An application by a Member to be designated as a Club Director must be submitted to the Committee in writing. Prior to its deliberations of the application, the Committee shall seek the recommendation of the Director Coordinator regarding the applicant's knowledge of the Laws of Bridge, their ability to operate CompScore2 in the current IT platform used by the Club and their personal ability to control situation with antagonistic players.
- 2) A Director for Club Session of play shall:
 - a) be appointed by the Committee and;
 - b) hold that status until otherwise advised by the Committee: and

- c) be a Member of Club and;
 - d) as far as practicable, hold at least a QBA Club Director Accreditation (first level) or equivalent.
- 3) A list of approved Directors shall be maintained in Schedule 5 of Reference Manual.
 - 4) Directors shall conduct Sessions of play in a manner which best facilitates friendly and enjoyable bridge for players of all standards. They shall hold that status until otherwise advised by the Committee.
 - 5) Directors of Sessions of play shall be excused from paying club table fees in Sessions that they are directing.
 - 6) A Director shall conduct Sessions in accordance with the Club's Program Booklet, the Club's Reference Manual relating to the management of play (see rule PART V. 6 of this Reference Manual). They shall have sole control of play, including the kind of movement, after taking over conduct of the Session
 - 7) Directors are to be encouraged to assist other Directors tactfully at all times when consulting regards the conduct of players and rules of play.
 - 8) Session results shall be checked before being made public and no travellers or other relevant document should be removed from the Club Facilities, except by the Director, until the results are finalized.
 - 9) A Directors shall submit a written report to the Director Coordinator on any incidence of behaviour by a player that is seriously contrary to Club values or are a repeated breach of the Club's Rules of Play. The Director Coordinator shall bring such reports to the notice of the Committee with any recommendation thought relevant.

6.4. Development of Directors

- 1) The Committee shall encourage Members to obtain directing qualifications and consider meeting costs of obtaining qualifications to ensure an adequate number of qualified Directors is available.
- 2) It was noted that Directors who are able to undertake directing on their own must be approved by the Committee. However, Members who wish to learn the technicalities involved in Directing may be trained under supervision with only the approval of the Director Coordinator (without Committee approval).

6.5. Dealing of Sets of Cards

- 1) Cards to be used at all Sessions shall be prepared by the Dealer using the Dealer4 machine.
- 2) The details of boards for each pre-dealt set shall be kept confidential and secure in a sealed envelope with each set of boards.
- 3) Details of each set of boards shall be uploaded into the CompScore2 database.
- 4) Sets shall be pre-dealt such as to ensure at least 2 weeks of Sessions, with a range of tables for any Session, can be accommodated.
- 5) Cards shall be removed from use and replaced with new packs as the Dealer determines that the used cards have deteriorated such as to not be suitable for use.

6.6. Honorarium for Dealer

- 1) The Dealer shall be paid an honorarium as a reward for voluntary services provided in ensuring that sufficient boards of cards are available in sets that are appropriate for the expected number of tables at various Sessions. The present amount of honorarium is recorded in Schedule 1 of Reference Manual, Ref 12.

6.7. Grades of Tournaments held by the Club

- 1) Tournament Grades

Grade	Type	Grade Weighting Factor		Description
		Pairs	Teams	
F	Blue	0.5	0.5	Supervised play
E	Green	1.5	1.0	Club events
D	Green	2.0	1.5	Club Championships
C	Green	2.5	2.0	Regional Championships
B4c	Red	2.5	2.5	Special Club events
B5i	Red	2.0	2.0	Interclub Tournaments
B4s	Red	2.5	2.5	Special State events
B5	Red	2.0	2.0	Congress minor events
B4	Red	2.5	2.5	Congress Championships
B3	Red	3.75	3.75	Super Congress Championships
B	Red	5.0	5.0	State Championships
A2	Gold	5.0	5.0	ABF Super Congresses
A2	Gold	5.0	5.0	National minor Championships
A	Gold	10.0	10.0	National Championships

6.8. Zone Management

- 1) Caloundra Club is a part of the Sunshine Coast Zone, together with the affiliated clubs of Caboolture, Moreton-Bribie, Sunshine Coast, Coolum and Noosa.
- 2) The Club President, or their nominee, shall be the Club's representative on the Zone Committee, which meets at the Caloundra Club Facilities once a year at a time and date determined at the meeting the previous year.
- 3) Funding for the Zone's activities is derived from entry fees and table monies paid by players in the Zone's events, in addition to an annual levy shown in Schedule 1 of Reference Manual Ref 23. This levy is self-assessing, and should be paid to "Sunshine Coast Zone of QBA"

6.9. Applicable Systems

- 1) Systems used in scheduled Sessions run by the CCBC shall be limited to the following:
 - a) Green System only on Tuesdays while this Session is defined as Restricted Play, with the cards describing the System to be provided by the Club;
 - b) Green and Blue Systems only on Tuesday nights and Thursdays;
 - c) Green, Blue, Brown, and Red Systems for Sessions on other days.
- 2) For Club's non-Session events i.e. tournaments such as Restricted Pairs, etc., the Systems allowable shall be determined by the Committee based on the advice of the Director of the event and the Club's Director Coordinator. These must be advertised when calling for entrants for the event.
- 3) For ABF events, the ABF Tournament Committee shall determine the Systems in sufficient time for the relevant decisions to be published in the Entry Booklet or on Entry Forms for the event/s, and/or in Supplementary Regulations.

6.10. Appeal against a Directors Ruling during a Club Session.

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This process only applies after a player has sought a Director's ruling and then wishes to appeal gains that ruling.

- 1) If a player concerns are not satisfied with the Director's ruling during a Club session, an appeal may be made through the Director as soon as possible or within thirty minutes of the end of play.
- 2) The Director shall appoint a person who is an experienced director or player with a sound knowledge of the Laws of Bridge to consider the appeal at the end of the Session.
- 3) The players involved and the Director shall be available to present their views and to answer any questions from the person hearing the appeal.
- 4) The appeal process cannot over-rule the Director's exercise of disciplinary powers (Law 93 B.3). However, the person hearing the appeal may recommend that the Director change the ruling.
- 5) Where the Director is unable to find a suitable person to hear an appeal, he/she shall meet the Member(s) involved after the Session and discuss the reasons for the ruling. If after such an explanation, the appellant(s) remain dissatisfied, the Director should suggest that that the appellants(s) refer the matter to the Club's Play Appeals Committee (see PART V.7).

6.11. Table Reservations

- 1) Reserving particular tables for Members or visitors is not permitted
- 2) Where a physical disability requires particular seating, the agreement of the Director must be sought and given prior to play commencing. In this case, players are to arrive in sufficient time to find and sit at a table in the direction or location they require.

6.12. Visitors

- 1) Members are asked to ensure that, where it is known or realized that a visitor shall be playing, the visitor signs the Visitors' Book including their ABF number, and that the Member advises the Director that a visitor is in attendance

6.13. Start of Play

- 1) Players must be seated 15 minutes prior to the start of the Session.
- 2) The Director:
 - a) will commence the initiation of the movement and the BridgeMates at this time; and
 - b) may decline any pairs of players who are not in attendance at this time if there is any likelihood of this delaying the start of play at the scheduled time.
- 3) If a player is likely to be arriving late they must phone to notify the Director at least 15 minutes prior to the scheduled stating time or a place in the field may not be secure.

6.14. Continuation of Play

- 1) Play should not commence until the Director advises to do so.
- 2) Once commenced, table change shall occur at the notification of the Director or at the end-of-round bell if a Session Timer is in use
- 3) When a Session Timer is in use, play shall not continue on a new board after the warning bell unless bidding has commenced by the dealers marking on a bidding slip.
- 4) Leaving before a Session is finished:
 - a) Players must remain playing until the completion of a Session, based on the Session times advertised. If a personal emergency or player illness arises, the player shall approach the Director for approval to leave. The decision is at the Director's discretion.
 - b) Appointments made by players that that cannot be reasonably be met after the advertised finishing time are not an acceptable excuse.

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- c) The Director may apply a penalty against a departing player but it is also unfair to the departing player's partner and the Director.
- d) A Director may, at his discretion, call an early finish to a Session in the event of a damaging storm approaching or other event that they deem applicable.

6.15. Scoring

- 1) Scores recorded on BridgeMates or manually, which appear to be incorrect, should be brought to the attention of the Director when noticed. Normally, scores will not be changed after results have been posted and the Director has left the club house.
- 2) Twenty-four hours is allowed for score correction in special events.
- 3) Averages may only be allocated by the Director. Each pair may only have one average board (due to their own slow play) per Session. Any other late boards will be allocated Average minus or zero match-points to offending slow pair, with opposition being given an Average or Average plus.
- 4) The function of BridgeMates that enables the display of results of hands already played at other tables, after its completion on a table, must be deactivated

6.16. Mobile Phones

- 1) Mobile must be switched to silent or off in the playing area, prior to play commencing. No penalty is imposed for a breach of this requirement but the Committee may impose a penalty if an unacceptable number of occurrences of breach of this by-law is reported by Directors.
- 2) No talking on a mobile phone during play shall be tolerated.
- 3) Some tolerance is allowed for emergency calls, but only if the Director is notified by a player of such a situation prior to the commencement of play.

6.17. Dress Standards

- 1) Players are expected to observe a reasonable standard of dress. Singlets, thongs, or bare feet are not acceptable.

6.18. Ceiling Fans

- 1) Any desired alteration to ceiling fans should be directed to the Director who is the only Member with authority to alter settings once play has commenced.

6.19. Standby players

- 1) Where any tournament requires a standby team or standby pair to be available in order to ensure the necessary configuration of tables to be played, the individuals in the team or pair shall be awarded a voucher of a free Club game at a subsequent Session.

7. Play Appeals Committee

- 1. In the event that a player at a Club Session wishes to lodge an appeal against any decision on a ruling resulting from the appeals process in Rule 6.10 above, or against an appeal during an interclub or QBA tournament, an appeal may be made to an Appeals Committee.

7.2. Initiation of an Appeal against a Ruling

- 1) Other than under circumstances described in Rule PART V.6.10.5) above, if a Director is informed that a player wishes to appeal against the Directors decision, the player must be provided with a copy of the Australian Bridge Federation Appeals Form or equivalent
- 2) An appeal must be notified in person to, and submitted in writing through, the Director whose decision is the subject of the appeal.
- 3) The Appeals Form is attached.
- 4) Appeal Submission
 - a) The Appeal Form lodged with the Director must be signed by both partners in a pairs event, or by the captain in a teams event and must contain the following information:

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- b) The parties identified by pair number or team number and, preferably, by name;
 - c) The board number, dealer, vulnerability and whether screens were in use;
 - d) A record of the hands and the bidding showing all alerts;
 - e) The appellant's submission identifying disputed facts and indicating who the Director consulted with in considering the initial verbal appeal, if this did occur;
 - f) A record of the Director's decision;
 - g) The respondent's submission including a statement about disputed facts, if any;
- 5) The Director must:
- a) Confirm that the captain (teams) or both members of the partnership (pairs) concur in appealing;
 - b) Record on the Appeal Form the reasons for the ruling together with any other relevant comments;
 - c) Provide a copy of the written appeal to the respondents to give them the opportunity to note any disputed facts and to make their own submissions;
 - d) Submit the appeal to the chair of the Appeals Committee;
 - e) When the appeal has been decided, advise the Scorer of the result.

7.3. Time to Submit

- 1) The time for lodging an appeal expires 30 minutes after the official score has been posted or 30 minutes after a ruling is made and announced, whichever is the later;

7.4. Timeframe to Hear an Appeal.

- 1) As far as is practical, appeals are to be heard at a fixed time and place specified by the Chairman of the Appeals Committee.

7.5. Appeal Committee

- 1) The objective of the committee is to provide a courteous and attentive forum for a fair hearing.
- 2) The President, Vice President or Director Coordinator shall appoint a person with directing experience to chair the Appeals Committee. The Committee is to comprise a total 3 members, none of whom must have any conflict of interest. In addition to the chairman, the other 2 members must be experience bridge players and held in good standing with the Club members. The members of this committee cannot be challenged and are expected to be impartial, present the appearance of impartiality, refrain from camaraderie with any party involved in the appeal during the period from the lodgment of the appeal to the communication of the decision and treat all proceedings of the Appeals Committee as privileged and confidential and refrain from discussion of any associated matters with persons other than members of the Appeals Committee.
- 3) The Chair must advise the parties of the time and place fixed for hearing the appeal;

7.6. Conduct of Appeal

- 1) In determining whether to deem an appeal “without significant merit,” the Appeals Committee must take into consideration the standard and experience of the appellants.
- 2) Directors Ruling Upheld
- 3) Directors Ruling Not Upheld
- 4) Appeal is deemed as “frivolous” or “without significant merit”
- 5) Appeals are heard in the presence of the parties. However, where a party has been notified of the time and place of the appeal but fails to arrive within five minutes of the specified time, the appeal proceeds in the absence of that party.
- 6) The conduct of the parties attending are subject to the rule of the Chairman who must:
 - a) state the facts as presented;

- b) ensure natural justice is applied
- c) ensure that all parties are heard, able to speak and are courteous.
- 7) The appeal must heard in private with all present seated;
- 8) All parties withdraw while the committee deliberates on the matter.
- 9) The appeal is decided by a simple majority. In case of equality of votes the Chair has a casting as well as a deliberate vote.
- 10) If the appeal is dismissed the Appeals Committee determines whether the appeal had any merit and decides whether to award a procedural penalty.
- 11) The Chair records:
 - a) The Committee's decision including its reasons;
 - b) Any penalty for a “frivolous” appeal;
 - c) The members of the Committee;
 - d) Any dissent(s) from the majority decision.
- 12) All members of the committee sign the Form
- 13) The Chair notifies the decision to the Director and each captain (teams), or one player from each side (pairs).
- 14) The Chair must submit the Appeals Form to the Club Committee via the Director Coordinator.

7.7. Procedural Penalty

- 1) A penalty in the form of a reduction in score may be imposed upon a contestant who lodges an appeal “without significant merit”.
- 2) In ABF events the penalty that an Appeals Committee can award is:
 - a) 10 IMPs (i.e. In an knockout match) *or*
 - b) 15% of the total VPs available (i.e. 3 VPs using the WBF scale) *or*
 - c) 15% of the maximum IMPs available (e.g. 5 IMPs/VPs for the ANC teams) *or*
 - d) 1/2 a top in an event scored by MP *or*
 - e) A penalty equivalent (in the scoring method) to one of the above

7.8. Adjustment of Scores

- 1) The Director must notify the Scorer of any change in outcome or must adjust the scores to reflect the decision of the Committee.

7.9. Further Appeals

- 1) No further appeal can be heard regarding the Directors decision or the Appeal Committee’s decision. However, an appeal can be made against the Appeal Committee’s adherence to procedure in relation to the Club’s Constitution or the Reference Manual.

8. Standard Sessions

8.1. Times

- 1) The scheduled Sessions as determined by the Committee, are as per Schedule 1 of Reference Manual, Ref 16

8.2. Tuesday Restricted Session

- 1) The Tuesday afternoon Session is classed as Restricted and all players must have and play to a standard Systems Card, which must, itself, also comply with the system taught by the Beginner’s Lessons.
- 2) Points earned via by CompScore2 shall be half of the normal point’s allocation.

8.3. Teams Sessions

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- 1) Teams play are being held, for the 2017 year, as trial. The Teams play is in lieu of one normal session each month, alternating through the days of the week
- 2) Players nominate in normal pairs and join with another pair to form a team for the Session. A special nomination poster shall be posted prior to the event and entries will be limited to sufficient numbers to form an even number of teams.
- 3) The Tuesday team's play shall be a Team of 3, with a volunteer experienced player included in each team to make up the 4th player.
- 4) Team events for other than Tuesday afternoon, shall be Red Point events

8.4. Phantom Player

- 1) Phantom players are provided, to the degree possible, on Tuesday restricted play, Thursday evening and Friday afternoon.
- 2) Phantoms are managed by the Membership Secretary where it is possible.
- 3) Suitable players are approached to act as phantoms and a schedule is to be maintained.
- 4) Players are to be asked to commit to one day per month and may receive as a reward a free game in addition to playing free at the session they attended as Phantom.

9. Non-Standard Intra-Club Events

1. These are any Club bridge event that is not a scheduled Session recorded in Schedule 1 of Reference Manual, Ref 16.
2. It is only Club Members who can be recognised as such event Champion or who can share in any prizes awarded in these events.

9.2. The Players

- 1) Players entering intra-Club events must be financial Members of the Club.
- 2) All players entering must do so with the intention of completing all sessions allocated for the event unless prior arrangements for substitution have been made with the Director.
- 3) Should the event need to be extended beyond the programmed dates, any player, pair or team may withdraw before commencement of the event and receive a full refund of any entry fees.
- 4) Any entered player who fails to attend any tournament without an acceptable, good reason, may be refused entry to any similar Club event for a period of twelve (12) months.
- 5) Any entered player who for reason of illness is unable to attend a tournament must notify the Director or Convenor at least two (2) hours before the scheduled starting time so that a substitute may be found. Any Player who fails to comply shall be deemed to be without good reason (see sub-rule 4 above).
- 6) The Committee may waive any disciplinary action on a player if it feels circumstances warrant same.

9.3. Substitutes

- 1) Substitutes may not play in more than one (1) session of a Pairs event, except when required by the Director to maintain the integrity of the movement.
- 2) Entries nominating a substitute shall be numbered separately and given last preference in order of entry.
- 3) Pairs not containing a substitute player will be given preference over those using a substitute in order of entry to an event final, irrespective of their qualifying score.

9.4. The Director

- 1) The Committee will nominate an event Director responsible for conducting a Club event or the like prior to the scheduled start of play.
- 2) The Director should choose a movement where the maximum number of boards can be played within the programmed time, thus producing a fair and reasonable result.

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- 3) The Director shall have full autonomy in the selection of the type of movement and the number of boards to be played.
- 4) In the event of a half-table or unsuitable number at the close of entries, the Director shall accept entries in numbered/ dated order up to the maximum that can be reasonably accommodated.
- 5) The Director shall notify unsuccessful entrants as soon as possible after the close of entries.
- 6) The addition of any pair/pairs after the close of entry time is at the discretion of the event Director.
- 7) The Director may solicit and accept additional entries after the closure to fill a movement.

9.5. Entries

- 1) Nominations shall be via adding a pair of / team names on a Poster on the notice board which should be available at least three (3) weeks prior to the event and shall close no earlier than one week, prior to the scheduled commencement of the event.
- 2) The Director Coordinator is the responsibility for attaching the Poster to the Notice Board. Entry fees shall be predetermined by the Committee and may be collected as table fees.
- 3) Entries shall be numbered in order of recording.
- 4) Players entered in a competition who are unable to play **MUST ADVISE THE DIRECTOR** promptly as follows:
 - a) prior to competition day by ringing the Convenor or the Director
 - b) on the competition day by ringing the Convenor or the Director as early as possible
- 5) Restricted Pairs competition shall be for Members who have less than the Masterpoints shown in Schedule 1 of Reference Manual, Ref 22.
- 6) If less than 6 tables are registered, then the competition should not go ahead.

9.6. Play

- 1) A multi Session competition is not to be played if fewer than 5 tables (20 players) have entered.
- 2) Only Green and Blue systems (as per ABF Regulations) are permitted unless otherwise specified.
- 3) If a player is unable to play in at least 2 rounds of any pairs-competition, his/her partner is ineligible for any competition prize money, trophies, or titles but is eligible for the Masterpoints won while playing with a substitute partner
- 4) Masterpoints shall be awarded in accordance with By-law 6.7, which is itself outlined in the ABF Masterpoint Scheme
- 5) Seeding of players for the first round of an event is to be undertaken by the Director according to Masterpoint status. For later rounds, seeding is to be:
 - a) on the basis of results from preceding rounds
 - b) to affect a changeover of East West pairs to another section
 - c) by another appropriate method
- 6) Format for the Championship Pairs is to be at the direction of the Committee.
- 7) Format for the Club Championship Teams Championship is to be at the direction of the Committee. Teams may comprise 4, 5, or 6 players.

9.7. Prize Money Guidelines

- 1) These are guidelines only that the Committee may apply. Some event prizes are more prescriptive and are given in the clauses for each event – see below for these prizes. While these prescribed prizes are intended as a first option, the amount of prize money for events may be determined from time to time by the Committee.

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- 2) Ideally, the winners of tournaments should receive a minimum of 3 times their entry fee.
- 3) Approximately 25% of teams or pairs registered to play should receive prizes.
- 4) In the event of players being divided into sections, each section will be awarded prize money.
- 5) In events with 8 1/2 or more tables in any section, prize money will be awarded to the first, second and third placegetters.
- 6) In events with 6 to 8 tables in any section, prize money should be awarded to the first and second placegetters.
- 7) In a multi-section event with one of the sections having 5 1/2 or fewer tables, prize money will be awarded as follows:
 - a) 5 full table Mitchell movement- first placegetters NS and EW
 - b) 5 1/2, 4 1/2, 3 1/2, and 3 table movements played as Howell movements
 - i. for 5 1/2 tables- first and second placegetters
 - ii. For 4 1/2, 4, 3 1/2, and 3 tables- first placegetters.
- 8) In the event of a tie, the full prize money amount will be paid to each pair.
- 9) Prize money not collected after 2 months will revert to Club funds.
- 10) Where a substitute player is involved in a pair's event, then constraints on eligibility for prize money may apply as per PART V.9.6.3).
- 11) Where there are 2 or more sections in an event, the prize money for 1st place of a lower graded section should not be greater than the lowest prize money in the section graded above it.

9.8. Tuesday Night Pairs Competition

- 1) Held over 2 Sessions on Tuesday night at a date to be set by the Committee in the Program booklet.
- 2) Points Red
- 3) Cost – Normal table fees for each Session.
- 4) Prizes –
 - a) 1st - 4 times the table fee for each player;
 - b) 2nd - 2 times the table fee for each player
- 5) No Side movement
- 6) Catering – see Schedule 6 of Reference Manual

9.9. Restricted Pairs for Caloundra

- 1) Held over 3 Sessions at a date to be set by the Committee in the Program booklet.
- 2) Points Red
- 3) Cost - \$20 / player table fees for 3 Sessions of play.
- 4) Criteria
 - a) Restricted to players with less than the Masterpoints shown in Schedule 1 of Reference Manual, Ref 22.
 - b) Minimum number of tables is 5
- 5) Prizes
 - a) 1st - 4 times the table fee for each player;
 - b) 2nd - 2 times the table fee for each player
 - c) Additional place getter prizes as number of tables is large enough.
- 6) Side movement – yes but green points only
- 7) Catering – see Schedule 6 of Reference Manual

9.10. Presidents Trophy (still to completed)

- 1) Held over 3 Sessions at a date to be set by the Committee in the Program booklet
- 2) Points Red
- 3) Cost - \$20 / player table fees for the 3 Sessions of play.
- 4) Criteria - Open Masterpoints but may be handicapped.
- 5) Prizes
 - d) un-handicapped winners receive \$20
 - e) handicapped winners have the honour of being included on the honour board
- 6) Catering – see Schedule 6 of Reference Manual
- 7) Side movement – yes but green points only.

9.11. Caloundra Club Pairs Championships (still to completed)

- 1) Held over 3 Sessions at a date to be set by the Committee in the Program booklet.
- 2) Points Red
- 3) Cost - \$ / player table fees for the 3 Sessions of play.
- 4) Criteria - Open
- 5) Prizes
 - a) \$
 - b) Honour Board
- 6) Catering – see Schedule 6 of Reference Manual
- 7) Side movement – yes but green points only

10. Interclub / QBA / ABF Events (still to be completed)

10.1. Zone Events

Grand National Open Teams (GNOT) and the Zone Pairs

Hosted by Clubs chosen by Zone Committee

Hospitality standards and rates of payment for expenses incurred by the host Club.

- The Zone does not provide lunch; participants are advised to bring their own lunch.
- The Zone does not provide substantial amounts of post-play refreshments. The Zone will reimburse the host Club for drinks and nibbles served after play.
- The Zone pays hospitality rates to the hosting club of \$2.00 per person.
- The Zone pays the Director and associated costs such as copying.
- The Zone reimburses the Club for board dealing at the rate of \$10 per set.

- 1) Catering – see Schedule 6 of Reference Manual

10.2. Caloundra Teams Congress

The Club's Congress Convenor shall organise and manage the following aspects of the Club's congresses, with assistance as requested.

- 1) Preparation
 - a) Liaise with the Congress Director on all matters pertaining to the conduct of the Congress.
 - b) Monitor the date for the Congress, which is scheduled in the Club's Program booklet after it is approved by the QBA.
 - c) Call for player registration:
 - i. Initiate the call for player registration 12 weeks prior to the event and prepare QBA approved Entry Forms for each Congress.

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- ii. Confirm proposed format of Congress approved by the Committee and any special arrangements e.g. session starting times, scoring methods movement formats, lunch, starting times etc.,
 - iii. Have application form approved by the Congress Director, who responsible for the technical management of the congress and who will then have it approved by the QBA Webmaster before upload it onto the QBA web site
 - iv. Email a copy of the application for to all clubs in the Brisbane Zone, Darling Downs Zone, Gold Coast Zone, Wide bay Zone and Sunshine Coast Zone
 - d) Confirm that prize money and other awards for each Congress have been determined by the Management Committee.
 - e) Arrange for helpers to assist in the preparation of the Congress venue the day before the Congress begins.
 - f) Arrange for preparation Board dealing and team scoring records as required after consultation with the Congress Director.
 - g) Ensure there is a good supply of pencils, bidding pads and rubbers on hand.
 - h) Liaise with the Club Steward regarding any interface required for their supplying lunches, coffee, nibbles etc.
 - i) Arrange for a standby team in liaison with the Director Coordinator
 - j) Obtain, from the Treasurer, prize money in appropriate envelopes and for any other awards for presentation at the appropriate times.
- 2) Registration and Fees
- a) Receive, record and maintain the Compscore register of all online and posted applications for registration.
 - b) After entries close, notify the Congress Director of any players with special needs e.g. stationary seating.
 - c) Liaise with Director on how to deal with late entries.
 - d) Collection of Fees
 - i. Receive, record and identify the acceptance of cheque or cash entry fees prior to the event.
 - ii. Arrange for identification and collection of outstanding fees on the day of event at the venue.
 - iii. Issue receipts for cash payment if requested.
 - e) All fees are to be handed to the Treasurer, at mutually acceptable times, accompanied by written reconciliation of all registrants and fees received at that time.
- 3) Congress Play
- a) Distribute Hand records are usually photocopied on different coloured paper for different sessions and are distributed at the end of each session.
 - b) Provide a caddy roster to support the Congress Convenor if required.
- 4) After Event
- a) Prepare a final reconciliation report of all registered players, fees received and accounted for and handed to the Treasurer. This should identify any standby teams who do not pay fees.
 - b) Complete the QBA Congress Report (J2) after each Congress
- 5) General
- a) Cleaning before and after

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- b) Club signage on road and any no parking signs required.
- c) Arrange for a member to take photos of winners of awards and prizes for publicity.
- d) Organise the presentation of prize money and awards including the taking of photos for Club records.
- e) Address the issues on the QBA Congress Convenor's Checklist in conjunction with QBA Regulations for approved red Masterpoint congresses.
- 6) Catering – see Schedule 6 of Reference Manual
- 7) Prizes
 - a) The Tournament Director's input should be sought regarding division of field into 1 or 2 sections, after registration closes.
 - b) If there is a marked disparity between the Mastropoints of the lowest ranked teams and the rest of the field, a prize should be given to the best of the lowest ranked teams below the marked disparity.
 - c) The leading teams in each section at the end of play on Saturday will receive a bottle of wine per person.
 - d) Prize money must be rounded of and divisible by 2 for teams and 4 for teams
 - e) Where a team in a lower section win in a higher section, they shall receive the higher value prize.
 - f) Nominally, 40% of fees should be returned as prizes using the following examples to guide distribution;
 - i. 2 Sections of 22 tables

	1 st	2 nd	3 rd
Section A - 70% divided as:	50%	30%	20%
Section B - 30% divided as:	50%	30%	20%

Best of lowly graded teams (if awarded) is the same as 3rd place of Section B.
 - ii. 1 Section of 12 tables

	1 st	2 nd	3 rd
Section – 100% divided as:	50%	30%	20%

Best of lowly graded teams (if awarded) is same as 3rd place of Section.

10.3. Qld Wide Pairs (QWP)

- 1) QWP shall be held annually on Wednesday of the nominated week.
- 2) When and how many days
- 3) Cost - The CCBC charge its normal table fee regulated at the time and the Club shall carry the cost of the regulated QBA fee (\$3.50 at present).
- 4) Criteria – Open
- 5) Prizes - nil
- 6) Catering – see Schedule 6 of Reference Manual
- 7) Side movement – no

11. Car parking

- 1. Disabled spaces are not to be reserved for any particular player who is entitled to use them. However, spaces closest to the club house should be left for more elderly and infirm Members.
- 2. Parking in the area in front of the Guides hall is not encouraged, by agreement with the Guides Committee.

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3. Parking in the area in front of the Club facility, where appropriate signage has been installed, is not permitted prior to 11.00 am. This is to limit the problem of sun reflecting through the windows and distracting players.
4. Parking is solely at the risk of the owner or driver.
5. The car park is provided by the Council and any parking spaces in the general parking area can be used by Club members, and the public if they choose to do so.

12. Communications

12.1. Publicity (Not developed)

12.2. Bridge Matters

1. The Club commits to the publication of Bridge Matters in conjunction with 4 other local participating clubs, providing a portion of costs and contributions to the publisher regarding matters relating to the CCBC.
 - g. The publication will be issued in an electronic format to each participating Club.
 - h. The Secretary shall email each publication to all Members with a registered email address and also print a number of copies for distribution to Members who do not have access to an email account
 - i. Contributions to each publication are required from the CCBC and the Committee must seek and identify Club members who will prepare and or gather contributes relating to the Club and forward these to the Editor / publisher. The Editor is presently Peter Bishop.

13. Standing Orders for Meetings

1. The administration of Committee Meeting and General Meetings shall be in accordance with those set down by in the latest version of “Robert’s Rules of Order Newly Revised”. A copy is held on the Clubs Computer file.

14. Review of Accounting Level of Club

1. The Committee shall review the Level of the Club, as defined by the Act, at the June Committee Meeting each year.
2. The existing level is reported in Schedule 1 of Reference Manual, Ref 3. If the Level changes such that the Act requires an amendment to the Rules, then the Committee must instigate an amendment in accordance with these Rules

15. Management Systems

15.1. Key Management System (To be developed)

15.2. Health and Safety

- 1) Smoking
 - a. Smoking is not permitted anywhere within the building, nor within 10 metres of any external door opening, or a greater distance if smoking area signs are displayed.
 - b. Smokers are to keep the smoking area clean and tidy.
 - c. A designated Smoking Zone is signed posted under the trees in the carpark.

2) Consider need to disinfect hands if sickness around

15.3. Hazardous Goods Management (To be developed)

- 1) First Aid Kit
 - a. The Club’s First Aid Kit shall be maintained by a willing and nominated Club Member.

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- b. The contents must be monitored on a monthly basis so that the list of standard contents accompanying the First Aid Kit is maintained. Additional supplies must be procured as required by use or any contents reaching it's used by date.
- c. A record of the monthly monitoring shall be kept with the kit.

15.4. Information Technology (To be developed)

- 1) Administrator
- 2) Back up
- 3) File Structure
- 4) Hardware structure
- 5) Internet Account
- 6) Compscore 2
- 7) Web Page Management
- 8) Pianola
- 9) Maintenance of Member data

15.5. Security Systems (Still to be developed)

- 1) Key control system
 - a) All access locks have been standardised using regulated keys, and the issue of keys are to be controlled.
- 2) Building alarm and video surveillance
 - a) Cameras and alarm to be maintained.
 - b) Remote monitoring to be maintained,
 - c) Alarm to be sent to the following who check on remote monitor and call police if required.
 - a. Bob Galvin
 - b. Tom Dunsmuir
 - c. Drew Dunlop

16. Obligations to QBA and ABF

1. In addition to the Constitution and the requirements of the Reference Manual, the Club is also bound by the QBA regulations and also those of the ABF.
2. The Committee must ensure that:
 - a) its Members are registered with QBA;
 - b) Master Points are issued in accordance with the ABF Masterpoint Scheme at all Sessions.
 - c) all participants in their activities are encouraged to become ABF registered players, including people have nearly completed the beginner's lessons;
 - d) not entitled to rent their premises to unaffiliated bridge clubs
 - e) The Secretary shall bring to the Committee's attention any correspondence that modifies or adds to the ABF / QBA regulations that are issued by the QBA. The Committee shall manage the implementation of and relevant QBA regulations.

17. Club Library

1. The Club Library consists of the collection books relating to Bridge for borrowing by Members on an honour system.
2. As books are borrowed, the identifier inside the front cover must be left in a box within the cupboard, with the borrowers name and date of borrowing and date of return.
3. The library cupboard is to be left unlocked.

18. Club Book Exchange

1. The Club Book exchange consists of novels and other books maintained by the Club for the use of the Members. It is an honour system that requires users to either return books borrowed, and or donate books. If the number of books reduces to an insufficient number, the Book Exchange organiser is authorised to spend up to \$50 at a time to purchase suitable, additional second hand books

19. Kitchen Support

19.1. Coordination

- 1) The availability and roster of kitchen support is the responsibility of the Club Steward.
- 2) Any changes to the roster or personnel shall only occur under the direction of the Club Steward.

19.2. Approved Personnel

- 1) People approved to undertake this role are shown in Schedule 1 of Reference Manual, Ref 17.
- 2) The Committee must approved of any person being appointed to take on this role on a permanent basis

19.3. Honorarium for Kitchen Support

- 1) Kitchen Support are paid an honorarium as a reward for voluntary services provided in preparing for and cleaning up after lunch or coffee breaks during Sessions. The present amount of honorarium is recorded in Schedule 1 of Reference Manual, Ref 18.

19.4. Required Days

- 1) There is a standing requirement for kitchen Support for the hours defined on the days listed in Schedule 1 of Reference Manual, Ref 19.
- 2) If the number of tables played at any Session that scheduled to have kitchen support falls to an average of 5 or less over a 6 week period, then kitchen support shall not be provided for that Session until the number of tables averaged over 6 weeks is above 5.
- 3) A list of dates of events that require an added level of catering shall be maintained by the Committee and approved annually. See for Catering template - Schedule 6 of Reference Manual
- 4) There shall be no kitchen support over the Christmas and New Year period, as shown in Schedule 1 of Reference Manual, Ref 19.
- 5) Kitchen support on any day shall not be cancelled without the prior agreement of the Club Steward and only with the rostered person being given a reasonable notice.

20. Lessons

20.1. Categories

- 1) Beginners
 - a. Only a curriculum and standardized lesson content, which is approved by the Committee, shall be taught in Beginner Lessons. The approved curriculum and standardized lesson content is recorded in 0.
 - b. All teaching at the Club shall only be undertaken by the nominated Trainer or by a person approved by him.
 - c. Beginners lessons shall comply with the standardized lesson content and packages approved by the Committee.
- 2) Tuesday Restricted Session Tuition
 - a. Tuition provided to Members prior to the Tuesday Restricted Session shall:
 - i. Comply with the standardised lesson content and curriculum; and

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- ii. Only be presented by a person approved by the Trainer.

3) Advanced

- a. Advanced lesson content is at the discretion of the Trainer
- b. The Committee must approve the undertaking, but not content, of any advanced lessons or demonstrations.
- c. Only Club approved training shall be announced by Directors or publicly.
- d. Other private forms of teaching may occur on the Club premise but such teaching is not supported by the Club.

20.2. Fees

- 1) The fee for beginners who are attending a course for the first time is shown in Schedule 1 of Reference Manual, Ref 20. This fee includes a manual on the introduction to bridge that is used for the lessons.
- 2) For Club Members who wish to repeat any or all of the beginner calls lessons, depending on their needs, the cost for this is also shown Schedule 1 of Reference Manual, Ref 20. The Lesson plan is to be posted on the notice board so Members wishing to repeat any particular nights can choose the classes.

20.3. Honorarium for Trainer

- 1) The Trainer for the Bridge Beginners Lessons is paid an honorarium as a reward for voluntary services provided in preparing, organising, and providing lessons to beginners. The present amount of honorarium is recorded in Schedule 1 of Reference Manual, Ref 21.

20.4. Advertising

- 1) In addition to any other advertising decided upon by the Committee, the Beginner Courses the Secretary should be advertise the course on the QBA web site by once the dates are set.

21. Maintenance (Still to be developed)

1. Backflow testing
2. Fire system testing
3. Mowing contractor to be utilised for keeping the grounds tidy.
4. Garbage bins

A committee member must be responsible for coordinating placement of bins for pick up by council on Thursdays and return to facility on Friday afternoons

5. Inspect and test switch board
6. Checking leads

22. Social events

22.1. Melbourne Cup

- 1) The Melbourne Cup Session shall be celebrated with the following requirements accompanying the Session on the day.
 - a) The Committee is responsible for ensuring plans are in place for the successful running of the function each year and shall seek and appoint an organiser for the day.
 - b) The Club Steward is responsible for organising the food and drink and for nominating the sweep organiser.
 - c) Food and drinks free for Members and partners;
 - d) A morning Session is to be held;
 - e) Program for the day is 9:00 am arrival for a 9:30 am start for Bridge.
 - f) Lunch at 1.00 pm to be ready for the race at 2 pm.

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- g) Novelty activities may be included e.g. Hat Parade and best dressed jockey competition, with wine for prizes.
- h) Lucky door prizes to be organised prior to the event.
- i) Sweeps to be conducted
- j) The Club projector with the Laptop and TV Tuner will show the race.

22.2. Christmas

- 1) The Committee is responsible for ensuring the successful running of the function and shall seek and appoint an organiser for the day.
- 2) The Club Steward is responsible for ensuring the food and drink are organised.
- 3) Food and drinks free for Members and partners
- 4) Open doors at 10 am for start
- 5) A bridge Session shall be run after lunch.
- 6) Numbers of attendees are to be limited to 120 by use of a poster asking for list of foods to be bought by each attendee.

22.3. Biggest Morning Tea

- 1) The Committee will support the annual operation of one Biggest Morning Tea (BMT) fund-raising event while there is a volunteer Member (the Organiser).who is willing and able to manage it and who is approved by the Committee. The Organiser must be a registered Host with the Cancer Council Biggest Morning Tea.
- 2) The organizer shall comply with the Office of Liquor and Gaming Regulation ‘The *Charitable and Non-Profit Gaming Act 1999*’ for category 1 games, which includes a raffle with expected total ticket sales of up to \$2000.
- 3) Raffle
 - a. Ticket sales may be sold publicly and to Club Members.
 - b. Only one raffle shall be held in the name of the BMT, with all prizes received being awarded at the draw of this raffle
 - c. Raffle prizes are to be drawn during the BMT event.
 - d. Drawing of raffle prizes at the event shall be in order of estimated, monetary prize value, commencing with the highest.
 - e. Donations not considered appropriate for a raffle or door prize draw may be auctioned on the day of the event.
 - f. All donations received up to the time of the draw shall be included in the prize draw at the event or given away on the day for lucky door, etc.
- 4) Accounting
 - a. The Organiser shall keep a record of:
 - i. The ticket numbers issued by the BMG organisation. Only tickets issued in the year of the event shall be sold.
 - ii. The money raised and banked in the name of the BMT for tickets sold and by other means such as entry fees.
 - iii. The money expended in the name of the BMT.
 - iv. The donations received for prizes and their approximate value.
 - b. Cash Received.
 - i. The security of the cash collected shall rest with the Organiser until it is banked.
 - ii. Cash raised shall be deposited into a bank account agreed to by the Treasurer. This account may include the account nominated by the BMT national organisation.

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- c. The Organiser, if requested, shall, in a reasonable time, make available to the Club Treasurer an interim report on ticket sales, money held and banked and prizes donated.
 - d. The Organiser shall submit to the Treasurer a report and a reconciliation of the funds raised, funds banked and of the value of the various significant raffle prizes.
- 5) Club Contribution
- a. The Club will donate up to an equivalent of \$1000 to the event. The value of the donation will be comprised of the:
 - i. table fees forgone for an average Thursday Session;
 - ii. cost of kitchen support;
 - iii. donations of wine or food;
 - iv. advertising, if any;
 - v. an amount of cash that may be required to make the overall income raised for the event by the Organiser up to \$1000 i.e. if event takings exceed \$1000, the Clubs cash contribution is \$0.
 - b. Table fees shall be set aside for the Bridge Session held on the BMT day. The Organiser will set an entry fee for each person attending and this entry fee will entitle the person to play at that Bridge Session.

23. Liquor licence

- 1. The Caloundra Council has confirmed in writing that, with regard to the Facility Lease, there is no problem with serving alcohol at the Clubhouse as long as we are not selling it.

24. Borrowing of Club Equipment

- 2. Club equipment may only be borrowed by Club Members or other affiliated bridge clubs.
- 3. Any such loan of equipment by the Club shall only occur with the approval of a Committee Member or, with prior approval, it may be issued by a Director.
- 4. The borrower must sign a form to confirm receipt of the equipment, with the form being issued and signed by the Committee Member or Director. The form must describe the equipment that is loaned.
- 5. The borrower who signed for receipt of the equipment shall be held responsible for the return of the equipment in the same condition it was when it was signed for.

PART VI. Schedules to the Manual

Schedule 1 of Reference Manual - Committee Determinations

Schedule Ref	By-Law Reference	Matter	Determination	Date determined
Ref 1.	PART II.4	Fees – Joining, Annual and Levies	Joining Fee \$10 Club Fee \$18 and \$9 Jul to Dec QBA Levy \$14 and \$7 Oct. to Dec. ABF Levy (home Club Members) \$15, \$7.50 Oct. to Dec and (Also called Capitation fee) \$0 Jan to March Late renewal payment fee \$3	
Ref 2.	PART II.4.4	Tables Fees	\$5 for Members \$7 for Visitors \$X for Student Members (still to be established) \$0 for Director/s of any Session	
Ref 3.	PART IV.2.1	Level of Club as an incorporated association	Level 1 due to: (a) current assets of more than \$100,000; or (b) total revenue of more than \$100,000.	
Ref 4.	PART V.3.1	Clubs Financial Institution	Bank of Queensland, Bulcock St, Caloundra	
Ref 5.	PART V.3.12	Place of storage of expenditure documentation	To be identified	
Ref 6.	PART V.3.3.3)	Vendors approved to initiate direct debit	Nil	
Ref 7.	PART V.3.5.4).a	Cleaning Windows	Dave Walters phone 0412 233836	
Ref 8.	PART V.3.5.4).b	Cleaning Building	Wayne and Jenny Phone 0418832155	

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Ref 9.	PART V.3.5.4).c	Yard Maintenance	Justin Richards (Rosnoel Pty Ltd) 045 740 1727.	
Ref 10.	PART V.3.13	Petty Cash Accounts - maximum amount of cash to be kept in the imprest account.	Treasurers refund account which is kept in safe - \$200 maximum Kitchen Consumable Food account with Jan Brown Custodian - \$700 maximum	
Ref 11.	PART V.4	Insurance	a) Property Insurer – TBIB which is the broker endorsed by ABF i. Property Damage - Reinstatement or replacement ii. Buildings \$600,000 iii. Contents \$105,000 (includes stock) b) Public Indemnity - \$20,000,000; ABF via TBIB c) Volunteer Workers Personal Accident; ABF via TBIB d) Workers insurance – Mandatory policy with WorkCover based on anticipated annual ‘wages’ / honorarium – due 16 th Sep each year	
Ref 12.	PART V.6.6.1)	Honorarium paid to Dealer	\$6 per set of boards dealt	
Ref 13.	PART V.3.6.2)	Masterpoint fee per Masterpoint (including GST):	Grades A3, B3, B4, B5 \$1.85 Grades C, D, E, F \$1.75 Grades B4c, B4s, B5i \$1.40 Grades A, A2, B \$1.20	
Ref 14.	PART V.3.7.3)	Congress Levy	\$1.50 per table per session	
Ref 15.	PART V.3.12	Location of Expenditure Records	Still to be determined	
Ref 16.	PART V.8	Sessions Sessions are normally pair’s events but there are a number of Sessions that are run as team’s events.	Saturday — 12.00 pm for 12.30 pm start Sunday - none Monday – 9.30 am for 10.00 start (bringing lunch) Tuesday - 12.00 pm for 12.30 start (restricted play) Tuesday evening- 6.30 pm for 7 pm start Thursday - 8.30 am for 9.00 am start	

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			Thursday twilight - 3.45 pm for 4.00 start (Wine and Tapas) Friday - 12.00 pm for 12.30 pm start	
Ref 17.	PART V.19.2	Approved Kitchen Support personnel	Kay Coad Sue Morgan Adrienne Millar Jasmin	
Ref 18.	PART V.19.3.1)	Honorarium paid to Kitchen Support	\$40 per session, except for Wednesday which is \$45 when tea towels/table linen taken home and washed.	
Ref 19.	PART V.19.4	Kitchen Support days	2 hours for the following Sessions - Monday, Tuesday Restricted, Wednesday, Thursday morning, Friday and Saturday. \$20 / hour No cover from 25 th December to 2 nd January (inclusive) Additional cover is arranged by Club Steward for social functions as required.	
Ref 20.	PART V.20.2	Beginner Lesson Fees	\$40, which includes the lesson book \$30 if attendee already has a book.	
Ref 21.	PART V.20.3	Honorarium Paid to Trainer	\$500 for each Beginners Classes (14 weeks total) undertaken	
Ref 22.	PART V.9.5.5)	Restricted Pairs Masterpoints	No more than 100 as at 2 months prior to the event	
Ref 23.	PART V.6.8	Zone levy	\$1.00 per home club member as at 30 June each year, payable by 31 October.	
Ref 24.	PART V.3.11.1)	Approve auditor	Total Accounting Partners Pty Ltd (formally Young and Associates); 5479 1903; 10 Aerodrome Rd, Maroochydore	
Ref 25.		Pre-approved purchase value of playing cards	Still to be approved	

Schedule 2 of Reference Manual - Rules of Play

The Laws of Duplicate Contract Bridge deal with the question of proper behaviour at bridge under the heading "properties" (Laws 72-72).

Understandably, infringements of ethics or etiquette are not uncommon from inexperienced players either through inadvertence or insufficient knowledge, so it is important that all players assist others less experienced players in gaining an understanding of the laws when it is appropriate to do so. In helping less experienced players with these matters must be undertaken so as to build their confidence and at an appropriate time.

Etiquette relates to the requirements of good-mannered **behaviour** (Law 74) and it is something that does not require special knowledge.

Ethics relates to the rules of conduct aimed at avoiding all unfair practices which fall short of deliberate cheating. Unethical conduct **is illegal** (Laws 72, 73, 75).

1 Etiquette

- 1) Behaviour expected
 - a) Greeting opponents in a friendly manner.
 - b) Making new players and visitors welcome.
 - c) Having appropriate system card readily available.
 - d) Thanking opponents when the round has ended.
 - e) Refraining from any action or remark likely to embarrass or discomfort either partner of opponents.
 - f) Not discussing hands or wasting time with post-mortems between hands.
- 2) Unacceptable behaviour
 - g) Badgering, rudeness, insinuation, profanity or threats.
 - h) Criticizing partner or opponents at the table or in public.
 - i) Negative comments concerning opponent's or partners play or bidding.
 - j) Discussing hands after the round is called.
 - k) Disputing a Director's ruling during play (an appeal request is appropriate).
 - l) Continuing conversation while sorting a hand or during the auction.
 - m) Looking intently at another player during the auction or play.
 - n) Commenting or acting during the auction or play so as to call attention to a significant occurrence, or to the number of tricks still required for success.
 - o) Indicating that you expect to win or lose a trick before the trick is complete.
 - p) Volunteering information that should be given only in response to a question.
 - q) Asking for information when it is not your turn to call or play.
 - r) Indicating approval or disapproval of a call or play.
 - s) Varying the normal tempo of bidding or play for the purpose of disconcerting an opponent.
 - t) Looking at a player's hand for the purpose of seeing the cards or seeing from where the card is drawn.
 - u) Detaching a card before it is your turn to play.
 - v) Tapping the table to signify "alert". The correct procedure is to say "alert" and to circle the alerted call.
 - w) As dummy, touching a card in the open hand before receiving instruction from declarer.

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- x) Showing an obvious lack of further interest in a deal (as by folding one's cards)
- y) Criticism of an opponent's bidding or any implication of bad faith on the part of opponents without previously calling the Director to the table.
- z) Looking at another player's hand after it has been put back in the board.
- aa) Taking offence at inadvertent breaches of etiquette by other players, especially inexperienced ones.
- bb) Discussion between partners of a board just played when there is another board to play. Discussion should be postponed until the round or Session has been completed.

Ethics

- 1) Always play in strict accordance with the laws.
- 2) If an irregularity (i.e. departure from correct procedure) occurs, the Director must be called immediately. Players should not attempt to correct the irregularity or assign penalty.
- 3) The responsibility for penalising irregularities rests solely upon the Director and the Laws, not upon the players themselves.
- 4) Communication between partners during the auction and play should be effected only by means of proper calls and plays. Communication by eye contact must be avoided.
- 5) Calls and play should be made without special emphasis, mannerisms, or inflection and without undue hesitation or haste. Bid and play as nearly as possible in an even tempo.
- 6) Ask about alerted or self-alerting calls only on a "need to know basis" when it is your turn to bid.
- 7) In responding to an opponent's enquiry, regarding the significance of a partner's call or play, a player should at all times provide full information of his understanding as related to partnership agreement or partnership experience.
- 8) It is highly unethical to attempt to mislead an opponent by means of haste or hesitancy of a call or play (as in hesitating or fumbling before playing a singleton or a card from a worthless doubleton) or by the manner in which a call or play is made.
- 9) Until the Session ends, discuss scores and hands only with your partner and the opponents for the hands just played and in a way not audible to any other player.

Regulations

QBA regulations apply at all Sessions and in particular:

- 1) Opening leads must be made face down and remain there until partner has confirmed that there is no questions.
- 2) Any artificial/ systemic bid that the opponents may misinterpret shall be alerted and quickly circled by the bidder's partner up to the level of 3NT. Self-alerting bids and calls (e.g. doubles, redoubles, cue bids of the opponents' suit) are excluded.
- 3) Opener's partner must announce:
 - a. The length of the club suit (and strength if applicable).
 - b. Point count range of opening 1NT bids must also be announced.
- 4) Dummy Player shall not attempt to play, or indicate to, a card on the table until instructed by the declarer. An exception to this rule shall apply if, in following suit, only one card remains that can be played, or if the all cards in that suit are of equal value to play.
- 5) At Club Sessions, each pair is required to exhibit at least one fully completed current ABF simple system card. For congresses and competitions, two identical cards are required per pair.

- 6) All allegations of intentionally misleading calls or bluffs, which departs from accepted partnership agreements or are otherwise designed to confuse the opponents (psyche call; Law 40; Laws of Duplicate Bridge), shall be reported with the bidding slip to the Session Director as soon as possible after the play of the hand. If a director deems that a particular kind of psyche has been made more than once in the same Session, or on repeated occasions in the same partnership, it may be deemed that the partnership has developed an implicit understanding contrary to Law 40. In all such cases, the Director will forward the forms and bidding slips together with an assessment to the management committee for its consideration.
- 7) Once the time allotted by the Session Director for the playing of a set of boards has expired, play shall not continue unless the opening lead has been made. In the event that a board has not been played, the Director must be called to register a non-played board in the BridgeMates. If the players do not get the Director's signature, the score shall be average minus each way.
- 8) No question regarding an opponent's understanding of their partners meaning at table unless there is a probability of calling or no likelihood of bidding. Clarity must only be sought after calling is finished.

Breach of Rules

- 1) It is illegal for players to make rulings and apply penalties after an infraction instead of calling the Director. Players should not permit their opponents to make rulings at the table.
- 2) If, during the conduct of a Session of bridge, a Member believes there has been a serious breach of the requirements of the above Rules, the Director should be called.
- 3) If the Director is satisfied that a breach of behaviour has occurred, the Director may penalise the offending player as set out in Law 90 and 91 of the Laws of Duplicate Bridge)
- 4) A second offence in the one event is grounds for expulsion from the event.
- 5) The ruling of the Director must be accepted without argument. However, if the Member(s) concerned are not satisfied with the Director's ruling, an appeal may be made through the Director as soon as possible or within thirty minutes of the end of play.

Schedule 3 of Reference Manual - Roles and Responsibilities

As per By-Law PART III.2.2 for 2016-17

Activity	Role	Present Nominee
Club Management		
1) Managing Club	President	B Galvin
2) Administering Club	Secretary	W Smyth
3) Updating Reference Manual		B Galvin
4) Managing Keys / security	Maintenance	T Dunsmuir
5) Ensuring supplies for:		
a) Kitchen and amenities	Club Steward *1	S Sandes
b) Office and Games	Purchasing Officer	B Vassella
c) Events	Club Steward *1	S Sandes
6) Overseeing kitchen roster	Club Steward	S Sandes
7) Monitoring Stock	TBD	
8) Provide well wishes and condolences	Membership Secretary via Condolence Officer	Betty Stewart – Condolence Officer
9) Managing Library	Librarian	B Bevan
10) Managing Assets	Treasurer	J Dunsmuir
11) Prepare Program Handbook	Director Coordinator with Membership Secretary	R Rusk with D Dunlop
12) Managing Disciplinary issues	Committee	
13) Managing Information Technology	Information Technology Officer	B Galvin
a) Hardware and associated Software		
b) CompScore 2		
c) MYOB Accounting		
d) Dealing		
e) Web Page		
f) Internet Connection		
14) Organising Name badges		J Leathley
15) Honour Boards Maintenance		D Dunlop
16) Interfacing / liaising with Council e.g.	Secretary	B Smyth
a) Lease		
b) Attending Central Park Advisory Group Meeting	Secretary	B Smyth
17) OH&S	Maintenance Officer	T Dunsmuir
a) MSDS		
b) Emergency Light Inspections		
c) First Aid Kit Maintenance		A Millar
Membership Management		
18) Managing Membership	Membership Secretary	D Dunlop
19) Maintaining Member register	Membership Secretary	D Dunlop
20) Enhancement of Club membership and session participation	Membership Secretary	D Dunlop
Game Management		
21) Coordinate Directors	Director Coordinator	R Rusk
22) Convening Club competitions	Director Coordinator	R Rusk
23) Directing Sessions	Directors	As per roster
24) Managing Masterpoint	Masterpoint Secretary	P Busch
25) Partnering		S Sandes and

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Activity	Role	Present Nominee
		J Leathley
Facility Management		
26) Maintaining Facilities	Maintenance Manager	T Dunsmuir
27) Mowing	Contractor via Maintenance Manager	T Dunsmuir
Financial management		
28) Managing Finances	Treasurer	J Dunsmuir
29) Pay Wages	Treasurer	J Dunsmuir
30) Banking		As nominated by Treasurer
31) Managing Insurance		
a) Public liability	Treasurer	J Dunsmuir
b) Building and contents	Treasurer	J Dunsmuir
c) Work Cover	Treasurer	J Dunsmuir
Housekeeping		
32) Cleaning facilities	Maintenance Officer via Contractor	T Dunsmuir to Facility Cleaning Contractor
33) Distributing consumables in toilets	Cleaning Contractor via Maintenance Officer	T Dunsmuir
34) Rubbish bin placement Thursday; and rubbish bin return Friday	Thursday: Committee member Friday: Committee member	
35) Changing and washing of card table cloths	Club Steward *1	S Sandes: coordinating monthly rotating roster
36) Washing of lunch table cloths	Club Steward *1	S Sandes to coordinate
Training		
37) Planning and Coordinating Lessons	Trainer	R Rusk
38) Training	Trainer	R Rusk
Events		
39) Organising and managing events	Committee	
40) Catering	Club Steward *1	S Sandes and sub committee
41) Convening Congresses	Congress Convenor	B Vassella

Schedule 4 of Reference Manual – Role Descriptors

1. President (still being drafted)

- 1) Is the club's principal representative and shall, when present, preside at meetings and at all functions held by the club;
- 2) is an ex officio member of all sub-committees and will ensure that subcommittees meet on a regular basis;
- 3) will ensure that all Office Bearers, the Management Committee and all its sub-committees are performing their tasks appropriately and will take appropriate action if this is not the case;
- 4) will liaise with the public, including other bridge clubs and individuals, as required as the "public" face of the Club;
- 5) may delegate his/her responsibilities for a limited period of time, for cause.
- 6) is responsible for ensuring that the Club abides by its Constitution and Reference Manual and satisfies the requirements of the Association Incorporation Act 1981.

2. Vice-President (still being drafted)

The Vice-President:

- 1) In the absence of the President, will represent and act on behalf of the President at meetings and functions of the Club and at Management Committee meetings;
- 2) shall assist the President with the President's responsibilities.

3. Secretary

The Secretary shall:

- 1) Convene all meetings of the Club paying due regard to the notice required of such meetings according to the Rules of the Club, including the gathering and presenting of any relevant documents.
- 2) Prepare, in consultation with the President, an agenda for each meeting including the annual general meeting.
- 3) Make the Club's documents available for inspection if asked by a Member. This must take place within 28 days after the request at a mutually convenient time and place and at which time the Secretary shall give the member copies of the documents.
- 4) Undertake or organise the:
 - a) Preparation an adequate record of the proceedings of each meeting of the Club in consultation with the President;
 - b) Sending of a copy, once agreed to by the meeting Chairman, of that record to all Committee Members and posting it onto the Club's notice board for the information of Members of the Club.
 - c) Taking and posting nominations for the Committee prior to an AGM.
- 5) Undertake or organise the:
 - a. Sending and receiving letters, emails or other documents;
 - a) Collection of all incoming mail at the post office on a weekly or bi-weekly basis;
 - b) Monitoring the receipt of all emails and their distribution to the various Members who may have an interest or responsibility regarding the content of the email.
 - c) Bring to the attention of the president or treasurer any items of correspondence requiring its attention, particularly that requiring urgent attention;

- d) Recording and reporting of all inwards and outwards correspondence.
- e) Conducting, maintaining, securing and producing all correspondence on all matters connected with the Club other than matters which are under the control of the Treasurer.
- 6) Communicate with the Office of Fair Trading to:
 - a) Within one (1) month after the Annual General Meeting lodge with the Office of Fair Trading the following:
 - i. a copy of the signed audit report;
 - ii. the Annual Return of an Association form;
 - iii. the fee prescribed under a regulation.
 - b) Notify them of a change to the membership of the offices of the President, Secretary or Treasure within one (1) month after it happens.
 - c) Notify them of a change the Secretary's address within one (1) month after it happens.

4. Treasurer

Once appointed by the Committee, the Treasurer shall oversee the financial administration of the Club in accordance with the Act and the Constitution, so as to assure the Committee that the Club's finances are effectively managed, and to report to the Committee on all financial matters. In particular, the Treasurer shall manage the following processes or introduce change as necessary.

1) General

- a) manage finances so as to comply with Act, Regulations, Constitution and the Reference Manual;
- b) maintain the systems that are in place, and verify on an ongoing basis, to enable the Club's financial requirements to be accurately record and effectively managed;
- c) ensure compliance with tax regulations and Associations Incorporation Act in financial matters.

2) Control

- a) receive all amounts paid to the association and, if asked, immediately give a receipt for the amounts;
- b) deposit each amount received, as soon as practicable, into the association's account with the approved financial institution;
- c) enter the particulars of each amount received, and payments made by the association, into the association's cashbook;

3) Petty Cash

- a) Keeping petty cash accounts on the imprest system, which complies with the Committees direction for the maximum amount of petty cash to be kept in each such account.
- b) Keeping have particulars of all payments from, and reimbursements to, the petty cash account recorded in the petty cash book.

4) Reporting and Approvals

- a) Prepare a financial statement for the last reportable Financial Year on behalf of the Committee, as soon as practicable after the end date of each Financial Year;
- b) At each meeting of the Committee;
 - i. Prepare and present a progress report on income and expenditure as required by the Committee, plus fully reconciled details of all bank accounts kept by the Club;
 - ii. Seek approval or ratification of reported monthly income and expenditure from the Committee;

5) Audits

- a) Ensure an audit is undertaken of the Club's finances, prior to the AGM, in accordance with the Level of the Club as defined in the Reference Manual; and
- b) Ensure a signed audit report is presented to the Secretary before the next annual General Meeting following the end of Financial Year for which the audit was made, together with the financial statement.
- c) Present the audit report to the Annual General Meeting for adoption.
- d) Lodge, within 1 month after the financial statement and the signed report on the audit report) is adopted by the annual General Meeting, the following with the chief executive of OFT:
 - i. a copy of the financial statement for the reportable financial year as adopted at the annual General Meeting, signed and dated by the president or treasurer of the association; or
 - ii. a copy of the financial statement for the reportable financial year as presented to the annual General Meeting, if it is not adopted at the meeting, signed and dated by the president or treasurer of the association;
 - iii. a copy of the signed audit report;
 - iv. a return in the approved form;
 - v. the fee prescribed under a regulation.

6) Record Keeping

- a) File the documentation on the Club's expenditure in chronological order and keep at a location determined by the Committee;
- b) Maintain the following records;
 - i. a cash book or statement of amounts received and paid;
 - ii. a computer based receipt book of receipt forms, or receipt forms printed in duplicate and consecutively numbered; or be kept on the numbered butt principle
 - iii. records of the account the association keeps with a financial institution that are given to the association by the financial institution;
 - iv. a register of assets;
 - v. a petty cash book;

7) Investment planning and grant applications

- a) ensure financial records are kept as required by Clause 5.D) of the Reference Manual, in a way that:
 - i. correctly records and explains its transactions and financial position; and
 - ii. enables a financial statement for the association to be prepared; and
 - iii. enables the financial statement to be properly and conveniently

8) Banking

- a) Receive all monies collected and bank in a timely fashion and recorded
- b) Payments
 - i. Verify accounts before payment.

9) Budgeting

- a) Prepare a yearly budget for the following year for submission to the July Committee meeting for its review and final approval, including capital expenditure associated asset maintenance or replacement.

10) Insurance

- a) Raise the renewal of the public liability insurance at a Committee Meeting two months prior to the date of the Annual General Meeting, so that the Committee can review and decide on the Club's level of public liability insurance so that it is adequate and kept current at all times. The current level of public liability insurance held by the Club is recorded in Schedule 1 of Reference Manual, Ref 11.
- b) Make public any change to the level of public liability insurance at the subsequent General Meeting.
- c) Review the suitability of facility and equipment insurance every 3 years and make adjustments if necessary.

11) Asset Management

- a) Maintain an asset renewal / maintenance schedule, which identifies anticipated expenditure for 10 year rolling period.

5. Director Coordinator:

Under the Constitution, The Director Coordinator is the designated Director responsible for the management, coordination and support of Club Directors

- 1) A Director Coordinator shall:
 - a) be appointed by and under the administrative direction of the Committee and;
 - b) be a Member of Club;
 - c) hold at least a QBA Club Director Accreditation or equivalent.
 - d) Be subject to the direction of the Committee.
- 2) The Committee may terminate the appointment of the Games Director in accordance with the Rules applying to Grievance Management and Disciplinary Provisions.
- 3) The Director Coordinator shall be responsible for:
 - a) Advising dates for events for Committee approval and ensuring that this is correctly included in the Club yearly Program;
 - b) Soliciting and managing entries for Club internal competitions;
 - c) Managing internal Club competitions
 - d) Preparing and managing a roster of Directors for scheduled Club sessions of play and, where required, for special events, in order to ensure that all scheduled Sessions are covered. This includes arranging for a Director to cover the unplanned absence of another Director at a Session.
 - e) Recommending to the Committee that appointment and termination of appointment of Club Directors
 - f) Keeping informed and providing advice to and supporting Directors in the management of disciplinary matters that may continue after a Club session of play for which the Director was responsible has been completed.
 - g) This included being the first contact person when instances of ethics or bad behaviour arise for which a Director may require advice or active support.
 - h) Representing the Directors on the Committee and making recommendations on behalf of the Directors to the Committee on matters affecting the conduct of sessions of play.
 - i) Maintaining a Register of Directors and the details of their accreditation.
 - j) Hold scheduled meetings with and training sessions for Directors on a regular basis.
 - k) Managing an on-going recruitment program for new directors.

- l) Keeping an up-to-date list of duties for Directors to follow when closing up the Club Premises at the end of play.

6. Directors

- 1) Once appointed, a Director for a Club Session of play shall be responsible for:
 - a) conducting Sessions of play in a manner which best facilitates friendly and enjoyable bridge for players of all standards;
 - b) conducting Sessions in accordance with the Club's Program Booklet, the Club's Reference Manual relating to the management of play (see rule PART V. PART V.6 of the Reference Manual) and have sole control of play, including the kind of movement, after taking over conduct of the Session;
 - c) assisting other Directors tactfully at all times when consulting regards the conduct of players and rules of play;
 - d) checking results of a Session for errors or anomalies before the results are made public and ensuring that no travellers or other relevant document should be removed from the Club Facilities, except by the Director, until the results are finalised;
 - e) Submitting a written report to the Director Coordinator on an incidence of behaviour by a player that is in breach of the Club's Rules of Play and that was considered by the Director to be significant. The Director Coordinator shall bring such reports to the notice of the Committee with any recommendation thought relevant;
 - f) ensuring windows and doors are locked and the alarm set at the end of a Session;
 - g) being knowledgeable in the current Laws of Bridge, be able to operate Compscore2 in the current IT platform used by the Club and possess a personal ability to control situations with antagonistic players;
 - h) supporting the ethos of the Club, maintain the character and standing of the Club and Committee, and tactfully communicate with players such as to manage potentially antagonistic or determined behaviour of a player.
 - i) being prepared to undergo ongoing training provided by the Club;
 - j) attending Directors meetings as requested.

7. Information Technology Officer (still to be drafted)

8. Dealer

- 1) The person appointed by the Committee to:
 - a) Generate sets of boards for Club, Beginners, Teams, Honour Board Competitions and Congress play according to ABF regulations using:
 - i. Dealmaster Pro for Club and most Honour Board competitions and
 - ii. Big Deal for Congress Board generation.
 - b) Attach hand record copies to each set dealt and uploading board generation data to CompScore 2 web site.
 - c) Deal appropriate sets of boards and maintaining a suitable supply of sets of boards to accommodate several weeks of planned Sessions or programmed competitions
 - d) Clean and monitor the Dealer4 dealing machine, including its dispatch to the distributor for servicing as per Dealer4 Manual.
 - e) Monitor condition of cards and replace as necessary with new cards.
 - f) Monitor the condition of the boards holding the cards in regard to cleanliness and legibility of Direction and Vulnerability.

9. Congress Convenor (To be drafted)

10. Partnering Secretary

1. The person appointed by the Committee to interface between the on-line Pianola Partner Finder and those looking for a partner who are either:
 - a. a Member with no IT access; or
 - b. a visitor to the Club.
 - a. The Partnering Secretary shall check Pianola for a suitable advertisement for a player seeking a partner and pass on the contact details to a caller if an advertisement exists;
 - b. If it is a visitor is seeking a partner and there is not suitable advertisement, the Partnering Secretary shall add the visitor to Pianola member list, if not already registered, and send an invite to join Pianola.
 - c. The Partnering Secretary does not make calls to prospective partners for those seeking partners. It is to be assumed that if no advertisement exist, then no one is seeking a partner.

11. Membership Secretary

- 1) The Membership Secretary shall:
 - a) Maintain the current register of members of the Club.
 - b) Be the Club's contact with the QBA and ABF on all membership matters except Masterpointing (which is the responsibility of the Masterpoint Secretary).
 - c) Follow procedures approved by the Management Committee for dealing with applications from intending members and the annual renewal of membership (See PART II.4.1).

12. Condolence Officer (To be drafted)

13. Maintenance Officer (To be drafted)

14. Masterpoint Secretary (To be drafted)

15. Trainer (To be drafted)

16. Safety Officer (To be drafted)

17. Program Booklet Publisher (To be drafted)

18. Kitchen support (To be drafted)

19. Purchasing Officer

The person appointed by the Committee, and to act on the Committee's behalf to:

1. provide stores and supplies for, and monitoring the Club's inventory of:
 - a. those required for operating the office;
 - b. stationary required for effectively playing of the game of bridge;
 - c. books and other supplies required for the provision of lessons and training;
 - d. reconciliation of cash expenditure from any impress account;
 - e. reconciliation of the sale of any materials under their jurisdiction; but
 - f. **excluding** supplies which are identified as the responsibility of the Club Steward;
2. Coordinate and oversee the Club's IT system.

20. Club Steward

The person appointed by the Committee, and to act on the Committee's behalf, to:

1. have superintendence of Club's amenities i.e.:
 - a. kitchen
 - b. rest rooms
2. provide stores and supplies, and monitoring the Club's inventory, of:
 - a. food and beverages;
 - b. consumables;
 - c. crockery, and utensils;
3. Obtaining the material safety data sheet (MSDS) for any new product that the Club has identified as hazardous chemicals;
 - a. but excluding supplies which are identified as the responsibility of the Purchasing Officer.
4. Administer catering and food preparation for events identified and sanctioned by the Committee. The Committee is responsible for providing the number of participants to cater for, any limit on costs and, what, if any, alcoholic beverage is to be provided.

21. Librarian (To be drafted)

22. Book Exchange Coordinator (To be drafted)

23. First Aid Kit Monitor

The nominated person shall monitor the contents of the First Aid Kit on a monthly basis and, based on the required contents list, will order and or procure additional supplies as required. Contents of the kit that are out of date also need to be replaced.

24. Contractor - Window Cleaning (To be drafted)

25. Contractor - Yard Maintenance (To be drafted)

26. Contractor - Facility Cleaning (To be drafted)

Schedule 5 of Reference Manual - Approved Directors

Name	Status
Ian Black	Rostered
Bob Pearce	Rostered
Jan Brown	Rostered
Drew Dunlop	Rostered
Keith Elphick	Rostered
Steve Hughes	Rostered
Randall Rusk	Rostered
Tony Walford	Rostered
Jim Sutton	Rostered
Tom Dunsmuir	As required
Geoff Gulley	As required
Barry Buzza	As required
Ruth Mackinlay	As required
Lesley Beasley	As required
Peter Busch	As required

Being Trained

Bob Hannam	Training
Kay Webber	Training
Kate Balmanno	Training

Management Committee Reference ManualVersion 1– 9th June 2017**Schedule 6 of Reference Manual - CCBC Event Calendar and Catering requirements****(For 2017)**

EVENT	DATE	PURPOSE	CATERING
GNOT (Club)	February Wednesday 1, 8, 15	Competition x 3	Light snacks and wine on final day
Restricted Pairs (Club)	March Thursday 2, 9, 16	Competition x 3	Light snacks and wine on final day
Caloundra Teams Congress	April Saturday 8 & Sunday 9	Congress – 2 day	Full catering
Tuesday Night (Club)	April Tuesday 18, 25	Competition x 2	Self-catering
Biggest Morning Tea	May Thursday 25 th	Social Fund Raiser	TBD
Club Pairs (Club)	May Wednesdays 31 and June Wednesdays 7, 14 th	Competition x 3	Light snacks and wine on final day
AGM	July Wednesday 27 th		Lunch after meeting and before Session
Presidents Trophy (Club)	September Mon 7, 11, 18	Competition x 3	Light snacks and wine on final day
Teams (Club)	October Wednesday 11, 18, 25	Competition x 3	Light snacks and wine on final day
Melbourne cup	November Tuesday 1	Festive	Full catering
Qld Wide Pairs	November 19 th to 22 nd	Competition	Nil
Zone Graded Pairs	December 3rd	Competition	Nil
Christmas Party	December Friday 8	Festive	Full catering

Schedule 7 of Reference Manual –Beginner's Class Curriculum (Approved 6th June 2016)

The following is the approved Standard 5-Card Majors bidding fundamentals forming the basis of the Curriculum for Beginners Lessons.

27. Opener's First Bid

13 - 20 pts (HCP + LP); generally open longest suit

1 ♠ or 1 ♥ (major suits), shows 5 + cards

1 ♦ (minor suit) generally shows 4+

1 ♣ (minor suit) shows 3 + cards

6 + / 5 + shape – open longest suit

4 / 4's in clubs and diamonds, open 1 ♣

3 / 3's in clubs and diamonds, open 1 ♣

1 NT: 15 – 17 pts, balanced (4443, 4432, 5332). (May contain a 5-card major if 5332)

28. Opener's Second Bid

Shows either 13 -15 (minimum) or 16 – 18 (medium) or 19 -20 (maximum)

Either:

a) single-suited (6 + cards = bid suit again) or

b) 2/3 suited (5/4 + = bid 2nd suit) or

c) balanced (= rebid NT) or

d) support for responder (= raise responder's suit)

In general with a minimum hand, bid at the most economic level, with a medium hand, jump a level, and with a maximum hand, jump to game level.

29. Responses to 1NT (Point Ranges: 0 – 7, 8/9, 10+)

0-7 pts (unbalanced shape) = bid 2 of long suit. Balanced = pass

8 – 9 pts (balanced shape) = bid 2NT

10 + pts (unbalanced) 6 + card suit = bid game in long suit, or if minor, bid 3NT

5 card suit = jump to 3 of long suit, if balanced = bid 3NT

30. Responses to 1 of a Suit (Point Ranges 6-9, 10-12, 13+)

With a fit, revalue for shortage points: doubleton add 1, singleton add 3, void add 5

Limit raises: 0 -5 pts = pass.

6 - 9 pts = raise to two of suit opened.

10 - 12 pts = jump to 3 of suit.

13+ pts = bid 4/game

With no fit, bid new suit to show 6+ pts (at one level), or

10+ pts if suit is lower-ranked and needs to be shown at the next level.

With 6-9 pts, no fit, bid 1NT (non-forcing)

NB: Change of suit by unpassed hand is forcing.

31. Second Response

Pass (if possible) with minimum, invite game if medium, and go to game if maximum hand.

Rebid own suit if 6+ cards, bid new suit or NT or raise opener's suit.

32. Overcalls and Take-out Doubles (Competitive Bidding)

Overcall with:

- 8 – 17 points (one-level) e.g. 1♥ (1♠)
- 12 – 17 points (two-level) e.g. 1♥ (2♣)
- a good 5+ card suit with two of top three honours (AKQ), or three of top five (AKQJ10)
- 15-18 points = overcall 1NT with stopper in suit opened
- 10 –14 points (in balancing seat) = overcall 1NT with balanced hand, stopper in suit opened

33. Responding to an Overcall

An overcall is not forcing, but with a fit and 6+ points, raise. (Points are less important than number of trumps)

Without a fit, either

- pass; or
- Bid own suit to show a good five-card or longer suit (forcing) (e.g. 1♣, 1♥, pass, 2♦)
- Bid NT with a stopper in the suit opened (e.g. 1♣ 1♥ pass 1NT/2NT)
- 1NT = 6-9 points, 2NT = 10 –12 points, 3NT = 13+ points

34. Takeout Doubles

- **opening** hand (or better) – a double takes no space in the bidding
- **shortage** (two cards or fewer) in the suit opened by the opponents
- **support** for the other three suits e.g. 1♥, X (double). Shows 3+ card support for clubs, diamonds and spades
- A double is forcing unless the next hand bids over it

35. Responding to a Double

- 0 – 8 points, bid at cheapest level possible (e.g. 1♣, double, pass, 1♥)
- 9 – 11 points, jump bid in best suit (e.g. 1♣, double, pass, 2♥)
- 12 + points, bid game (e.g. 1♣, double, pass 4♥)

36. Doubler's Next Move

- Pass with minimum 13 – 15
- Raise responder one level with 16 – 18
- Jump raise with 19 - 20

37. Blackwood 4NT

- Asking for aces once a fit has been discovered

Answers:

- 5♣ = 0/all, 5♦ = 1, 5♥ = 2, 5♠ = 3.
- 5NT is asking for Kings if your side has all aces. Answers are the same as for Aces

38. Stayman

- 2♣ after 1NT opening, or 3♣ after 2NT asks for four-card majors

Answer

- 2♦ *with* none, 2♥ with four hearts (and maybe four spades), 2♠ with four spades

39. 2♣ and Weak 2's

- **Open 2♣** with any hand that's too strong for a 1 bid.
- Open 2♦/♥/♠ to show 6 – 9 (weak hands) and six card suit, less than an opening hand.

Transfers Over 1NT and 2NT Openings

- Responder shows a 5+ card suit, (ANY number of points) by bidding the suit below the one held. (1NT – P - 2♦ shows hearts, 1NT – P - 2♥ shows spades, or one level higher over a 2NT opening).
- Responder can show a single-suited, two-suited, or balanced hand, each of which contains a five card or longer major.
- Later, transfers to minors is recommended.