

Rochester Duplicate Bridge Club
“No Fault” Late Play Policy

- No late plays will be granted; instead the board will be scored as NP (not played) which does not affect either pairs’ percentage
- If any given pair has more than one NP in a game, on their second offense, the offending pair will receive an “average minus” and their opponents will receive an “average plus”. The director will report this to the scorer prior to the end of the game, allowing the scorer to make the change in ACBLscore.
- The director has discretion to allow a late play, depending on extenuating circumstances.

Adopted April 22, 2015

Rochester Duplicate Bridge Club

Judiciary Committee Policy

The Bylaws of the Rochester Duplicate Bridge Club (RDDB) state:

“When needed , the Board shall appoint a judiciary committee consisting of seven club members, including the primary club director, the primary club manager., and a member of the Board The committee will review written complaints forwarded by a member, director, or member of the Board and report their recommendations for disciplinary action, when deemed necessary, to the Board. The committee shall function according to the policy adopted by the Board of Directors.”

The goal of the Judiciary Committee is to maintain a pleasant atmosphere for Rochester Duplicate Bridge Club games, an atmosphere that is conducive to attracting and keeping new players and sustaining seasoned players. The atmosphere of the club games extends into all venues where bridge players interact before, during, and after the bridge game.

The Judiciary Committee shall be composed of seven RDDB members appointed by the Board, including the primary club director, the primary club manager and a member of the board, as stated in the Bylaws. When needed, the committee shall meet, elect a chairperson, and review complaints.

The Judiciary Committee is directed to act immediately upon written complaints received from club manager(s), club director(s), member(s)of the club, or member(s) of the Board.

The protocol shall be:

1. The committee shall hold an investigative meeting. Five committee members shall constitute a quorum.

2. Both the person(s) making the complaint and the person(s) against whom the complaint is made should be invited to the investigative meeting to give pertinent comments.
3. The Committee shall present its decision in writing, including any disciplinary action deemed necessary, to the President of the Board of Directors. Those findings will be reported to the full Board. The decision of the Judiciary Committee shall be final.

The Judiciary Committee must keep all complaints and resolution of complaints confidential, including the identity of the participants. All information relative to the Judiciary Committee business shall be shared only with the RDBC Board of Directors, the club managers, and the club directors, as necessary.

Adopted October 22, 2010

Rochester United Duplicate Bridge Club

Election Guidelines Policy

Elections shall be held by secret ballot during the month of December. The Board shall designate the week of balloting, and the election week will be announced at all games session for the two preceding weeks. The Nominating Committee will also present their report at all games sessions in the two weeks prior to the designated election week.

Each member/player may vote one time during the designated election week. A master list will be used to distribute one ballot per member/ player. Ballots will be counted by the Nominating Committee (serving also as tellers) after the completion of the Friday afternoon game. The results of balloting shall be presented to the Board which will certify the election immediately following the tally. Winners will be announced on the website and during games the following week.

Adopted August 25, 2010

Rochester Duplicate Bridge Club Policy for Visitor Partnerships

Visitors are always welcome!

- Visitors should call the primary club manager or a board member for assistance in finding a partner.
- If a visitor shows up without a partner, the club manager should try to call club members that live nearby to determine whether they might be willing to play on short notice.
- In all cases, free play will be granted to those individuals that offer to play with a visitor that shows up at a game session (without a partner).

Adopted July 7, 2010

ROCHESTER DUPLICATE BRIDGE CLUB

Primary Club Manager, Primary Data Manager/Technology Coordinator, Primary Club Director, Treasurer, Webmaster Policy

The Board of Directors shall appoint, on an annual basis, a primary club manager, a primary club director, a primary club data manager/technology coordinator, a webmaster, and a treasurer. The primary club manager, primary club director, primary data manager/technology coordinator, *webmaster*, and treasurer may serve on the Board of Directors with full voting rights, if duly elected.

The primary club manager's responsibilities shall include but not be limited to:

1. serving as an ex-officio member of the Board (if not duly elected)
2. ordering all supplies and maintaining all tangible property owned by RDBC
3. updating website announcements and events
4. communicating as necessary with ACBL
5. ensuring that all games maintain a welcoming and comfortable atmosphere
6. constructing a yearly calendar of events
7. keeping a player/phone roster
8. generating a monthly newsletter
9. preparing hand records for each week's games
10. scheduling dealers and helpers

The primary club director's responsibilities shall include but not be limited to:

1. scheduling a director(s) for all individual game sessions
2. keeping all directors up to date on law changes adopted by ACBL
3. serving as a liaison between all club directors and the primary club manager and Board of Directors
4. recruiting new club directors, as needed

The primary data manager/technology coordinator's responsibilities shall include but not be limited to:

1. scheduling a scorer for each game session
2. submitting monthly reports to ACBL and notifying the club treasurer and primary club manager of total amount of fees paid
3. maintaining an updated data base of RDBC bridge players
4. using the most current version of ACBLScore and loading that version onto all club computers
5. generating and putting multiple files in appropriate folders to ensure the proper results format shown on the website; deleting files weekly as needed

6. working with a technology advisor to keep computer running at acceptable speed; replacing equipment; making necessary tweaks to the results format.

The treasurer's responsibilities shall include but not be limited to:

1. serving as an ex-officio member of the board (if not duly elected)
2. maintaining the financial books of the organization
3. handling the financial obligations of the organization, such as remit all expenses in a timely manner (including but not limited to rent, supplies, website and computer expenses, memorials, etc.), record game income deposits and other income in the club checkbook register, and other duties associated with the treasurer position.
4. preparing a financial report monthly to be presented to the Board
5. participating in the annual internal audit at the beginning of each year, per the Bylaws
6. tracking ACBL fees and other expenses paid through the club debit card
7. forwarding payments for special games to the appropriate entity
8. delivering all records and other property of the organization to his or her successor when no longer acting as treasurer.

The webmaster's duties shall include but not be limited to:

1. designing and maintaining an attractive, appealing website for Rochester DBC that provides a welcoming gateway for new players and out of town guests to find information and join us for play. The website should also be an access point for club members to view scheduled events, club information, announcements, and game results
2. purchasing web hosting service and renewing annually
3. purchasing domain name(s) and renewing annually
4. purchasing Bridge Results service and renewing annually; serving as liaison to Bridge Results
5. maintaining responsive website performance for multiple devices (smartphones, tablets, desktops, multiple browsers)
6. ensuring timeliness and accuracy of all web page contents (other than announcements, club information, and game results which are handled by the Club Manager and/or Primary Data Manager)
7. providing education for club members on the use of features on the website and Bridge Results
8. managing website files on the hosting service
9. maintaining links between web pages and Dropbox files

Each game session will have a game scorer and a game director. Directors and scorers may be responsible for more than one game. The primary club manager, primary club director, and primary data manager may serve as game directors or scorers. When scoring or directing for an individual game session, a free play will be granted on the day of service, in addition to any stipends (per policy) adopted by the Board.

Revised July 12, 2017

Revised May 27, 2015
Revised November 15, 2013
Amended June 12, 2013
Adopted April 28, 2010

Rochester Duplicate Bridge Club

Policy – Memorials for Deceased Players

When a member of the Rochester Duplicate Bridge Club passes away, the club will celebrate that person's life by:

- observing a moment of silence at a club game
- sending a card of condolence to the grieving family
- making a donation of \$25 to a charity designated by the family; if no charity has been designated, the club will make a donation to a charity determined by the Board
- remembering the deceased from the previous year at a game in January with a vase of roses and the reading of their names.

Revised December 9, 2013

Revised November 15, 2013

Amended May 4, 2012

Adopted July 7, 2010

ROCHESTER DUPLICATE BRIDGE CLUB

STIPENDS

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DIRECTOR – see compensation schedule – flat fee + \$2 per table

SCORER – see compensation schedule – flat fee + \$1 per table

TREASURER - \$200 per year, payable on December 31 each year

PRIMARY DIRECTOR - \$100 per year, payable on December 31 each year

PRIMARY DATA MANAGER/TECHNOLOGY COORDINATOR - \$200 per year, payable on December 31 each year

PRIMARY CLUB MANAGER - \$200 per year, payable on December 31 each year.

WEBMASTER - \$200 per year, payable on December 31 each year

Revised April 6, 2011
Revised June 12, 2013
Revised July 8, 2015
Revised December 11, 2015
Revised July 12, 2017

Rochester Duplicate Bridge Club Free Play List

- Game session directors on the day they direct
- Scorers on the day they score
- Club members who fill in on an emergency basis for visitors, partnerships, and/or team events
- Students at the request of the instructor(s) – 3 free plays for each of the first two beginning classes (each 8 weeks long), and 1 free play for subsequent intermediate classes (those following beginning instruction)

Revised 7/8/15
Revised 5/27/15
Revised 4/22/15
Revised 5/19/2010
Revised 4/28/2010
Revised 7/15/2010
Revised 4/16/2008
9/30/2006

Rochester Duplicate Bridge Club Policy for Directors

- Arrive early to set up the game; this includes getting out/putting away all supplies
- Balance field in both directions
- Enforce club policies; i.e. cell phone usage, etc.
- Start the game after treasurer has completed collecting money and announcements have been made
- Respond promptly to “Director” calls
- If you don’t understand or can’t find the correct ruling, confer with other directors playing in the game
- Any violations of Zero Tolerance should be penalized ½ the maximum score on the board. (The scorekeeper will deduct the penalty from the final score; please notify the scorekeeper.) No warnings need to be given
- Try to rotate E/W sitouts and N/S bumps so that one direction isn’t always out
- Inform new players/visitors to write their ACBL member number on the table signup. If the player is a resident of Rochester/surrounding area and plans on playing on a regular basis, phone number and address shall be provided. The director should introduce the player to the club.

Amended May 27, 2015
Adopted July 7, 2010

Zero Tolerance

For Unacceptable Behavior

To assure a social climate that promotes enjoyable bridge, management has adopted and will enforce a policy of Zero tolerance for unpleasant or rude behavior. Your cooperation is needed. Please report to us ANY CONDUCT whether outstanding and refreshing OR offensive and disagreeable.

COMMENDABLE

ANYTHING that makes bridge more enjoyable for others, including:

- Greeting others in a friendly manner
- Praising the play or defense of opponents (*Praise of partner should occur only when opponents are NOT at the table!*)
- Making your convention card readily available to opponents
- Just generally doing everything possible to make bridge the incredibly enjoyable we know it can be
- Being a good “host” or “guest” at the table

UNACCEPTABLE

ANYTHING that makes bridge less enjoyable for others, including:

- Disputing a director’s ruling during a game
- Objecting to a call for the director
- Publicly criticizing partner or others
- Discussing hands after round is called
- Gloating over good results
- Negative comments concerning anyone’s play including partner
- Poor personal hygiene, grooming or dress
- Badgering, rudeness, insinuations, intimidation, profanity, threats or violence

IF YOU EXPERIENCE PROBLEM BEHAVIOR DURING YOUR SESSION, CALL THE DIRECTOR IMMEDIATELY!

If behavior is deemed inappropriate a **procedural penalty** will be assigned against the offending pair OR pairs equal to ¼ board. Second offense: OUT OF THE GAME!!!

We understand that there is natural reluctance to complain about fellow players. Should it become necessary to call the director you may simply state: “This player is interfering with my enjoyment of the game.” (this conduct is *specifically prohibited* by Law 74A1 in the “*laws of duplicate Bridge.*”)

Courteous behavior brings out the best in all of us. Starting each round by introducing yourselves and/or saying “Hi!” will also increase the odds of a pleasant atmosphere.