

# The Rules of Cheltenham Bridge Club

Pursuant to Clause 25 CBC Charitable Incorporated Organisation

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## 1. STATUS AND PURPOSE

This document deals with the organisational aspects of the Cheltenham Bridge Club CIO (hereinafter referred to as CBC). In the case of any conflict between this document and the constitution, the constitution shall take precedence. The purpose of the document is to regulate the procedures of the CBC Trustees, Officers and Management Committee in the interests of efficiency and equity and to reduce the likelihood of improper proceedings or omissions that could cause difficulties for the members and committees of the CBC.

## 2. MEMBERSHIP

### 2.1 There are the following categories of membership:

**Full:** Such Members shall be entitled to attend all club duplicate sessions, competitions, including on-line events, social gatherings and other specified occasions, except where ineligible under the rules of a particular event (or where the member's attendance would contravene rule 11.1).

**Honorary Life:** The Management Committee can propose candidates for Honorary Life Member to the Trustees for approval. It shall be within the power of the Trustees to grant Honorary Life Membership to an individual who has made a substantial contribution to the CBC or to the Bridge World in general. Such members have all the rights and benefits of full Membership but are not required to pay an annual subscription.

**Junior:** Those under the age of eighteen shall be eligible for Junior Membership of the CBC which has the same entitlement as Full Members except that they shall not be eligible for election as a Trustee nor shall they be entitled to vote at General Meetings of the CBC but may attend as observers.

**Student:** This is for those without prior membership to CBC, who are attending a full bridge training course run by CBC.

Fully paid up Year1 or Year2 Students can apply for membership of CBC by completing an application form. They will automatically be accepted and their membership fee is waived for each full calendar year they attend a fully paid up Year1 or Year2 training course. The training team shall inform the membership secretary of any student who does not complete a training course. Their student membership will be lapsed. During the period of free membership, the students will be classed as Student Members. Student Members shall have the same rights and responsibilities as Full Members. At the end of the free membership period Students will become Full Members of the club on payment of the annual subscription fee.

2.2 Membership of the CIO is open to anyone who is interested in furthering its purposes and who, by applying for membership, has indicated agreement to become a member and acceptance of the duty of members set out in the Constitution. Candidates for membership shall apply to the Management Committee on the appropriate form (online preferred).

2.3 The Management Committee will accept the application form and, on receipt of the membership fee, applicants are able to participate in any CBC club or online session. The Management Committee shall notify the applicant within 30 days of application if their application has been refused for any reason. Applicants will become full members of CBC after 30 days if no such notice has been given.

2.4 The Management Committee may refuse an application for membership if they consider it in the best interests of CBC to do so. In that case, the Management Committee shall give the applicant notice of refusal within 30 days of their application. The notice shall set out a date (not later than 4 weeks from the Management Committee decision) by which the Management Committee will communicate in detail the reasons for their decision to refuse. The applicant will have the opportunity to appeal against the decision. The Trustees shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision by the Trustees which confirms refusal of the application for membership shall be final.

2.5 In considering applications for membership the Management Committee shall have regard to the playing facilities available within the club itself, and may from time to time decide that the CBC shall be closed to new applications for membership for such period as it may decide. In that event, the Management Committee shall create and maintain a waiting list of accepted candidates, and shall thereafter admit Members to CBC in an order they deem to be acceptable.

## 2.6 Termination of Membership

(a) Membership of the CIO comes to an end if:

- (i) The member dies; or
- (ii) The member resigns their membership by giving the Management Committee written notice to that effect; or
- (iii) Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or
- (iv) The charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect; or
- (v) The member is expelled from the Club under the Disciplinary Rules of the Club.

2.7 A Member whose membership comes to an end shall have no right to the return of any part of their subscription.

2.8 Former Members who have been expelled from CBC may apply for readmission to the Management Committee.

2.9 The Management Committee shall maintain a list of the names, email addresses, telephone numbers and addresses of all Members of the CBC in accordance with GDPR (the UK General Data Protection Regulations).

2.10 Membership application forms and relevant documentation will be available on the CBC website (preferred). If there is any reason why an applicant is unable to complete an online application form, they can contact the membership secretary to make other arrangements.

2.11 Applicants will receive a welcoming communication, by email (preferred) or by post, if necessary, along with a copy of CBC Rules and Constitution. Applicants will be advised that they will become full members of CBC after 30 days unless, for any reason, the Management Committee gives notice within that time that their application has been refused. Applicants will have the opportunity to appeal against this decision. If unsuccessful, their subscription fee will be refunded. If the applicant has no access to the internet, they must request written documents and communications from the Management Committee.

## 3. RESPONSIBILITIES OF MEMBERSHIP

3.1 All Members shall abide by such standards of ethics, conduct, dress and behaviour as are appropriate to the playing of Bridge and the participation in communal activity. The more experienced players are expected to encourage less experienced players putting them at their ease. Where any matter cannot be resolved at the table (e.g. by the Director) it shall be referred to an ad hoc CBC Appeals Panel or to CBC Conduct Committee and if it still cannot be resolved it will be referred to the Trustees and failing that the EBU.

3.2 All Members are encouraged to make some practical contribution on a voluntary basis to the running of the CBC.

3.3 Every Member shall immediately update their details on the membership database via Pianola or alert the Management Committee of any change of their postal address, email address or telephone number in writing or via any other mechanism that the Management Committee may reasonably request.

## **4 SUBSCRIPTIONS AND FEES**

4.1 Subject to Rule 4.6, each Member of the CBC shall pay an annual subscription, which may be varied by a vote of members present at the AGM (Annual General Meeting) of the CBC. Subscriptions shall be due for payment by the first day of January in each year in respect of the year to the following end of December.

4.2 Where a membership subscription is not paid by the 31<sup>st</sup> January the Management Committee shall give written notice to that Member. This notice may either be emailed to the Member or sent to their address as recorded in the CBC Register. It shall state that their membership has lapsed.

4.3 Any Member whose subscription remains unpaid after the end of January shall be treated for all purposes as a non-member until the subscription has been paid in full. If subscription fees are not paid by the end of the calendar year in which they are due any member wishing to re-join shall be required to complete a membership application form.

4.4 A Member whose subscription has not been paid by the date of the AGM shall not be entitled to attend the AGM.

4.5 There shall be no annual membership fee for Honorary Life membership.

4.6 Every Member and non-member of the CBC shall pay table money on each occasion they play at the Club, or online. Payments for club and Realbridge sessions are made via members player accounts. Table money may be varied by a vote of the Members present at the AGM or if necessary during the year as an interim measure by the Trustees. The Management Committee shall have the power to waive the table money for Members performing tasks such as directing. Table money can, at the discretion of the Management Committee, be waived for specific groups and/or events.

4.7 In addition to the payment of table money, on each occasion a non-Member plays at CBC they may be asked to pay a guest fee, as set by the Management Committee.

4.8 Members shall receive monthly statements of the balance on their player account. If a member's account is in debt, payment is required within 2 weeks of statements being issued. If payment is not received, a reminder shall be sent to the member. Any member with a debt in excess of £25 not paid within 8 weeks shall be informed that membership will be put on hold until table money is paid in full.

4.9 Anyone may apply to the Management Committee to use the CBC premises for playing Bridge or carrying on bridge-related or compatible activities, at any time that the premises are not otherwise being used. The Management Committee shall set an appropriate fee for such use.

## **5. SESSIONS**

5.1 The Management Committee will arrange that bridge sessions are scheduled such that opportunities are available for all Members, whatever their ability or expertise, to play during the weekly cycle as far as reasonably possible.

5.2 The Director of a session is responsible for and has the authority to arrange all aspects of running of that session according to the rules and procedures of CBC. In particular, the Director may exclude any player from a session if in their reasonable opinion that player would not satisfy the requirements of Rule 12.1 (Conduct) of these regulations for that session.

## **6. TRUSTEES**

6.1 The CBC shall be governed by Trustees. The Trustees shall be comprised of the Chairperson and Treasurer of the CBC (ex-officio officers) along with no fewer than three and no more than five independent CBC Members.

6.2 The independent Trustees will be elected at the AGM for a period of three years. The roles and responsibilities of the Trustees are set out in Schedule 'B'. A recording secretary may be appointed.

6.3 If a vacancy occurs amongst either the ex-officio or independent Trustees, the other Trustees may appoint either a Member of the Management Committee to replace an ex-officio Trustee or an independent club Member to replace an independent Trustee. This appointee shall serve only until the next AGM. However, the appointed Trustee may stand for election at the next AGM.

6.4 The following officers shall be ex officio Trustees: Chairman and Treasurer.

6.5 No Trustee may serve on the Gloucestershire County Bridge Association Committee whilst being a CBC Trustee.

6.6 Where any elected or appointed Trustee ceases to be a Trustee by virtue of clause 15 of the CBC Constitution, other than clause 15(1) (c), they shall be deemed to have immediately resigned from that office.

## **7. MANAGEMENT COMMITTEE**

7.1 The Management Committee is authorised by the trustees under Clause 18.1 of the CBC constitution to undertake the duties required for the day-to-day operation of the Club.

7.2 The Management Committee normally comprises three officers and up to 10 elected members.

7.3 The chairperson, secretary and treasurer are all officers of CBC.

7.4 The Management Committee is responsible for actioning policy and strategy and implementing decisions ratified by the Trustees. See schedule C for roles and responsibilities.

7.5 The Management Committee is responsible for delivering all services for members of the CBC.

7.6 Under the delegation of the Trustees, the Management Committee is responsible for appointing managers and staff.

7.7 Each of the Management Committee Members of the CBC shall be elected by a vote of the Full Members at the AGM of the CBC to serve a term of two years. The Management Committee may from time to time appoint additional Committee Members to assist in meeting the objectives of the Club. Appointed Committee Members must then stand for election at the next AGM or resign from the Committee.

7.8 This clause is not in use

7.9 No member of the CBC Management Committee shall simultaneously hold the office of more than one Officer of the CBC, except in case of a vacancy arising during the year.

7.10 There shall also be elected Committee Members under the terms of the CBC Constitution. Each elected Committee Member is expected to take an active role by chairing or by sitting on one of the club's working groups or by taking an active interest in a particular aspect of running the club in such a way that they may be able to take on an officer role after a future election.

7.11 In the event of a vacancy arising during the year in the post of any Management Committee Member, the Management Committee may choose one of themselves to fill such vacancy until the ensuing AGM, or may co-opt a Member to fill the post.

7.12 Where any elected or appointed Management Committee Officer resigns, dies, becomes incapable for any reason, or is disqualified under the rules governing Charity Trustees, they shall be deemed to have immediately resigned from that office.

## **8. MANAGEMENT COMMITTEE DOCUMENTATION**

8.1 Agenda: The Secretary will publish an agenda for meetings and circulate it to the Management Committee and the Trustees before each meeting, except in the case of extra meetings convened at short notice for reasons of urgency, in which case the agenda will be circulated immediately the meeting is convened.

8.2 Supporting documents: Where possible, each agenda item will be supported by a document explaining the issue to be discussed, in order to enable officers and Members to acquaint themselves with the issues before the meeting.

8.3 Minutes: The Management Committee will arrange for minutes of each meeting to be recorded, indicating decisions made and action points to be followed up by a named individual or committee Member, with an agreed timeline. A draft will be circulated as soon as possible after the meeting, to allow an opportunity for initial correction of errors within a short period. The corrected version will be circulated with the agenda for the following meeting, and any final corrections will be made at that meeting, before the minutes are confirmed as a true record.

8.4 Communication: Agenda, minutes and supporting documents will be circulated by e-mail to all Trustees and Management Committee Members electronically.

8.5 Follow-up: At each meeting, the Chairperson shall check whether all action points have been followed up and ensure that, where necessary, further action points are recorded.

8.6 Documentation: Following an AGM or EGM (Extraordinary General Meeting), the Secretary shall make any necessary additions, deletions or amendments to any relevant CBC documents such as CBC Rules, regulations and competition rules.

8.7 Records: The formal records of the club may be held in electronic form. Secure electronic copies of agenda, minutes, rules, regulations, bye laws and all other important CBC documents shall be retained on file for at least seven years in a form that can be accessed for reference and printing by any Trustee or Management Committee Member.

## **9. FINANCIAL PROVISIONS**

9.1 The Management Committee shall arrange for accounts to be prepared in respect of the financial affairs of the CBC, including the CBC bar and any service accounts, for each accounting period ending on 31st December, in accordance with Clause 24 of the CBC CIO constitution and Charity Commission reporting requirements.

9.2 All accounts for each year shall be submitted for inspection by a suitably qualified independent examiner and presented to the Trustees prior to the AGM of the CBC for approval.

9.3 The inspected accounts shall be made available to every Member on the club's website at least 7 days prior to the AGM.

9.4 Draft annual budgets and financial plans will be put forward to the Trustees for discussion annually together with appropriate rationale. The Trustees and the Management Committee will meet to agree on the strategy to be adopted by the CBC.

9.5 No money or property of the CBC or any gain arising from any activity of the CBC shall be applied otherwise than for the benefit of the CBC as a whole, or specific charitable or benevolent causes stated as a purpose for a specific event or for some charitable or benevolent purpose or purposes chosen by resolution of a General Meeting. This clause does not prohibit the raising of money by way of entrance fees and such like for activities run by the CBC on behalf of other organisations (e.g. EBU SIMS).

9.6 Except for services rendered at the request of the Management Committee and approved by them at least on an annual basis, no Member shall receive any profit or emoluments from the funds or transactions of the CBC.

9.7 The Management Committee shall identify any building work, maintenance, repairs and inspections as will be required from time to time to ensure the premises are maintained in good order. If the scale of any work required exceeds the agreed budget, the Trustees must pre-approve the expense. The Management Committee shall ensure the maintenance of any freehold or leasehold in respect of the premises that constitute the Principal Office for the benefit of the CBC.

9.8 The Management Committee shall arrange adequate insurance cover for the building. The Management Committee shall also arrange adequate insurance cover for the contents of the CBC premises, public liability risks, public and employer's liability, and Trustee and Committee Member liability.

## **10. THE PROVISION OF INTOXICATING LIQUOR**

10.1 The purchase and supply of intoxicating liquor shall be at the absolute discretion of the Management Committee. They shall arrange for the supply thereof to CBC Members and guests only subject to the following restrictions:

There shall be no supplying of intoxicating liquor for consumption off the premises.

Intoxicating liquor shall not be supplied to any person under the age of 18.

No intoxicating liquor shall be supplied otherwise than to:

- a) A Member of CBC;
- b) A person treated as a guest of CBC under Rule 10.2 below:

10.2 A non-member attending CBC for the purposes of any bridge related event (playing or teaching) being run by CBC, or any CBC social event, shall be treated as a guest of CBC for the purposes only of the Club Premises Certificate provided under The Licensing Act 2003.

10.3 The times at which intoxicating liquor may be sold and/or consumed on CBC premises shall be as determined by the Management Committee and in accordance with the license held by the CBC, having due regard to such alterations to legal requirements that occur from time to time.

10.4 No Member or beneficiary of CBC shall at any time be entitled to directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the CBC.

10.5 Finance: All financial requirements under Rule 9 apply to the bar finances.

## **11. HEALTH, SAFETY and ENVIRONMENT**

11.1 All Trustees, members of the Management Committee, members of CBC and guests of CBC are required to observe and use their best endeavours to enforce any laws, regulations and standards of good practice, designed to protect the health and safety of CBC beneficiaries and members of the public. The Management Committee reserves the right to prohibit entrance to the club facilities should members or guests fail to follow health and safety measures approved by the Management Committee.

11.2 The Management Committee shall arrange for any laws, regulations and standards of good practice pertaining to fire and other risks to be observed, and for all fire safety checks to be conducted and recorded in a manner recommended by the appropriate authorities.

11.3 The Management Committee shall arrange for any laws, regulations and standards of good practice in respect to food safety to be fully observed.

11.4 All members are actively encouraged to pursue environmentally sustainable practices.

## **12. CONDUCT**

12.1 Each member of CBC and all guests shall be required in connection with the game of Contract Bridge, to conform to the standards of fair play, courtesy and personal deportment prescribed by the Byelaws and regulations for the time being of the EBU, and to observe the Rules, and to comply with the Club's Best Behaviour at Bridge Policy. In addition, all players must conform to Public Health and Safety norms.

12.2 CBC shall have the powers and the procedures for the enforcement of the requirement in clause 12.1. They are set out in Schedule A of the Rules, and shall stand as part of the Rules and be subject to the same provisions of the Rules for its amendment.

12.3 In the event that a player has received a caution or penalty from the Tournament Director, Conduct Committee or a judgment from the Disciplinary Committee, the Management Committee may at their sole discretion place limitations to dictate a specific session or sessions that the player may not attend for a period of up to one year.

## **13. RULES**

13.1 Where a Member brings the CBC into disrepute in any way, that will be treated as a failure to abide by the Rules as required by clause 12.1.



## **14. GUESTS**

14.1 Guests are welcome to play in CBC games either online or at the Club. Once a guest has played three times in CBC games, they will be invited to join the Club using the usual process or subscribe to be an online guest.

14.2 Online Guest : After payment of a subscription fee as set by the management committee, such players shall be entitled to attend all online club duplicates, competitions, social events and other specified events, except where ineligible under the rules of a particular event. Such players shall not be entitled to attend events at the club other than as a Guest.

## **15. AMENDMENT OF RULES**

15.1 These Rules may be amended by a simple majority of Members present including proxy votes, at a general meeting, providing the proposed amendment is consistent with the CBC constitution and agreed as appropriate by the Trustees.

*Version 15 dated 3 April. 2021*

### **Schedule A Disciplinary Procedures**

#### **A.1 Requirements of the Schedule**

This Schedule is referred to under Rule 12.2 of the Rules of the Cheltenham Bridge Club CIO (hereafter referred to as the CBC) and prescribes the powers and procedures for enforcement. It will comply with and follow the EBU disciplinary procedures and any variations thereof that are made from time to time. CBC shall act through its Conduct and Disciplinary Committees for the enforcement of standards prescribed in Rule 3.1 of these Rules. CBC shall have additional powers as set out in the clauses below.

#### **A.2 Receipt of allegation**

Any person making a complaint against one or more members of the CBC under the terms of Rule 3.1 of these Rules must do so in writing to a member of the Management Committee of CBC. On receipt of any written complaint the Management Committee shall refer the complaint to the Conduct Committee and acknowledge to the complainant that the matter will be dealt with by the Conduct Committee. Normally no action will be taken in respect of a complaint relating to an alleged offence that occurred three months or more prior to a formal complaint in writing made to the Management Committee.

#### **A.3 Conduct Committee**

The Management Committee of CBC shall appoint its Conduct Committee. The Conduct Committee shall be responsible for investigating complaints against the CBC's members and will determine whether a disciplinary offence should be referred to the CBC Disciplinary Committee. The Conduct Committee shall consist of no fewer than three members of the CBC and no more than five. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed chairman, or whomsoever in their absence the Conduct Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

#### **A.4 Disciplinary Committee**

The Trustees of the CBC shall appoint the Disciplinary Committee through its powers to appoint committees under clause 17 of the CIO Constitution. The Disciplinary Committee shall determine sanctions for offences admitted by the defendant, hear charges of offences and determine whether

those charges are proved and if proved, to determine the sanction imposed. The Disciplinary Committee shall consist of no fewer than three members of the CBC and no more than five. At least three of its members must be present when it makes a decision to uphold a complaint and impose sanctions on the offending member. It shall act by simple majority vote and its appointed chairman, or whomsoever in their absence the Disciplinary Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

#### **A.5 Conflicts of Interest and Independence of the Conduct and Disciplinary Committees:**

5.1 Any member of either the Conduct or Disciplinary Committee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in either Committee's handling of the complaint. A member of the CBC cannot be a member of both the Conduct and Disciplinary Committees in respect of the same complaint or related complaints.

#### **A.6 The Complaints Process**

##### **A 6.1 Notice of Meetings**

Subject to the provisions of section A.2 hereof where a written complaint is made, or a matter otherwise comes to the attention of the Conduct Committee, it shall first consider whether such complaint or matter falls within the scope of the Disciplinary Procedures and whether further action is warranted. If it does, the Conduct Committee shall first write to the defendant, asking for their comments on the complaint or matter that has been raised. The Conduct Committee shall also be entitled to make such further investigations and enquiries as it considers appropriate. The Conduct Committee shall also be entitled to seek advice both from within the CBC and from the EBU Laws and Ethics Committee, and to obtain external legal advice.

##### **A 6.2 Complaint not justified:**

If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

##### **A 6.3 Complaint justified:**

If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to the offending member, which if accepted, ends the matter. Although the caution is verbal, the Conduct Committee shall be required to send a summary of the caution to the offender, for the sake of avoiding ambiguity, and also to the CBC Trustees. The Trustees may then act under Rule 12.3. In the event that the offender does not comply with the caution, the matter shall be returned to the Conduct committee for further consideration. If the caution is not accepted by the offending member, or the Conduct Committee does not feel a caution is appropriate, it shall refer the case to a hearing by the Disciplinary Committee. The Defendant shall be notified, in writing, within two weeks of this decision, of their right to make a written submission to the Disciplinary Committee and to attend the hearing. The Defendant shall have the right to be represented by legal counsel of their choice or may be accompanied by a person to speak on their behalf. The Disciplinary Committee shall give at least two weeks' notice of the hearing to the Defendant.

##### **A 6.4 Disciplinary Committee's Sanctions:**

If after the hearing the complaint is upheld, the Disciplinary Committee may in its absolute discretion:

- (a) Give a written reprimand to the offending member(s), or
- (b) Suspend the offending member(s) from all or some of the competitions sponsored or licensed by CBC for such period as it shall determine.
- (c) Recommend that the Trustees pass a resolution under Clause 9(4)(iv) of the constitution to remove the member from membership of CBC

(d) Refer the case to the Gloucester County Bridge Association (GCBA) and/or the EBU. If the complaint is against a Trustee then in addition to any other sanctions applied, the Disciplinary Committee shall have the power to recommend that the Trustees call a General Meeting to put a resolution under Clause 15(2) of the constitution to have that Trustee removed from office. Any sanctions imposed by the Disciplinary Committee must be communicated to the offending member(s) in writing within twenty-one days of the hearing. Any sanction imposed by the Disciplinary Committee shall take effect as soon as time for appeal has elapsed except that if the Defendant has filed Notice of Appeal within the time allowed (see below), the sanction shall not take effect until such appeal has been determined.

#### A 6.5 Appeal

Every Defendant found guilty of an offence by the Disciplinary Committee has the right to appeal. Appeals must be in writing and lodged with the Secretary of the EBU Laws and Ethics Committee within twenty-one days of the written communication of the Disciplinary Committee's decision to the Defendant.

#### A 6.6 Referral to the EBU Laws & Ethics Committee

At any time, the Disciplinary Committee may refer a complaint to the EBU Laws and Ethics Committee for its consideration. In doing so the Disciplinary Committee shall have fully discharged its responsibilities under this Schedule.

#### A 6.7 EBU Sanctions and Suspensions

Should any CBC member receive a suspension from the EBU, said member will also be suspended from play at the CBC. At the termination of their suspension, said member may reapply for membership to the CBC and be subject to the rules stated in section 2. 'Membership' and be subject to the rules stated in section 2. 'Membership'

#### A 6.8 Confidentiality and reporting

All complaints justified or unjustified will be kept in confidence. In the event that the complaint is justified or the offending member accepts a verbal caution, the Conduct Committee shall maintain confidentiality both throughout the procedures and also thereafter. Notwithstanding that confidentiality, the Conduct Committee shall report the outcome of the procedure to the Trustees, who shall also be required to maintain confidentiality. In the event that the offending member breaks the confidentiality of the procedures then the Conduct Committee may publish details of the complaint and the outcome of the procedures.

#### A 6.9 Members

For the purposes of this Schedule, any reference to a member includes a reference to a nonmember.

### **Schedule B Trustee Roles and Responsibilities**

These are guidance notes to assist the Trustees and Management Committee

- Provide independent examination of the management of the Club
- Ensure good governance and best practices in the operation of the Club
- Approve mission, policy and strategy

- Conduct review of mission policy and strategy in conjunction with the Management Committee and Club members
- Review Risk and mitigation strategies (insurance, health and safety, maintenance etc.)
- Review finances and financial documents and approve annual budget
- Set appropriate delegated financial and non-financial authorities
- Ensure due diligence had been performed regarding major decision making (capital expenditures, loans, sale of major assets)
- Provide convenor as required for Disciplinary panel
- Mediate any disputes that cannot be resolved by the Management Committee
- Ensure that all legal requirements have been met
- Ensure all Charity requirements have been met (reports, minutes etc.)

## **B.1 Structure and Decision Making**

Authority for making decisions at the Management Committee comes through delegation from the Trustees. For example: A budget has been prepared and approved by the Trustees. Within the approved budget is a set amount for 'replacement of roof'. The responsibility for this action is now referred to the Management. The Premises Manager then works with the Treasurer to ensure the work is done, using standard contracting practices and within the approved budget.

Items may not be related to budget but to strategic goals set by the Management committee and Trustees collectively. How the goal is reached, is the responsibility of the Management Committee.

## **B.2 Guidelines for Operation**

### **B.2.1 Determining organisational purpose**

- (a) The Trustees periodically review the organisation's charitable purposes, and the external environment in which it works, to make sure that the charity, and its purposes, stay relevant and valid.
- (b) The Trustees lead the development of, and agree, a strategy or plan that aims to achieve the organisation's charitable purposes and is clear about the desired outputs, outcomes and impacts.

### **B.2.2 Achieving the purpose**

- (c) All Trustees can explain the charity's public benefit.
- (d) The Trustees evaluate the charity's impact, outputs and outcomes on an ongoing basis.

### **B.2.3 Analysing the external environment and planning for sustainability**

(a) On advice from the treasurer, the Trustees regularly review the sustainability of its income sources and their impact on achieving charitable purposes in the short, medium and longer term. (b) The Trustees recognize their broader responsibility towards communities, stakeholders, wider society and the environment, and act on them in a manner consistent with the charity's purposes, values, and available resources.

## **Schedule C Management Committee Roles and Responsibilities**

These are guidance notes to assist the Management Committee and the Trustees.

### **Chairperson**

- Provides leadership for the productive management of the Club
- Ensures decision-making advances the purpose and values of the Club

- Creates and manages productive relationships among board, committee and general members
- Ensures well-founded decision making consistent with purpose and governing documents and legal obligations
- Chairs Management Committee Meetings
- Sets agenda for Club meetings
- Sits on Board of Trustees and acts as liaison between Board of Trustees and Management Committee
- Recruits candidates for Committee and Trustee roles
- Coordinates Management Committee input into Strategic plan
- Advises Trustees on the progress of the Club in meeting its plans and objectives as set out in the Strategic plan
- Advises Trustees on separation of duties between Trustees and Management committee
- Ensures maximum coordination amongst various club volunteers, personnel and activities
- Supervises and manages performance of Club staff with assistance from appropriate volunteer manager
- Mediates conflict between staff and/or volunteers
- Communicates and implements Trustee decisions
- Acts as an ambassador for Bridge and the Club to the larger community
- Promotes best behaviour and ethos of Club

#### **Club Secretary**

- Records and distributes minutes of all management committee meetings
- Prepares and distributes meeting agenda (with Chairperson)
- Prepares and distributes notice of meetings
- Files required documents to Charity Commission and other governmental bodies (in conjunction with treasurer and after approval of trustees)
- Prepares and distributes briefing package (Clause 14) to new trustees
- Prepares and distributes a schedule for the review of documents to the Trustees
- Prepares briefing package for new management committee members
- Ensures proper insurance is maintained (in coordination with the Premises Manager and Treasurer)
- Ensures proper staff contracting and record-keeping
- Advises the management committee to ensure actions are consistent with the Club constitution and rules

#### **Treasurer**

- Oversees the financial affairs of the Club and ensures they are legal, constitutional and within accepted accounting practice for a charity
- Ensures the financial viability of the Club (cash movement, loans, etc.)
- Ensures proper accounting records are kept, including payroll
- Prepares and files annual financial statements
- Ensures effective financial procedures and internal controls are in place by developing and/or maintaining a financial procedures manual in accordance with Charity Commission requirements
- Appraises financial viability of all activities (table money, café bridge, lessons, events)
- Liaises with independent examiners
- Serves as an ex officio officer appointed to Board of Trustees
- Prepares annual budget
- Interprets finances for the management committee and board of trustees and report regularly to them

- Ensures tax returns are completed and submitted on time (VAT, CT61)

#### **Vice Chairperson**

- Acts as Chairperson in the absence of Chairperson
- Undertakes projects as the Chairperson or Management Committee agrees
- Provides feedback and counsel to the Chairperson
- Attends such meetings as the Chairperson sees fit in order to prepare to undertake the role of Chairperson
- Provides leadership for twinning events
- Provides leadership for Cheltenham Congress
- Upon invitation from the Board of Trustees, may attend Trustee meetings

One key purpose of this position is to prepare the incumbent to take over the role of Chairperson at the end of their tenure. For this reason, the Vice Chairperson's position may change incumbents in the year before the end of the Chairperson's term

#### **Membership Secretary**

- Keeps an up-to-date database of the membership including Full, Student and Honorary members
- Handles membership applications
- Informs the membership as to when fees are due to be paid
- Informs the Management Committee when members have lapsed

#### **Member Services and Communication Management**

- Produce a club newsletter on a regular basis
- Develop member communication including use of pianola
- Assist Chairperson with volunteer recruitment and retention
- Develop internal and external publicity
- Maintain noticeboards
- Provide public awareness
- Offer cards or tokens of congratulations or condolence
- Maintain Awards and Honour boards and trophies

#### **Past Chairman**

- Supports the new Chairperson
- Provides continuity and corporate memory (position may have a shorter term to assist in transition)
- Acts as wise council
- To act as Vice Chairperson, Officer or other working group leader if there is a gap in finding a replacement
- Shares club members' ideas and concerns that may not be otherwise evident

#### **IT Management**

- Install, maintain and upgrade club IT hardware including computers, laptops, printers, video distribution, Bridgemates and Bridgemate servers
- Maintain club internet facility, including wired and WIFI distribution
- Ensure software is kept updated
- Maintain account password records
- Manage and organise 'cloud' file system and storage
- Maintain and manage club video collaboration tool and account (Zoom)
- Maintain primary membership database in conjunction with Membership services

- Maintain club web site
- Maintain online lists (BBO etc)
- Provide support to scoring activity
- Generate online leaderboards for multiple session events
- Work with members of management committee to ensure proper use of technology
- Ensures all data is secure and follows best practice for confidentiality and freedom of information
- Assists in the training of committee members and club members in proper use of technology
- Generate and maintain scoring and other IT manuals
- Provide and manage a member 'problem reporting' facility for hardware and software
- Manage outside lettings in conjunction with Premises manager and Hospitality manager

### **Health, Safety and Environmental Management**

- Ensure club is in compliance with all health and safety regulations
- Ensure club members play in a safe and pleasant environment
- Ensure club members are aware of all safety procedures
- Ensure compliance with Fire regulations
- Maintain first aid supplies; boxes and defibrillator (including batteries)
- Organise related health and safety training
- Works closely and cooperatively with Premises Manager and Hospitality Manager to ensure all regulations are adhered to
- Maintain register of all health and safety legislation and requirements
- Advise Committee members of potential health and safety issues
- Advise Committee on issues of environmental 'footprint': recycling, environmentally friendly supplies and practices
- Conduct risk assessment of serious health and safety issues (e.g. virus, premises etc.)

### **Bridge Management**

- Chair the Tournament working group (TWG) This to include a Scorer, a Trainer, a Director and a representative from the Management Committee as required by the Club Chairperson
- Maintain a presence in the club
- Oversee regular and special bridge sessions. To ensure bridge session offered reflect the needs of all members
- Ensure there is a Director and Scorer rota for all sessions
- Ensure all the bridge equipment is up to date, in good order, and sufficient for all sessions and the congress
- Prepare and publish an appropriate Standby Rota
- Ensure results are published and sent to the EBU
- Advise on appeals
- Support all club Directors directly or through the key Director appointed for each session
- Liaise with the chief Scorer, IT and any person directly involved in the running of a bridge session
- Liaise with the teachers and ensure suitable sessions available for new players
- Keep up to date with current rule book and give advice and attend appeals as required
- Give support to training of new Directors
- Publish a calendar of bridge sessions annually and publicise special events and competitions
- Advise on disciplinary issues with guidance and adherence to CBC rules, GCBA reporting procedures and EBU law and ethics
- Support safety measures during bridge sessions
- Keep a register of all Directors and Scorers on Pianola

- Liaise with GCBA CTD
- Promote best behaviour at the bridge table

### **On Line Play**

- Develop an online programme on BBO to meet the bridge needs of all our members
- Assess the advantages of other online platforms
- Ensure all online sessions have a Director and Scorer
- Oversee the teaching, development and support of online Directors
- Liaise with the treasurer to make certain we have sufficient income from our online sessions
- Contribute to the newsletter and the website to ensure all our members have help and information about playing online bridge

### **Premises Management**

- Manage overall maintenance and upkeep of Club house and exterior premises
- Work closely with Hospitality and Health, Safety and Environment to ensure smooth and safe running of the club
- Ensure regular maintenance of all fixtures and fittings (boiler, security system, fire alarms, lift, tables, chairs, table cloths etc.)
- Arrange for regular and special cleaning of facilities and fittings
- Manage garden, hedges, carpark and all outside spaces
- Undertake all inspections and tests that are legally required or are best practice of facility management (regular fire evacuation practice, PAT testing etc.)
- Work with Club Treasurer and Secretary to ensure adequate building insurance is maintained

### **Player Development Management**

- Responsible for delivery of Beginners' programme (Learners 1 and 2)
- Provide development opportunities to existing players
- Organise teachers to deliver lessons
- Liaise with teachers to agree syllabus and ensure consistency
- Arrange list of volunteers to assist at lessons (making up tables, individual help etc)
- Work with teaching administrator regarding recruiting new students, maintenance of registers, lesson timings, lesson fees
- Arrange practice sessions for learners
- Liaise with Bridge Manager re appropriate sessions to integrate learners into the club; may participate in Bridge Management working group
- Responsible for succession planning – recruiting and planning training for new teachers
- Liaise with GCBA, EBED and EBU on educational matters

### **Hospitality Management**

- Ensure kitchen facilities are maintained to accepted hygiene practices and standards (Food Hygiene Certificate advisable)
- Ensure proper licences are maintained (liquor)
- Manage kitchen/break service including staff calendar
- Purchase necessary provisions
- Ensure correct temperature of fridges is maintained
- Ensure kitchen and kitchen equipment are kept clean and in good order in coordination with Premises manager
- Ensure food items are only sold within proper dates
- OR



- If catering has been sub-contracted, to manage the contract and ensure the above items are implemented
- Manage hospitality for visiting clubs/events
- Manage bar (in coordination with working group)
- Manage parties and special events
- Maintain Daily Inspection folder

### **Gloucestershire County Bridge Association (GCBA)**

The GCBA is encouraged and welcomed to send a representative to sit on the Management Committee. The role of this individual will be to promote good communication and maximum cooperation in the fulfilling of the mutual objectives to promote and develop the game of bridge within Cheltenham and the community at large.

Other members may assist on the Management Committee and will be appointed/elected as required.

### **Schedule D Best Behaviour Policy**

#### **A CBC Best Behaviour Policy Face-to-Face**

Bridge is an extremely enjoyable game. Courteous behaviour is an exceptionally important part of that enjoyment. This guide serves as a brief reminder of how to behave at the bridge table. We are sure that all players naturally follow this code of conduct but there are times when concentration and pressure can take their toll and it is for these situations that we issue this as a reminder.

- Greet others in a friendly manner prior to the start of play on each round
- Be a good host or guest at the table
- Fill in your convention card completely and make it readily available to your opponents
- Make bridge enjoyable for yourself, partner and opponents
- Give credit when opponents make a good bid or play
- Take care of your personal grooming
- Ensure your mobile phone is turned off
- Enjoy the company as well as the game

Remember that it is rude to criticise your partner or opponents in public, to be less than polite at the table, to gloat over a good result or object to a call for the tournament Director or to dispute or argue about a Director's ruling

Please call the Director if you think you may have been affected by bad behaviour. You will be helping others as well as yourselves.

#### **B Best Behaviour Online**

We want you to enjoy online sessions and we would ask that all members follow these rules and members should report to the Director any breaches/perceived breaches of the rules which occur during play.

In line with our disciplinary policy, first-time offenders will be warned that their behaviour is not acceptable. Subsequent complaints will be referred to the Conduct Panel. Please ensure that your mobile phone is turned off while you are playing.

The following are considered serious offences and will invoke an immediate Conduct Panel hearing:

- Exchanging information with your partner during the game using phone, text, chat or other
- Intentionally getting ridiculous results - this is not fair to our other members

### Chat

The following are considered serious offences. One warning will be issued and repeat offences will result in a Conduct Panel hearing.

- The use of profanities as well as racist or sexually explicit remarks
- Insulting your partners, opponents, or the Director
- Kibitzers chatting with players about the contents of unseen hands

The following are examples of bad manners and are completely against CBC Best Behaviour.:

- Give unsolicited bridge lessons or criticise the bidding/play of other players
- Use public chat for private conversations
- Chat excessively at a bridge table where people are trying to play seriously
- Gloat when you get a good result or complain when you get a bad result

### Undos and Claims

The only acceptable time to ask for an undo is when you have mis-clicked. If you make a poor bid or play or for any other reason, it is inappropriate to ask for an undo.

More advanced players should understand that while a claim looks "obvious" to them, it may not be obvious to other less advanced players at the table. Do not be offended if your claim is rejected. Just continue to play the hand out and reclaim if your opponents ask you to do so.

### Alerts

It is up to you to try your best to provide the opponents with information that may be helpful to them. Always remember that it is against the laws and spirit of the game of bridge to conceal information about your partnership agreements from your opponents.

You should alert your own bids. This is called "self-alerting" and it is opposite to the approach that is used in live bridge clubs and tournaments. If you have any doubt as to whether one of your bids should be alerted or not, it is appropriate to alert.

If an opponent asks you for the meaning of one of your bids, you are expected to answer them politely, even if you think the answer is obvious. You can say "I have never discussed this with my partner". It is inappropriate to use chat to table to explain your bids because your partner can see what you are saying.

### Politeness at the table

- If you are taking a long time to make a bid or play, send a "thinking" chat to let the other players know that you are not having connection problems
- If you have to stop playing temporarily (to answer the door for example), send a "be right back" or "doorbell" chat to let the other players know that you are not having connection problems

- If you think your partner or opponents deserve a compliment for their bidding or play, please give them one! If you think that such a comment from another player was not deserved, please keep this information to yourself

### User Profile

The use of racist, profane or sexually explicit remarks in your profile are expressly forbidden.

Members and visitors of Cheltenham Bridge Club have access to the Recording Process organised by our county organization, GCBA. If you witness an incident that causes you concern, seems unfair or unethical, you can directly, or through the Tournament Director, send a confidential note to the Recorder. You contact the Recorder through an email address. The reporter now forgets the incident. The Recorder files the note and watches for a pattern of incidents. If appropriate, the Recorder can ask the GCBA to take over. Records of the Recorder are held in confidence and your name will never be disclosed without your consent. The Recorder is independent of any conduct committee or disciplinary panel. Contact the Recorder at [Gcba.recorder@gmail.com](mailto:Gcba.recorder@gmail.com).

Version 17 May 14<sup>th</sup> 2023