

Duke City Bridge Club
Policies

October 19th 2021

Duke City Bridge Club Policies

The purpose of this document is to set forth the policies of the Duke City Bridge Club (DCBC or sometimes "the Club"). DCBC is a nonprofit membership corporation established under the laws of the State of New Mexico. It is affiliated with the American Contract Bridge League (ACBL).

The Members of DCBC annually elect certain individuals to serve on the Board of Directors (the Board) according to provisions of the DCBC Bylaws. The Board manages and regulates the affairs and operation of the Club. The Board has adopted these policies to promote the playing of duplicate bridge under the rules of the American Contract Bridge League in a pleasant and friendly atmosphere as provided by the Bylaws.

DCBC owns a building and related land and structures located at 8616 Northeastern Boulevard, NE, Albuquerque, New Mexico 87112. The Club manages the building in accordance with the purposes of DCBC and in the interest of its Members.

These policies address ACBL sanctioned games, functions and activities of the Club, restrictions on use of the Club, the conduct of Players, and ethics and disciplinary policies. The policies shall contain the date of their enactment, and a copy shall be kept at the director's desk. They may be supplemented or changed from time to time as the Board decides so please check for subsequent, later-dated policies.

POLICY 1. Regularly Scheduled ACBL Sanctioned Games

DCBC sponsors ACBL sanctioned bridge games in which ACBL members are eligible for ACBL Master Points. It both conducts Club games and leases the Club's building to other organizations that conduct ACBL sanctioned games.

1. The DCBC conducts regularly scheduled bridge games during the week. These Club games are conducted under the rules of the ACBL and policies adopted by DCBC. Game times, established by the Board, are available from Directors and posted on the Club's web site. The Board will

determine if regularly scheduled games are to be suspended for holidays, during ACBL tournaments, or for other reasons.

2. The Board establishes entry fees for Club games including free plays.
3. The DCBC Board has the authority to contract with Unit 374 of the ACBL, other sanctioned bridge clubs, teachers or others for the use of the club's building. The Board will establish appropriate rules, requirements or conditions of use, on an as needed basis.

POLICY 2. Bridge Related Functions and Activities

1. The Education Committee is given the authority over all classes / educational activities taking place at DCBC, irrespective of whether DCBC has contracted with the teacher / instructor or not.
2. The Hospitality Committee or the TLC Committee may schedule special bridge related functions with the approval of the Board. The Club will host a monthly birthday party. Players with birthdays during that month will receive a "Free Play" on the day of the party.
3. All other uses of the Club by private parties or other organizations must be approved in advance by the Board. A request to use the Club building shall be made in writing, shall explain the proposed use, the times and extent of the use, and shall include a description of any fees to be charged. Permission will be granted without favoritism and in the best interest of the Club and its Members. The Board may ask for a designated charitable donation for using the Club building and attach such terms and conditions to its use, as the Board deems appropriate.
4. No merchandise shall be sold in the Club unless the Board approves the sale in advance. The Board may specify such terms and conditions for the sale of merchandise, as it deems appropriate.

POLICY 3. Restrictions

1. DCBC is a non-smoking, tobacco free facility. Smoking is permitted only

- outside the building and more than 30ft from any entrance
2. Players are requested to refrain from using perfume type products or other strong fragrances.
 3. Players are requested to observe proper hygiene and to dress in a manner that does not create a distraction.
 4. Players are prohibited from eating meals [e.g. breakfast, lunch, or dinner] at the table during play.
 5. Members shall refrain from conduct in and around the Club that interferes with the operation of the Club, presents a safety hazard, or jeopardizes the relationship of the Club with its neighbors.
 6. Directors are authorized to cash personal checks in an amount of the play fee plus one hundred dollars (\$100), if it does not compromise their ability to make change for other players. Two-party checks are not allowed.

POLICY 4. Conduct of Players

Club games are conducted according to the relevant rules of the ACBL. Certain specific rules have been adopted as policies of the Board in order to emphasize their importance and to reduce repeated violations of these rules. Other ACBL rules that are relevant to Club games are still in effect despite not having been adopted as specific policies of the Board.

1. Players shall turn off the audible rings of their cellular phones during games and shall refrain from answering cellular phones during play. In the event that a player anticipates that he or she may receive an important or emergency call during the game, the player should alert the Director prior to the start of play.
2. Players shall not discuss boards in play during the game or on breaks except for a brief review of play at the table in a tone of voice that cannot be heard at other tables. Any such quiet review shall be courteous and shall comply with the DCBC Zero Tolerance Policy. The discussion shall stop when new players approach the table.

3. Partnerships shall have filled out convention cards that represent the agreements of the partnership and are available for opposition players during play. Novice partnerships and players are encouraged to ask a Director or a more experienced player for help filling out their convention cards. The DCBC Education Chair is one resource to help with this.
4. The declarer's partner is prohibited from touching or playing a card from the Dummy before the declarer calls it.
5. Players are prohibited from asking for a board from the next table before the move is called.
6. Players are specifically directed to comply with the requirements of Law 65, Arrangement of Tricks, in the Laws of Duplicate Bridge
7. In the event a Player disagrees with a decision of the Director regarding play at a Club game, the player can request that the Director submit the decision to an appeals committee, consisting of 2-3 experienced players, for review and as provided by ACBL rules. The decision of the appeals committee is final.
8. Players shall be allowed twenty-four (24) hours after the posting of scores for a game to request score corrections from the Director. Score corrections will only be made when both sides are available to verify the error, the scoring error is very obvious, or was created by a computer entry error.

POLICY 5. Zero Tolerance Matters

The success of DCBC depends on providing a pleasant and friendly atmosphere, where players and members can play duplicate bridge and increase their skills. To achieve this the Board emphasizes the importance of proper conduct and ethical play.

1. The Club has adopted a "Zero Tolerance Policy" (the ZTP) for the conduct of players at the Club. A copy of this policy is attached as exhibit A.

2. In the event that a Player believes that he or she has been exposed to conduct that violates the ZTP, the Player should promptly call the Director and explain the situation. The Director shall immediately gather and assess the facts and impose a proper penalty if appropriate.

3. Whenever the Director becomes aware of any form of physical abuse by a Player at the Club, he/she will immediately eject the Player(s) from the Club and order forfeiture of the game. The Director will deal with serious verbal abuse by imposing an immediate score penalty on the offending Player(s) and in extreme cases order forfeiture of the game and/or ejection from the Club.

4. A player or Director may file a written report or complaint regarding a ZTP violation. A sample of this form is attached as exhibit B. This form can be obtained from a Director and, once completed, should be given to a Director, who shall forward it to the President of DCBC.

5. The Board considers that it is in the interest of all parties in a ZTP matter that it be resolved quickly and equitably. It therefore urges all concerned to conform to the following procedure and timetable:

a. The President, upon receipt of the complaint shall, within five days, select a ZTP Committee, drawn from club members, who should be independent and objective. The President may also appoint a Board Member to facilitate the proceedings of the ZTP Committee.

b. The President, upon receipt of the complaint, shall promptly inform the person against whom the complaint has been filed (the Subject) of the nature and details of the complaint.

c. The ZTP Committee shall schedule a hearing within ten days of its appointment, with the Subject and complainant present. During the hearing, the Subject shall be allowed to present his or her side of the incident. Both complainant and Subject may call witnesses. No attorney shall represent any party, witness, or DCBC at any ZTP proceeding. However if the Subject is uncomfortable or unable to represent his or her side adequately, he or she may invite another DCBC member to assist during the proceeding. The ZTP committee shall not consider past cases involving the Subject in determining whether or not the complaint was justified. It may, however, consider such history in formulating its recommendations.

d. The ZTP Committee shall, within three days of the hearing, report its findings and recommendations in writing to the President of the Board, to the complainant and the Subject. The President shall immediately copy the Board members, who shall vote on any CTP Committee recommendations within five days, either in a formal meeting or by E-mail. In case of a tie vote, the matter is dropped. If the recommendations are accepted, the President shall promptly inform the Subject of the outcome and advise the Subject that he or she has five days to appeal the Board decision in writing. Any appeal should clearly state the grounds on which the appeal is based.

e. If an appeal is filed, the President shall appoint a three-person Appeals Committee within five days, again from independent club members. This Committee shall review the ZTP Committee report and recommendations and the grounds on which the appeal is based, make a final decision and promptly inform all parties of its decision.

f. The above time line has as its objective that all ZTP matters be resolved and final within 30 days. If for any reason the above schedule cannot be conformed to, the complainant and Subject should be promptly informed thereof.

6. The penalty for any offense will follow ACBL guidelines and regulations applicable to Clubs. If a suspension of member privileges is applied, a copy of the letter advising the offender will be forwarded to the president of Unit 374.

POLICY 6. Pet Policy

Only service animals will be permitted at DCBC.

POLICY 7. Postings

No one may post announcements, invitations, works of art, or similar items on Club property without the express consent of the Board. Also, Board permission is required before anyone can place containers for the collection of items to be distributed for charitable or other purposes.

EFFECTIVE DATE: October 19th, 2021

Exhibit A

DCBC Zero Tolerance Policy

The purpose of the ZTP is to create a much more pleasant atmosphere. We are attempting to eradicate unacceptable behavior in order to make the game of bridge more enjoyable for all. Below are some examples of commendable behavior, which, while not required, will significantly contribute to the improved atmosphere:

- Being a good 'host' or 'guest' at the table.
- Greeting others in a friendly manner.
- Praising the bidding and/or play of the opponents.
- Having two clearly completed convention cards readily available to the opponents.

The following list delineates some examples of behavior that will not be tolerated:

- Badgering, rudeness, insinuations, intimidation, profanity, threats, or violence.
- Negative comments concerning opponents' or partner's play or bidding.
- Constant and gratuitous lessons and analyses at the table.
- Loud and disruptive arguing with a director's ruling.

If a player at the table behaves in an unacceptable manner, the director should be called immediately. Annoying behavior, embarrassing remarks, or any other conduct which might interfere with the enjoyment of the game is specifically prohibited by ACBL Law 74A. ACBL Law 91A gives the director the authority to assess disciplinary penalties.

Warnings are strongly discouraged and will be given only when there is no clear violation or in cases where the facts cannot be determined. Regardless of who may have initiated unacceptable behavior, ALL offenses are punishable. Retaliatory behavior is a punishable offense. Frivolous accusations will also be considered as offenses under this policy.

Exhibit B
Zero Tolerance Form
Duke City Bridge Club

It is understood at the Duke City Bridge Club that each member / player should carefully avoid any remark or action that might interfere with another players enjoyment of the game.

I, _____, wish to report an incident that occurred on _____ (date), which I think, violated the DCBC Zero Tolerance Policy by:

- Badgering, rudeness, insinuations, intimidation, profanity, threats, violence.
- Comparing scores during the session, Talking during bidding or play.
- Negative comments concerning opponents' or partners' play or bidding.
- Constant or gratuitous lessons or analyses at the table.
- Loud and disruptive arguing with a Directors ruling.
- Other _____

Please explain the situation:

(Use back of form if more space is needed, or attach additional sheets)

Witnesses:

Director: _____ Was the Director Called? _____

Action taken by the Director:

Signature: _____ Date: _____

Please submit to Game Director.