

**KIVA WEST DUPLICATE BRIDGE ASSOCIATION
RULES, REGULATIONS, & POLICIES**

A. ORGANIZATION

1. Kiva West Duplicate Bridge Association (hereinafter the “Association”) will be guided by the Board of Directors (hereinafter the “Board”) and/or the Board of Officers (herein after the “Officers”) as described in the Association Bylaws. Any vacancies on the Board shall be filled pursuant to Article III, Sect. G. of the Bylaws. at the final Membership meeting of the year.
2. The Association Board of Officers shall consist of all elected officers.
3. The Association Officers shall have general supervision of the day to day affairs of the Association between its business meetings. It shall fix the hour and place of meetings, make recommendations to the Association Membership, and perform other duties specified in the Bylaws.
4. The Association fiscal year shall be from January 1 through December 31.
5. Membership meetings will be held a minimum of twice each year or as needed, determined by the Board, as set forth in the Bylaws. The cancellation of any Membership meeting shall be posted as far in advance as possible, and a date and time for the rescheduled meeting shall be posted as far in advance as possible.
6. The Association shall maintain a checking account at a local bank on a continuous basis.
7. Signature cards for the newly elected Officers shall be presented to the bank to be effective as early as possible following the election of any new Officer with the power to sign on the account.
8. Officers’ terms of service shall be as provided in the Bylaws, Article IV, Section D, beginning on January 1 after the meeting at which they are elected, unless a special meeting is held to fill a vacancy, and continue for a term of two years.
9. Along with the duties of the President set forth in Article IV, Sect. C of the Bylaws, the President shall also be responsible for the removal of all material from the bulletin board that does not pertain to bridge or is no longer timely.
10. Along with the duties of the Vice President set forth in Article IV, Sect. C of the Bylaws, the Vice President shall be responsible for recruiting and assigning monitors.
11. Along with the duties of the Secretary set forth in Article IV, Sect. C of the Bylaws, the Secretary shall assist the President with correspondence and special notices.
12. The Membership Chair shall process new Memberships, sign up new Members and teach daily monitors how to sign up new Members until January 31. Thereafter, monitors will sign up new Members. The Membership Chair shall be responsible for welcoming new Members, providing them with Association Directories and pointing

out the Association's Bylaws and Rules, Regulations and Policies throughout the year. Also, he/she will give the names of the new Members to the President so the names can be announced at games. It will be the Membership Chair's responsibility, assisted by the Directory Editor, to maintain an updated monthly list of new and renewal Members, as well as changes to Members' names, phone numbers and life master status; to prepare the Association roster for publication and to maintain a current roster throughout the year.

13. The monitors for each game shall be responsible for collecting the playing fees and, in the absence of the Membership Chair as a game, the annual Membership fees. All monies collected shall be forwarded to the Treasurer along with the attendance records, and such other information the Treasurer might require.
14. The Association is sanctioned by the American Contract Bridge League (hereafter referred to as ACBL) and must comply with the playing rules of the ACBL under the direction of ACBL certified Game Directors. The Game Directors shall be contracted by the Association Board.
15. In addition to the Game Director, ACBL rules require that every club designate an ACBL member as its Manager. The Association Manager is accountable to ACBL for enforcement of ACBL rules and regulations and for supervision of masterpoints, the monthly ACBL report, ACBL correspondence, sanction renewals, etc. as outlined in the ACBL manual. The Association Manager shall be appointed by the Association Board to serve for a period of two years. The position shall be contracted and the Board will determine the amount of compensation.
16. The President may appoint Chairpersons for special parties or other special events.
 - a. The respective Chairperson will advise the Game Director of the number of Bridge players expected.
 - b. Following the event, the designated Chairpersons are to make a concise written report to the President that shall include the number of attendees, revenue, any problems encountered, and recommendations for the next similar event.
 - c. The Association Treasurer shall ensure an exact accounting of Association event income and expenses, attaching receipts for expenses.

B. RULES

1. A player may not be barred for religious or political affiliations, race, or national origin, or because of proficiency or deficiency at bridge. Any violation of rules or disruptions of the game by a member requiring disciplinary action shall begin with a director call. The Game Director will make a decision, then determine whether to make a written report and recommendation to the Association Board. The Game Director, or the Association Manager, shall decide when or if ACBL rules have been violated and make an appropriate recommendation to the Board. The Board shall determine the nature of any disciplinary action in accordance with the provisions of Article II Section E of the Bylaws.

2. Member dues must be paid promptly in the new year in order to continue to play at the Association member playing fee. Previous Members not renewing will be charged the guest playing fee.
3. A new member who joins the Association within two months prior to the beginning of the new year shall be considered paid for the coming year. However, if the annual dues are raised at the final business meeting of the year, such new member shall be required to pay the amount of the increase.
4. Only residents of Sun City West can become Members of the Association. A current Recreation Center Membership card or other proof of residency will be required to sign up for Association Membership.
5. The Association will sponsor all bridge lessons held at the Beardsley Recreation Center. The Association will negotiate contracts with the instructors.
6. Anyone leaving the game for other than a medical emergency or with permission from the Game Director will be subject to Bylaws disciplinary procedures set forth in Article II, Sect. E.
7. No member or guest shall use the Association for political purposes. No person running for an elected office in Sun City West shall be allowed to solicit petition signatures, engage in political rhetoric or hold political discussions on RCSCW property.
8. These Rules, Regulations and Policies may be amended by a two-thirds vote of the Membership at a meeting called for that purpose. Proper notice of such meeting must be given pursuant to Article VI, Sect. D of the Bylaws.

D. REGULATIONS

1. **Cheating Policy Statement:** Suspected incidents of cheating may be reported to the Game Director or to the President in writing for action by the Association Board.
2. **Improper or disruptive conduct; or persistent playing or player courtesy violations reported by their Members to the Game Director shall be cause for a disciplinary investigation by the Association Board. If disciplinary action is deemed appropriate by the Board, it shall be administered in the following sequence:**
 - a. **First offense:** A written warning from the Association;
 - b. **Second offense:** A short-term suspension not to exceed one (1) week;
 - c. **Third offense:** A longer term suspension not to exceed two (2) weeks;
 - d. **Fourth offense:** A longer-term suspension exceeding two (2) weeks and/or termination of the Member's Membership, upon the recommendation of the Board of Officers.

A severe infraction may be defined as: cheating, violence (which would include “loud, angry, intimidation”) sexual harassment, Game Director harassment, walking out of a duplicate bridge game for other than a medical emergency, or other disruptive conduct of a gross nature. This definition is not intended to be all inclusive. Good judgment must prevail.¹

Certainly, not all angry outbursts by a member would be defined as a “severe” infraction. A very purposeful, careful assessment of the “incident” must be accomplished prior to invoking this paragraph.

Additionally, no less than a committee of Board Officers must hear the “offender’s” version of the incident and relevant witnesses must be heard.

Game Director harassment would have to be gross to invoke this paragraph for a first-time offense; it might include any name calling, intimidation, or verbally refusing to ‘let go” of the Director. Certainly, everyone has a right to disagree with a Game Director, but they must follow a procedure in doing so.

3. In accordance with the ACBL rules, the Game Director is empowered to oust a member from a game. The Game Director must submit a written report to the Association Board which describes the infraction, and why the player was removed from the game.
4. Association mailing lists, similar documents, or other lists derived from any Association documents, either physical or electronic, shall be used only for distribution of an Association newsletter or other Association business. Association Membership rosters shall not be sold or used for any type of non- Association solicitation.

C. PROCEDURES

1. All games shall be conducted according to ACBL rules.
2. Playing fees for Members and guests will be recommended by the Board of Officers and voted on by the Membership. To comply with ACBL rules for open clubs, the Association will not charge guests more than 100% of what Members are charged to play. Fees may be temporarily raised for special games. Free games or reduced price games may be offered as determined by the Board without Membership approval.
3. The Game Directors will handle seating arrangements. Seating arrangements are to be made only for those players with ambulatory difficulty.- Players calling for reservations must call before 11:00 a.m. and must be in the building at least 15 minutes before game time to hold the reservation. Members who are 90 years of age or greater may sit North/South.
4. Movements will be at the Game Director’s discretion.

5. Game Directors are allowed to provide a free game as an incentive for a pair to change sections to avoid a sit-out situation.
6. The only beverage allowed at the playing tables is water which must be in a container with a lid.
7. The Association Board will appoint a Coordinator of Game Directors, who will determine which games each Game Director will direct.
8. The Association President is the only person authorized to take complaints or instructions to the Board. Anyone who violates this authority should be reprimanded by the Association Board. All complaints must be put in writing and given to the President.
9. Bid Boxes will be used in all flighted sections, with North/South responsible for boxes on their table. Anyone unable to use the boxes because of a physical disability is exempt.
10. Association Championship games should not be scheduled on holidays.
11. Allowing people to play who arrive after the 12:15 cutoff time (6:15 for evening games) will be at the discretion of the Game Director; however, all Game Directors are encouraged to try to squeeze in these late arrivals. (Players are urged to buy their partner's entry ticket, particularly if they anticipate his/her late arrival.)
12. All players who come early to secure a specific table or specific direction must remain in the building.
13. Side Chairs at players' tables are not normally allowed, except in the case of Web Movement where a chair is needed to accommodate a stack of boards. For health and/or safety reasons, walkers are permitted.
14. Convention Cards. Players are required to have a visible Convention Card on the table, open only to the convention side and filled out identically to that of the player's partner. Under no circumstances should the Convention Card be open to the scoring side (unless the player is in the process of scoring) nor should scores be discussed with players with whom you have not played the board. The Card is for the benefit of the opponents and should be placed so that the opponents can easily read it, not so the player can read it. It is improper, as well, as unethical, for either player to refer to their own or their partner's Convention Card once the bidding has commenced. Repeated infractions of this paragraph shall warrant a penalty which may be assessed at the discretion of the Game Director.
15. Appeals committees are disallowed. Players who feel they have been ruled against unfairly or inaccurately by a Game Director may ask a Director or Association Manager to submit the issue to ACBL for a ruling.
16. Regarding the December Holiday Party or other such dinner/game events, payment for

the event shall be considered as one payment for one combined event. In other words, Members and guests will pay a fee for the dinner, which will include the game afterward.

17. Correspondence submitted in writing or verbally to the Association Board by Members or guests shall be treated as confidential and private. Information contained within this correspondence may be shared with the Association Board, Association Manager, or Committees as deemed appropriate by the Association President. The Association Secretary shall collect and maintain a separate and confidential file of such material as directed by the President.
18. Regarding air temperature of the room, appeals may be made to the Game Director. The Game Director shall have total discretion if any change is to be made in fans or temperature setting.
19. Some players have breathing or respiratory sensitivities that are irritated by people using perfumes or other products that emit an aroma. This causes discomfort for those affected. Everyone should be considerate and refrain from using those products while in the cardrooms or while attending Association events and activities.
20. Should a player encounter an issue in the cardrooms that requires the attention of building maintenance, they should make the President or the Game Director aware of the problem.
21. As a courtesy to all, players should silence or turn off their cell phones when they enter the card room. There may be a sign at the monitor's table reminding Members and guests to turn off cell phone and the Game Director may also remind players at the beginning of the game. Should a cell phone ring during a game, at the discretion of the Game Director, the player responsible MIGHT be penalized after a repeat offense. Should the player actually answer the cell phone, they shall be penalized a minimum of $\frac{1}{4}$ of one board. If a player is expecting an important phone call, the Director on request will keep the phone and answer it.
22. Only paper currency or checks will be accepted for payment of Association fees: \$1, \$5, \$10 and \$20 bills. No \$50 or \$100 bills will be accepted. Coins will not be accepted.

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