

	The Rockhampton Bridge Club Inc.	
By-Law:- 02b	TOURNAMENT COMMITTEE	Approved:- 8 June 2010.

1. Purpose of By-law

The By-law has been issued by the Management Committee to detail the functions of the Tournament Committee, the membership of the Committee and the process for election of members of the Committee.

2. Role of Committee

The Committee must ensure that bridge playing standards are maintained to QBA requirements and that all bridge playing sessions are effectively organised and managed.

3. Format of Committee

The Committee will consist of the Masterpoints Secretary, Zone Committee Representative, and three (3) financial members of the Association. At least one member of the Management Committee must be a member of the Committee. The Committee members must appoint a Chairman.

4. Election of members

The members must be elected at the Annual General Meeting after the election of the new Management Committee. Vacancies on the committee will be filled by determination by the Management Committee. The new committee will take effect for the twelve month period commencing the first day of January following the AGM.

5. Responsibilities and functions of the Committee

Key duties of the Committee are to:-

- Prepare the Club's annual program of all Club bridge competitions and their format, in accordance with QBA requirements, to meet the Management Committee deadline for inclusion in the Club annual Program publication.
- Enforce QBA Regulations by making copies of the Regulations available to members and Directors of play, and ensure these Regulations are adhered to by actively providing advice to players regarding these Regulations.
- Encourage suitable Club members to become trainee Directors of play, and make recommendations to the Management Committee regarding the appointment of trainee Directors, so that adequate numbers of Directors are available to control all Club bridge sessions.
- Support Directors of play and encourage suitable trainee Directors to undertake training to become qualified Directors, through the QBA Director Accreditation Scheme.
- Maintain an up to date roster of Directors for all club sessions.
- Ensure that any local rules for bridge competition play are posted on the Club notice board or otherwise made available to players.
- Ensure that Club congresses are appropriately organized by submitting to the Management Committee the names of those club members who have agreed to be Congress Conveners for the coming calendar year, so that these Conveners can be appointed at the Annual General Meeting.
- Provide support to the Congress Conveners who are responsible for organizing the congresses.
Note - The responsibilities of the Congress Conveners, relating to their allocated congress include:-
 - liaising with QBA and other Clubs,
 - issuing relevant paperwork,
 - liaising with Management Committee regarding provision of refreshments, establishment of Congress fees, arrangements with visiting club members, appointment of Director, and rostering of club members to provide assistance during the congress.
- Request Management Committee action where the Committee considers that disciplinary or other action is required to support the Committee in its endeavors.
- Hold formal meetings of the Committee on a needs basis and provide a report to the Management Committee on these meetings, as necessary.