



ETIQUETTE & PROCEDURE TIPS

TIP 1 - GENERAL “PLAY NICE”

- Be courteous at all times – to your partner, opponents, other players and the director (LAW 74).
- The LBC *Code of Conduct* sets out the conduct expected of members and visitors at LBC and promotes Active Ethics.
- Remember that bridge is a **game** – a challenging, frustrating, glorious **game**.
- Be the player everyone else wants to play with or against.
- If you are an LBC member, you are an LBC owner. As such, you need the other players to come back! (You don't want to be playing Solitaire, do you?)
- Help to ensure that everyone enjoys the game in a quiet, comfortable, pleasant environment.

Tip 2 – THE LAWS

- Our games are governed by the ACBL *Laws of Duplicate Bridge*. These Laws are available on the ACBL website www.acbl.org.
- The ACBL Publication *Duplicate Decisions* helps with discussion and interpretation of the Laws. This document is also available on ACBL website www.acbl.org.
- The LBC *Code of Conduct* sets out the club's expectations of players.
- The LBC document *Code of Conduct Regulations* outlines the process for addressing breaches of the *Code of Conduct* and the potential consequences.
- These tips refer to several of the Laws, but do not attempt to cover all the Laws nor all of the considerations in applying the various Laws.

Tip 3 – NORTH & SOUTH HOST

- North is responsible for moving the boards (Law 8) and should ensure that the proper boards and proper opponents are present for each round. Check the Bridgemate, it knows!
- Because of this responsibility, by tradition North is the only player who handles the boards – unless North specifically asks others to do so. North may ask South to look after the boards while North records the scores (or vice-versa) to keep up the pace of play.
- North and South are responsible for keeping the table neat and ready for play (Law 7D).

Tip 4 – GREETING NEW OPPONENTS

- North and South are table “hosts” and should greet visitors as they arrive, e.g. “Welcome to Table 4.”
- Introduce yourselves as appropriate prior to start of play on each round.
- East & West are table “visitors” and should greet their hosts in turn. If you must briefly discuss the previous hand with your partner, do so before arriving at the table – not by talking over the heads of North & South.

Tip 5 – CELL PHONES

- Cell phones should be silenced during play. If a call MUST be answered during play, you should excuse yourself, step away from the playing tables, keep the call as short as possible, and then apologize again on your return to the table. If at all possible, allow the call to go to voice mail and return it at a break or after the game.
- If you are expecting a call that must be taken, please inform the director before the start of play. (LBC has not as yet adopted the ACBL tournament policy of automatic procedural penalties for cell phone disturbances.)

Tip 6 – FACIAL EXPRESSIONS

- Maintain a friendly poker face throughout the auction and play.
- Avoid staring intently at partner’s or opponent’s face during bidding and play; their unconscious reactions may give you unauthorized information.

Tip 7 – COUNT CARDS & REPLACE HAND

- When you take your cards out of the board, count your cards face-down to make sure there are thirteen. If there are not, you should inform the others at the table and call the director (Don’t forget to say “Director Please!”) If there are more than thirteen – it is important that you not turn the cards over to look at the faces (Law 7).
- Once the result of the hand has been agreed, shuffle your hand and carefully replace the cards face down in the proper pocket of the duplicate board ready for the next table (Law 7).

Tip 8 – DECIDE, THEN BID

- When it is your turn to bid, you should first decide on your bid. Then, and only then, reach for the bidding card that reflects your decision.
- If you “finger” the bidding cards while you are thinking- especially if you then pass- you may be giving your partner unauthorized information.
- If your partner hesitates, you must be careful not to make any bid or play that might have been suggested by that hesitation.

Tip 9 – USE BID CARDS WITH CARE

- Place your bid on the table in front of you, overlapping previous bids so the entire auction is clearly visible.
- Check your bidding card as you place it on the table to ensure it matches your intention. If you notice **before your partner bids** that the card in front of you is **not** what you intended to bid, you should call the director. In most cases you are allowed to change your bid (Law 25).
- You may not change your bid if you change your mind or realize that you should have bid something else. A “Slip of Fingers” may be corrected (most of the time) but a “Slip of Mind” may not (Law 25).

Tip 10 – BID IN TEMPO

- Bid in a regular tempo. You should only convey information through the bid itself, not by the way the bid is made.
- You may need a little extra time to think about some bids, and that is allowed. When that happens, the Laws require that your partner must ignore the pause or hesitation when making her decisions.
- Avoid passing very quickly, with no apparent thought. This tells everyone at the table you have a very weak hand.

Tip 11 – BID IN SILENCE

- Bidding is to be done in silence, except for announcements and alerts. Although it can be quite amusing, saying things like “might as well take a chance on game” **before** the auction is over is tantamount to saying “do not bid again partner”. This is unauthorized information.
- Similarly, place your final bid on the table in the same tempo and manner as your other bids – and not in a way that says “DO NOT BID AGAIN PARTNER.”

Tip 12 – END OF AUCTION

- It’s good practice to place your final PASS card on the table. Some players just tap the table or pick up their bidding cards, but this could be interpreted as a message to partner that “the auction should end now” which is **not** part of the fifteen words in bridge bidding. Tapping a double might be ambiguous; PASS is not.
- At the end of the auction, pause for a second or two before replacing your bidding cards in case your opponents have a question regarding the bidding.
- At the end of the auction, it is good practice for someone to state what the final contract is so all can agree – especially if the contract has been doubled. North may enter it on the Bridgmate then (after making the opening lead or putting dummy down, as appropriate.)

Tip 13 – PSYCHIC BIDS

- Psychic bids – bids which deliberately misrepresent the player’s hand – should never be used against a weaker pair, and only rarely in a club game, since they can unfairly affect the results.
- The Laws prohibit psychic bids which are the subject of a partnership agreement – either explicit or implicit e.g. based on previous practice.
- LBC does not permit deliberate psychic bids in limited-point games.
- A bid that misstates the value of a hand by 3 points or fewer, or the length of a suit by one card is **not** a psychic bid. (See discussion re Law 40 in Duplicate Decisions.)

Tip 14 - ANNOUNCEMENTS

- There are a few common, standard bids which are to be “announced” by the bidder’s partner before the next player bids:
 - If partner opens 1 No Trump, announce your agreed point range, e.g. “15 to 17.”
 - If partner bids Diamonds or Hearts as a Jacoby or Texas transfer after your No Trump bid, say “transfer.”
 - Announcement bids are printed in blue on the convention card blank.
 - “Forcing”, “semi-forcing” and “may be short” are other common announcements.
 - You should pick up the “alert” card and touch it to the table or tap it against the bidding box when making an announcement, to ensure that the opponents are aware of the announcement. This is especially important if one of the others at the table is hard of hearing.

Tip 15 – ALERTS – PART 1- ALERTING

- Several bids are to be “alerted” by the bidder’s partner before the next player bids.
- The alert is required by the *Laws of Duplicate Bridge* so that the opponents are aware that the bid does not have its natural meaning.
- Alertable bids are printed in red on the convention card blank.
- When partner makes an alertable bid, say “Alert” while picking up the Alert card and touching it briefly to the table or on the side of the bidding box, to ensure that the opponents are aware of the announcement. This is especially important if one of the others at the table is hard of hearing.
- Do not volunteer an explanation of the alert until an opponent asks at their turn to bid or play.
- Several bids are now so commonly used that no alert is required. Stayman, the Strong 2 club opening & any 2 diamond response to it, Gerber or Blackwood and the responses to them, cuebids of a suit first bid by the opponents (e.g. Michaels, limit raises) or an immediate overcall of 2 No Trump (Unusual) are common examples.
- Conventional bids above the level of 3 NoTrump, beginning with opener’s first rebid, are delayed alerts. They are not alerted during the auction; declaring side alerts before the opening lead; defending side alerts after the opening lead has been made face-down, before the dummy is tabled.
- When in doubt as to whether a bid is alertable it is safer to alert it, even if you can’t remember exactly what it means. Opponents are entitled to know that it may not be a natural bid.
- The ACBL publication *Alert Procedures* is available on the ACBL website www.acbl.org.

Tip 16 – ALERTS – PART 2 –EXPLAINING

- If an opponent (never your partner) asks for an explanation of an alerted bid, at his turn to bid or play, the person who said “alert” (i.e., the **partner** of the person who made the alertable bid) must explain.
- The person who made the alertable bid may not correct partner or react in any way to the explanation until the proper time (see Tip 17).
- The explanation should be clear, brief and simple. Explain the bid rather than giving the name of the convention, since not everyone will be familiar with all conventions. So:
 - “Partner is showing both majors” rather than “Cappelletti.”
 - “Partner is asking for a further description of my hand and forcing to game” rather than “fourth suit forcing.”
- The ACBL publication *Alert Procedures* is available on the ACBL website www.acbl.org.

Tip 17 – ALERTS – PART 3 - MISTAKEN EXPLANATION OR MISSED ALERT (Law 75)

- If you notice that your partner did not alert when you think he should have, or feel that the explanation your partner gave was incomplete or inaccurate:
 - Maintain your pleasant poker face; you are not allowed to react in a way that will suggest to partner that he has forgotten something.
 - If you become dummy or declarer, you should point out the missed alert or problem with the explanation after the auction has ended and before the opening lead.
 - If you become a defender, you must wait until play of the hand is complete to point it out. If either of the opponents feels that the correct alert or explanation would have changed the way she bid or played the hand you should tell the table that you would like guidance from the director. Don’t forget to say “Director **please!**”
- If you realize later during the auction that you failed to alert or announce a bid by partner, or gave an incomplete or inaccurate explanation; call the director to correct it, either immediately or before the opening lead is made.
- There is no prescribed penalty for a mistaken explanation or missed alert, but the director may adjust the score if the opponents were damaged as a result.

Tip 18 – SKIP BIDS

- If the player bidding immediately before you makes a skip bid –(i.e., bid one or more levels higher than required, as in opening 2 clubs or 3 spades)– you should pause a few seconds before bidding; otherwise you risk giving your partner unauthorized information.

TIP 19A - AUCTION EXPLANATION AND QUESTIONS –WHEN TO ASK

- During the auction, *when it is your turn to bid* you may ask an opponent (not your partner) about their agreement as to the meaning of any bids made by her partner.
- Ask questions during the auction if the answer might make a difference in any bid you are considering. Otherwise it is preferable to wait until the auction has ended.
- If you are on opening lead, you may ask questions before choosing your lead. If your question is about an ace-asking auction, give declarer a moment to volunteer information before asking.
- If your partner is on opening lead, you should wait to ask questions until after partner has selected his lead and placed it face down on the table and asks “Any questions, partner?”
- Partner may not change her lead after you ask a question unless it uncovers an irregularity in the auction. In such a case, you should call the director. The director will let her know if she may change her lead.

TIP 19B - AUCTION EXPLANATION AND QUESTIONS –HOW TO ASK

- Phrase your question in a neutral way if possible. “Please explain” is the recommended way to ask for information.
- You are entitled to an accurate description of their agreement, if any. You are not entitled to an accurate description of the bidder’s hand.
- Don’t assume that you know what the alerted bid means. The opponents may use different conventions than you do. If it might make a difference in your decision, ask when it is your turn.
- You may not ask a question for the purpose of drawing something to your partner’s attention.

Tip 20 – DECLARER OFFERS TO EXPLAIN AUCTION

- ACBL Alert Procedures say “to ensure full disclosure, at the end of the auction and before the opening lead declarers are encouraged to volunteer to explain the auction.”
- In particular, if you have had an ace-asking auction, before the opening lead declarer might offer a brief and simple explanation such as “We had an ace-asking auction; the reply indicates zero or three key cards with spades as trump.”

Tip 21 - OPENING LEAD

- Start planning your opening lead during the auction.
- Before writing the contract in your personal score (or entering it on the Bridgemate if you are North), select the card you will lead and hold it **face down** on the table. Then say “Any questions, partner?”
- This allows partner to ask the opponents any questions about the auction. After any questions have been answered, you should turn your card face up so that play can proceed.
- You may not change your lead after partner asks a question – unless the question uncovers an irregularity in the auction. In such a case, you should call the director. The director will let you know if you may change your lead.
- Interestingly, the most common question is “Isn’t it my turn to lead, partner?” If it really was your partner’s turn to lead, **and if your card is still face down**, just put it back in your hand and play proceeds normally. If you had led face up, you should call the director, who will outline the five “Opening lead out of turn” options available to the declarer.

Tip 22 - REVIEW OF AUCTION

- Any player (other than dummy) may request a review of the auction before playing to the first trick. An opponent should answer. After the first trick, players may ask questions regarding a particular bid or defender carding **at their turn to play**, or ask what the contract is, but not for a complete auction review.

Tip 23 – RESPONSIBILITIES OF DUMMY

- The player who is dummy lays out the dummy neatly as soon as the opening lead is faced. Do this before writing the contract on your personal score sheet or entering it on the Bridgemate (Law 41).
- Now relax – but remain attentive! Play out the cards only as directed by declarer. Do not suggest a play or ask to look at declarer’s or a defender’s hand (Laws 42, 43, 45 & 46).
- Turn the tricks in front of you to keep track of which side won each trick. If you notice that the declarer or an opponent turns one the wrong way, you may point this out, but only if you do so before the lead to the next trick (Law 65.B).
- If declarer does not follow suit, it’s good practice to ask “no more of the led suit, partner?” as it may prevent a revoke. Dummy may not ask this of a defender (Law 42.B).
- If declarer starts to lead from her hand when the play should be from dummy, or vice-versa, you may remind her where the lead should be. In doing so, you should not tap the table or keep a finger on the table, since this might be seen as suggesting a particular lead. (Law 42.B).
- Dummy may not point out other irregularities in play (e.g., a revoke by a defender) or initiate a Director call until after play of the hand is complete (Law 42.B).

Tip 24 – DECLARER PLAY FROM DUMMY

- When your partner lays out the dummy for you, say “Thank you Partner.”
- When calling for a card from dummy, call for it clearly, e.g. “spade five.” (Law 46)
- Calling for “a club” means the **lowest** club. If you want the ace of clubs, say so (Law 46).
- A request such as “Please run the hearts from the top” allows dummy to play to those tricks in order without waiting for your direction before each trick.

TIP 25 – CLAIMS OR CONCESSIONS

- Claim as declarer when you are **certain** that all of the remaining tricks are yours, stating your line of play clearly: ‘I plan to draw the last trump ending in hand, cash the A and K of hearts, then lead a small diamond to the good diamonds in the dummy.’ (Drawing one extra round of trumps (a Lundgren check round) to ensure all trump have been drawn helps to make you certain.) (Law 68-71)
- Or claim conceding specific tricks: “You will get the Ace of diamonds, then I have only the remaining trump and good hearts.” (Law 68-71).
- If a claim is contested you should call the director. Note that the Laws require the Director to resolve any doubtful points against the claimer (Law 68-71).
- While you may also claim or concede the remaining tricks as a defender be sure that you understand the situation. If your claim or concession is not valid you risk giving your partner unauthorized information or giving declarer helpful information about the location of an important card.
- If all four players agree, instead of calling the director, a claim or concession may be cancelled (at the request of the non-claiming side) in favour of playing out the hand. If any player objects, the director must be called to rule on the claim.

Tip 26 - PLAY THE CARDS IN TEMPO

- Try to play your cards in an even tempo, especially as a defender. You may take time to think if you need to do so, but it puts the onus on your partner to ignore any break in tempo, while declarer may take note of your problem. (Law 73.D).
- Do not detach a card from your hand until it is your turn to play and you are ready to play.
- Returning a detached card to your hand and replacing it with another card may provide unauthorized information to your partner.
- It is a violation of bridge ethics to pause and pretend to have a problem, e.g., if you have a singleton in the suit led, play it in tempo (Law 73.D).
- “False carding” in the play of the hand is acceptable provided such action deceives your partner and your opponents equally, and is not done by partnership agreement (Law 73.E).

Tip 27 – HANDLE CARDS AND BOARDS GENTLY

- Place your card gently on the table and let go of it. Avoid “snapping” your cards as you play them. Such action is noisy and distracting to others.
- Snapping can also bend cards. Our dealing machine chokes on bent cards.

- Handle the boards gently. If the little ears break off one of them, the whole set is damaged. For this reason, you should simply move the top board to the bottom of the pile; do not turn it face down.

Tip 28 – FINISH THE TRICK

- Wait until you have seen the other three cards, and others have seen your card, before you turn your card over. While your card is face-up, you may ask to see the other three again. Once you have turned your card over, you may not ask to see the other cards (Law 66.a).
- You may not look back at cards played to an earlier trick during the play of the hand, except to check who is on lead by looking at your own last card played, or as directed by the Director in making a ruling (Law 66).
- Keep track of tricks won and lost during the play by turning the cards in the appropriate direction (Law 65).

Tip 29 - REVOKES & PLAYING OUT OF TURN

- These things do happen, at all levels of bridge. They are mistakes and are **not** attempts to cheat.
- When they do happen– say “we should call the director for help” – then “Director Please!”
- The director will explain the various options and rectifications appropriate to the situation under the Laws of Duplicate Bridge. (Laws 61-64 re: Revokes, Laws 53-60 re: play out of turn)
- Generally, these rectifications are set out to avoid any potential disadvantage to the pair who did not make the mistake, rather than to penalize the pair who did make the mistake.

Tip 30 - ADJUSTED SCORES

- Sometimes the Director will award an adjusted score in order to ensure that there is no disadvantage to the pair who did not make the mistake, or because it is not possible to play the board fairly.
- Sometimes the adjusted score will be an award of a normal contract score, e.g. four spades making for 420.
- Sometimes the adjusted score will be expressed as “Average”, “Average Plus” or “Average Minus.” Average will score 50% on the board, Average Plus will score at least 60% and Average Minus will score at most 40%.

Tip 31 - AFTER THE HAND IS OVER

- Leave your cards in their neat line until all four players have agreed on the result of the hand (Law 65).
- If you need to go trick-by-trick to agree on the result, one player should lead the process. If necessary, call the director.
- North enters the result on the Bridgемate, then gives it to one of the opponents to verify the result.
- East or West should carefully verify that the board number, contract, declarer, and result have been entered correctly. It is much easier to correct an error on the Bridgемate before it is accepted.

Tip 32 - AFTER THE HAND IS OVER

- Avoid reciting your hand or the results so loudly that you can be heard at the next table. Not only is it distracting to those players, but the board may be moving to that table, in which case you are providing unauthorized information which could prevent them from playing the board.
- You may not touch another player's cards during or after play without their permission. (Law 7)
- Avoid gloating over a good result. Comments such as "I'm glad you didn't find a heart lead" may sound like gloating to one of your opponents.
- Avoid fretting over a bad result. Doing so often causes another bad result, and makes it hard to be sociable – or to be a good partner.

Tip 33 - END OF A ROUND

- North passes the boards to the next lower table, or asks someone at the table to do so.
- At the end of a round, the Bridgemes allow you to check the scores that have been entered during that round. The word "SCORES" will show in the bottom right corner of the screen. Pressing the small button immediately below that will show the N/S scores. If one is in error, call the director to correct the score.
- If the end of the round has been called and the next East/West pair is ready for your table, please vacate your seat so play can continue.
- If you are ready to move to the next round before the round is called, and the seats are available, do so quietly without disturbing other tables – but first make sure there is not a skip!
- If you are getting the boards you are about to play from the next table, you must avoid seeing any of the hands or exposed cards. Ask the players for "A board, please?" or ask the director or another player to get one for you.
- If visiting while waiting for the next round, use your library voice. Players who are behind will play even more slowly if it's noisy, because it's much harder to concentrate.

Tip 34 - IT'S ABOUT TIME – BE PUNCTUAL

- Whenever possible, arrive at least 15 minutes before the announced game time. It will make starting the game on time much easier for all, and give you time to chat with your bridge friends and introduce yourself to newcomers.
- A board should take about 6 to 7 minutes to play. Be aware of the time clock and whether you are ahead or behind the pace of the field. If you are behind, try to catch up so the field can move together.
- Regardless of the cause, when a table has fallen behind both pairs should strive to catch up to the field.
- If you are not finished when the round is called, pass the boards that have been finished to the next table, or set them where they can easily be picked up without disturbing your table.
- Leading or putting dummy down before recording the contract and lead will save time for everyone at your table.

Tip 35 – IT’S ABOUT TIME – LATE PLAYS

- When you hear the time clock warning “two minutes; please do not start another board” or the Director has called the round and there is still a board to play, call the Director to register a Late Play in the Bridgmate.
- If the Director directs that you take a Late Play on a board, do so graciously. She is trying to help you out from under the time pressure, while keeping the game moving for everyone else.
- Law 82 deals with Late Plays. If anyone at the table has looked at their hand, a Late Play is not allowed. The board will be cancelled and recorded as a No Play.
- When a Late Play is taken, the Director should arrange for the table that will be playing that board on the last round to play it first in that round, then deliver it to the table where the Late Play will be played.
- At LBC, if any one of the players is unable or unwilling to stay to play the board after the last round, it will be recorded as a No Play.
- Event rankings and masterpoint awards are based on your percentage results on the boards you do play; a board not played is **not** a deduction.

Tip 36 -CONVENTION CARDS

- Whenever possible, especially with a regular partner, have a convention card filled out and available for the opponents to refer to during the auction or play.
- You may not refer to your convention card during bidding or play; you may only do this between hands.
- You may refer to an opponents’ card prior to play or when it is your turn to bid or play. It is customary to ask politely for the card, rather than just reaching for it.

Tip 37 - ATTITUDE and COMPORMENT

- Remain calm and courteous at all times. Be kind and gracious.
- Enjoy the game and enjoy your successes and challenges– without gloating, and without pointing out opponent or partner errors.
- Take responsibility for your errors and apologize to partner and opponents.
- If you temporarily become annoyed you should excuse yourself from the table; regain your composure as soon as possible, and return with an apology.

Tip 38 - IF YOU ARE WATCHING OTHERS PLAY

- If you wish to watch (kibitz) another table, first ask if anyone objects.
- Sit so that you can only see one player’s hand.
- Do not show any reaction or offer comments during the play.
- If you are going to watch another table while you are on a sitout, please ensure that you do not watch a board that you will play later in the game!

Tip 39 - WHEN TO POINT OUT ERRORS BY OTHERS

- *Note: in thinking about this one, it may be more effective to express as “when should others point out my errors?” This applies to errors in bidding or play, but not to irregularities such as revokes, bids or leads out of turn, etc. which should be identified as soon as possible for rectification.*
- When and if you are requested to do so by the person who made the error. Even then, be gentle, e.g. “It’s a tough play to find with the information you had, but if you”
- In the car on the way home – if your partner is not riding with you.
- If your partner has asked in advance that you point out better plays and errors during the play (a coaching situation) do so only after all boards in that round have been completed, if there is time. Step away from the tables together if it’s going to take more than a single comment. Hand records and Pianola results will make it easier to have these discussions after the game or the next day.
- Compliment partner or opponents if you notice good play.

Tip 40 - DISCUSSION WITH PARTNER

- If you need to discuss an agreement with partner you should step away from the table (even if you are North-South) This should preferably be done between rounds and only if time permits. You may not discuss agreements during the bidding or play of a hand.
- Do not discuss previous hands either at the next table or when the next pair arrives at your table. They may be playing the board later.
- If you have a sit out, you and your partner should use your library voices while visiting. Better yet, move away from the playing area to have a chat so that you do not disturb the other players. It is amazing how voices carry when the room is quiet.

Tip 41 - “DIRECTOR PLEASE!”

- A director oversees all aspects of a bridge game and has absolute authority during the game (Laws 81, 90 and 91.) Call the director promptly if there is an irregularity. It’s her job to make the game fair for everyone.
- It is good practice to say to the other players at the table “I would like to ask for the director’s guidance in this situation.” Then “Director Please!” and raise your hand.
- Do not shout “Director!” as soon as an opponent’s card or bid lands on the table. It will sound like “Stop thief!” to the offender and those around you.
- Remember you are calling the director **for** the other players, not on the other players.
- Even if you know the applicable rule, call the director. The director may be able to point out options of which you are not aware, and the other players will not be wondering whether you have the rule exactly right.

Tip 42 – WHEN THE DIRECTOR ARRIVES

- When the director arrives and says, “How may I help?”, the player who called should first describe the reason for the call--without interruption. The director will then ask the other players if they have anything to add. Keep voices quiet and calm; (“Just the Facts, ma’am.”). The director can only listen to one voice at a time.
- The director may ask one of the players to step away from the table with her. This is done so that the director can ask questions, the answers to which might give unauthorised information to that person’s partner if overheard.
- If the director makes a ruling that you feel is in error, do not argue. If you think that there’s a relevant fact that the director is missing, point that out gently; “Did I mention that the contract was Five No Trump?”
- If you still feel the ruling is in error, accept it and get back to play. Speak privately to the director later or after the completion of play to ask for an explanation of the relevant law. If the ruling was in error, the director may decide to adjust the scores.
- Director rulings that involve judgement may be appealed. Just ask the director to review the ruling with a committee. If at all possible, this will be arranged promptly following the completion of play.

Tip 43 – UNAUTHORIZED INFORMATION (Law 16 – and many others)

- Players may base their calls and plays on information gathered from legal calls and plays and from opponents.
- Players may **not** base a call or play on “Extraneous Information” that other players playing the same board would not have, unless it comes from the opponents.
- Many of the Laws are set up to avoid the possibility of acting on extraneous information from partner. This includes hesitations, bids out of turn, unexpected or missed alerts, etc.
- There are many other instances where you must not allow extraneous information from other sources to influence your decisions, e.g. if you overhear someone at the next table (where your next boards are coming from) reciting their hand or discussing the results on a Board. If this happens, call the director.
- If extraneous information damages either pair, the director may assign an adjusted score.

Tip 44 - AFTER THE GAME

- Immediately after the result for your final board has been accepted, the Bridgemates allow you to see your provisional percentage and ranking for the session, based on the results posted so far. The word “Rank” will appear at the bottom of the screen. Press the small button immediately below that word and the results will appear.
- The Bridgemates also allow you to review your board-by-board scores at this time. The words “Game Summary” will appear at the bottom of the screen. Press the small button immediately below to see N/S scores. Press the small button below the down arrow to scroll down to other boards. Pressing the E/W button will show the scores for the E/W pair.
- If there is an error in the scores, report it to the director giving the Board and round numbers and the pair numbers involved. The director will need to correct the result in the Bridgemate Control Software and also in ACBLScore. After the results are posted on Pianola, it is much more difficult to correct them than immediately after the game.
- Thank your partner for the game.
- Ask your partner whether there are any hands you should review together. The Pianola hand records and analysis will make this easier.
- If there was a hand that you found difficult, seek out a more established player and ask if they would be willing to discuss it with you. Most will be flattered and pleased to do so.

Tip 45 - AFTER THE GAME – TIDY UP PLEASE!

- Tidy up the area around your table; leave it ready for the next game; return boards and table mats to the designated area. Place used cups and glasses in the dirty dishes tub, and other materials in the appropriate recycle bins or waste bin. Remember: you own the club!
- On Tuesday evenings please fold up the bidding boxes and leave them on one of the chairs, and return the Bridgemates to the directors table. The cleaners wipe down the tables on Wednesday mornings.

Tip 46 - LBC CODE OF CONDUCT

- The LBC Code of Conduct was developed to promote a welcoming, enjoyable and conflict-free environment with games conducted in a spirit of friendly competition.
- The LBC Code of Conduct is based on the ACBL Zero Tolerance policy and Play Nice initiative, as well as the “Best Behaviour” policy from England.
- Enforcement is the flip side of the “Play Nice” coin. Penalties are sometimes needed to incent compliance with the principles of the Code of Conduct. LBC Code of Conduct Regulations outline the process for addressing breaches of the Code of Conduct and the potential consequences.
- Directors are authorized to impose penalties for inappropriate behaviour ranging from adjusted scores up to ejection from the current game with no refund.
- All penalties are reported in incident reports which are referred to the Conduct Committee representative.
- The Conduct Committee representative may refer a charge or complaint to a Discipline Panel hearing, which will normally be held within one week. In such cases, the player may be suspended until the hearing.
- Suspensions may be imposed by a Discipline Panel after a hearing.
- In extreme cases, suspension of one year or more or even termination of membership may be imposed by the Board of Directors after due process and on the recommendation of the Discipline Panel.
- We hope never to have to apply penalties, but recognize that they may be necessary in order to maintain enjoyment of our club by all the other members.
- If you are awarded a penalty you may have a right of appeal under the LBC Code of Conduct Regulations. If the penalty is affirmed on appeal, please accept the penalty gracefully. It is for the long-term good of the club you own!

Tip 47 - EXCERPT FROM ACBL ZERO TOLERANCE POLICY:

The ACBL is attempting to eradicate unacceptable behaviour in order to make the game of bridge more enjoyable for all. The following are some examples of behaviour which will not be tolerated:

- a) Badgering, rudeness, insinuations, intimidation, profanity, threats, or violence.
- b) Negative comments concerning opponents’ or partner’s play or bidding.
- c) Gloating over good results.
- d) Constant and gratuitous lessons and analyses at the table.
- e) 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.

Tip 48 - IF ANOTHER PLAYER IS MAKING YOU UNCOMFORTABLE

- Ask quietly that they stop. Sometimes a simple “could we play the next board now please?” will be enough.
- If they persist, call the director and then state the problem quietly and calmly to the director with “I” messages; e.g. “I am feeling uncomfortable because there are raised voices”
- If the director does not handle the situation appropriately in your opinion, speak privately to the Director of Bridge Operations or a member of the Board of Directors. A report and record of the incident will be made. It will be helpful in assessing future incidents with that individual.
- While the discipline process is confidential (the person reporting will only be informed whether the situation has been resolved to the satisfaction of the Conduct Committee), your assistance and support of the process is appreciated.