

## **MANDURAH TOURNAMENT COMMITTEE**

### **TERMS OF REFERENCE**

***The Mandurah Bridge Club Tournament Committee is a sub-committee appointed by the Management Committee whose purpose is to form a collegiate group to make decisions on the program of bridge events of the Mandurah Bridge Club independent of the Management Committee.***

*The terms of reference are as follows:*

- Organise, administer, supervise and conduct tournaments and competitions that the Management Committee has determined shall occur
- Formulate and promulgate a calendar of all Club major events for the forthcoming calendar year. The Tournament Committee will strive to coordinate club events with BAWA, ABF and similar events in other clubs as far is practicable.
- Formulate and promulgate conditions of contest governing the format of Club Championship events
- Formulate and promulgate Supplementary Regulations as necessary to supplement the International Code – Law of Duplicate Contract Bridge and ABF and BAWA Regulations as applicable
- Make recommendations to the Management Committee on financial matters impacting on the running of events.
- Review the running of events
- Foster the development of Directors
- To make recommendations to the Management Committee on any matter to improve competitive bridge that the club may wish to offer its members.
- Appoint Tournament Organisers of major events.

#### ***Timeframe:***

Standing committee.

### ***Membership:***

All Tournament Committee members will be financial members of the MBC. Members of the Tournament Committee will be appointed by the Management Committee at the first meeting after the AGM.

The Tournament Committee will comprise the Tournament Manager and not less than four other members. The Tournament Committee will elect the Chairperson of the sub-committee at its first meeting. In addition the President of MBC will be an ex officio member of the committee. The Tournament Committee will elect one of its members to undertake the role of Committee / Minutes Secretary.

### ***Quorum***

The Quorum for a meeting of the Tournament Committee will be the Committee Chair and at least 50% of the remaining committee members.

### ***Time and Frequency of Meetings:***

The Tournament Committee will meet as and when required.

### ***Role of Office Bearers:***

Chairperson:

- To preside over all meetings of the Tournament Committee and ensure that meetings are run in an effective manner so that all points and opinions are heard.
- Where required, act as spokesperson for the Tournament Committee.
- Where urgent decisions are required between Tournament Committee meetings, to make such decisions on behalf of the Committee while acting as far as practicable in consultation with the members of the Committee and wherever possible, by consensus or majority vote.
- Prepare a report of meetings for the Management Committee.
- Has the right to vote as well as the casting vote.

Secretary:

- To prepare agendas for all meetings of the Tournament Committee.
- To ensure that full and correct minutes of the Tournament Committee are kept
- To manage all incoming and outgoing correspondence on behalf of the Tournament Committee
- To manage all records and registers for the Tournament

Committee.

Congress (or) Event Director:

- Run event in accordance with BAWA/ABF event regulations
- Run event in accordance with the Tournament Committee directions
- Appoints Recorder and Appeals Committee for the event

Tournament Organiser of an Event (or) Congress:

- Liaise with the Tournament Director on all matters pertaining to the conduct of the congress or event.
- Refer to the Role of the Tournament Organiser Policy 2021 for all other matters pertaining to the congress or event. (See attached document).