

S10 BRIDGE CLUB - STEWARDS' GUIDE

This document describes the duties of a Steward for a club night. At the end are some common reasons why the Tournament Director (Steward) may be called during play and explains how they can be handled.

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1. (BEFORE) ARRIVING

Please arrive by 6.45pm, having bought the milk for tea/coffee and bringing it with you.

If you are unable to act as steward on the date shown, please arrange a substitute and amend the list on the notice board in the hallway and inform the secretary or chairperson.

If, on your duty night, ice or snow means that you are unable to attend, please phone John (348 4451) or Tim (230 1622) so that we know. If you are determined to travel through ice and snow for your bridge, by all means do attend, but be prepared for there being no stewards.

If you are unable to put the tables out, please ask, the week before you are on duty, for assistance from any of the members who are willing & able to put them out.

2. SETTING UP

Set the tables first with green velvet cloths, bidding boxes, score cards and travellers. All these are stored in the kitchen cupboard - you will need Boxes A, B and C plus the bell and table cloths. If you run out of travelling score sheets or convention cards, there are more of these in Box D; please inform a member of the committee if this happens so that Box D can be replenished.

Ask early arrivals to make up the duplicate boards.

One steward, at least, should be on duty at all times during the evening. If there are an odd number of players, one of the two stewards can play with the partner-less player. With an even number of players, stewards should be extremely wary of both playing. Where only one steward is on duty and is required to play, please ask for assistance from the members to assist with the steward's duties.

Near to start time, the number of players, pairs and tables will become apparent. There is a guide to table configurations in the lid of the box containing the boards and also in our library. Once you know how many tables will be in use, put out the table numbers and duplicate boards.

The key to the refreshment lockers (biscuits, teabags, coffee, sugar, teaspoons, cups & holders) is kept in the sleeve in Box A with a printed copy of these notes. Milk needs to be provided by the stewards.

Ask who would like tea/coffee before the start of play.

Fill 2 kettles in readiness.

3. MONEY

The Treasurer will bring the loose-leaf folder for you to enter the numbers attending, the cash received & spent (reimburse, as appropriate, from the nightly takings).

Table money is 50p per person. Stewards do not pay, even if they play.

Visitors may attend 3 times then must join. £2 visitor fee to be paid to the stewards & retained by the Treasurer. Ensure they are signed in the book in the foyer, and pay a £2.00 fee (as well as the table money). This is to be entered on the sheet in the loose-leaf folder and retained by the Treasurer.

Please avoid reimbursing money to players and disturbing them whilst they are engrossed in play.

4. PLAY

Whilst we are a friendly club, please ensure that towards the end of a round, when some tables have finished and others have not, conversations at finished tables are not loud enough to distract those who have yet to finish.

The aim is to finish playing at approximately 10.15 pm. Depending on the number of boards remaining at 10.00pm a decision by the Stewards as to the number of remaining boards to be played is to be announced

Place plastic cups for coffee in holders on the 'bar' counter. When numbers are known, put a teaspoonful of coffee in each. Also, place the cups for tea in holders on the 'bar' plus a tray with jugs of milk, basins of sugar and spoons.

5. AFTER PLAY

Ensure that all travellers and at least one score card from each pair are collected at the end of the evening. Check all are present by putting them in order for the match-point scorer to take away.

Put away everything you took out when setting up.

Hand folder back to the Treasurer with cash at end of evening.

Refreshments and the key to the refreshment lockers should be replaced at the end of the evening.

If there is a shortage of anything, please inform a committee member.

Pull back curtains and close windows. After all bridge players have left, please:

- check that the fire doors are properly closed and locked
- turn off all the lights, ensuring that the toilet lights are ALL switched off (there are two lights in the gents, two in the ladies and one in the disabled)
- finally, lock the door.

6. STEWARD'S ARBITRATION OF COMMON IRREGULARITIES

When requested to arbitrate an irregularity at a table, keep foremost in mind that the [Laws of Duplicate Bridge](#) are intended to restore fairness, not to punish offenders. A synopsis of the most common irregularities follows below. If this does not solve the problem, refer to the Laws of Duplicate Bridge themselves (printed copy in Box D).

If all else fails assign an adjusted score (Average).

Frequently used Laws of Duplicate Bridge:

- A. **Insufficient Bid** (Law 18, 27) - for example: 1♠ - (1♦)
- Offender's Left Hand Opponent has the option to accept the insufficient bid. When Left Hand Opponent makes his call, the insufficient bid has been accepted. If offender's Left Hand Opponent does not accept the insufficient bid the offender has two options:
- a) **The offender makes a sufficient bid of the same nomination.**
In such case there is no further restriction and bidding continues as normal.
 - b) **The offender makes a sufficient bid of a different nomination or bids Pass or Double.** Offender's Partner must then pass for the rest of the auction.

Also, if the offending side becomes the Defending side, Declarer may direct the Offender's Partner to lead or not to lead the withdrawn (insufficiently called) suit, at his first opportunity to lead (usually the

Opening lead). The restriction remains in place for as long as Offender's Partner retains the lead.

B. Penalty Card (Law 50)

A card prematurely exposed by a Defender is a penalty card. A penalty card must be left face up on the table immediately before the player to whom it belongs, until a proper replacement has been selected.

a. Major Penalty card.

Any card of Honour rank (A K Q J 10), or any card exposed through deliberate play (lead out of turn, a corrected revoke) becomes a major penalty card. A major penalty card must be played at the first legal opportunity, whether in leading, following suit or discarding (but the obligation to follow suit takes precedence). When a Defender has the lead while his Partner has a major penalty card, he may not lead until Declarer has stated which option he selects:

- i. to require the Defender to lead the suit of the penalty card, or to prohibit him to lead that suit as long as Defender retains the lead. In this case the card is no longer a penalty card.
- ii. not to require or prohibit a lead, in which case the Defender may lead any card. In this case the penalty card remains a penalty card.

b. Minor Penalty card

A single card below the rank of an Honour (below the 10) exposed unintentionally (as in playing two cards to a trick, or in dropping a card accidentally) becomes a minor penalty card. When a Defender has a minor penalty card he may not play any other card below the rank of an Honour until he has first played the penalty card. But he is entitled to play an Honour card instead. Offender's Partner is not subjected to lead restriction.

(But information gained through seeing the penalty card is unauthorised information, in which case the Director may award an adjusted score.)

C. Opening lead out of turn (Law 54, 53)

When the opening lead is made out of turn, Declarer has three options:

a. Declarer accepts the lead

Dummy spreads his hand as usual, then the second card to the trick is played from Declarer's hand.

b. Declarer accepts the lead and prefers to become Dummy

In this case, Declarer spreads his hand and Dummy becomes the Declarer, provided Dummy had not already faced part or all of his hand.

c. Declarer does not accept the lead

In this case the lead is made from the proper Defender, while the led-out-of-turn card becomes a major penalty card. The major penalty card laws now apply.

D. Lead out of turn (later in the play: Law 56, 54D)

Any lead faced out of turn may be treated as a correct lead.

It becomes a correct lead if Declarer or either Defender (as the case may be), accepts it by making a statement to that effect, or if a card is played from the hand next in rotation to the irregular lead. If there is no such an acceptance of play, [the Director will require that the lead is made from the correct hand](#). In this case the incorrectly led card becomes a major penalty card.

E. **Revoke** (Law 61, 62, 63, 64)

- a. An offender may correct his revoke at any time before he or his Partner plays a card to the next trick. [If the revoke was made by the defending side the revoke card becomes a major penalty card. If the revoke was made by Declarer or by Dummy the revoke may be corrected without penalty.](#) The revoke is established (and can no longer be corrected) after the offender or his Partner has played a card to the next trick.
- b. Penalty for an established revoke
 - i. [If the trick on which the revoke occurred was won by the offending player \(with the revoke card\)](#), at the end of play that trick plus one trick of any subsequent trick won by the offending side are transferred to the non-offending side.
 - ii. [If the trick on which the revoke occurred was not won by the offending player \(with the revoke card\)](#), at the end of play only one trick of any subsequent trick won by the offending side is transferred to the non-offending side.

Source: [The Laws of Duplicate Bridge 2007](#)