

Devon Bridge Association Sub-Committees Terms of Reference

This version dated October 2023, approved by the central DBA committee on 17/10/2023.

DBA Sub-Committees - General

All sub-committees will be formed or re-formed each year at the first DBA committee meeting following the AGM. Their role is to assist the DBA committee in carrying out its business. Their responsibilities will be as specified below and each sub-committee will report to the DBA central committee via a short, written report sent to the DBA secretary every month in which the sub-committee is active. This short report will be sent out with the agenda for the next DBA meeting and will be incorporated into the minutes. If the report of the sub-committee includes items that require discussion by the central committee and there is no central committee member on the sub-committee, a member of the sub-committee will be invited to attend the next DBA committee meeting.

The Competitions Sub-Committee is responsible for organising and running such County events as scheduled by the central committee and published in the calendar. The members of the sub-committee share responsibility for (a) taking entries, (b) (where relevant) keeping the venue and director informed of numbers, (c) agreeing prize structures with the Hon Treasurer, (d) co-ordinating results of knock-out competitions and (e) co-ordinating the Western league selection schedule. For events at a fixed venue, the sub-committee is responsible for booking the venue, arranging a non-playing director, arranging for scoring (either by the director or by a separate scorer or negotiating hire or loan of bridgemates), ensuring adequate stationery, and sending the results to the website and to the Hon Secretary. The sub-committee is also responsible for all publicity and recruiting of entries.

The Education & Teaching Sub-Committee is responsible for carrying out the DBA's policies on education and training, including youth matters. Current policies include supporting clubs to teach and develop new players, facilitating the training of club members to become Bridge teachers, offering events aimed at introducing newcomers to duplicate bridge (such as No Fear events) in addition to events aimed at improvers and players of near-county standard players and above.

The Selection Sub-Committee is responsible for selecting the Devon team for the Tollemache qualifier and also selecting the teams for the Western League matches. The sub-committee will also choose the teams for the national interleague finals, drawing from those players who have played in the preceding season.

The Engagement Sub-Committee is responsible for establishing and maintaining clear lines of communication between the DBA and all the Devon Clubs. This will involve keeping the clubs and their members informed of the work of the DBA, including competitions and other opportunities open to them, and identifying how the DBA might support the clubs to develop their membership and meet any challenges that they face.

The Devon Congress Sub-Committee is responsible for all aspects of running the annual Devon Congress subject to the hotel contracts and entry fees being approved by the central committee and the Hon Treasurer.

The Conduct Sub-Committee is a requirement of the Schedule of the Constitution. "The Conduct Committee shall be responsible for investigating complaints against the Association's members and to determine whether a disciplinary offence should be referred to the Association's Disciplinary Committee." Note: the EBU is available and willing to provide advice and assistance if required.

The Disciplinary Sub-Committee is a requirement of the Schedule of the Constitution. "The Disciplinary Committee shall, determine sanctions for offences admitted by the defendant, hear charges of offences and determine whether those charges are proved and if proved, to determine the sanction imposed." Note: the EBU is available and willing to provide advice and assistance if required.