

Terms of reference approved by DBA committee July 2011; amended Nov 2014; reviewed and amended July 2015; amendment to Tournament Oct 2015.

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 carry out its business. Their responsibilities will be as specified below and each will report to the DBA committee as required or as necessary. If there is no central committee member on the sub-committee then the report will either be by a member being invited to a DBA committee meeting or a brief written report to the Hon Secretary.

Technology Sub-Committee

This sub-committee has members responsible for (a) dealing equipment, (b) scoring devices and software, (c) the website and (d) Knowledge Manager.

This sub-committee is responsible for maintaining a technology asset register to include as any equipment purchased / part purchased with DBA funds and to make recommendations about preferred hardware, procurement and replacement strategy, depreciation costs and any charges that might be levied for non affiliated activities.

Tournament Sub-Committee

Responsible for organising and running such County events as scheduled by the central committee and published in the calendar. The committee includes a Tournament Administrator who is specifically responsible 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.

Education Sub-Committee

The Education sub-committee is responsible for carrying out the DBA's policies on education and training, including youth matters.

Current policies include the training of approved teachers associated with each affiliated club; events aimed at introducing newcomers to duplicate bridge; events aimed at improvers and events aimed at near-county standard players and above.

Selection Sub-Committee

The Selection Sub-Committee is responsible for selecting the Devon team for the Tollemache qualifier and also selecting the A teams for all the Western League matches. They are also responsible for advising sections on players they consider worthy of selection for B and C teams in the Western League. They will also choose the A team for interleague finals (with sections choosing any B and C teams); teams for interleague finals should where possible have played in the preceding season.

Congress Sub-Committee

The 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.

Conduct Sub-Committee

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.

Disciplinary Sub-Committee

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.