



Caloundra Contract Bridge Club Inc
P O Box 528
Caloundra QLD 4551
(07) 5492 5370



Congress Entry, Withdrawal, Substitution and Refund Policy

1. Purpose

This policy explains how Caloundra Bridge Club manages entries, withdrawals, substitutions, waiting lists and refunds for congresses and special events. It is intended to provide a clear and consistent approach while recognising the costs and administration involved in running an event.

2. Rules that apply

Caloundra Bridge Club congresses conducted under the Queensland Bridge Association (QBA) are subject to:

- the 2017 Laws of Duplicate Bridge;
- the current QBA Regulations;
- the event's Conditions of Play / supplementary regulations; and
- this Club policy, provided it does not conflict with the rules above.

The QBA Regulations state that clubs may have supplementary regulations for congresses provided they do not breach the QBA Regulations. Where the QBA Regulations are silent, they default to the ABF Tournament Regulations. Accordingly, this policy does not attempt to replace or override QBA or ABF requirements.

3. Entries

1. An entry is accepted when the required entry information has been provided and the prescribed entry fee has been received, subject to the event's capacity and eligibility requirements.
2. The Club may control entries in accordance with the QBA Regulations, the event's published Conditions of Play and applicable eligibility requirements.
3. Where an event reaches capacity, additional entries may be placed on a waiting list.
4. The Club may decline or remove an entry where this is permitted by the applicable regulations or is necessary for the proper conduct of the event.

4. Closing date and late entries

1. The closing date will be stated in the event's Conditions of Play.
2. A late entry may be accepted at the discretion of the Congress Convenor or Director, subject to capacity, eligibility and the requirements of the event.

5. Withdrawal after closing date

1. A player, pair or team intending to withdraw should notify the Congress Convenor as soon as possible.
2. Email is preferred; telephone notification may be used where circumstances are urgent.
3. Players are encouraged, where practical, to help identify a replacement. A proposed substitute must not be treated as approved until the Director has authorised the substitution.



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6. Withdrawal after play has started

Once play has started, a player, pair or team must not withdraw without the express permission of the Director, as required by the QBA Regulations.

- The Director should be notified immediately if illness, an emergency or another circumstance prevents a player from continuing.
- The Director will determine whether the withdrawal is authorised and will apply the relevant Laws and QBA provisions concerning substitutions, adjusted scores, forfeits or ceasing to be a contestant.
- A player must not simply leave the event without notifying the Director.
- An unauthorised withdrawal can have disciplinary consequences under the QBA Regulations.

7. Substitutions

Substitution is not an automatic right. It is a privilege that may be granted by the Director, subject to the QBA Regulations and any Congress Conditions

Event type	QBA rule (current published regulations)	Club procedure
Pairs	A substitute may be used for no more than half the boards scheduled.	Contact the Director before arranging or using a substitute.
Teams	A team may use a substitute for fewer than 50% of the boards scheduled. Teams of 4 or 5 may also be allowed to increase to a maximum of 6 after the event starts, at the Director's discretion.	Contact the Director before the substitute plays.

A substitute must satisfy any applicable entry, grading, masterpoint, age or gender requirements. The QBA Regulations also restrict a player from substituting for more than one other player during an event.

8. Waiting list

1. When an event reaches capacity, the Club may operate a waiting list.
2. Vacancies will normally be offered in the order determined by the Congress Convenor.
3. Placement on a waiting list does not guarantee entry.

9. Refunds

Refunds under this section are Club policy decisions. They do not replace any requirement imposed by the QBA Regulations, the event Conditions or applicable law.



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When the Withdrawal occurs	Club policy
Before the published closing date	A full refund will normally be provided
After the closing date	Normally there is no refund, but the Committee or Congress Convenor may approve a full or partial refund where circumstances justify it
After the draw has been published	Normally no refund
Exceptional circumstances	The Club may consider a full or partial refund for serious illness, accident or another significant and unforeseen personal emergency.

Where a vacant place is successfully filled from a waiting list or by an approved replacement, the Club may provide a full refund at its discretion, taking account of any applicable administrative costs.

10. Cancellation or curtailment by the Club

1. If the Club cancels an event before it commences, entry fees will normally be refunded in full.
2. If an alternative date or arrangement is offered, an entrant may elect to accept that arrangement instead of a refund.
3. If an event is cancelled, abandoned or substantially curtailed because of circumstances beyond the Club's control, the Committee will determine the appropriate refund after taking account of costs already incurred.

11. House player(s) / standby player(s)

1. The Club may use a house player to help maintain an even field or fill a vacancy at short notice.
2. A house player requested by the Club may receive free entry.
3. If a house player receives a prize, the Club may deduct the normal entry fee from the prize and pay the balance.

12. Player responsibilities

- Provide accurate contact details.
- Check the published Conditions before the event.
- Notify the Club as soon as possible if unable to attend.
- Arrive in sufficient time to be ready to play at the advertised starting time.
- Obtain the Director's approval before arranging or using a substitute where approval is required.
- Comply with the Laws of Duplicate Bridge and applicable QBA and ABF regulations.

13. Committee and Director responsibilities

The Committee and Congress Convenor may make administrative decisions on matters not specifically covered by this policy, having regard to fairness, the proper conduct of the event and the applicable bridge regulations. The Director has responsibility for applying the Laws and the applicable tournament regulations during play, including decisions about withdrawals, substitutions, adjusted scores and forfeits.