

# Sheffield Bridge Club

## General Guide for TDs for Duplicate Sessions

This version prepared 8 February 2020 by Barrie Partridge, Chief TD, Sheffield BC.

This guide is intended to cover the running of an ordinary club session of Duplicate Pairs, specifically at Sheffield Bridge Club. There are some differences between each session of the week, but most of this guide is general. For some sessions, there is a separate TD and scorer.

### Greeting the Stand-By.

The first thing to do on entering the club is to see if there is a due stand-by and, if so, whether he/she has arrived and is active in pairing off odd players.

The scorer should, before the duplicate session, update the web site with any added names on the list and print off a new sheet from the web site for signing up, and check that at the end of the session

### How many tables?

Before thinking about the movement, be sure to know exactly how many tables there are. Thus, the first job is to get everyone into the playing areas and sat down so that by the due starting time for a session you can see how many tables of play you have. Make sure you know where the persons doing other jobs such as collecting table money will be sitting. Of course, you need to fill up any empty pairs of seats from Table 1 upwards.

Sometimes, when you are about ready to start, you will get players not sure whether their partner is coming. They need to decide, if necessary by attempting to phone. If there is an expected late arrival, have the Stand-By fill in if not needed elsewhere.

A difficulty arises when the Stand-By is fixed up with an odd player and there is another player who is expecting their partner to arrive a bit late, and assuming the player will arrive, there will be a half table. That's the time when it's most important to be sure whether the missing player is really on his way, because if he doesn't turn up, then you would have to change the movement or have two sit-outs. If he is going to turn up, it's easy as he sits out the first round.

Obviously we discourage any late arrivals, but sometimes the traffic can be particularly bad in some part of Sheffield or the weather can cause delays. As a TD, you have the right to turn away a late arrival, but you should make every effort to provide for a late arrival unless there would be disruption to the movement.

Once you know how many tables there are, only then do I recommend that you select the movement and distribute the movement cards (if you think may be needed) and the boards. You can often get a volunteer to help with this while you announce any forthcoming events etc and details of the movement.

### Selecting the Movement

Movement cards are found in the office at the right hand end of the long work-top by the windows, and some are also kept on the library shelf. Please keep Mitchell and Howell movements separate and each group in order of the number of tables. Each envelope contains a set of movement cards and some instructions and advice concerning the movement. Many movements are satisfactory for when there is a half table, but in some cases there are different movements for when there is a sit out, and there are good reasons for these, as is explained on a separate guide to the movements that we use.

If there is a half table, it is best to vary the orientation of the sit-out from one session to another. With some movements, it's best to have a missing NS so that moving EW pairs sit out, so if you have a movement for which it is convenient, it's best to try to have the sitting pairs sit out. Please do check for advice in the envelopes containing the movement cards.

## **TD Announcements**

Please check the club calendar and notice boards in order to announce forthcoming events. When you announce the movement and forthcoming events, try to face the whole room. Try to be concise with the announcements and if you are not getting full attention, then stop till you do. If you stop you'll usually find that those who actually were trying to listen will shush everyone else! That works! You don't want to treat the members like they are kids at school, tempting though it may be at such moments (!), but you want to get your message across!

## **Dismissing the Stand-By**

In order for the Stand-By system to be effective, you need to ensure that the Stand-By remains available to you until you are fully satisfied that he or she is not required. Usually, this will not be until the movement has virtually started. At that point, you should tell the Stand-By that he or she is definitely not required. Until that time, a Stand-By can expect to be provisionally allocated one partner, then no partner, then another partner and so on. If there is no stand-by and a player doesn't get a game, that person is entitled to a free game token for another time.

We must therefore be very careful not to dismiss a Stand-By prematurely. The dismissal of a Stand-By should be our last action before starting to play ourselves. Before either, we must ensure that every table has complete pairs with no missing players, and no more than one "half table".

## **Once started.**

Before you finally sit yourself, check (especially if someone else has handed out the boards) whether you need a relay between Table 1 and the highest number table, and if so, you need to position these additional boards – you don't want the highest number table to play the wrong boards in Round 2. Also, if you have tables both upstairs and downstairs, find the table from where the moving pairs will go downstairs and ask the sitting pair to ask all their departing opponents to take boards downstairs as necessary. You need to make a similar arrangement to ensure that boards downstairs get brought upstairs.

## **Calling the rounds**

To ask players to move for the next round, ring the bell so that it can be clearly heard by all.

Please try not to ring the bell before about 70% of the tables if a Mitchell, or about 80% of the tables if a Howell, have completed the present round. There is another consideration of completing the movement (see "Timing the rounds", below). Some tables may need a little chivvying from time to time. If at the time when you wish to ring the bell, there is a table that has not yet started a board (by taking the cards out of the board) you may tell the table not to play the board or, if the adjacent tables are also a little behind, you may instruct them to play the board.

If a table does not play a board, you need to input Av/Av into the bridge-mate, using the TD code and and selecting Option 1. If you allow a board to be played at the end of the session, you can delate the average that you input to the bridge-mate and that will allow the players to input their score to the bridge-mate when play is completed. This can all be done directly on the computer but it is recommended to do these things on the bridge-mate. Award Average to each pair for an unplayed board unless there is a good reason to award Av+ or Av-.

If any players at a table have taken their cards out of a board before you call a round, they **must** be allowed to play the board, unless you had previously told them not to take their cards out of the board.

You need to be aware of possible slow play at your table or if you have been called away for a ruling during the round, and be prepared to ring the bell before your own table has completed play.

## **Timing the rounds**

We aim to play at a rate of about 8 boards per hour.

The club has a policy whereby we do not normally call a new round after 10.30pm. If necessary, the movement will need to be incomplete. This should very rarely happen now that we no longer attempt more than 13 rounds of 2 boards or 9 rounds of 3 boards.

If we are playing rounds of 2 boards, you should aim to call the move at no longer than 16 minute intervals. Thus 13 rounds of 2 should finish by 10.40pm.

If we are playing 9 rounds of 3 boards, you should aim to call moves every 23 minutes maximum. It is expected that we call the last round by 10.17 to finish the movement by about 10.40pm.

The timings are marginally more leisurely than at other venues in order to provide opportunity for players to make their own drinks during the session.

### **Rulings**

When you are called to another table, you should always take the Law Book. This saves having to leave the table where the ruling is needed to then go off and get it. Most irregularities can be resolved by a book ruling. If you have not yet played the board in question, you need to avoid paying any attention, as far as possible, to the board number and to cards and bids on the table. If you gain information about the board that makes the board later unplayable at your own table, then you should award Average+ each way at your table (Law 16B refers).

### **Judgement Rulings**

If there has been a hesitation or some other irregularity that may involve a judgement ruling, then most of the time you will be able to ask the table to complete the play of the board and call you back if any concern remains. However, in the case of a hesitation (or similar), try to ascertain straight away whether there is agreement that a hesitation actually took place.

If you have been called back at the end of the board, then you should say that you will make a ruling at the end of the session, even if you have already played the board. Make sure at this stage that you or, if you have not yet played the board, the players take a record of the bidding sequence and, if possibly relevant, the early play to the hand.

When making a Judgement Ruling, unless it is clear-cut, it is best to consult with one or two other TDs or other players at the end of the session. Consultation on the original ruling gives less cause for appeals.

In Law 16B situations where various kinds of unauthorised information can "demonstrably suggest" to a player one action over another, and the player takes the suggested action, we usually need to poll players..

It is not always easy to conduct such polls at the club because the TD can't do anything till the end of a session and then folks disappear off home often before you have decided what you need to ask.

Other types of bridge judgement ruling also need some consideration and the best rulings come from consulting with others and bouncing things off each other.

The important thing is to appreciate that usually, and certainly always for normal sessions at the club, there is no hurry to give a ruling.

It doesn't have to be made before people go home. If you can't discuss with other TDs at the club, just put out results provisionally and upload to Pianola and try to have as many facts of what happened etc as possible. If a score is adjusted at a later time, there is no problem to re-upload to Pianola.

Then please contact the CTD in the cold light of the next day by phone or e-mail and we go from there. I am very happy to be phoned after you get home, up to midnight.

### **Appeals**

In the event of an appeal against a ruling by you, these will usually relate to Judgement rulings. Chapter 11 of the Law Book refers to Appeals. It is nowadays best for an appeal to be conducted by e-mail subsequent to the session. Please notify the CTD to arrange an appeal. Further guidance on appeals is given in the EBU White Book.

There might be some forms somewhere in the office (try the second drawer from the right!) for compiling details of appeals, though we get so few appeals because we like to get the best rulings of the first instance!

We do not take deposits for appeals.

If as a result of an appeal, one side wishes to appeal further, the Chief TD should be contacted so that further arrangements can be made.

### **Psyches**

Psyches should normally be recorded if you have been called to a table where an alleged psyche has occurred. There are Psyche reporting forms in the same place as the Appeal forms. Try the second drawer from the right! You need to make a ruling when a psyche (or deviation or mis-bid) has occurred. The ruling relates to whether the partner has "fielded" the psyche or deviation or mis-bid. Section 1.4 of the EBU White Book refers. All this should be done at the end of the session, and, again, if you are in any doubt, consult with other TDs present or later with the CTD.

### **Rulings at your own table.**

It is usually fine for a TD to make a "book" ruling at his own table if seen to be reading out the Law Book, but usually if a "judgement" ruling is needed, I recommend that where the ruling is not required till the end of the play of the board, which is usually the case, that the TD arranges for another TD (assuming that there is another TD playing) to give a ruling at the end of the session. I think that this is much better than automatically ruling against yourself and then appealing against your own ruling!

### **EBU White and Blue Books**

Copies of the EBU White and Blue Books can be looked up on the EBU web site on the computer in the office. Sometimes I get my hands on some current hard copies, but the books do get updated most years so they don't stay current very long.

### **Tuesday evenings**

Other than for special events Tuesday evenings are Cross-IMP Pairs. This affects scoring but not the choice of movement.

### **Multiple Teams Movements**

On a few sessions during the year we run Multiple Teams events. A set of sheets with clear guides for the best movements for SBC for Multiple Teams, for as many and as few tables as we are likely to have, can be found in an envelope in the CTD's drawer in the office and on the club's web site.

I am not proposing to produce similar for when we have the Rodger Mixed Pivot Teams because, strangely, although the movements are more complicated, they are shown in Manning much more clearly than the normal movements! A copy of Manning's Guide to Duplicate Bridge Movements is available in the office. Many of these movements have been input specifically on the club computer for Scorebridge to score.

### **Clearing up at the end of the session**

At the end of the session, assuming bridgemates have been used, you need to collect all the boards and put them in a pile in numerical order on the shelf above the computer in the office. You also need to collect all the table movement cards and put them away.

### **Misboarded boards in Pairs movements**

Sometimes after a session it is discovered that a board has been misboarded during the session. The procedure is to identify if we can where the misboarding took place. Sometimes this is clear from the traveller on the computer screen, and this is a significant benefit of requiring players to enter the opening lead. Very occasionally we have to ask some players how they remember the board when they played it.

We take the tables that played the board before the misboarding and score the Match Points for them and pro-rata up so that a Top is the same as a Top on the other boards. Then we do the same for the tables that played the board in the misboarded state. Scorebridge does all this when you press the "Split Board" button. Scorebridge also applies an adjustment (Neuberg) (for reasons that are explained at [http://en.wikipedia.org/wiki/Neuberg\\_formula](http://en.wikipedia.org/wiki/Neuberg_formula) ). There is a similar process when using EBU Score.

If a board was misboarded after being played at just one table or just before reaching the last table, then one of the "sub-fields" has just one table and their score cannot be compared, so they just get

Average Plus. The EBU White Book now has artificial Match Point awards for small sub-fields of just two or three tables. Please go by whatever the scoring program gives!

If we know for certain who the culprit is we can fine a pair, but if you cannot prove fault, I would not suggest fining anyone.

### **Duplimated Boards**

Please check whether duplimated boards have been prepared for the session that you will be directing. This will be the case for most regular club sessions and special events.

Boards for Tuesday, Wednesday and Thursday evenings will be found in the upstairs playing area. Boards for other sessions will be found downstairs. Boards may be available for 24 board matches (such as local league matches) and these will be clearly labelled.

Most players are now very familiar with duplimated boards but in the event of a player shuffling the cards, you can either announce that the hand record for the board will not be applicable or, if there are unused boards, you can swap the cards between the boards and announce that the cards for Board x will be as shown on the hand records for Board y.

Please note:

All odd numbered boards should have red-backed cards.  
All even numbered boards should have blue-backed cards

and

For normal events, Boards 1 – 30 will have been duplimated. For Multiple Teams events, Boards 1 – 36 will have been duplimated

Most players look up results and hand records on the club's web site. Hard copies can be taken at the end of the session if anyone requests.

At the end of the session, please leave the boards on the shelf above the computer in the office. Please do not turn any cards face up as it is a nuisance to those duplimating if cards are left face up.

The boards are dealt randomly and freak deals should occur only as often as they should do when there is a random deal. If you get any complaints from the players, please let me know about it.

### **Bridgemates**

There is a manual for the use of bridgemates but the only essential operations that a TD needs to know are how to erase a score that may have been entered incorrectly, and how to assign averages for boards not played.

For wrongly entered scores, press the "TD" option on the screen and enter the TD code. On the TD Options screen select "3" and follow the prompts. When the score is deleted, select "back" so that the player can continue.

### **Assigning scores for boards that are not played but should have been played according to the movement.**

Reasons for this include not having started a board before the bell. It is considered not appropriate to give both pairs their session average (which would happen if they entered "No Play" in the BridgeMate) but that both pairs should be given an artificial assigned score.

If a table miss a board through slow play, it is reasonable to give both pairs 50% but if you can justifiably give either pair 40%, that's fine. If a pair are not at all at fault, they can have 60%, but normally scores should not add up to more than 100%.

To do the assigning, you have to be aware that the table won't be playing a particular board. Before the table starts the next round, you need to enter into the BridgeMate the board number and click "OK". Before putting in any more information, you put in the TD code and press "1". Once you have confirmed that you want to assign scores, you put in percentage numbers for each of the NS and EW pairs and click "OK". There are notices upstairs and downstairs if you forget how to do this.

There's more information in the White Book as to why we do this, and in particular, there's an example in section 12.1.1 (See Example "b").

**Scoring**

Please keep an eye on strange scores when scoring. Usually Scorebridge alerts to scores that need looking at.

Please make every attempt to locate EBU numbers for visitors and guests as far as possible.

**Discipline**

Law 91 gives the TD the power to remove a player from a movement and, for that matter, from the club for the remainder of the session in play. It is very unlikely that you will ever wish to use such power and even if you are considering using such power, you should first discuss the matter with any members of the club committee that may be present. In the event of using such power, you should report the incident to the Chief TD or club Chairman as soon as possible.

**Complaints**

In the unlikely event of a player wishing to make a complaint against you, you should refer the player to the Chief TD. If you wish to make a complaint against a player, then please contact the Chief TD.

**TD Rota**

The Chief TD is responsible for maintaining a rota of TDs. However, if you are unable to carry out a TD duty on a particular session, you should make arrangements with another TD for a swap. If you are unable to arrange a swap, you should then contact the Chief TD.

**Contacting the Chief TD**

I may be contacted by phone on 01629 58 4567 any time up till midnight. E-mail also ok. This number is in the Members' Handbook, and also in the EBU diary and web site.

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