



Canberra Bridge Club

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Drafted by:	Liam Minogue	Approved by CBC Committee on:	25 March 2025
Responsible person:	President	Scheduled review date:	Nov 2025

Gifts Policy

INTRODUCTION

The Gifts Policy (**Policy**) describe the approach to Gifts for Canberra Bridge Club (**Club, CBC**) Members. The CBC is an incorporated association, subject to the Associations Incorporation Act 1991. It is a non-profit institution run for the benefit of its members.

This Policy will be subject to review annually October/November each year following the Annual General Meeting, at the first meeting of the newly elected Committee.

POLICY

From time-to-time, members of the CBC may provide (donate) a Service or Services to the Club. Such Services are provided without expectation of, payment or Gifts in lieu of payment. It is believed that these Services contribute to the CBC Community. Nonetheless, the Committee may, in its absolute discretion, provide Gifts in lieu of payment, subject to the Guiding Principles and Gift Guidance by Service Type outlined in this Policy.

RELATED DOCUMENTS

- (none)

AUTHORISATION

Mary Tough

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President

Date of Approval by CBC Committee: **27 March 2025**

Name of Organisation: **Canberra Bridge Club**

GIFT POLICY PROCEDURES

WHAT IS A SERVICE?

DEFINITION OF A SERVICE

A Service is any act of work provided to the Club in a non-commercial context.

A non-commercial context is one where a Service is not provided through a commercial enterprise (i.e., business) and where no invoice for Service(s) is required or received. Services may be provided as a part of an agreement (e.g., to regularly complete work) or on an ad hoc basis (e.g., as a part of a working bee or set-up for a tournament).

TYPES OF SERVICES

There are four types of Services:

- **General Services** – the completion of tasks/work which require no prior experience or expertise of the Member. General Services comprise the bulk of Services provided to the Club by members and may be colloquially described as “helping out”.
- **Professional Services** – the completion of ad hoc tasks/work which require the expertise of the Member. These may range from trade skills (gardening, handy work) to intellectual services (IT support, organisation of events).
- **Unique Services** – the completion of a singular, highly valuable Professional Service or project as a situation demands, typically “one-off” in nature and at the conclusion of that situation.
- **Exceptional Services** – the completion of multiple, difficult and wide-reaching tasks or projects in support of the Club over an extended period of time. Typically granted at the achievement of a milestone.

WHAT IS A GIFT?

DEFINITION OF A GIFT

A Gift is a non-monetary benefit given to a Member in recognition of their Service or Services, in the absolute discretion of the Committee, as approved by carriage of a motion at a CBC Committee Meeting.

TYPES OF GIFTS

There are 4 types of Gifts:

- **Recognition** – private or public recognition of the member for their Services, including those in the official CBC channels (CBC Newsletter, Committee Meeting Minutes).
- **CBC Operation Related Gifts** – Gifts relating to the operations of the CBC itself, including discounted/subsidised/waived entry fee for events, table money or club membership. This type of Gift should be considered extremely rare given that table money/membership fees are the primary source of income for the Club.
- **Non-CBC Operation Related Gifts** – Gifts relating to the operations of entities other than the CBC, including vouchers or gift cards to other organisations

- **Physical Gifts** – Gifts purchased by the CBC and given to members including flowers, chocolates and other small purchases.

GUIDING PRINCIPLES

PREFERENCE FOR RECOGNITION

The CBC is a community driven non-profit organisation which seeks to foster and support the enjoyment and development of the game of Duplicate Contract Bridge. The CBC is able to operate and thrive due to the continued donation of services and volunteering of time from its members. There is recognition by members that donation of time and effort without seeking recompense supports the CBC to operate efficiently, supports the Club's ethos and contributes to the maintenance of the Club's culture.

As a result of this, it is the expectation that most Gifts come in the form of public or private recognition of service, not a non-monetary payment in lieu.

ABSOLUTE DISCRETION

The Committee may provide Gifts for Services in its absolute discretion. No member should expect, nor pressure the Committee to grant a Gift for Services. It is the goal of the Committee that all efforts are appropriately recognised, but that does not mean a Gift is appropriate in all situations.

NON-MONETARY

All Gifts are non-monetary in nature. The Club will never transfer funds or provide cash to a member for their Services except for reimbursement of expense incurred which were necessary to carry out work/tasks

DISTINCTION BETWEEN COMMERCIAL AND NON-COMMERCIAL SERVICES

The Club will only accept Services from members in a non-commercial context. This means that the Service is not provided through a commercial enterprise (i.e., a business) nor requiring an invoice. Where such a service is provided, it represents a commercial transaction where the Club is paying a vendor. In such cases, it would be inappropriate to offer or consider a Gift.

Further, there are considerations of conflicts of interest that may arise where members invoice the Club for works. All such cases should be reviewed diligently by the Committee. However, that is outside the scope of this Policy.

GIFT APPROPRIATENESS FOR SERVICE

All Gifts should be subject to an appropriateness test (and informed by the Gift Guidance by Service Type below). The Committee may employ a rule of thumb that no gift should represent no more than 20% of a comparable commercial service. In the majority of cases the Gift will represent far less than 20%.

PRESERVING THE IMPORTANCE AND SCARCITY OF LIFE MEMBERSHIP

The highest Gift a Committee can bestow upon a member is that of Life Membership or Honorary Life Membership. These accolades are to be reserved for only the most outstanding contributions of members and should be rare in their application to preserve their importance and value.

PROCESS FOR APPROVING A GIFT

The process for approving a Gift is as follows:

- Identify the type of Service provided as one of:
 - General Services
 - Professional Services
 - Unique Services
 - Exceptional Services
- Identify the type of Gift subject to the Guiding Principles and Gifts Guidance by Service Type in this document as one or more of:
 - Recognition
 - CBC Operation Related Gifts
 - Non-CBC Operation Related Gifts
 - Physical Gifts
- If the Gift is solely of the form Recognition, then the Services should be recognised at the next available opportunity. If there are non-Recognition Gifts approved, then a motion must be passed at a CBC Committee Meeting of the form:

MOTION: The Committee approves a Gift of [TYPE OF GIFT] to [RECIPIENT(S)] for their [TYPE OF SERVICE] in [DETAIL OF SERVICE] for an amount of no more than [AMOUNT].

Moved: [MOVER]

Seconded: [SECONDER]

CARRIED.

Where the “TYPE OF SERVICE” and “TYPE OF GIFT” are those outlined in this policy.

GIFT GUIDANCE BY SERVICE TYPE

GENERAL SERVICES

The completion of tasks/work which require no prior experience or expertise. General Services comprise the bulk of services provided to the Club and may be generally described as “helping out”.

- **Recognition** – the most common type. Typically for group tasks (e.g., working bees) or common tasks (e.g., transport of equipment/set-up for an event and odd jobs around the Club).

- **CBC Operation Related Gifts** – rarely, if ever. May be appropriate where the completion of a General Service both qualified for a non-Recognition Gift and the completion of that General Service precluded the member from participating in an event/Bridge session.
- **Non-CBC Operation Related Gifts** – For a tasks over six (6) hours, up to \$50.
- **Physical Gifts** – For tasks over six (6) hours, up to \$50.

PROFESSIONAL SERVICES

The completion of tasks/work which require the expertise of the Member. These may range from trade skills (gardening, handy work as appropriate) to intellectual services (IT support, organisation of events).

- **Recognition** – the most common type.
- **CBC Operation Related Gifts** – rarely, if ever. May be appropriate where the completion of a General Service both qualified for a non-Recognition gift and the completion of that General Service precluded the member from participating in an event/Bridge session. No more than the entry cost of a Bridge session forgone.
- **Non-CBC Operation Related Gifts** – For a tasks over six (6) hours, up to \$75.
- **Physical Gifts** – For tasks over six (6) hours, up to \$75.

UNIQUE SERVICES

The completion of a singular, highly value Professional Service or project as a situation demands, typically “one-off” in nature.

These Services are rare and vary significantly as they are wholly situationally driven. This Policy expects Committees to apply the Guiding Principles to come to appropriate and consensus driven decisions in gifts for Unique Services.

EXCEPTIONAL SERVICES

The completion of multiple, difficult and wide-reaching tasks or projects in support of the Club over an extended period of time. Typically granted at the achievement of a milestone.

- **Recognition** – This type of person will have received significant recognition over their tenure in support of the Club, and it goes without saying that the recognition of any Exceptional Service would include recognition in addition to other forms of gifts. This includes Life Membership or Honorary Live Membership, as appropriate.
- **CBC Operation Related Gifts** – The purpose of gifting for recognising Exceptional Services is symbolic in nature. It is unlikely this Gift type would be appropriate.
- **Non-CBC Operation Related Gifts** – Up to \$250.
- **Physical Gifts** – Up to \$250.

NON-SERVICE BASED GIFTS

From time to time the Committee may approve a gift that is not for a service. The most likely reason for this is a “Going Away” present for long-standing Club members. The Committee may consider the participation and presence in the Club, contributing to a positive and supportive atmosphere, a Service in and of itself and may approve a Gift on that basis.

AUDITING OF GIFTS

Non-Recognition gifts will be posted on the CBC website (canberrabridgeclub.com.au) for review by members in the below format. Postings will be made contemporaneously with the publication of the CBC Committee Meeting Minutes where the motion was passed for that Gift.

Date of Approval	Recipient	Service Type	Gift Type(s)	Service Detail	Gift Detail	Gift Value
26/03/2024	John Smith	Professional Services	Physical Gift	Painting of the exterior building, providing his own materials. The Club paid for the paint at a cost basis of \$200.	Bottle of wine	\$25

DEVIATION AND NON-MENTION

This Policy has been drafted to encompass most Services and Gifts that any future Committee is likely to encounter. However, where a situation arises which is not covered by this Policy, the Committee shall apply the guiding principles to come to a reasonable decision.

Future Committees should be cautioned that consistent or material deviations from this Policy are undesirable. If it is the case that Committee believes that this Policy does not sufficiently capture the current attitudes towards Gifts and Services at the CBC, then this policy should be amended, rather than continuing to deviate from it.