



# Canberra Bridge Club

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|--------------------|-----------------|-------------------------------|-------------|
| Policy number:     |                 | Version:                      | 1           |
| Drafted by         | Stephen Fischer | Approved by CBC Committee on: | 18 Jun 2025 |
| Responsible person | President       | Scheduled review date:        | June 2027   |

## Newsletter Policy

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own premises in Deakin. The club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

The CBC publishes a regular newsletter to communicate with its members. Newsletter content includes official notices, announcements, results and other items of interest to members. This policy outlines the process of determining the newsletter content.

## POLICY

### Newsletter process

The CBC newsletter is published by the Manager each week and the Committee welcomes contributions about CBC operations and other items relevant to the CBC community. The process and timeline are:

- Contributions are to be sent to the Manager. The deadline is noon every Thursday.
- The Manager will create a draft version of the newsletter and send it to agreed Reviewer/s on Thursday afternoon.
- Reviewers will provide feedback by 4pm Thursday.
- The Manager will make any changes and send the newsletter out late Thursday afternoon.

### Newsletter distribution

The newsletter will be sent via email to all CBC members who have provided their email for this purpose. Members who no longer wish to receive emails may unsubscribe via the link provided at the bottom of each newsletter.

The distribution list is managed on the same platform as the member database – currently Pianola. The newsletter will also be made available on the CBC website.

## Announcements and articles

Official CBC announcements (including advertisements from sponsors) in the newsletter may be provided by:

- Members of the Committee acting in an official capacity
- Authorised staff or volunteers acting as part of their role
- A BFACT representative, for BFACT or ABF matters
- The Manager

Announcements for upcoming tournaments held at CBC will typically be made three weeks in advance and repeated every week until the deadline for entries. Some tournaments may be announced earlier if the Committee or the Manager decide it is appropriate.

Members may also provide submissions (announcements or articles) to be included in the newsletter. Submissions should be relevant to bridge or the bridge community. Submissions are made under the following conditions:

- Photos and other pictures will not be published.
- Submissions with offensive or inappropriate content will not be published.
- Inclusion is at the discretion of the Manager and Reviewers. If in doubt, Committee members may be consulted when deciding.
- If a submission is rejected, the decision may be appealed directly to the President. This appeal must be made in writing.
- When considering an appeal, the President may ask the Committee or a relevant subcommittee for advice. However, the decision remains with the President.

## Tournament results

CBC publishes notable tournament results by its members. Due to the number of tournaments, publication is on a best-effort basis and relies on the Manager being notified of the results in a timely manner.

The policy for publication of results is:

| Event Type                                         | Results                         | Responsibility               |
|----------------------------------------------------|---------------------------------|------------------------------|
| International events                               | All                             | CBC Tournament Committee     |
| ABF National events                                | Top three places                | CBC Tournament Committee     |
| CBC multi-session events & BFACT events run by CBC | Winners (including non-members) | CBC Manager                  |
| Other BFACT events                                 | Winners                         | CBC Manager                  |
| Congress events                                    | Top three places                | Individual (or other member) |

Apart from events run by CBC, the newsletter will only include results by CBC members.

## RELATED DOCUMENTS

- (none)

## AUTHORISATION

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President

Date of Approval by CBC Committee: **18 June 2025**

Name of Organisation: **Canberra Bridge Club**