



## Pay-to-Play Guidance Notes for Clubs

### 1. Introduction

From April 2010 the EBU is introducing Universal Membership through Pay-to-Play. These guidance notes have been produced to help clubs understand the mechanisms and processes of universal membership and Pay-to-Play. A set of Questions and Answers have also been included with this document and are also available on the EBU website. If there are still issues and questions that have not been answered, please do not hesitate to contact the EBU via email on [paytoplay@ebu.co.uk](mailto:paytoplay@ebu.co.uk) (preferred) or via telephone on 01296 317200.

*A short glossary is included at Appendix 1 to help with any unfamiliar terms.*

The main elements of the scheme are

- All members of clubs affiliated to the EBU become player members of the EBU.
- Clubs pay an annual affiliation fee (see Appendix 2 for current rate).
- On behalf of its members, clubs also remit a Pay-to-Play amount for each player session at the club (apart from any exemptions defined later) – see Appendix 2 for current rates.
- Any club can apply for membership provided it holds regular duplicate bridge sessions throughout the year.
- Clubs send their session results to the EBU for invoicing, allocation of master points and inclusion in the National Grading Scheme (NGS).
- Player members are eligible for all the benefits defined in the sheet “Benefits for Individual EBU Members” (provided in the joining pack and at [www.ebu.co.uk](http://www.ebu.co.uk)).
- Affiliated clubs are eligible for all the benefits defined in the sheet “Benefits for EBU Clubs” (provided in the joining pack and at [www.ebu.co.uk](http://www.ebu.co.uk)).
- Individuals may choose to be anonymous to the EBU but in such cases will not be eligible for any services that require contact details.

### 2. Membership Information

For a Club player member to access EBU services, the EBU needs to know as a minimum.

- a) First name
- b) Surname
- c) House No/House Name/Flat No
- d) Post Code
- e) Gender
- f) Date of birth (only required if under 22)



It would be particularly helpful if people added the following additional information through their personal area of the EBU website:

- g) title
- h) initials
- i) known as
- j) contact telephone number
- k) e-mail address
- l) primary club

The EBU may share this information with the member's county membership secretary and event organisers but other than this undertakes never to pass on the personal details to any other person, or 3<sup>rd</sup> party organisation, without the member's permission. Appendix 3 provides further information about the EBU's policy on Data Protection.

Individuals may remain totally anonymous to the EBU but they will then be unable to access any of the services that require contact details. The only information required for an anonymous member is a pseudonym chosen by the person that is unique within that club.

### ***3. Transmission of initial membership data***

On affiliation the club needs to provide the EBU with an initial set of membership details. Information on how and when to do this will be provided as soon as possible after we receive your signed club affiliation application form. This and other similar communications will take place through the contact e-mail you identify on the application form.

Any club that experiences particular difficulty with this process should contact the EBU for individual assistance.

### ***4. Keeping clubs and the EBU membership details aligned***

The online club administration area will allow clubs to access and maintain their membership details, adding and removing members and viewing membership details. It is therefore, in most cases, unnecessary for clubs to duplicate this effort with their own database. Nevertheless, some clubs will want to keep their membership records separately and we will provide them with the ability to update their records with any changes made online.

Going in the other direction, clubs, with permission from the member, will be able to effect changes to the member's personal details on the master database. It is, however, better for the member to make such changes themselves.



## ***5. Uploading results to the EBU***

The process for uploading results will be as simple as possible and will have been thoroughly tested before we ask clubs to use it. We will keep clubs updated on progress via our regular mailings.

Clubs need to transmit to the EBU the results of every duplicate session held at the club (pairs, teams, individual). There are 2 options for doing this:

- a) Send a file produced by Scorebridge – the EBU preferred club scoring system.
- b) Send a file produced by another scoring program that produces results to the required format.

The typical sequence of events for uploading results from Scorebridge will be:

- Score the session on Scorebridge which will produce a suitable output file.
- Log onto the website (with club ID number and password).
- Press "upload file" button and select the file.
- Wait for the system to give any feedback (usually just "success" but it will prompt you to identify any unknown members etc.).

To ensure a smooth flow of results into the EBU, results should be uploaded to the EBU as quickly as possible after a session – preferably within 3 days of the session. If you are uploading your results to your own website it is recommended you upload results to the EBU at the same time.

## ***6. Scorebridge and other software***

Scorebridge is the EBU preferred program for scoring club bridge sessions. Every club that affiliates in April 2010 and does not currently use Scorebridge, will be eligible to receive, from the EBU, a credit for a single licence copy if it buys one. Additional licences and annual support fees will be paid by the club.

Clubs may, of course, continue to use any scoring program they wish but that program must be capable of producing a file to the required format. Specification of the Pay-to-Play file format will be made available on the EBU website.

Clubs who are unable to adopt either of these approaches should contact the EBU, who may be able to offer an individual solution to their particular problems.



### ***7. Primary Club***

Players may belong to more than one club. The EBU will designate one of these as a primary club. Members can themselves specify their primary club for communication and allegiance purposes through the member's personal area of the EBU website.

### ***8. Club Affiliation Fee***

The EBU annual club affiliation fee will be added to the first invoice of the financial year, which runs from 1 April to 31 March.

If the club's County levies an annual club affiliation fee and wishes the EBU to collect this, then it will also be added on to this invoice and passed to the County.

### ***9. Individual's County subscriptions***

Counties have the choice of asking the EBU to add an additional sum to the national Pay-to-Play amount and to have this money forwarded to them or to arrange collection of their subscriptions by any other means agreed by their members.

### ***10. Individual's County of Allegiance***

For existing EBU members this will be their current county of prime allegiance. For new members this will be the county of affiliation of the club which first returns details to the EBU. Individuals may change their county of allegiance through the member's personal area of the EBU website but only once during a year. If there are particular individual circumstances that require a change more often than this, then the person should discuss this with the EBU.

Any player who is not a member of a county and wants to play in that county's events shall pay a county subscription (if any), direct to the county as they do now, within the dual membership process.

### ***11. Direct members***

People who are not able to, or do not wish to join an EBU affiliated club may join the EBU directly by paying an annual subscription – see Appendix 2 for the current rates.

### ***12. Potential members***

From time-to-time results will be received involving players not currently EBU members (e.g. students, visitors, etc.). If the club collects this non-member's name, house number & post code, then any MP awards and NGS data will be held against that name and they will be designated "Potential members". If this person subsequently joins the EBU, these MPs will be credited to their account and an NGS entry started.



### ***13. Leagues and Associations***

Currently there are a small number of Leagues and District Associations established solely to organise duplicate bridge competitions amongst clubs and bridge players in a particular geographical area or district. For administrative convenience some of them currently affiliate to the EBU as if they were clubs. Under Pay-to-Play they will no longer be able to do this, however by application they will be licensed to issue Master Points for their events through payment of the league Pay-to-Play amount.

#### ***Types of league***

The EBU recognises the following types of league:

- a) Club leagues – organised under the auspices of a club.
- b) District leagues – usually organised by an Association set up for that purpose. Currently District leagues may affiliate to the EBU as clubs.
- c) County leagues – organised under the auspices of a County Association.
- d) Inter-County leagues – usually organised by an independent body set up for that purpose by the Counties that play in the league.

#### ***League rules from April 2010***

From April 2010 the following rules will apply to leagues that wish to issue Master Points:

##### **Club leagues**

- The club will have to be affiliated to the EBU
- The club itself can decide its own rules regarding non-EBU members participating in the league
- The club will pay the league Pay-to-Play amount (see Appendix 2 for current rates) if this event takes place outside of the club.
- The club will pay the club duplicate session Pay to Play amount (see Appendix 2 for current rates) if this event is part of the club's playing sessions

##### **District leagues**

- Will not be able to affiliate as a club
- Can be licensed to issue Master Points through payment of the league Pay-to-Play amount (see Appendix 2 for current rates)
- Can themselves decide their own rules regarding individual non-EBU members participating in the league



## ***League Rules from April 2010 cont...***

### County leagues

- All players in the league must be EBU members apart from the bottom division of a league
- The league will pay the league Pay-to-Play amount (see Appendix 2 for current rates)

### Inter-county leagues

- All players must be EBU members
- Can be licensed to issue “Black” Master Points through payment of the league Pay-to-Play amount (see Appendix 2 for current rates)
- May be licensed to issue “Green” Master Points by agreement with the Tournament Committee.

### ***Other competitions organised by District Leagues and Associations***

District Leagues and Associations often organise other competitions as well as leagues. They may issue Master Points for these competitions through payment of the appropriate licence amount. This will require the electronic submission of an appropriate results file (see Section 16). Again it is their own decision whether to allow non-EBU members to play in these competitions.

## ***14. Exempt players***

No Pay-to-Play amount will be levied for any player under 22 on the day of the event. This, of course, requires the EBU to have been advised of the date of birth of the member. Clubs will be charged a Pay-to-Play amount for all other players and they may of course choose how, and whether to, recoup that amount from individuals such as TDs, life members, etc.

## ***15. Exempt sessions***

All duplicate sessions held at the club (pairs, teams, individual) will be subject to the Pay-to-Play amount with the exception of the following:

- Teaching/supervised play sessions where 16 or fewer boards are played.
- 1 session a year designated as a party/social event
- Any other event for which the club has applied for and received prior authorisation from the EBU to be Pay-to-Play exempt
- Any charity event run by the EBU, BGB or ECATS

Clubs will still be required to upload the results from these sessions in the normal manner.



## **16. Master Point accreditation**

Master Points will be credited automatically from all uploaded Pay-to-Play sessions. For competitions such as county and EBU events and leagues, a standard format file will have to be uploaded to the EBU. Scorebridge can produce such a file for an event not itself scored by that system.

Non-standard format information will only be accepted from external bodies such as the Welsh and Scottish Bridge Unions.

## **17. Master Point Records and Promotions**

Individuals can view their MP record online through their own personal area on the EBU website. Details of MP promotions will be sent to the individual (if an e-mail address has been provided) and to their primary club. Promotions will be published on the EBU website and English Bridge.

## **18. National Grading Scheme (NGS)**

The EBU is working toward the introduction of a National Grading Scheme. Technical details regarding the structure of the NGS will be available on the EBU website at a later date. Individuals will be able to view their NGS standing online through their personal area on the EBU website.

## **19. Payment of the Pay-to-Play invoice**

Invoices will be provided to clubs by e-mail every 2 months (or every month for clubs which indicate a preference for monthly invoicing). Clubs should upload results within 3 days of a session. Therefore invoices and direct debit charges for the previous month will be issued on day 4 of the month (or the first working day thereafter). If clubs request copies by post then an administrative charge will be added to the invoice. Clubs have the choice of paying either by direct debit or by cheque, credit/debit card or direct transfer within 10 days of the invoice date. Paying by direct debit will result in a rebate. Appendix 2 provides details of the current rates for fees and rebates.

The club's annual EBU affiliation fee and any club affiliation fee charged by the County, will be added to the first invoice or Direct Debit issued in the financial year.

## **20. Member rebates**

Once a member has played more than 150 club Pay-to-Play sessions in a financial year, then any subsequent sessions are exempt and EBU Pay-to-Play amounts for those sessions, will be rebated. Rebates of £5 or less will be held in the member's account. Rebates of over £5 will be paid direct to individuals by the end of May. Pay-to-play sessions in all clubs count towards the 150 limit but not league, county or EBU sessions.



## **21. EBU Membership Number**

Existing player members of the EBU will retain their existing EBU number.  
New player members will be allocated a new number.

## **22. EBU Membership Card**

All members will receive a membership card.

## **23. Modifying personal details**

There are three ways for members to modify personal details

- i. by changing them personally online – PREFERRED
- ii. by advising the EBU
- iii. by advising their club (see Section 4)

Whatever the method chosen the other parties will be advised the next time the club uploads results from a session in which that individual plays.

## **24. English Bridge and Annual Diary**

To receive free copies of English Bridge and an annual diary, members will have to meet the qualifying requirements for this service. All Direct members automatically qualify. Those members joining through a club will need to have paid 12 Pay-to-Play amounts a year. Other than club Pay-to-Play sessions the only events that contribute towards this qualifying level are EBU tournaments, which count as one Pay-to-Play amount per *session*. Members who are unable to meet the 12 session qualifying level (e.g. through illness) may apply to have this set aside. All qualifying player members will receive, through the post, a copy of English Bridge every 2 months and an 18-month Diary every August.

## **25. Members' personal area**

Each member will have their own password protected, personal area within which they will be able to view:

- and modify their personal details
- their MP awards and status
- their NGS standing
- what EBU events they have entered and their individual account

## **26. Data Protection issues**

Once an individual is a member of an organisation and supplies them with their contact details, the Data Protection Act allows that organisation to send the member information about their activities. Details of this and other Data Protection issues are covered in Appendix 3.



## ***27. Services and benefits***

The services and benefits available to individuals and clubs are detailed on the EBU website and are included in the joining pack.

To enter an EBU event any competitor who is resident in England must be an EBU member.



## Appendix 1

### *Glossary*

Affiliated club	A club that has joined the EBU through paying an affiliation fee and which undertakes to remit to the EBU the appropriate Pay-to-Play amounts.
Anonymous member	A player member who does not wish the EBU to have their personal details.
Club	A group of people who arrange regular duplicate bridge sessions at one location.
Congress	A series of events played over a continuous period, usually lasting between 2 and 10 days.
County of allegiance	The county association that a member belongs to. Members may belong to one or more counties. If this is the case the individual member must nominate one county as their county of primary allegiance.
ECATS	An independent organisation which runs some Simultaneous Pairs events on behalf of the EBU.
Event	A series of playing sessions forming a single competition.
Financial Year	The EBU Financial Year is 1 April to 31 March.
League	A group of teams, usually split into divisions, that organises head-to-head matches between the teams.
Master Point Year	1 January to 31 December.
Membership Year	1 April to 31 March.
NGS	National Grading Scheme. A method of player member ratings.
P2P	Pay to Play.
Player member	A person who is a member of the EBU, either through membership of an affiliated club or through direct membership.



Playing session	A series of boards played without a significant break. A club evening would be a typical playing session.
Playing Year/Season	1 September to 31 August.
Potential member	A non EBU member for whom results data is held.
Primary club	The club through which the EBU communicates with a player member.
SBU	Scottish Bridge Union.
Scorebridge	A computer program for scoring duplicate bridge sessions, widely used in EBU clubs. It will fully support normal club Pay-to-Play requirements. Details are available at <a href="http://www.scorebridge.com">www.scorebridge.com</a> .
Shareholders	People who are appointed by their counties, to represent them at EBU general meetings and vote on their behalf.
WBU	Welsh Bridge Union.



## Appendix 2

### *EBU Rates for the year 1 April 2010 to 31 March 2011*

- Individual Pay-to-Play amount 29p
- Club affiliation fee £30
- Individual direct membership fee £23
- League Pay-to-Play amount £5 per team per season for teams of 4 leagues, £10 per team per season for teams of 8 leagues and pro-rata for other numbers.
- Charge for postal Invoices 50p
- Rebate for Direct Debit payment £2 per invoice



## Appendix 3

### *Data Protection issues*

For the EBU Data Protection is governed by the Privacy Policy which is available on the website:

[http://www.ebu.co.uk/publications/Official\\_Documents/EBU%20privacy%20policy.pdf](http://www.ebu.co.uk/publications/Official_Documents/EBU%20privacy%20policy.pdf)

If an individual member does not wish to receive this information then they have to positively opt out. In Pay-to-Play this facility has been built in through the provision of anonymity for any individuals who do not wish to supply their name or address.

The EBU is registered with the ICO for data protection purposes.

### **Data Protection and Clubs**

Every club currently holds information about its members which is likely to include their name address and other contact details.

If a club is required to comply with the Act, they have a number of legal responsibilities:

- to notify the Information Commissioner they are processing information, **unless they are an organisation who has personal information only for:**
  - staff administration (including payroll)
  - advertising, marketing and public relations for your own business
  - accounts and records (some not-for-profit organisations)
- to process the personal information in accordance with the eight principles of the Act
- to answer subject access requests received from individuals.

The eight principles of the Act are:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

Further clarification of the collection and exchange of data on individuals can be obtained from the Information Commissioner's website under FAQs or by telephoning their helpline on 08456 30 60 60 or 01625 54 57 45.