



## **Pay-to-Play Guidelines – Further Questions and Answers**

### ***What happens between now and April 2010?***

A: The following is our expected timetable of events:

- May to July Clubs return their application forms
- October Shareholders ratify the Pay-to-Play amount – a Constitutional requirement
- October to January Clubs send the EBU their membership lists
- February/March Clubs send a set of results to the EBU to test their system
- April 2010 Pay-to-Play commences

### ***What membership details does the EBU require from our club?***

A: For a Club player member to access EBU services, the EBU needs a computer file containing:

- 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)

For those members of your club that wish to remain anonymous please see the questions about anonymity on page 5 of this document.

### ***How do we know when to send the EBU our membership details?***

A: The EBU will contact your club via the named person on your application form and ask you to send the data.

### ***What format should this file have?***

A: Our preference is that the initial data is provided by the Scorebridge utility that will be provided along with the revised version of Scorebridge. If your club does not use Scorebridge then we will be prepared to accept data from Microsoft Access or Excel. If none of these options are suitable you will need to contact the EBU on 01296 317200 for further help and advice.

### ***What happens if our membership details change between us sending the data and April 2010?***

A: Don't worry the system will "catch up" after April 2010.

### ***How and when will members receive their membership cards?***

A: All membership cards and joining information will be sent directly to home addresses.



***What happens when we get a visitor to the club?***

A: You need to make sure you have their name, address, post code and EBU membership number. A little pro-forma would be a very suitable way of collecting this information.

***What happens if the visitor doesn't know his/her EBU membership number?***

A: Collect the rest of the personal data and the system will try to identify the person.

***What happens if we forget to collect a visitor's personal details or the system can't identify him/her?***

A: It's no great disaster. The system simply won't be able to allocate him/her any Master Points won. However if the visitor later contacts the EBU and gives details of the game in question then this can be corrected.

***How will the EBU contact our club about Pay-to-Play issues?***

A: We will use the e-mail address given on the membership application form. It is essential that if this changes, you let us know, otherwise you may miss important communications.

***Do we need an IT expert in the club to handle Pay-to-Play?***

A: No, but you will need someone who has access to the internet either at the club or at home. The process of uploading data will be very straightforward and will involve following a set of simple on-screen instructions via the EBU website.

***We do not have a club e-mail and no one in our club is able to offer their e-mail address as a contact for the EBU?***

A. Please contact the EBU on 01296 317200 to discuss this issue.

***Our club's bank account does not allow for direct debits. How can we access the direct debit rebate?***

A: The EBU can suggest a club bank account that will allow direct debits.

***What does "holds regular duplicate bridge sessions" mean?***

A: We are not setting an absolute minimum number of sessions required to qualify for club membership. However we would not expect any duplicate bridge club to meet less than once a fortnight on average. If you are unclear on whether your club qualifies, please contact the EBU on 01296 317200.

***Are Clubs able to register some of their duplicate sessions for Pay-to-Play and not others?***

A: No. Universal Membership means Universal Membership. All Club duplicate sessions will be liable for Pay-to-Play charges, otherwise the Club cannot be affiliated, but note that the following are exempt from Pay-to-Play: Rubber, Chicago, supervised educational sessions of up to 16 boards duration, approved charity events and one designated party or celebratory event per annum.



***How do we identify a session as one of those allowed to be exempt?***

A: By putting a designated marker on the results file you send to the EBU.

***How much is the initial licence fee for a single user licence of Scorebridge?***

A: £45

***How much is the current annual support fee for a single user licence of Scorebridge?***

A: £9

***What will be a typical sequence of events for uploading results from Scorebridge?***

A: The sequence of events 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.).

***We use another scoring program not Scorebridge. What should we do?***

A: You have various alternatives:

- Change to Scorebridge – the EBU is providing a refund for one licence.
- Ask whoever supplied your program to modify it so that the results file is in the correct format for upload.
- Contact the EBU on 01296 317200 to discuss how we can help you.

***If we want to modify our current scoring program how do we find out the required format for the results file?***

A: The definition will be available on the EBU website.

***Does the Pay-to-Play system need a new version of Scorebridge?***

A: Yes

***How will we get this new version of Scorebridge?***

A: By downloading it from the internet. If you have any problems with this please contact the EBU on 01296 317200.

***It's not possible/not convenient for us to score our bridge sessions by computer. Does this mean we are excluded from Pay-to-Play?***

A: Not at all. Please contact the EBU on 01296 317200 to discuss how we can help you.

***Can we affiliate to any County we wish?***

A: No. Under Pay-to-Play clubs should affiliate to the same County as now. In general this will be the county in which their club is situated. However there are situations where for historical or geographical reasons this is not the case. If you feel there are particular reasons why your club should be allowed to change its County of affiliation then please contact the EBU.



***What should people do if they don't wish to, or can't join an EBU affiliated club but still want to join the EBU?***

A: They should join as Direct Members.

***How do you join the EBU as a Direct Member?***

A: Details of this are available on the website, but it basically involves completing an application form and paying an annual subscription.

***Will Clubs be able to issue paper Masterpoints after 1<sup>st</sup> April 2010?***

A: No. EBU paper certificates issued after 1<sup>st</sup> April 2010 will not be recognised. From that date on all Masterpoints must be electronically direct credited to the EBU. Clubs may return **complete books** of unused certificates to the EBU Shop for a refund by the end of 2010. The EBU will continue to accept paper certificates issued by the other Home Unions and ECats, as well as EBU certificates issued prior to 1<sup>st</sup> April 2010 subject to their still being valid.

***How will our members find out they have been promoted?***

A: Every month we will contact your club through the contact e-mail with details of all the promotions. We will also e-mail you certificates for the members detailing their new rank. We would hope you would print these and present them to the individual members on a suitable club night.

***When will the National Grading System (NGS) be introduced?***

A. Documentation on the NGS will be released in July.

***How will the NGS work?***

A. The NGS re-uses the score results as returned to Aylesbury for Pay to Play to calculate the adjustment necessary to the grade of every person who participated in that playing session, i.e. there is nothing additional for a club to do in order for its players to be involved with this new capability.

An individual can access his/her grading information by way of the personal area of his/her membership details on the EBU website. This information will be kept current very promptly, including any affect of the session just played.

***What's involved with a member's "personal area of the website"?***

A: Every member will have a personal area on their website where they can:

- View and modify their personal details
- View their Master Point awards and status
- View their NGS standing
- View details of any monies held on account by the EBU such as prize money, Pay-to-Play rebates etc.

We envisage a system whereby the member can define who can access their personal details.



***How will this member's personal area be protected?***

A: In the same way as other internet accounts, through a password chosen by the member.

***How will people opt for anonymity?***

A: Club members will need to be advised of this facility (possibly by a notice on the club notice board and/or announcements on club nights). The member will then need to tell the person who is sending the membership details to the EBU that they wish to be anonymous. They will then not pass on any details other than the chosen pseudonym. If any person slips through this process, then they only have to contact the EBU, and their personal details will be removed immediately.

***Can I later change my mind about being anonymous?***

A: Yes. All your data will be stored against your pseudonym, and it will simply be a matter of replacing that with your name and adding the other personal information.

***How do Leagues and Associations get licensed to issue Master Points?***

A. By contacting the EBU license department on 01296 317219

***How will Master Point information for leagues, associations, county events etc. be sent to the EBU?***

A: By sending the EBU an Excel spreadsheet with the same format as is currently used for direct crediting. An EBU Membership Number "look up" utility is available to help with this process.