

## **BFACT Team Captains Procedures**

### **Background**

- Each year, BFACT appoints a captain for each of the teams representing the ACT at the Australian National Championship (ANC).
- Normally, the captain will serve in a non-playing capacity. It is, nevertheless, permissible for the captain to be a playing member of the team.

### **Appointment**

- Following the completion of the event to select pairs to represent the ACT at the ANC, the Tournament Secretary will invite the successful pairs to nominate a captain of the team.
- The BFACT Council will appoint the captain of the team on the advice of the Tournament Secretary following consultation with the pairs forming the team.

The appointment of the Captain of the Youth Team will be subject to satisfactory compliance with legal requirements relating to working with children should there be members of the team under the age of 18 years of age. These requirements vary from State to State and may require that the prospective captain consent to a police check.

The Secretary of BFACT will make the necessary arrangements which involve:

- Liaising with the Convenor of the ANC to establish State legal requirements relating to working with children. A summary of these requirements as at May 2007 is at Attachment A. However, these requirements are likely to change from time to time.
- Arrange compliance with the State requirements as soon as the name of the prospective Youth Captain is known.
- Arrange for a parental release form to be completed for any member of the team who is under 18 years of age (see Attachment B).

### **Duties Undertaken by Captains Prior to the ANC**

Captains will:

- Liaise with the member of BFACT Council appointed to finalise the ANC entries. In particular, the captain will be required to obtain details of team members' system for posting on the ABF website. The Captain may also be asked to confirm participation in the Victory Dinner.
- Consult with the members of the team on a program of preparation for the ANC and make arrangements as appropriate. Such preparation could include:
  - practice playing against other experienced teams
  - providing feedback to each pair;
  - arranging practice behind screens and in the presence of kibitzers;

- participation lead-up events;
- workshops;
- ensuring that each pair has a copy of their prospective opponents and discussing defences to opponents' systems
- providing an expert mentor for inexperienced partnerships; and
- arranging a general discussion team get-together in Canberra before departure to ANC.
- Maintain a watching brief, consulting with the Tournament Secretary as appropriate, on ABF and ANC regulations and arrangements that could have implications for the ACT team.
- Negotiate with team members an agreed approach by the team to team uniforms. Paddywack Promotional Products who supplied the Women's team vests organised by Peter Kahler for the 2007 ANC has details of the BFACT logo for team uniforms. BFACT will reimburse team members for the cost of Paddywack Promotional Products embroidering the Team Logo on shirts paid for by ANC Team Members.
- Keep track of the systems played by opposing pairs.
- Inform the team about minimum standards of behaviour and attire expected of the team and ways in which these standards can be achieved. Such standards encompass the conduct of post-mortems, making remarks during the course of play, issues of timing (arrival before the commencement of a round), participation in scoring-up and dress code.
- Ascertain player preferences (NS/EW seats, preferred session times, preferred or non preferred opponents).

### **Duties Undertaken by Captains during the ANC**

Captains will:

- Attend the ANC Captains' meeting and report back to members of the team on any items of interest.
- Co-operate fully with Directors and other ANC officials.
- Inform players of any revisions to relevant ABF and ANC regulations.
- Determine line-ups for specific matches consulting members of the team as appropriate.
- Decide whether or not to appeal a Director's ruling, consulting members of the team as appropriate.
- Attend all appeals/committee meetings to which the team is an appellant or a respondent.
- Arrange a standard meeting point for scoring up after each match.
- Agree the score for each match with the opposing captain and submit the agreed score.
- Ensure that the minimum standards of behaviour expected of the team are observed.
- Provide advice to players in finals on the processes and procedures relating to the use of bidding screens.

### **Duties Undertaken by Captains following the ANC**

Captains will:

- Submit a written report to BFACT by 31 August of the year in which the ANC is held. The report shall include:
  - a summary of the results achieved by the team,
  - an assessment of the performance of the team,
  - a report on any matters relevant to the performance of the team,
  - an assessment of the conduct of the ANC (venue, scheduling, directing), and
  - an itemisation of any issues requiring follow-up action by the BFACT Council including action relating to the behaviour of team members; and
- Co-ordinate the submission of any receipts requested by the BFACT Treasurer.

BFACT Council may seek a supplementary report from the Captain on any matter relating to the participation of ANC teams in the ANC.

### **Desired Qualities**

Captains should:

- Maintain a focus on maximising the performance of the team at the ANC.
- Offer encouragement for players who have had a bad session.
- Be sensitive to the needs of members of the team. An effective captain will know when some members of the team are getting tired and need to be rested. Normally, the team itself will decide how much they wish to socialise during the ANC but the captain can influence this.
- Maintain a totally professional approach in his/her dealings with ABF/ANC officials and the opposing teams.

**Attachment A****Working with children checks**

Making the decision to put your child in a child care can be a stressful time. As well as the emotional trauma of having to leave your little one all day, you may worry about them getting ill, feeling lonely or one of a hundred other concerns experienced by parents facing the prospect of leaving their child in a centre or with a nanny, au pair or babysitter for the first time.

Knowing you are leaving your child safe in the hands of qualified professionals should help ease your concerns. Working with children checks are now mandatory in most States and Territories in Australia, and these checks are working to provide a safer environment for children in child care.

Refer to the table below for an overview of the checks available in each State or Territory and to find out which agency oversees the checking process.

Remember that child care workers need to fulfil the checking and clearance requirements of the state they are working in as there are no checks required on a national basis.

<b>State/Territory</b>	<b>Legal Requirements</b>
Australian Capital Territory	Currently there are no legal requirements for people working with children to undertake a police check in the Australian Capital Territory, however, organisations which require employees and/or volunteers to work with children may have their own policies in this regard.
NSW	<p>The NSW Commission for Children and Young People is responsible for the <a href="#">Working with Children Check</a>, which helps determine whether people are suitable to work in child related employment.</p> <p>This checklist aims to create workplaces where children are safe and protected, and where the people who work with children are appropriately screened.</p>
Northern Territory	<p>Currently there are no legal requirements for people working with children to undertake a police check in the Northern Territory, however, organisations which require employees and/or volunteers to work with children may have their own policies in this regard.</p> <p>In addition, the Northern Territory Government has released draft legislation for the creation of a screening scheme which outlines minimum standards for child-related occupations and activities.</p>

Queensland	<p>In Queensland people working or volunteering with children need to hold a <a href="#">Blue Card</a>.</p> <p>The Commission for Children and Young People and Child Guardian is responsible for administering and conducting criminal history checks on people who want to work with children to determine whether or not they are eligible to hold a <a href="#">Blue Card</a>.</p>
South Australia	<p>Currently there are no legal requirements for people working with children to undertake a police check in South Australia, however, organisations which require employees and/or volunteers to work with children may have their own policies in this regard.</p>
Tasmania	<p>Currently there are no legal requirements for people working with children to undertake a police check in Tasmania, however, organisations which require employees and/or volunteers to work with children may have their own policies in this regard.</p> <p>In 2005 the Commissioner for Children Tasmania released a consultation paper discussing proposals for the Government to introduce screening procedures for Tasmanian organisations who want to employ people to work with children.</p>
Victoria	<p>The Victorian Government has introduced the <a href="#">Working with Children Check</a>, which is compulsory for people who wish to work with or volunteer with children.</p> <p>The check seeks to protect children from harm by requiring people to undertake a criminal history check before they start work in an organisation.</p>
Western Australia	<p>In Western Australia a <a href="#">Working with Children Check</a> is compulsory for people who carry out child-related work in Western Australia.</p> <p>The check aims to protect children by deterring people from working with children when they have criminal records that indicate they may harm children; and by preventing people with such records from gaining positions of trust in paid and voluntary work with children.</p>

**Attachment B**

[Date]

Dear [Parents' Names]

BFACT would like to congratulate [Name] on his selection in the ACT Youth Bridge Team that will be participating in the ANC in [City] in [Month, Year].

Since [Name] is not eighteen years of age, it is a BFACT requirement that you complete the enclosed Release Form giving consent to his participation in the event.

BFACT has nominated [Name] to be responsible for [Name] during his visit to [City]. [Name] is Non Playing Captain of the ACT Youth Team. You will be able to contact her during the ANC on **mobile phone number: 0400 015935**.

Please return the completed Release Form and Emergency Contacts/ Medical Information by [Date] to:

BFACT  
PO Box 9586  
Deakin ACT  
2600

Yours faithfully

[Name]

Secretary BFACT

**PARENTAL RELEASE**

I, ..... give my permission for my son/daughter  
(cross out whichever does not apply) ..... to travel to  
..... to participate in the Australian Bridge Federation National  
Championships as part of the ANC Colts Team. My son/daughter (cross out whichever does  
not apply) will be traveling on the following flights to/from the destination:-

Departure Date: ..... Flight No: ..... Departure Time: .....

Return Date: ..... Flight No: ..... Departure Time: .....

It is my understanding that in providing this Parental Release, ..... (please fill in  
first name of your child) will be chaperoned by an adult appointed by the Bridge Federation of  
the ACT to do so. His/her name will be provided to me prior to departure of my son/daughter  
(cross out whichever does not apply).

In providing this release, I also attached a list of medication that my son/daughter (cross out  
whichever does not apply) is required to take during the period of their trip.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Father's Contact Telephone No – Business Hours \_\_\_\_\_

After Hours \_\_\_\_\_ Mobile \_\_\_\_\_

Mother's Contact Telephone No – Business Hours \_\_\_\_\_

After Hours \_\_\_\_\_ Mobile \_\_\_\_\_

Other Contact For Emergency \_\_\_\_\_

Telephone Number \_\_\_\_\_