

EBU

KNOCKOUT AND LEAGUE COMPETITIONS



GENERAL REGULATIONS

INTRODUCTION

Various regulations apply to all English Bridge Union competitions that involve matches played privately. These competitions comprise:

- The knockout stages of the Crockfords Cup and the Crockfords Plate
- The National Inter-Club Knockout and the NICKO Plate
- The Hubert Phillips Bowl and the Hubert Phillips Plate
- The Portland Bowl (Inter-University/College Knockout) and the Portland Bowl Plate
- The Gerard Faulkner Salver (Seniors Knockout)
- The Online Knockout and the Online Knockout Plate
- The National Teams League

Bridge Great Britain organises the Gold Cup and Silver Plate and issues its own regulations for it. In no circumstances may BGB regulations be applied to an EBU event, or the reverse.

These regulations describe arrangements leading up to a match, conditions of play during matches, and procedures for obtaining rulings. There are also specific regulations that relate to each individual competition, and these are found in a separate document issued for each competition. In the event of a conflict between the regulations in this document and those in the specific regulations for a particular competition, those in the latter shall prevail.

For some competitions there is an option to play the match online. In such cases the Online Match Regulations (Section F) also apply.

All these regulations and conditions are supplementary to the general EBU regulations contained in various EBU publications (e.g. [Blue Book](#), [White Book](#), diary, [website](#)), and in some cases replace them. All the general EBU regulations continue to apply unless over-ridden by more specific regulations, or stated otherwise.

EBU Knock-out competitions are managed by means of a system known as EBU Knockout which requires captains to log into the Members' Area of the EBU website (commonly known as 'My EBU') to access details of draws and contact details for opponents, and to enter results.

Any enquiries regarding these competitions should be addressed to:

The Competitions Department
The English Bridge Union
Broadfields, Bicester Road,
Aylesbury, HP19 8AZ

Tel: 01296 317203

E-mail: comps@ebu.co.uk

SECTION A – THE DRAW AND ARRANGEMENTS PRIOR TO A MATCH

- 1 Draws are made in accordance with the following paragraphs:
 - a For a round during the stage (if any) of the competition where the specific regulations for the competition require the draw to be regionalised, as early as practicable during the period beginning one week before and ending two days after the play-by date for the previous round. How early during this period it is practicable for the draw to be made will depend on how many matches from the previous round remain to be played and/or the geographical location of teams involved in such unplayed matches.
 - b For a round during the stage of the competition where the specific regulations for the competition do not require the draw to be regionalised, as soon as practicable after the draw for the previous round has been made.
 - c In exceptional circumstances, as soon as is practicable in the light of those circumstances (which may result in an earlier or later draw than would otherwise be expected).
- 2 The draw in the early rounds will be arranged so as to seek to avoid excessive journeys for the away team, and so encourage the fixing of mid-week dates.
 - a In order to facilitate this, it is essential that the EBU Competitions Department is aware of the team's playing venue, and the team's preference/willingness to play matches online.
 - b In the absence of this information the captain's home address will be assumed to be the playing venue.
 - c The home team's venue may not be changed after a draw has been made to a venue significantly less convenient to the away team without the agreement of the away team. All playing venues must be in England.
 - d The draw for the first two rounds will respect teams' expressed willingness to play online, and such teams will be drawn against one another.

- e In the first two rounds, if both teams had indicated willingness to play online, either team can require the match be played online.
- f In subsequent rounds, teams that have expressed a desire to play online will be drawn against those who are willing to do so, where practical.
- g In items d and e, the first two rounds means the first two rounds of the main event, and the first two rounds of any plate event.
- h For Crockfords, items d & e apply to the initial group stage (3 matches), and item f applies to all rounds in the knockout stage.

3 Once the draw has been made a notification is sent to the team captains on the same day by email. By entering a competition teams agree:

- a to provide an email address for use by the EBU Competitions Department and their opponents for communications relating to the competition; and
- b to authorize the EBU Competitions Department to disclose such email address to the captains of teams against which they are or may be drawn.

The Appendix to these regulations contains further information about the use of data by the EBU Knockout system in accordance with the General Data Protection Regulation.

- 4 As soon as they are notified that the draw has taken place, the captains should log into My EBU to ascertain the identity of and contact details for their opponent. At this stage they should check that their own contact details are correctly shown on the EBU Knockout system and make any necessary amendments. They should then get in touch with each other, preferably on the same day and by telephone or email. This should lead to a selection of suitable dates being identified, and one of them will eventually be agreed without the need for a formal offer of dates.
- 5 If the team's next opponents are not shown on My EBU, normally because the team is drawn against the winner of a match which has not yet been played, opponents' contact details will not be shown on the EBU Knockout system. Captains are welcome to contact the EBU Competitions Department at this stage for contact details for both potential opponents.
- 6 If a date cannot be agreed without a formal offer of dates, the privilege of offering dates generally rests with the away captain. However:
 - a If the away captain has been dilatory in offering dates, and has failed to offer four valid dates within seven days of notification that the draw has been made (e.g. if the draw is dated Thursday the 4th, offers should have been made by Thursday the 11th), then the home captain may give notice of his intention to take over this privilege. To do so, he must formally

advise the away captain of his intention (usually by telephone). Such an intention may not subsequently be withdrawn. On receipt of such notification, the away captain then has 24 hours in which to provide four valid offers. Upon expiry of this time without such an offer having been made, the privilege of offering dates is transferred to the home captain.

- b If the away captain exercises his right to an intermediate venue, under Regulation 12, then the home captain may take over the privilege of offering dates, but only if notice of this intention is given to the away captain within 48 hours of notification by the away captain that an intermediate venue is required.
- 7 In the unfortunate event that a difficulty arises in agreeing a date, then the following tests will be applied to determine whether or not a valid offer has been made by the away team (or, in the particular circumstances described in Regulation 6, by the home team). A valid offer consists of at least four dates that meet each of the following requirements:
- a All dates must fall on or before the advertised play-by date.
 - b There must be at least four clear days between the day that the offer is made and the first of the dates offered (e.g. if the offer is made on a Monday, then Saturday is the earliest valid offer).
 - c No more than two of the dates fall into any one seven-day period.
 - d At least one weekend date (Saturday or Sunday) is included in the offer (at least two weekend dates for matches of 48 boards or more), and at least one weekday date is also included in all cases.
 - e None of the dates is included in any list of 'put aside dates' notified to the EBU Competitions Department (see Regulation 8)
 - f None of the dates is offered conditional on a starting time materially different from the default starting time mentioned in Regulation 9, unless that starting time is acceptable to the captain to whom the offer of dates is made.
- 8 a Captains have the opportunity to put aside up to four dates on which their team is not available. Such dates must be notified to the EBU Competitions Department before the advertised play-by date for the previous round, and preferably as soon as the result of the previous round match is known. In the case of the first round of a competition the deadline for notification is the advertised closing date for entries to the competition.

- b Such put aside dates will be notified to opposing captains immediately after the draw has been made and will not then constitute a valid offer by the away captain. Captains are advised to use this facility to put aside the dates of major EBU events if they will not be able to provide a team during those periods.
- 9
- a Captains are required to confirm a starting time when agreeing a date. In the absence of any mutually agreed alternative, this will be 2.00pm in the case of a Saturday or Sunday match (1.00pm in a match of 48 boards or more), and 7.30pm in the case of a weekday match, (6.00pm in a match of 48 boards or more).
 - b A starting time is materially different from the default or agreed starting time if it differs by more than an hour in either direction in the case of a weekend match or by more than 30 minutes in the case of a weekday match.
 - c If a team breaks an agreement as to starting time by indicating that they cannot start until a time up to 90 minutes later than the agreed starting time, the matter is treated as one of notified late arrival and dealt with under the provisions of Regulations 20-22, which apply on the basis of the actual arrival time of the team.
 - d If a team breaks an agreement as to starting time in any other material way, the matter is treated as if it had broken an agreement as to date.
- 10 Captains are reminded that they should consider 'split' matches in rounds of 48 boards or more (e.g. 24 boards on each of two occasions).
- 11 A match that cannot be played will be awarded according to the following principles:
- a If a date has been agreed, the match will be awarded against the team which broke the agreement as to date (but see also Regulation 43).
 - b If no date has been agreed, then (unless paragraph c applies) the match will be awarded to the away team provided that the away team captain has offered at least four valid dates as described in Regulation 7; failing that, the match will be awarded to the home team.
 - c If the privilege of offering dates rests with the home captain (see Regulation 6), the match will be awarded to the home team provided that the home team captain has offered at least four valid dates; and failing that, to the away team.
 - d The terms of this regulation will be applied strictly. It is therefore important for the team with the privilege of offering dates to ensure that

they do in fact make a valid offer of sufficient dates, even if they do not expect their opponents to accept them, or else they risk the match being awarded against them.

- 12 a The away captain may require the match to be played at an intermediate venue if the distance between his normal home venue and the home team's proposed venue is more than 100 miles.
- b For the purposes of this regulation the distance between two venues is taken to be the distance by road, using the route likely to result in the shortest travelling time.
- c The expenses for the intermediate venue, and for refreshments, shall be shared between the two teams. The responsibility for arranging the venue rests with the away captain, but the arrangements shall be subject to the home captain's approval.
- d The home captain has the option to take over the privilege of offering dates as described in Regulation 6.
- 13 Should the away team give sufficient notice that one or more of its members has special requirements in relation to access, playing conditions, toilet facilities or any other matter arising from any disability, including due to allergies, the home captain is required to provide a suitable venue to accommodate them. If he is unable to do so, then the away team may elect to play the match at a venue provided by and paid for by them (which specifically includes the option to play the match at their own home venue). The away captain retains the right to offer dates as described in Regulation 6.
- 14 Late matches disrupt the competition. However, an extension of one week will be readily given provided that:
- a both captains ask for it before the final play-by date;
- b they show evidence of real difficulty in fixing a date; and
- c they have already agreed a date within the extension period.
- 15 A further extension of one week may exceptionally be granted if both captains submit their request to the EBU Competitions Department in writing before the final play-by date and the request shows good reason for the delay. Such extension is at the absolute discretion of the Chief Tournament Director or Deputy Chief Tournament Director or an officer of the Board acting on their behalf, who may impose such conditions as he thinks fit.
- 16 In the event of a match being played after the final play-by date under Regulation 14 or 15, the winning captain must contact the team's next round opponent within 24 hours of the match being played.

SECTION B – LATE ARRIVAL

- 17 For the purpose of these regulations:
- a A team has arrived at the match venue when at least four members of the team are present, all of whom are both willing and eligible to play.
 - b One member of a team being present within 45 minutes of the scheduled starting time is an indication of the intention of the team as a whole to arrive, and the team is therefore considered to have notified its late arrival.
 - c If both teams are late, the regulations apply from the time that the first team has arrived (so that, for example, if one team arrives 20 minutes after the scheduled starting time, and the other team one hour after the scheduled starting time, the second team is considered to be 40 minutes late and the first team is considered to be non-offending).
 - d For online matches, see Section F: Regulation 57 for when a player is considered to have 'arrived'.
- 18 If a team arrives less than 30 minutes late, no sanction is prescribed by these regulations. If a team arrives at least 30 minutes late, its opponents have the rights set out in Regulations 19-22. Such rights may be enforced or waived entirely at the discretion of the captain of the non-offending team. If Regulations 20-22 (removal of boards) apply, they may be enforced in whole or in part. A decision to enforce or waive the rights must be made and communicated to the captain of the offending team before play starts and cannot later be changed.
- 19 The match is awarded to the non-offending team if:
- a The offending team has not notified its late arrival and is at least 45 minutes late; or
 - b The offending team has notified its late arrival and is at least one and a half hours late.
- 20 After 30 minutes of late arrival (whether notified or not), the match is shortened by removing two boards from the number scheduled to be played. For each further complete 15-minute period by which the offending team is late, two further boards are removed. The maximum number of boards which can be removed is eight (which occurs when a team has notified its late arrival and is between 75 and 90 minutes late).

- 21 For each board removed under the provisions of Regulation 20, the non-offending side scores 3 IMPs (100 aggregate points in the Hubert Phillips Bowl and the Hubert Phillips Plate).
- 22 The boards to be removed when Regulation 20 applies are those consecutively numbered from board 1. The stanzas to be played are as follows:
- a Where the match does not involve a compulsory change of opponents (e.g. in the Crockfords Cup or the stages of the National Inter-Club Knockout where matches are of 32 boards or more), a short stanza is to be played first, in order that the remaining stanzas consist of the number of boards originally scheduled.
 - b Where the match does involve a compulsory change of opponents (e.g. in the Hubert Phillips Bowl or the stages of the National Inter-Club Knockout where matches are of 24 boards), as equal a number of boards as possible should be removed from all stanzas. If this results in one or more stanzas of unequal length, then the shorter stanza(s) is to be played first.

SECTION C – SEATING RIGHTS

- 23 Seating rights in head-on matches in all EBU Knockout competitions (except the Hubert Phillips and the stages of the National Inter-Club Knockout and Online Knockout Teams where matches are of 24 boards) operate as follows. The captains toss a coin and the captain who wins the toss may take the first choice or may pass that choice to his opponent. The choices are made as set out below, according to the number of stanzas to be played.

For online matches, there is no toss – see Section F: Regulation 55.

In matches of three (or fewer) stanzas, there is one choice: the captain selects one stanza in which he will have seating rights (i.e. the right to decide how to place his own pairs after opponents have nominated their line-up). The other captain has seating rights in the remaining stanza(s).

- 24 The choices in matches of four stanzas are as follows:
- a 1st choice: the captain selects one stanza in which he will have seating rights
 - b 2nd choice: the other captain next selects two of the remaining three stanzas in which he will have seating rights
 - c The remaining stanza is then taken by the captain who had first choice.

- 25 The choices in matches of five stanzas are as follows:
- a 1st choice: the captain selects two stanzas, which may not be both stanzas 4 & 5 (but may be one or the other of these), in which he will have seating rights.
 - b The other captain then has seating rights in the three stanzas which remain.
- 26 The choices in matches of six stanzas are as follows:
- a 1st choice: the captain selects two stanzas, which may not be both stanzas 5 & 6 (but may be one or the other of these), in which he will have seating rights.
 - b 2nd choice: the other captain next selects three of the remaining four stanzas in which he will have seating rights.
 - c The remaining stanza is then taken by the captain who had first choice.

SECTION D – MISCELLANEOUS CONDITIONS

- 27 Teams may consist of four, five or six players of whom at least four must be nominated at the time that the original entry is made. No player may represent more than one team in the same competition in the same season. Where a team consists of fewer than six registered players, the rules (including time limits, where applicable) for registering further players are contained in the specific regulations for the competition concerned.
- 28 All players must be eligible to represent the team at the time of entry, and must continue to be eligible to represent it throughout the duration of the competition. In the event of the loss of a player due to death, serious incapacity or loss of eligibility, the team may apply for a permanent replacement of that player. This right extends even beyond the time at which additional players can normally be registered, and if the application is approved may result in the limit of six players per team being exceeded.
- 29 In the event that a player has been registered in a team but has not played a match for the team in the competition:
- a The player may be de-registered from the team, in which event Regulation 27 applies as if the player had never been a registered member of the team.
 - b In the case of a Plate competition a player is taken not to have played a match only if the player has played a match in neither the Plate competition nor the parent competition.

- 30 A player who has been de-registered from a team may be registered for another team but only if:
- a The team for which the player is now to be registered has fewer than six registered players;
 - b The captains of both teams consent; and
 - c The Chief Tournament Director or Deputy Chief Tournament Director, or an officer of the Board acting on their behalf, is satisfied that the addition does not materially strengthen the team for which the player is now to be registered.
- 31 Scoring in all EBU Knockout competitions except the Hubert Phillips Bowl and the Hubert Phillips Plate is by IMPs. Scoring and split-tie arrangements for the Hubert Phillips Bowl and the Hubert Phillips Plate are contained in the specific regulations for those events.
- 32 In the event of a tie in any competition scored by IMPs, additional boards will be played equal to one-eighth of the original scheduled number of boards in the match (rounded up to the nearest whole number if necessary, e.g. four boards in a match of 25-32 boards). This process is to be repeated as often as may be necessary until the tie is broken.
- 33 There are no seating rights during a tie-break. If necessary, captains should exchange written declarations of the placing of their teams.
- 34 The home captain should ensure that the venue is available for sufficient time for the match to be completed, making adequate allowance for possible late arrival, scoring and refreshment breaks, and tie breaks as well as normal playing time.
- a It is recommended that the venue should be available, as a minimum, for one hour per 8-board stanza (or equivalent for stanzas of some other length), plus one additional hour.
 - b In the event that the venue is not available for long enough and the match cannot be completed, the captains must report the circumstances within 24 hours to the EBU Competitions Department, who will arrange for a ruling to be issued under Regulation 42.
- 35 The home captain should ensure that:
- a The duplicate boards used for the match are correctly marked (i.e. as to dealer and vulnerability).

- b The cards used are in good condition and comply with Law 1C (which provides for symmetrical backs)
 - c Bidding boxes and suitable scoring stationery are available.
- 36 Boards should be shuffled and dealt at the table at the start of each set, although the boards for the whole match may be dealt at the outset if both captains agree. A player of each side must be present at the dealing of every board. Any player in doubt may require a board to be re-dealt before it is first played. Alternatively, team captains may agree to another means of board dealing (e.g. via a 'Duplimate' machine) subject to satisfactory security arrangements being in place.
- 37 Captains may agree to permit spectators and/or team members not playing in a particular stanza to watch. Either captain may opt before the start of a match to have a 'closed' room, which will be specified by the captain who organised the venue. Spectators and team members may only watch in the open room, which should be large enough to accommodate a reasonable number. If no closed room has been specified, no spectator or watching team member may move between rooms once a stanza has started.
- 38 The nominated team captain may nominate some other member of his team to be captain for a particular match, whether or not he is present at and/or playing in the match. If a team captain is not present at a match but has not nominated a substitute captain, the team members present may nominate one of their number to act as captain for the match. If a team captain is late, the other members of the team may nominate one of their number to act as captain pending his arrival. In either event any decisions made by such nominee shall be binding on the team as if he had been the captain.
- 39 In return for not having to travel, the home team is expected to provide refreshments to both teams. The scale on which this is provided should take into account the length of the match and the distance travelled by the away team.
- 40 Mobile phones and other electronic communication equipment should wherever possible be switched off in the playing room. Players should not telephone, email, or text from the playing room, and should not leave the room during a stanza to do so. An exception arises where important communications relating to the match are required (such as communicating with a player who has not yet arrived, or with a tournament director in relation to a ruling). In this event a member of the opposing team should be present when the telephone call or other communication is made.

- 41 The regulations concerning smoking are as follows:
 - a Smoking within the venue may be restricted by law.
 - b All players shall respect any restrictions on smoking stipulated by the captain who organized the venue.
 - c Unless otherwise agreed between the captains, all smoking is prohibited at the playing table throughout the match. This includes the use of electronic cigarettes.
- 42 Except for any appeal against a ruling (as to which, see Section E), any dispute should be referred to the EBU Competitions Department, who will arrange for the matter to be considered by the Chief Tournament Director or Deputy Chief Tournament Director, or an officer of the Board acting on their behalf, whose ruling (including the award of a match) shall be final. The EBU Competitions Department may arrange for such a ruling to be given on its own initiative in respect of any relevant matter coming to its attention in any manner.
- 43 In exceptional circumstances ('force majeure'), any of these regulations may be suspended either in whole or in part, and other arrangements put in their place in order to attempt to accommodate the particular circumstances.
- 44 Either captain has the right to lodge an appeal against a ruling already received (see section E). Subject to this, when both captains have agreed the result, it is final.
- 45 The winning captain must log on to My EBU within 24 hours and enter the result into the EBU Knockout system. If, exceptionally, this is not possible he must email the relevant information to the EBU Competitions Department at Aylesbury within that time. The information to be provided in either case is the date of the match, the score and the number of boards played by each player who played in the match.

SECTION E – RULINGS AND APPEALS

For ruling and appeals in matches (not online), see this document [General Regulations – Rulings & Appeals in Matches Played Privately](#).

For rulings and appeals in online matches, see Section F: Regulation 51c.

SECTION F – ONLINE MATCH REGULATIONS

- 51 The preceding sections apply to matches played online, except:
- a in relation to matters which have no relevance in the case of matches played online: e.g. smoking, mobile phones (but see Regulation 58), venues, refreshments, dealing;
 - b insofar as varied by the regulations in this section, or the specific conditions of contest for the competition;
 - c for rulings and appeals, Section E does not apply, instead please refer to this document: [Rulings & Appeals in Matches Played Privately Online](#)
- 52 The default online ‘venue’ for online knockout matches is Bridge Base Online (<http://www.bridgebase.com>), which is free to join. Alternatively, the captains may agree to use a different online provider, e.g. Bridge Club Live, RealBridge.
- 53 BBO
- Information about running teams matches on BBO can be found at [How to Create and Cancel BBO Team Matches](#) .
- Please note that users with fewer than 100 logins are unable to create teams matches on BBO. Team captains who anticipate that none of the players in a match will fulfil these criteria should contact gordon@ebu.co.uk in advance of the match being played so that arrangements can be made for it to be hosted by a non-player.
- RealBridge
- Matches on RealBridge can be hosted by the EBU, see <https://www.ebu.co.uk/article/play-knockout-teams-matches-realbridge>
- EBU instructions/regulations for events on RealBridge: [RealBridge-instructions.pdf](#) or [RealBridge-with-screens.pdf](#)
- 54 To allow for changes in seating line-up for each stanza, the software may require that the match be set up as several smaller matches and then combined (e.g. 2 x 12-board or 4 x 8-board matches).
- 55 Seating rights apply as set out in Section C – except there is no toss: the home captain is deemed to have won the toss, and may take the first choice or may pass that choice to the away captain.
- 56 The following settings should be used when creating online teams matches, unless the software makes this impossible:
- a Scoring should be by IMPs (or Aggregate – as appropriate – but see notes).
 - b Kibitzers should not be allowed.

- c UNDOs should be allowed, but only during the auction. Players should be clear that they only exist for misclicks and do not allow changes of mind – i.e. they effect changes that would be allowed under Law 25A. UNDOs are not allowed in the play: Law 45C4(b) does not apply. (See Blue Book 10C1 (a))
- d The auction should not be visible during the play period; but may be reviewed (White Book 8.20.4).
- e The play of quitted tricks should not be visible; but the last trick may be reviewed by a player, as allowed by the platform (White Book 8.66.1).
- f The match should not be ‘barometer’ – i.e. the players should not know how they are scoring until the end of each stanza;
- g ‘Use random deals’ should be selected.
- h Matches on BBO should use +sloW+ to avoid stanzas being curtailed by extreme delays (slow play or connection problems).

Notes 1 These references to Blue Book and White Book refer to versions effective from September 2022.

2 In the Hubert Phillips, teams will have to score manually, unless the platform supports *Aggregate scoring with honours*.

- 57 For the purposes of the provisions of the Section B – Late Arrival, a player is considered to have arrived when logged in to the online game provider, and ready to play.
- 58 Players must not be in the same room as any other member of their team or within hearing range of them while playing. They must not communicate privately with any other member of their team by any means while play of a stanza is in progress at either table.
- 59 Should connection or power problems interfere with a match and cause its completion to be postponed, the result of all boards that have been played by both tables will stand; results that have only been played at one table will be cancelled.
- 60 Teams should exchange system cards with each other before the start of play, either in advance by email, or by having completed online system cards available for their opponents to refer to before the start of the match.
- 61 Normal alerting and announcing rules apply, subject to two exceptions:
 - a If the software allows, players should alert their own calls, and not their partner’s, ensuring that only their opponents and not their partner can see the alerts and any explanations.

- b If (but only if) the software allows self-alerting, bids and passes above 3NT should be alerted if not natural, or have an unexpected meaning.
- 62 The BBO software logs details of matches played on its platform, and players can access a variety of information which may be of interest. The EBU Competitions Department can also request access to the logs if necessary to resolve any dispute which may arise.

APPENDIX – USE OF DATA BY THE EBU KNOCKOUT SYSTEM IN THE LIGHT OF THE GENERAL DATA PROTECTION REGULATION

- A1 In the light of the General Data Protection Regulation which regulates the use of personal data, this Appendix advises captains of how some personal information will be made available to opponents and potential opponents in EBU knockout competitions.
- A2 Because EBU knockout competitions are administered online, and captains log in to My EBU to access details of their opponents, including contact details, it is necessary for a limited amount of personal information to be made available to opponents and potential opponents.
- A3 When a new competition (other than a Plate competition) is set up, the record for that competition in the EBU Knockout system ('the KOS') is populated with the following information from captains' membership records in the EBU membership database:-
- a Name
 - b Postcode
 - c Email address
 - d Telephone number(s)
 - e County of allegiance
- A4 The postcode is required because the captain's home postcode is the default home venue for the team, and the geographical aspects of the draw are based on home venue postcodes. If a captain has notified us that his team's home venue is somewhere other than his home address, then his home postcode will not be brought through from the membership database.
- A5 The email address is required because communications from the EBU Competitions Department relating to the competition involve automated batch emails sent to captains using the information held in the KOS. EBU Competitions staff may also need to contact captains by email on other occasions in relation to the competition. It is also required because most captains are likely to use email as the main method of communicating with other captains.
- A6 The telephone numbers are not an absolute requirement but it is desirable for captains to have the means to contact each other by telephone, particularly for any urgent communications where an email might not be seen quickly enough.

- A7 The County is required because the regulations for some competitions restrict the extent to which teams from the same County can be drawn against each other in the early stages of the competition.
- A8 When a new Plate competition is set up, exactly the same information is held in the KOS for the Plate competition, but it is derived from the information held in the KOS at that time for the parent competition, rather than directly from the membership database.
- A9 The information held in a team's record in the EBU Knockout system is only available to others as follows:
- a to EBU Competitions staff, automatically.
 - b to captains of teams against which the team is actually drawn at any stage of the competition, also automatically (for this purpose a team may have more than one person designated as captain on the KOS, normally to provide a point of contact for opponents during a period when the nominated captain is out of contact).
 - c to captains of teams against which the team is potentially drawn. This happens, typically, when a team is playing a match either very close to or after the official play-by date, and the draw for the next round is made before the team's match in the previous round has been played. On request by the captain of the team against which the winner of the late match is drawn, contact details for both potential opponents will be provided (similarly, both teams' contact details may be provided to the captain of the team against which the loser of the late match is drawn in a repechage round or the first round of a Plate competition). This requires manual intervention by EBU Competitions staff, but the contact details provided will be limited to those held for the competition in question on the KOS at the time.
- A10 When a competition has been completed the EBU will remove contact information from the KOS for that competition.
- A11 If a captain does not wish his contact details to be available in the KOS, a number of options are available.
- a For email addresses, it is essential that there is some email address that can be used, both by the EBU and by opponents, to contact the team, but this does not have to be the captain's usual email address.
 - b A captain can nominate some other member of the team to be the contact and use his or her email address by agreement.

- c Alternatively a captain can arrange to use a one-off email address which he does not otherwise use. Such email addresses are available free of charge via a variety of websites.
- d For telephone numbers, it is acceptable if no telephone number appears in a team's record in the KOS, but it is strongly recommended that captains provide each opponent with a telephone number which can be used as a contact for the team, particularly for any urgent communications where an email might not be seen quickly enough.

A12 If a captain wishes to amend the details held for him on the KOS, this can be done in one of two ways:

- a by logging in to My EBU, selecting EBU Knockout via the Utilities tab, selecting the relevant competition, amending the information in the Contact Information box and clicking 'Save'.
- b by contacting the EBU Competitions Department with a request for them to amend the information.

A13 Amending the details held in the EBU Knockout system for one competition will not result in any change to the details held in the system for any other competition; nor will it result in any change to the details held in the EBU membership database.

A14 Captains may wish to log into a competition once their team has been knocked out, and remove their contact information, rather than wait for the EBU to remove the information at the end of the competition.

A15 If a captain wishes to amend the details held for him in the EBU membership database, this can be done in one of two ways:

- a by logging in to My EBU, selecting My Details via the Account tab, making the desired amendments and clicking 'Save changes'.
- b by contacting the EBU headquarters with a request for them to amend the information (Competitions, membership and admin staff can all process such changes).

A16 Amending the details held in the EBU membership database will not result in any change to the details held in the KOS for any current or previous competition; it will affect the details provided to the KOS for any future competition.

A17 Changes made by logging in to My EBU take effect immediately. Changes made by request to the EBU will be processed as soon as practicable, but cannot be assumed to have taken effect until acknowledged by EBU staff.

- A18 The KOS allows members to access historic information about knockout competitions in which they have played since it was introduced. This includes contact information for captains for competitions which have not yet been completed.
- A19 There are two competitions in which the procedure differs slightly.
- A20 In the case of the National Inter-Club Knockout (NICKO), contact information for captains is provided by Clubs on the entry form. It will occasionally be the case that the information provided by the Club does not match the information held on the membership database. Because the EBU is aware that some members omit to inform us when contact details change, and as a result the membership database may not be up to date in all respects, our default assumption in those circumstances that the Club's information is likely to be more up to date, so we will update the member's record on the database with the information provided by the Club unless we have a good reason to believe that the Club's information is in fact out of date. We recognise, however, that it is possible for errors to occur. If a captain logs in to the KOS and finds that his contact information there is not shown correctly, he is advised to check his details in the membership database (see paragraph 15 for how to do this) so that any errors can be identified and corrected.
- A21 Similar considerations no longer apply in the case of the Gold Cup and Silver Plate, where contact information is provided to BGB by captains specifically for the Gold Cup and Silver Plate is not passed on to the EBU.
- A22 The KOS is also used by other organisations (notably County Associations) to administer their knockout competitions.
- A23 If a captain wishes to log in to amend his own contact details for a competition run by an organisation other than the EBU, the procedure outlined in paragraph 12 applies. However, the EBU is not responsible for the data which appears in the KOS for any competitions but its own. In particular it is not aware of the provenance of the data. Anyone who has concerns about the accuracy of such data or as to GDPR compliance issues should therefore contact the organisation responsible for running the event.
- A24 For further information on the operation of the KOS, please see <http://www.ebu.co.uk/member-wiki/knockouts:captains>: linked from the KOS.
- A25 For further information on the EBU's implementation of the GDPR, please see [EBU General Data Protection Regulation Information](#) and follow the links, particularly [EBU GDPR Privacy Notice](#).