

# GUIDE TO COMPLETION OF THE WBF SYSTEM CARD AND SUPPLEMENTARY SHEETS

## Table of Contents

<b>1. BEFORE YOU BEGIN:</b> .....	<b>2</b>
1.1. SUPPLEMENTARY SHEETS (SUPPS): .....	2
1.2. FILING SYSTEMS:.....	3
1.3. ABBREVIATIONS: .....	3
<b>2. FRONT OF CARD</b> .....	<b>5</b>
2.1. SYSTEM CATEGORY .....	5
2.2. NCBO.....	5
2.3. NAME OF PLAYER.....	5
2.4. SYSTEM SUMMARY .....	5
2.5. SPECIAL BIDS THAT MAY REQUIRE DEFENCE.....	6
2.6. SPECIAL FORCING PASS SEQUENCES.....	6
2.7. IMPORTANT NOTES THAT DON'T FIT IN ELSEWHERE .....	6
2.8. PSYCHICS: .....	7
<b>3. FRONT OF CARD MIDDLE SECTION</b> .....	<b>8</b>
3.1. LEADS AND SIGNALS .....	8
3.2. OPENING LEADS STYLE .....	8
3.3. LEADS .....	8
3.4. SIGNALS IN ORDER OF PRIORITY .....	9
3.5. SIGNALS (INCLUDING TRUMPS).....	9
3.6. DOUBLES .....	10
<b>4. FRONT OF CARD, LEFT SECTION</b> .....	<b>11</b>
4.1. DEFENSIVE AND COMPETITIVE BIDDING .....	11
4.2. OVERCALLS (STYLE, RESPONSES, 1/2 LEVELS; REOPENING).....	11
4.3. NT OVERCALL (2ND/4TH "LIVE"; RESPONSES; REOPENING) .....	11
4.4. JUMP OVERCALLS (STYLE; RESPONSES; UNUSUAL NT) .....	11
4.5. DIRECT AND JUMP CUE-BIDS (STYLE; RESPONSES; REOPENING).....	12
4.6. VS NOTRUMP (VS STRONG, WEAK; REOPENING; PH) .....	12
4.7. VS PREEMPTS (DOUBLES, CUE-BIDS, JUMPS, NT BIDS) .....	12
4.8. VS ARTIFICIAL STRONG OPENINGS: .....	12
4.9. OVER OPPONENTS' TAKE OUT DOUBLE .....	12
4.10. FINAL REMARKS ON FRONT OF CARD: .....	12
<b>5. BACK OF CARD</b> .....	<b>13</b>
5.1. OPENING.....	13
5.2. TICK IF ARTIFICIAL.....	13
5.3. MINIMUM NUMBER OF CARDS .....	13
5.4. NEGATIVE DOUBLE THRU .....	13
5.5. DESCRIPTION, RESPONSES, SUBSEQUENT AUCTION .....	13
5.6. HIGH LEVEL BIDDING .....	14
5.7. SUPPLEMENTARY SHEETS.....	14
5.8. THE BROWN STICKER SECTION.....	14

**1. BEFORE YOU BEGIN:**

This document has been prepared to assist you in filling out the WBF System card.

Use available computer programs such as the Convention Card Editor (CCE) or a word processor to complete the card. The CCE or a ready-made template for Microsoft Word can be downloaded <http://www.worldbridge.org/convention-card-editors.aspx>

An advantage with Word is that you can easily modify column widths to fit your needs; descriptions of openings may require less space than responses or continuations. See example.

**SOME FORMAL REQUIREMENTS**

YOU MAY USE SUIT SYMBOLS ♠, ♥, ♦, ♣ OR S,H,D,C but be consistent throughout your card and supplements.

AVOID NAMES OF CONVENTIONS, GADGETS, METHODS:

**Avoid using "names"** – inventors, authors or code terms to describe a treatment or convention as they have varying definitions around the world. If you do use one, **always** add **your** interpretation of the particular gadget, on the card if space allows, otherwise via a reference to a Note on your supplementary sheets. Include range and shape, and follow-ups.

(Instead of "Bergen [A3]" you could write for example "3♣=8-11, 3supp; then new=cue, 3NT=ASK spl. Not in comp.".)

USE RECOMMENDED ABBREVIATIONS, don't invent your own.

IDENTIFY YOUR PAGES

Add the player names and NCBO on the back of the system card, and on each supplementary sheet. Put page numbers on the supplementary sheets.

**FULL AND ADEQUATE DISCLOSURE:**

Full disclosure does not require you to present your complete system. However, it does include a clear description of openings, responses, and early rounds of bidding with or without competition, conventions as well as other partnership agreements, style and understandings based on experience.

Full disclosure is a combination of what you reveal in your System Card and Supplementary Sheets and what you add at the table also without your opponents having to ask questions.

In cases where there is damage due to possible failure to disclose, the side that was not informed will be given the benefit of the doubt. If an opponent refrains from asking a question to which you should have provided the answer without prompting, and damage ensues, there is an a priori assumption that you have not provided full disclosure. Each case will be heard on its merits.

**1.1. SUPPLEMENTARY SHEETS (Supps):**

As there is limited space on the System card you will almost certainly have to use the supps for further information. Make a reference on the System Card - the appropriate letter plus a number in square brackets, e.g. [B15] – to the explanation.

It probably facilitates your work if you postpone the final numbering of your references. Each sheet should have your names, NCBO, and page number.

Supps are expected to have the following sections/headings with or without contents.

A) "Conventions used". Unless you clarified it on the system card, describe your interpretation of each "name" or "convention" that you use. In alpha order! Include range and shape, and follow-ups.

B) Leads and signals.

- C) Bids that may require a defence
- D) Defensive and competitive bidding
- E) Doubles
- F) Back of card
- G) Others
- H) Prepared defences

**1.2. FILING SYSTEMS:**

File your system Card and Supplementary Sheets as required by the Conditions of Contest.

Send them in original form, and if you wish, also as PDF, definitely NOT scanned!

**Warning:** Your PDF converter may show good suit symbols on your computer, but not elsewhere.

Retain copies for use by your opponents at the table.

When specified in the Conditions of Contest, you must file a copy of your full system in English before the start of the tournament. Send it to the same address. It is a good idea to do so even if not required.

**1.3. Abbreviations:**

**The following abbreviations or terms may be used (Note the use of BLOCK CAPITALS and SLASHES (/)):**

(5431)	Any hand with that distribution (suits unknown)	ENC	Encourage (ing)
5431	Five spades, four hearts, three diamonds, one club	FRAG	Fragment
5♠4♥(31)	A hand with five spades, four hearts, and 3♦1♣ or 3♣1♦	F	Forcing
54(xx)	A hand with five spades and four hearts	F1	Forcing 1 round
AGG	Aggressor. The first player to double or overcall for the defending side	F2NT	Forcing to 2NT
ADV	Advancer, aggressor's partner	FG	Forcing to game
ASK	Asking bid	4SF	4th suit forcing (4SFG, 4SF1)
ART	Artificial	FREQ	Frequent
ATT	Attitude	G/T	Game try
B	Black suit(s)	H	Honour (Ace, King, or Queen)
BAL	Balanced	HCP	High Card Points
BW	Blackwood	INV	Invitational
CB	Checkback	INQ	Inquiry
COMP	Competitive	KCB	Keycard Blackwood
CONC	Concentrated (e.g. all values in the bid suits)	L/D	Lead-directing
CONST	Constructive	LEB	lebensohl
CTRL	Control	LHO	The opponent on your left
CUE	Cue-bid	LIM	Limit raise
DBL or X	Double	L/S	Long suit
DISC	Discourage (ing)	L/T	Less than (length or strength)
E	Even	M	Major MM =majors
		m	Minor mm =minors
		MAX	Maximum, Maximal
			Maximal Overcall Double
		MIN	Minimum

NAT	Natural	REV	Reverse
NEG	Negative	RHO	The opponent on your right
NEU	Neutral	RKCB	Roman Keycard Blackwood
NF	Nonforcing	R/O	Reopening
NT	No Trump	S/P	Suit preference
NV	Nonvulnerable	S/A	Suit agreement
oM	The other major	S/O	Signoff, shutout
om	The other minor	SOL	Solid (suit)
OPPT	Opponent(s)	S-SOL	Semi-solid (suit)
OPT	Optional	SPL	Splinter, or short suit
O/S	Outside	S/S	Short suit
O/C	Overcall	S/T	Slam try
P/C	Pass or correct	STAY	Stayman
PEN	Penalty	STR	Strong
PH	Passed hand	SUPP	Support
PRE	Pre-emptive	T/O	Takeout
PUP	Puppet to (e.g. 2♣ demands 2♦)	TRF	Transfer
QUANT	Quantitative	UNT	Unusual No Trump
R	Red suit(s)	VUL or V	Vulnerable
(R)	Relay (e.g. 2♣ asks for shape description etc)	w/	With
RDBL, RD	Redouble	w/o	Without
RESP	Responder; Response; Responsive	WJO	Weak jump overcall
		WJS	Weak jump shift
		WK	Weak

If there are two versions for the same item, as in V or VUL, use the longer whenever space permits. If you wish to use other abbreviations, you must provide a readily visible EXPLANATORY "KEY" on each side of the card where such abbreviations will appear.

## 2. FRONT OF CARD

### 2.1. SYSTEM CATEGORY

Define your system category using the colour code designed by the WBF and described in the WBF Systems Policy (to which you should now refer). The code can be seen as a kind of wake-up signal to opponents.

Use **Yellow** for a HIGHLY UNUSUAL system, **Green** for fairly straightforward NATURAL systems, **Blue** if you play an always-STRONG CLUB, but otherwise mainly natural system. For everything else, if you employ artificial methods or some unusual treatments, use **Red**.

**Note:** Additional to the classification of your system as above, any partnership using one or more "BROWN STICKER" conventions must indicate this alongside its system classification.

### 2.2. NCBO

Enter the name of your National Contract Bridge Organisation (which is also the name of your country, e.g. Brazil)

### 2.3. NAME OF PLAYER

Enter your own name and your partner's name. Underline the surname (family name) in each case.

### 2.4. SYSTEM SUMMARY

#### 2.4.1. General Approach And Style

Be informative but concise; Note your tendencies to open, respond and compete on light or substandard hands. Four- vs five-card majors (Forcing or semi-forcing 1NT response to these, and might you respond on a virtual yarborough with/without support?).

Describe your pre-empting style, perhaps a general word about your two-bids.

If you play a Strong Club system, explain your approach. Style of responses (controls, natural, artificial, etc.); Relays (e.g. for pattern, controls, location of honours); Others (e.g. Support Asks, Specific Control Asks).

Just provide an over-view. If you use Canapé (openings/responses) systemically, note that here with minimum length/strength where relevant.

#### 1NT Opening

The true range, please (if you cheat by a point regularly, have your range reflect that); note positional and vulnerability variations if they exist. If you have MAJOR quirks (e.g. SMALL singletons possible), you should mention them here, but LESSER eccentricities (5-card major, 6- card minor, singleton honours) can go on the inside of the card.

#### 2 over 1 response –

"FG/1M," or "FG/1M except direct rebid," or "promises rebid," and "1♦-2♣ F2NT" are the sorts of things you should aim for here.

Here is an example of what this section might look like:

5+M (semi-F 1NT), 5(4)+♦, 2+♣ w trf responses may be very light.  
 Resp. jump to 2X = wk 4-7hp; NEG DBL thru 3♥; NAT wk 2; terrible NV  
 1+3 seat PRE (down to 0 hp); wide-range overcalls (good at 2-level),  
 INV+ fit jmps in comp and by passed hand; ART 2NT in comp.

2/1 FG/1M; 1♦-2♣ F2NT

**2.5. SPECIAL BIDS THAT MAY REQUIRE DEFENCE****Important:**

**If opponents (or TDs or AC) report that you have failed to enter any special opening, response, or competitive bid, which ought to be included, the onus of justifying the omission is on the pair concerned. Procedural penalties are likely, and score changes if opponents are considered damaged**

List here your unusual or unexpected first-round actions and competitive agreements after your side has opened. Say for instance that you happen to play NF 2/1 responses, this should be mentioned. Include (briefly) unusual actions even if they have a separate section of their own elsewhere on the card.

Start the section with opening bids and responses worthy of a pre-alert, continue with your special competitive actions that may require a defence.

Only one treatment per line, but you may use more than one line per treatment, perhaps to include different alertable responses to the same opening bid. Please make sure that the various entries are clearly separated.

If the allotted space is not enough, include here the most important items, and make a reference, e.g. [C1] to supps for the remainder.

This section does NOT include doubles, No Trump defences, special defences to strong, artificial openings, special treatments by a passed hand, or slam zone tools

For prepared defences to common enemy conventions (Multi 2♦, 2NT=minors, 4m=strong M-opening etc), which do need to go somewhere, either describe them under NOT FOUND ELSEWHERE or refer to supps from there if space is insufficient.

Your defences (if any) to "Brown Sticker conventions and "HUM" (yellow) systems should be entered on a separate SUPP SHEET(s), and filed.

These defences must be presented to the opponents prior to the start of each session and may be referred to by both sides at the table at appropriate times [see CONDITIONS OF CONTEST for details].

**2.6. SPECIAL FORCING PASS SEQUENCES**

Include here forcing situations after overcalls of your strong artificial opening, as well as your agreements after 1x-(DBL)-RDBL, and after your 2/1, if you have rules after doubling their weak NT or a PRE opening raised. (you might make a reference in the VS PRE-EMPTS section instead of or in addition to this last item).

It is important to explain your rules to determine when a forcing pass situation exists in non-obvious competitive situations. By taking the time to explain fully, you may be able to avoid ethical problems in otherwise ambiguous positions.

Use the HIGH LEVEL BIDDING section on the back of the card for forcing passes relating to control in the enemy suit in high-level slam situations, and any special rules pertaining to clearly strong auctions past the four-level.

**2.7. IMPORTANT NOTES THAT DON'T FIT IN ELSEWHERE**

This section is for alert-worthy parts of your system that you can't accommodate elsewhere. A couple of examples:

"2NT F1 opposite an implied six-card or longer suit."

"In comp responder's 2nd bid in a lower suit than his first is NF at 2- or 3-level. EX 1♦-(P)-1♠(2♥)-P-(P)-3♣".

If you have partnership rules for resolving ambiguity in undiscussed situations, this is the place to mention them, "In unclear situations, we do not pass."

**2.8. PSYCHICS:**

Psychic bids are permitted by the Laws of Contract Bridge, provided they are made randomly and any partnership understandings are revealed. If you have agreements or developed understandings that psychic bids are expected or are likely in certain situations, or your psychics are protected by system, then a convention has developed; most likely it is a Brown Sticker, one which is forbidden in certain events (see Conditions of contest)

Even where a "rarely" is true, more detail is expected. When you do psyche, what sort of hand would you have? Long suit? Short suit? Major? No Trump? Maximum strength? Defensive tricks possible? And so on. Do you psyche within an artificial system or relay sequence? Do you have any jeopardy yourself and what is it?

What do you do when partner takes strong action? Is there anything (other than passing a forcing bid) you can do to reveal your psychic. You may need a reference to your supps to clarify properly.

### 3. FRONT OF CARD MIDDLE SECTION

#### 3.1. Leads and Signals

Do NOT say "Standard" or "Normal"

Common inclusions and concepts are:

2nd/4th	Second best from two small, from any three, and from longer bad suits. Fourth from four or more. (Mention if with honour).  ( <b>Note:</b> this is <b>NOT</b> the designation for second from a bad holding, fourth from an honour).
2 <sup>nd</sup> from bad 3+suit/low from H.	Clarify if "bad" includes for example Jxx(x).
3rd/5th	Third best from 4, fifth best from 5 or 6; specify if agreement for 7(+).
3rd/LOW	Third best from 4 or 6; lowest from 3 or 5 (7).
4th	Fourth best. (Add what you do from xxx or Hxx).
ATT	Lead: the lower the card led, the better the holding implied, low from an honour, but what from "worse", xxx,xxxx,xxxxx, Qxx,Jxx,Jxxx, Jxxxx
CT	Count
Hi	High
Lo	Low
MUD	Middle, up, down from xxx. Clarify if additional possibilities
[nn]	Reference number to SUPP SHEET
O/E	Odd = ENC/Even = DISC (add if S/P as well)
RUS	Rusinow, the second of touching honours
S	Small card (the one led)
S/P	Suit preference. Clarify if other than Hi for high suit and Lo for low
UB	Unblock
x	Small card (not the one led)
(x)	An additional card
(+)	More cards

#### 3.2. OPENING LEADS STYLE

Describe your agreements on opening leads against suit- and No Trump contracts, and on the "subseq" line what you do at later tricks if different.

Are there distinctions when leading partner's suit?

Use LEADS sub-section below to clarify further.

The "others" section gives you some space for things like

"Suit preference leads" [—] Explain here or in supps how or when.

"Through declarer 2nd or else 4th (if length seems important), except in suits bid by partner, then 1<sup>st</sup> or 3rd"

"Thru declarer, Rusinow honour leads"

#### 3.3. LEADS

Use

H for the ace, king, queen or jack,  
S for the small card that you lead;  
x for any small card;

a slash, /, to separate alternatives.

For example, you lead:

3rd best from three, four or six w/ honour, fifth from five:

Write HxS(x), HxSxxx, HxxxS in the "Lo-x" section

OR

2nd highest from two small, any three, and sometimes from longer "bad" suits, fourth otherwise.

Write xS, xSx(+), HSx, (J/T/x)SxS(+), HxxS(+), in the "Hi-x" section

OR

10 promises 0 higher; or the jack plus ace or king:

Write Tx,T9(+), (A/K)JT(+) on the 10 line

You might use some of the space to describe the SIGNAL expected from third hand on the lead of a particular honour:

Examples:

Ace	AKx(+), Ax(+);	ATT
King	AK, KQ(+)	CT
Queen	QJ(+)	ATT
Jack	JT(+), A/KJT(+)	ATT
10	10(+), HT9(+)	ATT
9	9(+)	ATT
HI x	SxS [B23], xSxx(+)	
LO x	(H/10)xxS(+), HxS, xxs[B23]	

Please refer to the SUPPs for further details of these leads. In [B23] you might find:

"Low from three small in partner's suit if NOT raised, high if raised;  
Middle-up-down from three small in other suits; high from two; next highest, then low from four or more small".

### **3.4. SIGNALS IN ORDER OF PRIORITY**

For both suit and No Trump contracts, LINE 1 is for your "normal" first-choice signal in the three listed situations. If you play count as your first priority, enter for example Hi = Odd. Or if you wish - Lo = Even...

LINE 2 and LINE 3 show your second and third choice meanings for a particular signal. If space admits describe partnership principles or conditions governing your choice. Otherwise refer to SUPPs where you might find:

"We show count when we can't beat the card in dummy".

"Against suit contracts, we give a three-way signal (middle = ENC, high or low = S/P) when we are known to hold at least five cards in the suit or when dummy has a singleton in it; otherwise HI=DISC".

"We try to signal only when we feel partner needs to know something, then our priorities are (1) suit preference; (2) parity of the whole hand (Hi=one odd suit)

### **3.5. Signals (including trumps)**

Describe here if and how you may signal interest in other suits, how you liked the lead, if you want to ruff, or show the parity of your hand (perhaps a high trump to say that you hold one odd and three even suits).

As elsewhere, **avoid using "names" or expressions** like "SMITH", "standard" or "reversed". If you do, clarify your interpretation.

**3.6. DOUBLES****3.6.1 TAKEOUT DOUBLES**

Try to explain your style and special agreements as clearly as possible. If you do NOT imply support for ALL unbid suits, mention that first. Appropriate entries in this regard might be:

"May be light (9+) with suitable shape when both opponents bid or in balancing seat"

"Offshape OK if (16)17+"

"Converting a club response to diamonds does not show extra values"

After your take-out double, how far is advancer's cuebid forcing. How far do you play Responsive Doubles when opponents raise or bid a new suit (if at all). What do they promise (strength, lengths)?

Any ART negative responses?

Other special treatments include:

1NT response to double of 1♠ is negative, less than 7;

Jump cue-bid response shows some solid suit, asks stopper;

Comp 2NT by advancer after opponents raise M shows weak hand with minors;

PENALTY PASS over opponent's redouble;

Advancer's cue-bid of opener's suit if it may be L/T 3 is NAT, NF;

NEGATIVE DBLs have a column on the BACK OF THE CARD to indicate how high you play NEGATIVE DBLs, but no space for further explanations. Mention here or in a SUPP note what is expected at different levels in the form of suit lengths and hp.

Some examples of the types of agreements relating to doubles/redoubles that you will wish to include:

1♣-(1♦)-DBL shows 4+4+ in the majors, 6+HP

1m-(1♥)-DBL shows exactly four spades, 6+HP

1m-(1♠)-DBL strongly suggests at least four hearts, 8+ HP.

Our NEG DBLs against 2♠ show 9+ HP but promise no special shape.

Our RESP DBLs guarantee length in any unbid major.

Support doubles:

After we open and responder bids or shows a suit via a NEG DBL, then opener's double is mandatory with three-card support as long as the suit can be bid below 2NT.

Maximal Overcall Doubles:

are used even where the opponents' suit has not been supported; if there is room for a game try in a new suit, the double suggests penalty.

A strength-showing RDBL of 1X creates a force to at least 2X or PEN DBL

Doubles for leads or non-leads in own suit, partner's suit, dummy's first or later suits, unbid suits. Describe your agreements if any.

Please be advised that if you do not go into this sort of detail (or do not file your complete system) and a contentious matter should arise, you will be judged on the basis of your listed agreements. Give this section a great deal of care. Use SUPP SHEET [—] freely.

## 4. FRONT OF CARD, LEFT SECTION

### 4.1. DEFENSIVE AND COMPETITIVE BIDDING

Describe here your countermeasures against "standard" opening bids, and countermeasures by opener's side over an opponent's takeout double.

**OBS:** Use a separate sheet(s) to describe your methods against Brown sticker conventions or HUM (yellow) systems as you are allowed to consult these at the table.

### 4.2. OVERCALLS (Style, Responses, 1/2 Levels; Reopening)

Describe your style, strength requirements, advancer's F or NF actions (raises, cuebids, new suits, jumps etc at different levels).

Note any differences if the overcall is at 2-level or in the reopening (balancing) seat.

If you described a treatment in detail in the SPECIAL BIDS THAT MAY REQUIRE DEFENCE section, you may be briefer here and refer to the "SPECIAL BIDS..." section (or to Supps).

### 4.3. NT OVERCALL (2nd/4th "live"; Responses; Reopening)

Specify strength for each situation, and continuations. If the overcall is artificial it should also be mentioned under "Special bids..."

If your response structure is the same as it would be over a 1NT opening, enter:

"Syson" or "As over 1NT OPEN"; otherwise describe or add a NOTE [—].

**2nd (or direct) position** means:

(1x) 1NT

**4th position "live"** means:

(1x) P (1y) 1NT

**Reopening position** means.

(1x) P (P) 1NT

Mention if stoppers are promised.

Describe also here the meaning and strength of a non-jump 2NT overcall if ART (and continuation) after both opponents bid.

(1m) P (2m) 2NT

(1M) P (2M) 2NT

(1Y) P (2X) 2NT

Explain any distinctions.

### 4.4. JUMP OVERCALLS (Style; Responses; Unusual NT)

**Avoid terms like "weak", "strong" or "preemptive"** as they seem to mean very different things depending on region or upbringing. Use an approximate hcp count. Indicate length and suit quality requirements if any.

Describe agreements with or without comp on advancer's follow-ups; raises, new suit, jumps, 2NT, cuebids, Pass, and D/RD.

If you use any kind of 2-suited overcalls, be specific abt what suits you show, and provide details on card or supps about strength, style, and follow-ups. Refrain from describing your method by a name, even if wellknown to you.

On the last line of the this section, describe your jump overcall style and structure in the reopening position, as per...

(1♣) P (P) 2♥

(1♠) P (P) 3♣

noting any differences between the two/three-level or majors/minors.

**4.5. DIRECT AND JUMP CUE-BIDS (Style; Responses; Reopening)**

Ex:

“(1x) 2x = 5+5+ highest & lowest unbid. NV 5-11, Vul 11-15. Then jumps in known suits = limit, Cue = FG in hi suit, 4<sup>th</sup> suit=ART FG in lo suit”.

“Jump cue = ASK for stopper”

Specify any exceptions over short suit openings AND in reopening position.

If your reopening cuebid and jump to 2NT differ from the above, enter range and continuations.

**4.6. VS NOTRUMP (vs Strong, Weak; Reopening; PH)**

Describe your defences instead of mentioning an inventor or author or abbreviation. You may need a NOTE [-] on your SUPPs to get everything across.

What are the options for advancer?

**4.7. VS PREEMPTS (Doubles, Cue-bids, Jumps, NT Bids)**

Describe strength, shape, advances.

**4.8. VS ARTIFICIAL STRONG OPENINGS:**

Style.

Any ART bids and continuations.

Advances over 2-suited or ambiguous overcalls?

**4.9. OVER OPPONENTS' TAKE OUT DOUBLE**

What is forcing or not? Advancer's new suit, jumps, cues, 1/2NT, RD (strength, forcing how far).

**4.10. FINAL REMARKS ON FRONT OF CARD:**

Be especially careful when you describe items involving competitive or potentially competitive bidding because the damage to your opponents that may result from an omission is so much greater.

The onus to disclose is on the user of any convention or treatment. If opponents are - or feel - damaged by an omission of something that might have mattered it will most often influence rulings.

## 5. BACK OF CARD

### 5.1. OPENING

"All" openings are listed in this column. You may save space by combining, say all 5-openings if structure and continuations are the same.

### 5.2. TICK IF ARTIFICIAL

Tick √, (Word symbol 214) to clarify that this opening does not show the suit, but is artificial.

### 5.3. MINIMUM NUMBER OF CARDS

In the "Description" section you should add your priority order for openings with 3-3 in minors, or with 4-4 in any two.

### 5.4. NEGATIVE DOUBLE THRU

Here is how high you use negative doubles. Clarify further what to expect from the doubler at different levels on the FRONT OF CARD, middle section, under DOUBLES. If needed refer to SUPPs

### 5.5. DESCRIPTION, RESPONSES, SUBSEQUENT AUCTION

Before you start, please keep in mind that your opponents want to know as much as possible about the opening bid itself, strength, unbalanced No Trump openings, canapé patterns etc) and about your "approach" with initial responses. For example:

Strength range please. **Do not say weak, pre, or L/T opening!!**

Your rules for opening with different four-fours or four-five in the minors (in a non-canapé system)?

Do you bid your suits up the line as responder? Does strength matter?

How light can you be to respond to 1m? Or to 1M?

If you preempt or use some obstructive gadget, what is your style with regard to suit quality, outside strength, length in Major side suit?

Preemptive style: Rule of 2 and 3 or something similar, suit quality, outside strength, variations according to position, etc.

You know the sorts of hands with which YOU preempt. So should your opponents – before it happens.

Some pairs will need more space for continued bidding, others for description. You can (in Word) modify column widths to allow for your needs.

Try to be helpful. Information like "resp to 1♣ may be VERY light, l/t 3hcp" or "M first unless STR" will be appreciated.

Specify all conventional or ART responses and rebids. If you open or respond with an obstructive or MULTI-bid, it is essential that you describe all early auctions. Do doubles or overcalls change your relay structure?  
SUPPs notes are almost surely in order.

Essentially, you should take the bidding through 2NT and through the first two rounds of bidding at any level wherever there are related special understandings. For CONSTRUCTIVE treatments, try to be as concise as possible; if you are embroiled in an artificial method, just summarise on the card and supply details in a SUPP SHEET

## PASSED HAND BIDDING

This section has been revamped to allow more room for your understandings. There may be lots to do here. Give this your close attention and expand where necessary. If you treat a new suit response by a passed hand as forcing, mention it.

**Specify** any changes in your agreements about a passed-hand .

Include details on the following, if applicable:

2/1 by PH NF?

2♣/♦ over 1M if ART

"Fourth Suit" by PH;

Art relays not on by PH

Jump shifts and raises by PH

**5.6. HIGH LEVEL BIDDING**

Simply listing Cue-bids is inadequate. For example, "Cue style: first and second round controls up the line" or "Show first round controls before second, except king in partner's suit" would be more meaningful.

Blackwood variations must be explained. Do not assume that the version named is the same version that you play; you are ALWAYS safe by LISTING THE RESPONSES.

Do not say "Gerber" or "Turbo" etc, provide full details here or in SUPPS.

Best is to include self-explanatory items like "4NT in cue-bidding auctions is a waiting bid" .

For contested auctions, you should deal with "pass and pull" sequences here rather than in the SPECIAL FORCING PASS section. Explain any agreements you might have about actions in forcing vs nonforcing situations at high levels. Indicate any agreements about showing or denying control of an enemy suit.

Indicate also any "defensive" agreements for situations where your opponents are in a slam sequence: e.g. measures for assessing a save, such as a double that denies or promises a defensive trick(s).

**5.7. SUPPLEMENTARY SHEETS**

**Make sure that your SUPP SHEETS are numbered and that your names appear on each.**

Your entries on the SUPP SHEETS should be listed with the following priority:

Each entry has a number, and this number corresponds to a number on the System Card. The same SUPP SHEET note may have multiple occurrences on the Card. Be sure that each entry is separated by a heavy line.

Prepared defences (if any) against different opposing gadgets have a separate chapter (H).

**5.8. THE BROWN STICKER SECTION**

However, defences against Brown Sticker Conventions (including Multi 2♦) and Yellow systems should be entered on its own page(s) as they may be referred to by both sides at any time during play. They must be made available to opponents no later than 15 minutes before the match.