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**DUPLICATE
AUCTION
WHIST**

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Duplicate Auction Whist

BY

FERD GOODFELLOW

A Treatise on the Laws and Principles of
The Game



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BY

FERD GOODFELLOW

PRICE, \$1.00

Duplicate Auction Whist Supply Company

PIERRE, SOUTH DAKOTA

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DUPLICATE AUCTION WHIST

EXPLANATION OF SAMPLE SCORE CARD

Home Team	Visiting Team	1. Smith		HONOR CREDITS				S	C	D	H	N.T.
				3 honors			4	8	12	16	30	
				4 honors			8	16	24	32	40	
				4 honors in one hand			16	32	48	64	100	
				4 in 1 hand, 5th in partners			18	36	54	72		
				5 honors			10	20	30	40		
				5 honors in one hand			20	40	60	80		
				Chicago			4	8	12	16		
				Little Slam			20	20	20	20	20	
				Grand Slam			40	40	40	40	40	
				Game			100	100	100	100	100	
				Original Play X								

The score is that of the original play, therefore "Original Play" is crossed (X.)

DEAL 1. E & W declare 2 H.; win 3 odd; hold 3 honors; score 3 tricks, 24; 3 honors, 16.

DEAL 2. N & S declare 2 No-T.; E & W double; N & S fulfil contract; hold 3 honors; score 2 tricks, doubled, 48; 3 honors, 30; game, 100; honus, 50.

DEAL 3. N & S declare 3 D.; win 3 odd; score 3 tricks, 18; E & W hold 3 honors; score 3 honors, 12.

DEAL 4. E & W declare 3 H.; N & S double; E & W win 6 odd; hold 4 honors; score 6 tricks, doubled, 96; 4 honors, 32; little slam, 20; game, 100; honus, contract and 3 over-tricks, 200.

DEAL 5. N & S declare 2 No-T.; win 3 odd; hold 4 honors; score 3 tricks, 36; 4 honors, 40; game, 100.

DEAL 6. N & S declare 3 H.; win 3 odd; hold 5 honors in one hand; score 3 tricks, 24; 5 honors in one hand, 80.

DEAL 7. E & W declare 3 No-T.; win 3 odd; hold 3 honors; score 3 tricks, 36; 3 honors, 30; game, 100.

DEAL 8. E & W declare 3 D.; N & S double; E & W re-double; E & W win only 2 odd; but hold 4 honors; E & W cannot score 2 tricks because they did not fulfil their contract, but do score 4 honors, 24; N & S score for 1 under-trick, doubled and re-doubled, 200.

DEAL 9. N & S declare 2 No-T.; win 2 odd; hold 4 honors in one hand; score 2 tricks, 24; 4 honors in one hand, 100.

DEAL 10. E & W declare 4 D.; N & S double; E & W re-double; E & W win 4 odd; hold 4 honors in one hand; score 4 tricks, doubled and re-doubled, 96; 4 honors in one hand, 48; game, 100; bonus, re-doubled, 100.

DEAL 11. N & S declare 3 No-T.; E & W double; N & S win 3 odd; score 3 tricks, doubled, 72; game, 100; honus, 50; E & W hold 3 honors; score 3 honors, 30.

DEAL 12. E & W declare 3 H.; win only 1 odd; hold 3 honors; score 3 honors, 16; but cannot score the 1 trick, because they did not fulfil their contract; N & S score 2 under-tricks, 100.

The totals show N & S winning 1172 points, with gains of 1090; E & W winning 1080 points, with gains of 828; which gives the original play to N & S by 92 points.

North and South					East and West				
Trick	Honor	Gain	Partners	Declaration	Deal	Declaration	Trick	Honor	Partners
								16	
			1 & 2		1	2 H.			5 & 6
							24	40	
	30								
	100		1 & 2	2 No-T.	2	Doub.			5 & 6
	50								
48		228							
			1 & 2	D.	3			12	5 & 6
18		6							
			1 & 2	Doub.	4	3 H.		32	5 & 6
								100	
							20		
							96	200	448
	40								
	100		1 & 3	2 No-T.	5				5 & 7
36		176							
	80								
			1 & 3	3 H.	6				5 & 7
24		104							
			1 & 3		7	3 No-T.		30	5 & 7
								100	
							36		
								24	186
	200		1 & 3	Doub.	8	3 D.			5 & 7
		176							
	100					Re-D.			
			1 & 4	2 No-T.	9				6 & 7
24		124							
			1 & 4	Doub.	10	4 D.		48	
								100	6 & 7
						Re-D.	90	100	344
							30		
	100		1 & 4	3 No-T.	11	Doub.			6 & 7
	50								
72		192							
			1 & 4		12	3 H.		16	6 & 7
		84							
222	950	1090	TOTALS				252	828	998
350		998	Visiting Team				828		
1172		92	Wins by 92 Points				1080		

PRINTED BLANK SCORE CARDS

In response to numerous requests from Duplicate Auction Whist enthusiasts we have arranged a model score card especially for this game, with the idea of supplying score cards in printed form.

This card answers to all the requisites mentioned in the book of instructions. It is ruled with columns for the deals, the final declarations for each deal, the trick scores and honor scores, gains and partners. At the top space is provided for the names of the players. Alongside this space is a schedule of honor values for handy reference.

These cards are neatly printed on white stock—are easy to write on in either pencil or ink, are convenient to handle, and to put away if you wish to keep a record of games played. They will save you the time and bother of ruling and preparing score cards yourself.

We will supply these score cards for \$1.00 a hundred, or \$7.50 a thousand, prepaid.

DUPLICATE AUCTION WHIST SUPPLY COMPANY, PIERRE, SOUTH DAKOTA.

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PREFACE

In presenting this book to the public it has been my aim to furnish sufficient detail to enable the novice to grasp the principles and technique of the play. The student is referred to the standard works on Whist, Bridge Whist, Duplicate Whist, and Auction Bridge, the ancestors of Duplicate Auction Whist, for the fundamental principles of the game. If the book assists in the smallest degree to lift the standard of card playing from one of chance, to a plane wherein skill shall be the chief determining factor of success, I will be more than repaid for my effort in its production.

F. G.

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INTRODUCTION

The game of Duplicate Auction Whist was originated by the author. Duplicate Whist, a favorite for many years, yields first place reluctantly to the newer game of Auction Bridge. The elimination of chance and reward of skill emphasized under the duplicate play is lacking in the new favorite, and the volumes of praise for its merits are not without a tinge of regret that in its play victory should so often lie with the run of the cards. Justifiably slow to acknowledge the chances of favoritism for the newer game because of these weaknesses in its principles; yet compelled to admit its many sterling qualities, and some features undeniably superior to any of Duplicate Whist, the author drafted rules for the play of Duplicate Auction Whist and tried some experimental play in this new progeny. The results were successful, far beyond his wildest flight of fancy, and were the promptings to the more careful and more elaborate compilation of laws that is embodied in this text; the first to be published on Duplicate Auction Whist.

The game is new, virtually in its infancy, but for it is predicted a success and favoritism unequalled by any other card game. Combining as it does all the good points of the acknowledged two best games of the Whist family, Duplicate Whist and Auction Bridge, it is but natural that it should leap immediately to the position of prime favorite, without waiting for the slow recognition accorded an entirely new and independent game.

Many changes have been necessary in adapting the principles of the parent games to the offspring. In some instances this was an easy matter, while in others to reconcile two conflicting principles without losing the best of either was fraught with difficulties. An example of the latter is the necessary elimination of the rubber of Auction Bridge in the duplicate play, as the deals in the overplay do not fall in the same rotation as they do in the original play. The difficulty has been overcome by dropping the rubber and substituting an honor credit of 100 points for each game won in the play of a single deal.

On the whole, the changes from either parent game are not so great but that the ordinary card player will readily grasp the principles and technique of play, and very rapidly develop into a competent player and an enthusiastic exponent of the game.

REQUISITES FOR PLAY

CARDS. In the play of Duplicate Auction Whist is used a pack of fifty-two cards, divided into four suits: hearts, diamonds, clubs, and spades; each suit containing an ace, king, queen, jack, ten, nine, eight, seven, six, five, four, three, and two, or deuce. In play the trick taking values rank from ace high to deuce low, but in cutting the ace is considered a one and the cards rank from king high to one, or ace, low; provided, further, in cutting, that if two cards of otherwise equal value are cut the spade is highest, next the club, next the diamond, and lowest the heart.

TRAYS. Trays are used to facilitate the handling of the cards after the original play, when they must be kept in four separate packets corresponding to the four hands of the original players. Each tray is numbered and has four compartments for the reception of the four players' hands; also an indicator showing which side of the tray is to be placed to the north; and a star, or other sign, beside the hand of the dealer. At the end of the original play each player shuffles his cards and puts them in the compartment assigned to him, placing them face downward, and the tray is transferred to the table where the deal is to be overplayed. In single-table play, throughout the overplay the north side of each tray, in turn, is placed to the east; in such overplay the trays are not played in their numerical order, but should be mixed at the start of the overplay and played irregularly; but the score of each deal is recorded under its proper number, which is to be found on the tray. •

SCORE-CARDS. Special score-cards are used. Each score-card should be provided with a schedule of the honor values, for handy reference. The score-card presents a central column showing the numbers of the deals, flanked on either side by a column for the notation of the final declaration, with any double or re-double made. To the right and left, respectively, of the declaration columns is provision for the record of the trick score, honor score, gain, and partners; the arrangement of such columns

being from left to right, on each side, in the order named. The honor score column is specially ruled to permit of the recording of four separate honor counts on any one deal, and there is provision on the score-card for the record of twelve deals. At the bottom is a special form for the summary of the play of the twelve deals. Players will find it advantageous to use the regulation score-card as with it there is less chance of the omission of any points.

TABLE. Any table may be used, but the regular card table is to be preferred. If a small table is used it will be found necessary to lay the tray to one side during the play of the deal, and if this is done care must be exercised that the tray be replaced in its proper position before the hands are put into their respective compartments.

PLAYERS. Two teams, or more, of at least four players each, are required for the play of Duplicate Auction Whist, except in the single-table variety. However, the single-table or memory Duplicate Auction Whist is not to be considered in any sense as the equal of Duplicate Auction Whist as played between teams, for the reason that success at its play depends fully as much upon memory as upon skill in the bidding and playing of the cards. Laws for the play of the single-table game are given herein, for the benefit of those who are unable to gather together a sufficient number of players for the play of the more scientific game; but, like Memory Duplicate Whist, its play should be forbidden in clubs.

PRINCIPLES OF PLAY

In Duplicate Auction Whist the ultimate object is the scoring of points. In computing the aggregate scores of competing teams, to determine the winners of a match, the points scored in the honor column are of equal value to the points scored for tricks. However, if sufficient trick points are scored in any one deal to win game, the winners thereof are credited with 100 points in the honor column; and this feature, together with the fact that partners stand to win more points on both tricks and honors on their own declaration than on that of the opponents, makes the chief objects those of declaring trump and winning tricks. To score such trick points toward game, and to prevent the opponents from scoring a heavy credit in the honor column for under-tricks, it is necessary that the partners making the final declaration of trump, or no-trump, shall win their contract. The bidding of the full value of each hand with judgment and conservatism, to avoid a loss of contract, is of prime importance. Yielding the opponents the declaration when certain they cannot win their contract will assure a fair, and possibly heavy, score; but should not be done if a higher credit can be earned by making the declaration and winning game. With no possibility of winning game the certainty of scoring honors will be of influence in determining the wisest declaration.

Once the final declaration is determined the chief object of the declarant is the winning of his contract, but this must not be permitted to obscure any possibility of winning game, by finesse or strategy. It must always be born in mind that the match can be won only by getting full value for every card, since your opponents will later have, if they have not already had, your hand to play. Therein lies the science of duplicate play in eliminating all chance on the run of the cards. A keen sense of values, judgment in bidding, and skill in playing spell success.

TECHNIQUE OF PLAY

In presenting the technique of play of Duplicate Auction Whist the simplest match is chosen and the play outlined as it would actually occur without any errors at play to confuse the beginner. Once the principles of the game are grasped from this outline of errorless play, the student will readily understand the technicalities of the laws.

MATCH. Two teams of four players each is the simplest match at Duplicate Auction Whist. The arrangement of the players at the tables is by agreement, the usual plan being given herewith. Let A B C D represent the visiting team and W X Y Z the home team. The position of the players is changed after the play of every eight deals; four deals of original play and four deals of overplay at each table. This gives a total of twenty-four deals played at each table during the match. The positions of the players in the different changes will be as follows:

	First position	Second position	Third position
	A	A	A
First table:	W X	W Y	X Y
	B	C	D
	Y	X	W
Second table	C D	B D	B C
	Z	Z	Z

TRAYS, SCORE-CARDS, ETC. The trays numbered one to four, inclusive, are used for the original play at the first table, and the trays numbered five to eight, inclusive, are used for the original play at the second table; the trays being exchanged at the conclusion of the fourth deal and each set of four trays overplayed. Two score-cards are furnished each table and each team thereat keeps a complete score, crediting the points to the deal corresponding in number to the tray used at that deal. It is the duty of the north and south players at each table to compare the scores recorded by each side and see that

they correspond. Should they fail to so compare and check the score, the record of the east and west players is accepted as the correct score, and that of the north and south players made to correspond thereto.

SHUFFLING. Before the original play of a deal the cards must be shuffled. Every player has a right to shuffle the cards, but the dealer has the right to shuffle last. Having shuffled the cards the dealer presents the pack to the player on his right to be cut. The dealer's right hand adversary may cut or decline to cut the pack. If he cuts, he must separate the cards into two packets, neither of which shall contain less than four cards. The dealer then reunites the packets, in their inverse order, and is ready to deal.

DEALING. When the pack has been properly cut and reunited, the cards must be dealt from the top of the pack, one at a time, face downward on the table; the first to the player at the left of the dealer, and each successive card to the player at the left of the one to whom the last preceding card has been dealt. The last card must fall to the dealer.

DECLARING TRUMP. When the deal is completed, and the players have arranged their cards, the dealer must declare to win at least one odd trick with a suit trump or with no-trump. After this initial declaration any player, in turn, may either pass, make a higher declaration, double the last declaration if made by an adversary, or re-double the double made by an adversary. The turn in bidding passes always to the left. An odd trick means one trick over six, i. e., if a player declares to win one odd at hearts, he must win seven tricks with hearts trump to fulfil his contract. The values of the declarations correspond to the values of the suits and the number of tricks, over six, declared, i. e., a declaration of one in spades has a bidding value of 2, one in clubs 4, one in diamonds 6, one in hearts 8, one in no-trump 12, two in spades 4, two in clubs 8, etc. Whenever the values of two declarations are otherwise equal the declaration of the greatest number of tricks is the higher declaration, i.

e., two clubs is higher than one hearts, although both declarations have a value of 8.

DOUBLING. Doubling an adversary's declaration does not increase the bidding value of such declaration, but it re-opens the bidding; and, it doubles the value of the trick score should the declarant win his contract, and entitles him to a bonus of 50 points, in the honor column, for winning his contract when doubled, and an additional 50 points, in the honor column, for every trick he wins over the number he declared; it also doubles the value, from 50 to 100 points, of each under-trick, i. e., every trick the declarant falls short of his contract, such score being credited to the adversaries, in the honor column.

RE-DOUBLING. Re-doubling an adversary's double, of your partner's or your own declaration, does not increase the bidding value of such declaration, but it re-opens the bidding; and, it increases the value of the trick score, the bonus, and the under-trick score to twice what it was under the double.

FINAL DECLARATION. So long as three players do not pass consecutively the bidding continues, but as soon as three players have passed in succession the bidding is closed and the last declaration made becomes the final declaration for that play of the deal.

DECLARANT. The play of the combined hands falls to the partners making the final declaration, and of such partners the one who first named that suit trump, or no-trump, is known as the declarant. The responsibility of the play of the two hands rests entirely with him, except as outlined in the following paragraph.

DUMMY. As soon as the declarant's left hand adversary leads to the first trick, the declarant's partner lays his cards face upward on the table in front of him, and thereafter takes no part in the play, except to turn and quit his cards at the completion of each trick; and, that he has the rights outlined in Law 74.

PLAYING. The final declaration having been determined, the adversary on the declarant's left leads to the first trick by placing a card from his hand face up-

ward on the table in front of him and near to the center of the table. Dummy's hand is then placed face upward on the table and the declarant plays a card from it by placing such card face upward on the table in front of dummy's hand and nearer to the center of the table. Dummy's left hand adversary and the declarant, consecutively, play to the trick in like manner. Each player must play, if possible, a card of the suit led, but he may take the trick or not at his option. Should a player hold in his hand no card of the suit led, he may discard from a different suit, or, if the final declaration was a suit trump and not no-trump, he may, if he choose, trump the trick, i. e., play a card of the trump suit. When one or more trump cards are played to a trick the player of the highest trump wins the trick. If no trump is played to a trick the player of the highest card of the suit led wins the trick. The winner of the trick being determined, each player turns his card face downward on the table near to himself, with its ends directed toward the partners who won the trick. After playing and after turning his card a player must quit it by removing his hand from it. When the first trick has been turned and quitted the winner of the same leads to the second trick and the play is continued, in like manner, until the thirteen tricks have been played, turned, and quitted. The turn in playing progresses always to the left. Whenever the declarant wins a trick he must lead to the next from the hand, his or dummy's, which won the trick.

SCORING. When the last trick of a deal is turned and quitted the first thing to be determined is the number of tricks won by each side. This is done by each player counting the number of cards in his hand with their ends toward himself and his partner, and checking the result. If there is any question as to the winner of any trick the cards for that trick must be faced on the table, when it will be at once apparent who won the trick. If the declarant won the number of tricks he declared to win he scores toward game, in the trick column, the value of all the tricks, over six, which he took; 2 points for each trick with spades trump, 4 with clubs, 6 with diamonds,

8 with hearts, and 12 with no-trump. If his declaration was doubled he scores, in the trick column, double value for the odd tricks won; and also a bonus, in the honor column, of 50 points for winning his contract when doubled, and 50 points for each trick won over the number he declared. If re-doubled the score is re-doubled. If the declarant did not win his contract he cannot score any points toward game, and his adversaries score 50 points, in the honor column, for each under-trick, i. e., each trick he is short of his contract. If the declaration was doubled the adversaries score 100 points for each under-trick, and if re-doubled 200 points for each under-trick. The declarant's adversaries cannot score any trick points toward game, even though they take more than six tricks.

HONORS. Honors are scored, in the honor column, to the side originally holding them. The honors in a no-trump declaration are the aces, and in a suit declaration the ace, king, queen, jack, and ten of trump. Honors are credited to the original holders and their values are not affected by doubling or re-doubling.

CHICANE. If the final declaration is a suit trump and any player holds no card of that suit he has chicane; and its value, if his partner holds honors, is added to such honor score; but, if the adversaries hold honors it is deducted from their honor credit. Double chicane is when two partners are without trump, in which case double the value of chicane is deducted from their adversaries' honor credit. Chicane is not affected by doubling or re-doubling.

SLAMS. If either side wins twelve tricks on one deal they score little slam, which credits them 20 points, in the honor column. If they win thirteen tricks they score grand slam, 40 points, in the honor column. Slams are not enhanced in value by doubling or re-doubling.

GAME. If the declarant wins thirty or more trick points in any one deal he wins a game, which entitles him to 100 points, in the honor column. The increased value of tricks from doubling or re-doubling counts toward

game, but not more than one game can be scored on a single deal.

CHECKING THE SCORE. The complete trick and honor scores are recorded by both sides on their respective score-cards and it is the duty of the north and south players at each table to compare such records and see that they correspond.

SECOND ORIGINAL DEAL. On the conclusion of the play of the first deal, and the recording and checking of the score for the same, each player shuffles his thirteen cards and places them in their proper compartment of the tray for that deal. That tray is then laid aside or sent to the table where it is to be overplayed, and the cards and tray for the next deal are taken up. The player to the left of the dealer for the last tray is the dealer for the current play. The play proceeds as that of the deal just described.

OVERPLAY. When a tray is received for overplay it is placed on the table in the position designated by its indicator, and each player takes his cards from their respective compartment. The cards are neither re-shuffled nor re-dealt, but the bidding begins at once with the player indicated, on the tray, as the dealer. Thereafter the play is the same as outlined above.

SINGLE-TABLE OVERPLAY. In single-table Duplicate Auction Whist when the original play of the number of deals agreed upon has been completed, the trays are mixed, new score-cards supplied, and the original score-cards laid aside face downward, and are not to be referred to until the completion of the overplay. The trays are played in their irregular order, but the score of each deal is credited to the deal corresponding to the tray number. In placing the trays on the table, in single-table play, the side indicated as north is placed to the east. Otherwise the overplay is identical to that given above

LAWS OF DUPLICATE AUCTION WHIST

The Match

1. A match consists of any agreed number of deals, each of which is played once only by each player.

2. The contesting teams must be of the same number, but may each consist of any agreed number of pairs; one-half of which, or as near thereto as possible, sit north and south and the other half east and west.

3. The match is determined by a comparison of the aggregate scores won by the competing teams. Trick and honor scores are of equal value in computing the aggregate score of a team. In case the teams consist of an odd number of pairs, each team, in making up their aggregate score adds, as though won by it, the average score of all the pairs seated in the positions opposite to its odd pair.

4. Each side keeps a complete score and it is the duty of the north and south players at each table to compare the scores there made and see that they correspond. In case they fail to perform this duty, the east and west scores are taken as correct, and the north and south scores made to correspond thereto.

5. In a match between two or more teams, each team wins or loses, as the case may be, by the number of points which its aggregate score exceeds or falls short of the average score of all the competing teams.

6. In taking averages fractions are disregarded and the nearest whole number taken, one-half counting as a whole, unless it is necessary to take the fraction into account to avoid a tie, in which case the match is scored as won by the fraction of a point.

Scoring

7. Game must be won from the play of a single deal; no two, or more, deals can be combined to win game. The winners of game add 100 points, in the honor column, to their score.

8. Only the declarant may score points toward game; and he cannot do so unless he has fulfilled his contract.

9. When the declarant wins his contract, each trick he takes, over six, counts toward game; 2 points with spades trump, 4 with clubs, 6 with diamonds, 8 with hearts, and 12 with no-trump.

10. A game consists of thirty points obtained by tricks alone, exclusive of any points counted for honors, little slam, grand slam, chicane, bonus, or under-tricks.

11. Every deal is played out and any points in excess of the thirty necessary for game are counted; but not more than one game can be scored on a single deal.

12. Any error in the trick score, if proven, may be corrected before the conclusion of the deal in which it occurs. A deal is concluded when the score has been recorded and checked; or, if the score is not checked, when each side has bid or passed once in the play of the following deal; or, if it is the last deal of a match, when the score for the match has been agreed upon.

13. Honors are scored in the honor column to the credit of their original holders. They are the aces with a no-trump declaration, and the ace, king, queen, jack, and ten of trump with a suit declaration.

14. A little slam is scored when twelve tricks are taken by either side, independently of any tricks taken as penalty for a revoke.

15. A grand slam is scored when thirteen tricks are taken by either side, independently of any tricks taken as penalty for a revoke.

16. Chicane is a hand without trump. It is the rule, if partners, one of whom has chicane, score honors, to add the value of chicane to such honor score; and, if the adversaries score honors, to deduct that value from their honor credit. Should two partners hold chicane, double the value of chicane would be deducted from the adversaries' honor credit.

17. The following table gives the various honor values:

WHEN THE DECLARATION IS

Spades

Clubs

Diamonds

Hearts

No-
Trump

Any 3 honors in two hands score

Any 4 honors in two hands score

Any 4 honors in one hand score

Any 4 honors in one hand, 5th in partner's

Any 5 honors in two hands score

Any 5 honors in one hand score

Little slam scores

Grand slam scores

Chicane scores

Game scores

Each under-trick scores

Each under-trick scores (doubled)

Each under-trick scores (re-doubled)

Bonus scores, contract and each over-trick,
(doubled)

Bonus scores, contract and each over-trick,
(re-doubled)

4	8	12	16	30
8	16	24	32	40
16	32	48	64	100
18	36	54	72	
10	20	30	40	
20	40	60	80	
20	20	20	20	20
40	40	40	40	40
4	8	12	16	
100	100	100	100	100
50	50	50	50	50
100	100	100	100	100
200	200	200	200	200
50	50	50	50	50
100	100	100	100	100

18. Doubling and re-doubling does not affect the value of honors, little slam, grand slam, chicane, or honors scored for game.

19. Any error in the honor score, if proven, may be corrected at any time before the score of the match has been made up and agreed upon.

Cutting

20. In cutting to decide any advantage, the person, or persons, cutting the lowest card, or cards, have the preference; ace, in cutting, is the lowest card, and between cards of otherwise equal value the heart is lowest, diamond next, club next, and spade highest.

21. Every player must cut from the same pack.

22. Should a player expose more than one card, the highest card exposed is his cut.

23. Drawing cards from the outspread pack may be resorted to in place of cutting.

Forming the Tables

24. Tables may be formed by cutting or by agreement.

25. In forming a table, or tables, preference is given to those first in the room. Should two or more arrive at the same time, and both or all such late arrivals not be needed to complete the match, the preference among them is determined by cutting.

26. In single-table duplicate a complete table consists of six; the four having the preference play. Partners are determined by cutting; the highest two play against the lowest two; the lowest has the choice of seats.

27. In two-table duplicate, if the tables are formed by cutting, the four cutting the four lowest cards play at one table and the four next lowest at the other table. The highest two at one table are partners with the lowest two at the other table. The highest two at each table sit north and south; the lowest two east and west.

28. At the end of a match if admission is claimed by one or more candidates, the player or players who have played the least number of consecutive matches remain in; but if all have played an equal number, they must cut to decide who remains.

29. The right to succeed any player who may retire is acquired by announcing the desire to do so, and such announcement constitutes a prior right to the first vacancy; except where two or more applicants to the original formation of a match cut to form such match and lose, he who cut the lowest card has the first right of entry, he who cut second lowest has second right, etc.

Rights of Entry

30. A candidate who desires to enter a table must announce such intention before any player at the table cuts a card to begin a new match, or for cutting out.

31. Candidates who have not played at any other table have the preference in the formation of new tables. Those who have already played must decide their right of preference by cutting.

32. Should one or more players belonging to another table assist in making up a new one, at the conclusion of the first match they shall remain in and the new players at such table shall be the first to go out, unless the former have signified their intention of returning to their original table as soon as their places can be filled. Failure to signify such intended return to his original table shall forfeit a player's prior right of entry into the same.

33. Any player may, with the consent of the other three, appoint a substitute to play during his absence, should he for any reason quit the table during the progress of a match; but the appointment can be for that match only, and does not in any way affect the substitute's rights.

34. If a table be broken up, the players thereat, who desire to continue play, have a prior right at

other tables, unless there are candidates sufficient to re-form their table.

Shuffling

35. Before every original deal the cards must be shuffled.

36. The pack must be shuffled in view of all the players and in such manner that the face of no card can be seen.

37. Each player has the right to shuffle.

38. The dealer may shuffle last, and, should a card be seen during the shuffling, or while giving the pack to be cut, he must re-shuffle.

39. A pack must not be shuffled during the play of a deal.

Cutting to the Dealer

40. The dealer must present the pack to his right hand adversary to be cut; the adversary, in cutting, must leave at least four cards in each packet. If a card is exposed in cutting or in reuniting the packets, the pack must be re-shuffled by the dealer and cut again; or, if there is any confusion of the cards, or doubt as to where the pack was separated, there must be a new cut.

41. The player cutting the cards can cut the same but once, unless the dealer re-shuffles the pack.

42. If the dealer re-shuffles the pack after it has been properly cut, it must be cut again.

Dealing.

43. When the pack has been properly cut and reunited, the dealer must distribute the cards from the top of the pack, one at a time, face downward on the table, to each player in regular rotation, beginning at his left, and progressing always to the left of the player to whom the last preceding card was dealt.

44. The deal is not completed until the last card has been dealt.

45. There is no penalty for a misdeal; the cards must be redealt by the same player.

46. Each player deals in his turn, the deal progressing to the left.

47. The same player must redeal:

- A. If any card is exposed during the deal.
- B. If any card is faced in the pack.
- C. If, during the deal or during the original play of the deal, the pack is proven incorrect or imperfect.
- D. If the dealer makes an error in dealing and then deals another card before correcting the error.
- E. If the dealer omits to have the pack cut and either adversary calls attention to the fact before the completion of the deal; provided neither adversary has looked at any of his cards.
- F. If the last card does not come in its regular order to the dealer.
- G. If the dealer fails to begin at his left and deal the fifty-two cards into four equal packets, one at a time, in regular rotation, progressing always to the left.
- H. If the dealer counts the cards on the table or in the remainder of the pack.
- I. If the dealer looks at any card before fifty-one cards have been dealt.

48. There may be a new deal if any player, other than the dealer, exposes a card before the deal has been completed. Either adversary may claim a new deal, if such adversary has not looked at any of his cards. If a new deal is not demanded the exposed card is not liable to be called.

49. A player dealing out of turn may be corrected before the last card is dealt; otherwise the deal must stand and the game proceed as if the deal had been correct.

50. A player can neither shuffle, cut, nor deal for his partner without the permission of his adversaries.

Irregularities in the Hands

51. If a player is found to have either more or less than the correct number of cards, the course to be pursued is to be determined by the time at which the irregularity is discovered.

A. Where the irregularity is discovered before or during the original play of the deal, there must be a new deal.

B. Where the irregularity is discovered when the deal is taken up for overplay, and before such overplay has begun, the deal in which the irregularity is discovered must be sent back to the table from which it was last received, and the error be rectified there.

C. Where the irregularity is not discovered until after the overplay has begun; in two-table duplicate there must be a new deal; but, in a match in which the same deal is played at more than two tables, the error must be rectified as above, and the tray then passed to the next table, without overplay at the table at which the irregularity was discovered; in which case, each team at such table takes the average score for that deal.

Declaring Trump

52. The dealer must declare to win at least one odd trick, either with a suit trump or with no-trump.

53. After the dealer has made his declaration, each player in turn, from right to left, has the right to pass, over-bid the last declaration, double the last declaration if made by an adversary, or re-double a declaration which has been doubled by an adversary.

54. As between declarations of equal point value, the declaration of the greatest number of tricks is the highest, e. g., as between "one heart" and "two clubs" the latter is the higher; and as between "one no-trump," "two diamonds," and "three clubs," the last is the highest and the "one no-trump" is lowest.

55. Any player may pass, over-bid, double, or re-double, within the law, so long as no three players have passed consecutively.

56. When three players pass consecutively, the last declaration made becomes the final declaration and the right to play the combined hands rests with the partners making such declaration; of such partners the one who first declared that suit, or no-trump, plays the cards and is known as the declarant, his partner becoming dummy.

57. If a player passes, over-bids, doubles, or re-doubles out of turn, the adversary on his right may ignore such action and make any declaration he might lawfully have made in regular turn; and, if such adversary do other than pass the offender cannot be punished, and bids in his regular order; but, should such adversary pass, the offender's declaration stands and his partner is debarred from making any declaration, unless an adversary over-bids; doubles, or re-doubles the offender's declaration.

58. A player who declares an insufficient number of tricks to over-bid the previous declaration is considered to have bid the requisite number of tricks in the bid which he has made, unless either of his adversaries make a higher declaration, double, or pass the insufficient declaration. When the insufficient declaration is corrected to the requisite number of tricks in the bid, the partner of such declarer is debarred from making any further declaration, unless an adversary makes a higher declaration or doubles.

59. A declaration once made cannot be altered, unless it has been doubled or a higher declaration made.

60. If any player exposes a card, or calls attention to the score, before the final declaration has been determined, the partner of the player in fault forfeits his right to bid, unless an adversary over-bids, doubles, or re-doubles.

61. At any time before the trump declaration has been finally determined, a player has the right to learn

the previous bids; but, after the final declaration has been decided, a player is not entitled to give his partner any information as to a previous declaration, whether made by himself or by an adversary; but a player is entitled to learn, at any time during the play of the deal, what was the final declaration.

Playing

62. When the final declaration has been decided the play begins, and the player on the left of the declarant leads.

63. Each player, when it is his turn to play, must place his card face upward before him and toward the center of the table, and allow it to remain upon the table in this position until all have played to the trick, when he must place it face downward and nearer to himself; placing each successive card, as he turns it, on top of the last card turned by him, and with its ends toward the winners of the trick. After he has played his card, and also after he has turned it, he must quit it by removing his hand.

64. Any player during the play of a trick and before the cards are turned and quitted, may have the cards faced before their respective players.

65. A trick is turned and quitted when all four players have turned and quitted their respective cards.

66. The cards must be left in the order in which they were played and quitted, until the scores for the deal are recorded and checked.

67. During the play of a deal a player must not pick up or turn another player's card.

68. When the deal has been played the cards of the respective players must be placed in the tray face downward.

69. When the declarant fulfills his contract, i. e., takes the number of tricks he declared to take, he scores the full value of all the tricks he won. Should he fail to fulfill his contract, his adversaries score 50 points, in the honor column, for each under-trick, i. e., each trick he is short of his contract; provided, that

on the declaration of one spade, whether doubled or not, unless re-doubled, the maximum score for the adversaries for under-tricks is 100 points.

Doubling and Re-Doubling

70. The effect of doubling is:

A. That the value of each trick, over six, is doubled.

B. That the adversaries' honor score for each under-trick is doubled, hence 100 points.

C. That should the declarant fulfil his contract he scores a bonus of 50 points, in the honor column, and an additional bonus of 50 points, in the honor column, for each trick won in excess of the number he declared.

D. To re-open the bidding.

71. The effect of re-doubling is:

A. That the value of each trick, over six, is quadrupled.

B. That the adversaries' honor score for under-tricks is quadrupled, hence 200 points.

C. That the declarant's bonus is doubled, hence 100 points for contract, and the same for each over-trick.

D. To re-open the bidding.

72. Doubling or re-doubling does not alter the bidding value of a declaration, e. g., a declaration of "three hearts" is higher than "two no-trump," even though the no-trump declaration may have been doubled, or re-doubled.

73. A player cannot double his partner's declaration, or re-double his partner's double, but he may re-double an adversary's double of a declaration by his partner or himself. A re-double cannot be re-doubled.

Dummy

74. When the player to the left of the declarant has led, dummy places his cards face upward on the

table in front of him and thereafter takes no part in the play, except to turn and quit his card at the conclusion of each trick play, and, that he has the right:

- A. To ask the declarant whether he has any of a suit which he may have renounced.
- B. To call attention to the fact that more or less than four cards have been played to a trick.
- C. To correct the claim of either adversary to a penalty to which he is not entitled.
- D. To call attention to a trick being erroneously scored by either side.
- E. To correct an erroneous score.

75. Should dummy call attention to any other incident of the play, in consequence of which any penalty might have been exacted, such penalty cannot be enforced by the declarant.

76. If dummy touches a card or otherwise suggests the play of a card from his hand, either adversary may, without consultation, call upon the declarant to play or not to play the card suggested.

77. Dummy is not liable to the penalty for a revoke; should he revoke and the error not be discovered until the trick is turned and quitted the trick must stand.

78. A card from dummy's hand is not played until actually quitted.

Cards Exposed Before Play.

79. If, after the final declaration has been determined and before a card is led, the adversary on the declarant's right exposes a card from his hand, the declarant may, instead of treating the card as liable to be called, require the leader not to open that suit.

Cards Exposed During Play

80. All cards exposed after the original lead are liable to be called, and such cards must be placed face upward on the table and left thus until played.

81. The following are exposed cards:

- A. Any card dropped on the table, face upward, even if it is picked up so quickly that it cannot be named.
- B. Any card so held by a player that his partner can see any portion of its face.
- C. Any card thrown with the card led or played to the current trick. The player must indicate the card led or played.
- D. All the cards in a hand which is lowered or shown by a player so that his partner can see more than one card of the same.
- E. Any card named by the player holding it.

82. Any card dropped elsewhere than upon the table, or held so that the adversary but not the partner can see it, is not an exposed card.

83. If either or both of the declarant's adversaries throw his or their cards on the table face upward, such cards are exposed and are liable to be called; but if either adversary retains his hand he cannot be forced to abandon it.

84. Cards exposed by the declarant are not liable to be called.

85. If a player, other than the declarant, leads a card better than any his adversaries hold of the suit, and then exposes one or more other cards without waiting for his partner to play, the latter may be called upon by the declarant to take, if he can, the first trick; and should he do so, the declarant may either require him not to lead that suit, in which case no further penalty attaches, or the declarant may permit him to lead as he pleases and treat the exposed card, or cards, as liable to be called.

86. If any player other than the declarant says, "I can win the rest," "The rest are ours," "We have the game," or words to like effect, his partner's cards must be laid upon the table, face upward, and are liable to be called.

87. If the declarant says, "I can win the rest," or words to like effect, his adversaries are not liable to have any of their cards called should they thereupon

expose them, and the declarant is debarred from making any finesse not previously announced or established.

88. If any player says, "I have the rest," "You have the rest," or any similar phrase, and all three players throw their hands upon the table, face upward, the result of the deal, as claimed or admitted, is established, and no further play of that deal is permitted; provided, that if a revoke is discovered the revoke penalty may be enforced.

Leads Out of Turn

89. If either of the declarant's adversaries leads out of turn, the declarant may call a suit as soon as it is the turn of either adversary to lead, or may treat the card so led in error as liable to be called.

90. If the declarant leads out of turn, either from his own hand or from dummy's, he incurs no penalty; but he may not rectify the error after the second hand has played to the trick, except with the consent of such second player.

91. If any player leads out of turn and the other three follow, the trick is complete and the error cannot be rectified; but if only the second, or the second and third, play to the false lead, their cards may be taken back; there is no penalty against any except the original offender, who, if he is one of the declarant's adversaries, may be penalized as provided in Law 89.

92. Either of the declarant's adversaries may call his partner's attention to the fact that he is about to play or lead out of turn; but if, during the play of a deal, he makes any unauthorized reference to any incident of the play, or to any bid previously made, the declarant may call a suit from the adversary whose turn it is next to lead.

93. When a trick has been turned and quitted it must not again be seen until after the deal has been played, except as provided in Law 99. A violation of this law subjects the offender's side to the same penalty as in case of a lead out of turn.

94. If a player is called on to lead a suit, and has none of it, the penalty is paid.

Playing Out of Turn

95. If the third hand plays before the second, the fourth hand also may play before the second.

96. If the third hand, being declarant or dummy, has not played and the fourth hand plays before the second, the latter may be called upon by the declarant to play his highest or lowest card of the suit led, or, if he has none, to trump or not to trump the trick.

97. If an adversary, prior to his partner playing, calls attention in any manner to the trick or to the score, the declarant may require the offender's partner to play his highest or lowest of the suit led, or, if he has none, to trump or not to trump the trick.

Cards Played in Error

98. If any player fails to play to a trick, and the error is not corrected before he has played to the next, the surplus card at the end of the deal is considered to have been played to the imperfect trick, but does not constitute a revoke.

99. If any player, except dummy, plays two or more cards to one trick and the error is not corrected, he is responsible for any consequent revokes he may make. If the error is detected during the play, the tricks may be counted face downward, to see if any contain more than four cards; should this be the case, the trick which contains a surplus card or cards may be examined, and such card or cards restored to the original holder, who shall be liable for any revoke he may meanwhile have made.

Revoke

100. A revoke occurs when any player, except dummy, holding a card or cards of the suit led, plays a card of a different suit. It becomes an established revoke when the trick in which it occurs is turned and

quitted; or if either the revoking player or his partner, whether in turn or otherwise, leads or plays to the following trick.

101. The penalty for each established revoke is:

A. When the declarant revokes he cannot score any trick points, and the adversaries add 150 points to their score, in the honor column, in addition to any score for under-tricks.

B. If either of his adversaries revoke the declarant may either add 150 points to his score, in the honor column, in addition to any bonus score he may earn, or he may take three tricks from his opponents and add them to his own; tricks so taken may assist the declarant to win his contract, but cannot assist him to score any bonus, if the declaration has been doubled or redoubled, or to score little slam or grand slam.

C. When more than one revoke is made by one side during the play of a deal, the penalty for each revoke made by them, after the first, is 100 points scored by their adversaries, in the honor column.

102. A player may ask his partner if he has a card of the suit which he has renounced. At any time before the trick is turned and quitted, a player may ask an adversary if he has any of the suit lead to that trick, and can require the error to be corrected in case such adversary is found to have any of the said suit.

103. If a player corrects his mistake in time to save a revoke, any player who has played after him may withdraw his card and substitute another, and the card or cards so withdrawn are not liable to be called. If the player in fault is one of the declarant's adversaries, the declarant may require the offender to play his highest or lowest of the suit to the trick, or the declarant may elect to treat the card so exposed as liable to be called. If the player in fault is the de-

clarant, the adversary on his left may require him to play his highest or lowest of the suit which he has renounced, provided both of the adversaries have played to the current trick; but this penalty cannot be exacted from the declarant when he is fourth to play, and it can never be enforced with dummy.

104. If a player is lawfully called upon to play his highest or lowest of a suit, or to trump or not to trump a trick, or to lead or not to lead a suit, and unnecessarily fails to comply, he is liable to the same penalty as if he had revoked, unless such failure is corrected before the trick is turned and quitted; and then the card played in error is liable to be called.

105. At the end of a deal the claimant of a revoke may search all the tricks. If the cards have been mixed, the claim may be urged and, if possible, proven; but no proof is necessary and the claim is established if, after it has been made, the accused player or his partner mixes the cards before they have been examined to the satisfaction of the adversary claiming the penalty.

106. A revoke may be claimed at any time before the last trick of the deal in which it occurs has been turned and quitted and the scores for that deal recorded, but not thereafter.

107. A player having a card liable to be called must not play another until the adversaries have stated whether or not they wish to call the card liable to the penalty. If he plays another card without awaiting the decision of the adversaries, such other card is also liable to be called.

108. A player must lead or play any card lawfully called, provided he can do so without revoking. The call may be repeated until the card is played. A player cannot be prevented from leading or playing a card liable to be called, and if he can get rid of it in the course of play no penalty remains.

109. In all cases where a penalty has been incurred, the offender must await the decision of the adversaries. If either of them demands or waives a

penalty to which they are entitled, such decision is final; but if a wrong adversary demands the penalty, or a wrong penalty is demanded, none can be enforced.

110. There must not be any consultation between partners as to the enforcement of penalties. If they do consult the penalty cannot be enforced.

New Cards

111. Unless a pack is imperfect no player has the right to call for a new pack.

112. A card, or cards, torn or marked must be replaced by agreement, or a new pack furnished.

By-Standers

113. A by-stander, by agreement among the players, may decide any question, but he must on no account say anything unless appealed to; if he makes any remark which calls attention to an oversight affecting the score, or to the exaction of a penalty, he is liable to be called upon by the players to pay the stakes of the match.

Single-Table, or Memory Duplicate

The Laws of Duplicate Auction Whist govern, where applicable, except as follows:

114. Each player plays every deal twice, the second time playing a hand previously played by an adversary.

115. When the trays are placed on the table for overplay the north side of each tray is placed to the east.

116. On the overplay the cards may be gathered into tricks instead of playing them as required by Law 63.

117. In case of the discovery of an irregularity in the hands there must always be a new deal.

ETIQUETTE OF THE GAME

The etiquette of Duplicate Auction Whist is the observance of conventional rules, founded on good manners, for the disobedience of which there cannot well be exacted any specified penalties. The courtesy which marks the intercourse of ladies and gentlemen should guarantee the observance of the following rules:

1. Do not touch any of your cards before the completion of the deal, and do not in any manner interrupt or confuse the dealer.

2. Do not, by word, gesture, or any other means, give any information not lawfully given under the laws of the game.

3. Do not, by word or manner, show approval or disapproval of any declaration or play.

4. Do not converse with another player or a by-stander, during play; it may be annoying to the other players. This is especially true as to dummy, who should be in very truth dumb.

5. Do not ask for information of any kind simply to call your partner's attention to the same. If you do not desire the information for your own and sole benefit, keep still.

6. Do not play and turn your cards with one motion. Quit every card after its play and give every player an opportunity to see it.

7. Do not play impulsively. Try to cultivate uniformity. Show neither haste nor hesitation in your bidding and your playing.

8. Do not lead to a trick until the previous trick has been turned and quitted; it is confusing to your adversaries and may give information of strength, or weakness, to your partner.

9. Do not ask advise of a by-stander; play your own hand.

10. Do not, if a by-stander, give advice, either solicited or unsolicited, except when called upon by all the players of a table, or match; then answer their question, or questions, clearly and specifically, to the

best of your ability, but volunteer no further information.

11. Do not, if a by-stander, comment on the play or refer in any manner to the same, whether to a player or to another by-stander.

12. Do not complain at the enforcement of a penalty against you; know the laws and abide by them, asking favors of no one.

13. Do not intentionally incur a penalty, and do not intentionally make a second revoke in an attempt to cover up a first

14. Do not leave your seat when dummy; it is inconvenient for your partner to turn and quit your cards, and for him to do so delays the game.

15. Do not discuss the play of a deal at its conclusion; your comments may be heard at the table to overplay that deal, either to the benefit or detriment of your side. Furthermore, the discussion may disturb those engaged in play at a neighboring table.

16. Do not display undue elation or chargin over the results of a deal or of the match. Take your successes and your defeats calmly; the opposite will be your portion some day.

17. Do not call attention to the fact that you won through an error in play on the part of an adversary; to do so is to admit your success due to your opponents lack of ability rather than to any skill you may possess.

18. Do not complain of a poor hand; if you must be consoled, remember the opposing team will have to play the same cards, if they have not already done so.

19. Do not volunteer advice; your partner may be a better player than yourself; and, unsolicited advice is rarely appreciated.

20. Do not criticise your partner's play after you have seen all the cards; you will very likely do him an injustice if you attempt such criticism. Do not criticise at all; but, if you must, at least criticise fairly.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

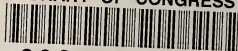
Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in the event of a system failure or disaster. The document also mentions the need for periodic audits to ensure the integrity and accuracy of the information stored.

In addition, the text highlights the role of technology in streamlining record-keeping processes. Modern accounting software can automate many tasks, reducing the risk of human error and saving valuable time. However, it is stressed that users must be properly trained to utilize these tools effectively.

Finally, the document concludes by stating that good record-keeping practices are essential for the long-term success of any business. They provide a clear picture of financial performance and help in making informed decisions. By adhering to these guidelines, organizations can ensure their records are reliable and compliant with relevant regulations.

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