

NEWBIES BRIDGE CLUB DIRECTORS RESPONSIBILITIES

1. At the beginning of each year, the Club Manager will send by email a list of the sessions, which you have agreed to direct. An automatic email reminder system has been set up to confirm each session.
2. The cards are pre-dealt and available for collection in the Manager's Office with session date to identify.
3. You should arrive early enough at the Club to ensure the smooth running of the event: no later than 20 minutes before the start of the club session and no later than 30 minutes before a tournament. This is most important as a late start to play means that the session will end late which will cause annoyance and give rise to complaints.
4. Start setting up the Scorer programme and ensure all tables are set up with resources including player slips – these are collected with the money and are necessary to identify substitutes or if names are entered incorrectly in the bridge pads.
5. Players are supposed to be seated 10 minutes before the start of play so you can work out the table numbers and set up the table movement in the scorer programme.
6. A committee member will read out any notices while the boards are being distributed so that play can commence promptly – no later than 7.30pm for evening sessions and 1.00pm for afternoon sessions.
7. Bridge pads should be handed out once you have completed the set up and activated the wireless connection. Players will probably have played the first board by this stage.
8. Set the time clock to 13 minutes for two boards (other times for one board, teams etc). You need to keep on top of time and keep the players moving. You should be active in this regard.
9. There are inevitably some slow players who need to be pushed along. It is often helpful to say to late pairs at the start of a round that if they have not started the second board at least three minutes before the end of the round then they will have to play that board at the end of the session. That makes both pairs responsible for catching up, so if they play slowly they have in fact decided to take the “play later” option – such an option needs to be enforced. On rare occasions, a penalty may be applied.
10. Security: As soon as possible after play commences, you should lock the front door and turn off any surplus lights downstairs.
11. Deal with all calls or queries in a polite relaxed manner and as speedily as possible.
12. Table money is \$7.00 per person and normally collected once the bridge pads have been distributed.
13. You should count the money and pre-paid vouchers and fill out the cashbook so that it balances. The money and the cashbook should then be placed in the drawer downstairs, and the drawer secured with the padlock.

14. At the end of the session, you should remind players to clear the tables and bring up the bridge pads and table numbers to the Director's desk. The Director should then pack up the boards and return them to the Manager's office. The bridge pad printout and table slips are to be placed in the folder provided, and returned with the boards.
15. The Director will assist in making duplicate bridge enjoyable. A friendly sympathetic attitude is essential; often a courteous request will achieve far more than a stern lecture. You should try to avoid interrupting players during play and keep any announcements to a minimum. You should speak directly to players involved rather than disturbing the whole room with announcements.
16. A director should be well versed in the Laws of Duplicate Bridge and the relevant sections of the NZ Bridge Manual. Ideally, a director should be able to deal accurately with the commonest infractions (e.g. calls/plays out of rotation, insufficient bids, revokes) without having to consult the printed Laws, but the over-riding requirement is that all situations to which the director is called must be resolved within the framework provided by the Laws and any supporting regulations.

11 September 2014