Wellington Bridge Club

Director's responsibilities and information for running bridge session

Hopefully you know most of this but just as a reminder below is what should happen over a normal night bridge session at the club.

These notes assume that you are familiar with using Scorer and Bridgetab. Instructions for these are in the Directors documentation folder and on our Director's web page.

1. The building is normally opened by the grade captain (usually around 7pm).
2. The cards will be dealt (normally at least 2 or 3 sets of 26) and available in the Managers Office labelled with session date to identify. The Chief Director is responsible for ensuring the correct number of board sets and hand record printouts are available. If you have any specific requirements in terms of board numbers these should be discussed with Chief Director the week earlier as the boards are dealt at the start of the week.
3. When you arrive identify yourself to grade captain if necessary.
4. Turn on the PC, start BOS and import the deal for the BridgeTabs. Start Scoring and log in to Scorer. You can set up the rest of the details when you know the number of tables.
5. Make sure all tables are set up with resources (4 pencils, eraser, 2 stop cards, bidding pad, table number, table player slips. Early-arriving players are generally happy to do this for you if requested.
6. Put BridgeTabs out on tables or ask one of the members to do this.
7. Turn on the clock and set it for the time required. 14 minutes for 2 boards a round on Tuesday, 13 minutes for 2 boards a round on other nights. There is a laminated sheet with clock setting instructions on the shelf unit.
8. The Grade captain should make announcements at around 7.25pm.
9. Players are asked to be seated by 7.20pm so you can work out table numbers and set up table movement in Scorer programme – this timing is not always possible so check if there are missing individuals and that they are definitely arriving before setting up the movement.
10. The Director will decide depending on table numbers on the number of boards and the speed of play that will be used for any particular session (ideal = 24 or 22 on Tuesday, 26 on Wednesday and Thursday). Look in the documentataion on the shelf to see what movements are available to you.
11. At about 7:25, enter movement details into Scorer. Click Start Server to enter game options and click the Start button in BOS. This allows players to log in and confirm they have the right boards while you are handing out boards.
12. Hand out the boards. If you are sure about the number of tables, you can tell them to start when they are given their boards. If you are not sure, ask them to wait until you are ready.
13. If the session you have entered needs to change, delete the session in Scorer, and enter a new session. If people have logged in, these units will need to be re-set. If scores have been entered, it is best if you delete the scores in the BT/BOS window first.
14. Start the clock. You need to keep on top of time and keep players moving – there are inevitably some slow players that need to be encouraged along and if necessary the threat (or actual) of non played boards or penalty (on very rare occasions) may be applied. 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 3 minutes before the end of the round then that board will be marked as a not-played

board. That makes both pairs responsible for catching up. Allowing a board to be played at the end of a session is discouraged.

15. Deal with all queries in a polite relaxed manner and as speedily as possible.

16. Break for coffee/tea around 8:35 (after 5 rounds) and allow 13 minutes (1 round of the clock). Call for trays to be put away after about 11 minutes.

17. Table money and table slips can be collected during round 2 and 3. The tableslips are needed to enter any substitutes, visitors names (allocate these a temporary visitors number) or players whose numbers were mis-entered on BridgeTab as well as direct debits.

18. Count money and prepaid cards, prizes, direct debits and any non-paying players (eg buddies). Fill out Cash Takings spreadsheet (shortcut on the PC desktop) and direct debits. Take out money for yourself and tea person. Pay rates can be found in the notes in the Cash spreadsheet. If you have a discrepancy in money between what you should collect and actual, depending on the amount, ask the room if anyone has wrong change etc., but if not found then simply note the difference on the form. Print the form and sign it.

19. Put the money and vouchers and table slips in plastic money bag(s) and include the signed form in one of these. As the slot for the safe is quite narrow, you may need more than one bag. Put a note with the date into each bag. Put the bags into the small safe in cupboard in bar area. The key for the cupboard is in the President's drawer in the office behind the photocopier.

20. Ensure any psyche bids are recorded in the psyche register on shelf in playing room.

21. When you announce the last round at end of the session, ask players to leave the boards and BridgTabs on the table tops. It is easier for the director to go round the room and collect boards and BridgeTabs themselves or you can ask players to help. Ask players to bring everything else to the bookshelver and any glasses/cubs/bottles to the kitchen.

22. When all results are in from BridgeTabs have been entered, click the Stop button. Then action any changes, adjustments etc. and follow process for obtaining results.

23. Run the ladder and print session results and ladder and put on one of the notice boards in the playing room.

24. If it is a prestigious event you may want to print out and cut up personal score sheets for players. The guillotine is in the office. Note: now that the results are on the web, we don't do this as a matter of course.

25. After any final adjustments (not normally any) post the session results and ladder on the Web.

26. Sort the boards, put them back in the boxes and put these into the club managers office (on the floor to the right of the photocopier). Put the BridgeTabs into the cabinet and plug in. Members are usually happy to help if asked. Finally check that directors table is tidy.

27. If there are any problems queries on the night then grade captain or other directors playing may be able to help. Alternatively ring one of the contacts on the Director's notice board behind the PC.

28. Any general issues around the session or its operation please discuss with the Chief Director.

29. It is very helpful if there are issues if you leave the Office Manager a note about them, and email the Chief Director at the earliest chance.

30. Leave the PC turned on, but close down Scorer and all the BOS windows.