

Vancouver Bridge Club Game Director Duties

In addition to conducting bridge games, the Vancouver Bridge Club Board expects the game directors to take responsibility for the facility while they are there and in charge. The following duties are normally required, but others may come up on occasion. Since we are a club of volunteers, it is entirely appropriate that the game director enlist help for any or all of these items.

OPENING

1. Arrive at the club at least 45 minutes early to open up.
2. Make coffee – to start, brew one pot of regular, one pot of decaf, and heat one pot of hot water for tea; make more if consumption dictates.
3. Check restrooms; replenish paper/soap supplies and clean up if necessary.
4. Tidy up the main room; if necessary, use vacuum or sweeper on floor; align tables and chairs.
5. You may need to take out the garbage. (See item 4 under Closing).
6. Empty the dishwasher and put clean cups/dishes/silverware away in the cupboards.
7. Check the phone messages; reply to anyone who has left a message, or leave a note for followup by others (state who should reply). Delete answered messages.
8. Unlock the deadbolt on the rear door; unlock the teaching room door if it is to be used.

RUNNING THE GAME

1. Check the game calendar; prepare to run the game as scheduled on the calendar.
2. Start the Dealer4 program, [find or create the deals](#) for today's game, and make the boards.
3. Find or create the hand record sheets and print copies for distribution after the game.
4. Once the players are seated, note the number of pairs in attendance and determine the desired movement. Place or reposition table Guide Cards for the selected movement.
5. When a fill-in is needed, utilize the [Call-in List](#) to find an available player. To keep things moving, delegate this task to one of the players if possible. [Partnership Policy](#).
6. Re-seat pairs if necessary. Players with infirmities should have a stationary position. If a Mitchell movement, balance the field between N-S and E-W.
7. Distribute the boards and make sure there is a [BridgeMate](#) scoring device on each table in play.
8. Start the ACBLSCOR program and set up the game per the above criteria. Assign stratification limits based on average masterpoints. Start the [BridgeMate](#) program (select BMS from the Command List in ACBLSCOR). Click here for the [ACBLScore User Manual](#).
9. Collect playing fees according to the [Fee Schedule](#) posted on the bulletin board.
10. Get complete information on new players and add them to the ACBLSCOR database. Encourage them to join the ACBL: [New Member Processing](#).
11. After all players have logged in, adjust stratification if needed to assure at least three pairs in Flight C to merit an award in that strat. Click here for [Stratification Guidelines](#).
12. Allow about 7.5 minutes per board and call the rounds promptly to keep the game on schedule. Have a lunch or hospitality break near half time.
13. Afterward, DBADD the game – all players with both masterpoints and percentages.
14. Print the game results and put them in the folder on the table near the south wall.
15. [Post Game Results](#) on the internet: click the TCG Merge icon on PC desktop.
16. Click the Cash Report icon on the PC desktop and enter the game details, including cash from the snack bowls and any other collections or payouts. [Cash Report Instructions](#).
17. Print, sign, and place your Cash Report printout in the Treasurer's drawer in the file cabinet.

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CLOSING

1. Close the ACBLSCOR and BridgeMate programs, but leave the club computer on at all times. It's OK to turn it off if necessary (sometimes a reboot is needed to resolve a problem), but turn it back on. This makes it available for remote troubleshooting if necessary.
2. Return boards, books, and other supplies to their rightful spots.
3. Clean up the area; leave the facility as you would want it when you next come in.
 - a) Place recyclable items in their proper bins.
 - b) Put dirty cups/dishes/silverware in the dishwasher, add soap, then start it.
 - c) Turn off the hot plates.
4. Take out the garbage if needed and deposit it in our locked bin out back (the key is on a hook at the back door); don't forget to re-lock the bin. Replace the plastic liners in the trash baskets.

Note: this only applies to the day game directors – due to security concerns,
don't take the garbage out at night.
5. Lock the back door and/or the training room door.
6. Turn out the lights, then lock the main door after leaving.
7. Deposit the game receipts at the Riverview Community Bank.

The VBC Board thanks you for making our games fun and interesting and for keeping our facility clean and well-ordered.

Notes:

1. Others are responsible for purchasing and storing supplies and for disposing of the recyclables.
2. A library of instructions, policies, and procedures is available on the club website at http://web2.acbld20.org/vbc/Library/library_index.html including those mentioned above.