

Summary of ADBC Appointment – Club Manager
(June 10, 2013)

Name of Appointee Position: Club Manager

Type of Appointment (standing or special): Standing

Appointee: William S. White (“Bill White”)

Date Established: Appointed by Caron Peck on 08-01-2006, and the appointment was confirmed by the Board. Bill has continuously served since.

Ending Date/Event: As deemed appropriate by the ADBC Board

Mission Statement: To perform the duties of Club Manager as required by the ACBL and other duties as assigned by the ADBC Board.

Authority Being Delegated: As described in attached listing of requirements and duties.

Committee Reporting Requirements: Report status or make requests to the Board as deemed appropriate relating to ACBL events or other associated matters under the jurisdiction of the Club Manager position.

Board Point of Contact (POC): President - primary; Treasurer - secondary.

Special Instructions/Comments: Board may choose to compensate Club Manager commensurate with duties performed. Current compensation is \$50/month, effective January 1, 2013.

Arlington Duplicate Bridge Club (ADBC)
Listing of ACBL Requirements and ADBC Club Duties for the Position of “Club Manager”
(June 10, 2013)

Requirements from ACBL for the position of Club Manager:

- Every ACBL-sanctioned Masterpoint club game must have a designated Club Manager.
- The Club Manager (hereinafter referred to as “CM”) must be an active ACBL member.
- Position is appointed by the ADBC President with board majority concurrence.
- CM is accountable to ACBL for the enforcement of ACBL rules and regulations in all sanctioned games the club conducts.
- The CM must supervise the following activities:
 - Preparation and filing of the Monthly Financial and Masterpoint Report(s)
 - Correspondence with ACBL on club game matters
 - Application for sanction renewals and reporting any change of club managers or sessions changes on a form provided by ACBL. The signatures of both the CM and Club President or Club Secretary must be on the form when it is filed.

Duties for the Club Manager at ADBC:

- Prepare and send ACBL monthly reports and payment.
- Download monthly masterpoint updates for ACBLScore.
- Order bridge supplies from Baron Barclay or Bridge Buddy.
- Collect and verify game receipts, make regular bank deposits, and prepare spreadsheet for Treasurer.
- Load and collect money from Soda machine, buy sodas on sale, and monitor soda inventory. (Alternates for this duty are the Studio Manager and the Special Events coordinator.)
- Draw up schedules for Club Championships, STaC, NAP, Membership, Charity, and Club Appreciation games.
- Design, print, and copy non-ACBL forms (Entries, Free Plays, Frequent Player slips, \$1 off slips).
- Provide instructions to directors on setting up and reporting of any special games.

Duties previously performed by the Club Manager which have been re-assigned:

- Obtain directors for games as needed when standing directors are unavailable for regular games or for any special games. This duty will be performed by the Club Vice President.
- Distribute keys to authorized personnel. This duty will be performed by the Studio Manager. (The CM may be the alternate for this duty.)

Compensation:

For performing the duties listed herein (those required by ACBL and additional duties as assigned by ADBC), the Club agreed to compensate the appointed Club Manager \$40 per month payable on or near the 1st of each month, beginning August 1, 2006. The monthly compensation was raised to \$50 effective January 1, 2013.