

Arlington Duplicate Bridge Club (ADBC)  
Game Director Duties & Responsibilities  
(As Revised **June 10, 2013**)

1. **Pre-game Preparation.** The Game Director (“Director”) should open the studio at least thirty minutes before game time, and prepare for the game:
  - Confirm that Boards are made and ready
  - Make coffee (regular and decaf)
  - Put out any snacks available (you can be reimbursed up to \$6 per game for snack cost)
  - Set out supplies as needed and make sure pencils are sharpened
  - Have change available.
  - Check Thermostats -- Provide a comfortable playing environment as economically as possible. PLEASE HELP US KEEP OUR UTILITY BILLS LOW!!!
  - After play begins, the front door should be kept locked. *Doorbell allows late entry.*
  
2. **Game Entry Fees.**
  - Standard Entry fee is \$7 for open games, \$6 for 0-299ers (this includes ‘averaged’ 299/NLM).
  - TGIF Friday night game is \$9 (dinner included).
  - Anyone playing as a guaranteed partner or called in to fill out a movement plays free.
  - **Confirm the cost of the game before selling entries – some games have upcharges!**
    - i. **UPGRADEs are noted on the Website-Upcoming Events, and on the Calendar.**
    - ii. The Calendar is on the Website and on the Bulletin Board next to your Desk.
    - iii. Some special games do NOT have an upcharge, others do.
    - iv. Because upgraded games may be priced *differently*, refer to the posted fee schedule on the bulletin board next to your desk to confirm the game cost for special games.
  
3. **Guaranteed Partner.** Directors should keep a list of Guaranteed Partners and/or players who live nearby who can come in on short notice to play. Use a Guaranteed Partner to play with a single player who has no partner, if that person is a guest or new player. The person that fills in plays free in that situation. Regular players should arrange their own partnerships. Should a regular player’s partner not make it to the game, the Director should use a Guaranteed Partner (or play when one cannot be located), *only to eliminate a half-table, not to create one.* The Director may provide that regular player with a list of players and phone numbers which the player may use to find a partner. The player called in (other than a regular partner of the player) plays free; but if the regular player comes without a partner on more than an exceptional basis, then he must pay for the called-in player as well as himself.
  
4. **Making the Game/Eliminating Half Tables.** Minimum table count for a game to ”make” is now two tables. When eight individuals are available to play, the Director should run either a two table individual game or a two table Swiss game. Directors running small games should familiarize themselves with these movements. ADBC is committed to its small games. If it appears that a small game might not make, or that the game would otherwise have 1.5, 2.5 or 3.5 tables, the Director is authorized, and *encouraged*, to take remedial action to assure that there are at least two full tables to play, and to eliminate half tables in games with less than 4 tables (ie, the Director should strive to get from 1.5 tables to 2, from 2.5 tables to 3, or from 3.5 tables to 4). The Director should endeavor to fill out the movement by action in the following priority, but still act quickly to get the game started:
  - Find a paying pair willing to play,
  - Find someone to come in and play (free) with the Director to eliminate the half table, or
  - Find TWO people to come in and play together (free) to fill out the movement.

Unusual situations that might require allowing two people to play free would be where a Guaranteed Partner and a visitor create a half table, so that the Director and another player are needed to fill out the movement, or where the Director cannot play because of other duties that are pressing on the Director (ie, making boards for a large game the next day). In a limited game, if the Director is ineligible to play in that game, an eligible Guaranteed Partner should be used to play with a newcomer or a visitor. If the Director is ineligible to play in that game, but plays to fill out a table, the Director must play under a fictitious name and be scored as ineligible for an award.

5. **Select a Movement.** Movements are the Director's choice, but be open to options that minimize long sit outs. The Director should put out the guide cards, *all pointed in the same direction*, and in the case of team games, be certain that one card is turned up on each board to prevent a board from being replayed without being shuffled.
6. **Frequent Player Slips.** To encourage players to come often, ADBC offers a "frequent player" slip. Distribute them to players on request. The player is responsible for seeing that the slip is signed and dated by the Director each time the player plays and *pays for a game*. (Free plays don't count, nor does playing free as a guaranteed partner, but prepaid games do count). When the player has played in 10 paid games in any one month, that player gets a free play.
7. **Social Graces.** The Director is the face of ADBC. Run your game in a way that makes players want to come back! Before the game, introduce new players and guests. Thank the players who brought food. Before the last round of play, ask the players to picksl up any trash around their table when they finish play. Announce any parties or special games scheduled, thank them for coming and INVITE THEM TO COME AGAIN NEXT WEEK!
8. **Playing Directors.** Novices often find it unsettling when their Director (teacher) plays against them in a novice game. Directors are hired to direct, not to play [unless a Director has been appointed as a Playing Director to help a small game], and they should not play in any game they are directing with the following exceptions:
  - Directors may fill in for a known late arrival (i.e. Director plays until the late player arrives).
  - Directors may fill in if a player has to leave early (typically due to illness or emergency).
  - Directors may play (at their discretion) when there is a single player (usually an out-of-town guest or new player) for whom no Guaranteed Partner can be found – but try to get someone else to come in, rather than playing yourself. It is preferred that half tables not be created by this action – especially when it is a regular player that has no partner.
  - If an infraction occurs at a table where the Director is playing, a Director from another table must make the ruling. If no other Director is present, the playing Director must be very careful to be fair to the opponents.
9. **Rulings.** When called to a table, the Director should give (or read) the applicable ruling to both sides in a courteous manner, referencing the ruling in the book, The Laws of Duplicate Bridge. The players involved should be notified as soon as possible if there is to be a penalty or an adjusted score. A penalty should be given if a player becomes belligerent or obnoxious. Directors should be FRIENDLY, FAIR, and FIRM. COURTESY to all players is important; players must want to return to the game if the club is to prosper.
10. **Allowances.** As we are now teaching bridge, we have many new players who are learning the game. Directors should make allowances for these novice players' mistakes, pauses, and slow play. We want them to learn proper bridge protocol but to also want to continue playing at our club. (A player is considered a novice until they reach Life Master status or have more than 299 points.)

11. **Appeals.** If a player strongly disagrees with the Director's ruling, the player may appeal the ruling by calling for a committee within 10 minutes after the game is completed and scores are determined. The committee will consist of three experienced players present, chosen by the Director (or called in if no unbiased experienced players are available.) As soon as the game is over, the committee will meet (or the next day, if an onsite committee is not available), to review the hand/situation, consult the game Director and the complainant when possible, review the Laws, and make a ruling, which may support or overrule the Director. The committee's ruling is final.
12. **Free Play Awards.** The Schedule for awarding Free plays at the conclusion of a game is set out at the bottom of the posted fee schedule on the bulletin board next to your desk.
13. **New Player Information/Free Play.** When someone plays at ADBC for the first time, the Director should have them fill out a 'new player' slip, enter the player's information into the Database, leave the slip for the Membership chairman, and give the new player a Free Play for use in a future game.
14. **Game Reports.** At some point after play has begun, the Director needs to complete the game report and put the completed game report and money in a pouch and put the pouch in a secure spot. Directors remove their games fees (and any reimbursable expenses) from the game proceeds, as reflected on the game reports.
15. **Posting.** Following the conclusion of the game, the Director will enter scores in ACBLScore (from either travelers or pick-up slips or hand held computers), print the game summary sheets, and any individual summaries requested by the players. Game summaries are to be posted on the pegboards in the West room and posted to the internet from the East (front) room. **Be sure you have entered the proper upgrade for the game.** Use the Wrapper program developed by Tom Moore to post the game. FOLLOW INSTRUCTIONS CAREFULLY!
16. **Making Boards.** Directors are expected to make boards for the next game and to label them accordingly. The number of boards and sets needed is posted by the dealing machine. It is preferred that the Director NOT make the boards during a game, as it distracts the players. Do it before, or after.
17. **Clean-Up.** After the conclusion of the game, the Director is responsible for clean-up. Consider enlisting regular players to help, but assure that the following tasks are completed: put up leftover food, wash and put up the dishes, empty and rinse out coffee pots, clean off the serving tables, vacuum playing areas and kitchen area, straighten tables and chairs, empty wastebaskets and take out the garbage. Garbage goes in the community dumpster only, NOT in the specialty dumpster servicing the store next door. Be sure soap, towels, and tissue are in both bathrooms, turn off the fans and lights, **double-check that all coffee makers and warmers are OFF**, and be sure all doors are locked. *Leave the Studio ready for the next game!* The thermostats should be in their programmed mode so that the system will automatically adjust to the proper temperature for the times that the facility is not normally occupied.
18. **Supplies and Cards.** The Director is to notify the appropriate Board member or designee when any supplies are low. A note on the whiteboard in the West room or on the storeroom door is also helpful for this purpose. Directors are responsible for identifying cards that need to be replaced. You can do this in one of two ways: (i) Remind players when the game starts that if they run across bad cards they should let you know—and YOU keep a list for that set, or (ii) provide a sheet to one table, and ask the N/S at that table to identify bad cards in that set over the course of the game. Replace cards as

needed at the end of the game if you have time, otherwise leave a list with the set, so that cards can be replaced the next time boards are made from that set.

19. **Emergencies**. In case of an emergency, if police, firemen, or paramedics are needed, **CALL 911**. The Director may cancel a game in the event of extremely bad weather. If you cancel a game in advance because of anticipated bad weather, notify the Club Manager by phone (so that he can put a notice on the website) and post notice of your cancellation on the ADBC Facebook page. If dangerous conditions arise during a game, players should be directed away from the windows. The first aid kit is in the bottom left hand corner of the cabinet over the Microwave. A flashlight is located on the Director's desk in the back room. The fire extinguisher is on the wall, just left of the refrigerator.
20. **Continuing Education**. Directors are expected to attend any orientation meetings or continuing education programs that are offered to them. Directors are expected to attend each Director's Forum offered by ADBC. Directors should freely consult with other Directors for help with areas where Rulings are not clear.
21. **Pay Scale**. The current PayTable, effective July 1, 2013, is posted on the Bulletin Board by each desk.

THANK YOU FOR YOUR HARD WORK AND SUPPORT OF ADBC. YOU ARE AN IMPORTANT PART OF MAKING SURE OUR CLUB GROWS AND PROSPERS AND THAT IT IS LOOKED UPON AS ONE OF THE BEST PLACES ANYWHERE TO ENJOY THE GAME OF BRIDGE !!!