

CLUB MANAGER RESPONSIBILITIES

(\$30.00 per week)

- Arrange for a director.
- Collect the money and sign in the players.
- Count the money to ensure it matches what the players should have paid, keeping in mind the number of free plays.
- Clean the room after the game by stacking and storing tables and chairs, rinsing coffeepots, clearing the food table, packing up bridge supplies, and locking the building.
- Send the game results to the ACBL.
- Maintain the club database, produce monthly reports, and update the weekly point-race printouts.
- Send the game files to Jon Gustafson/Bill Stoltey to post on the web; handle scoring changes and notify affected parties.
- Shop for food, beverages, and other weekly supplies for the club.
- Schedule and organize special games including NAP, GNT, and ST@C events (as well as Club Championships, Club Appreciation Games, Charity Games, etc.). This includes registering, paying fees, and working with Bill Dorin to post everything on the website.
- Deposit the money in the bank on a weekly basis, balance the checkbook, and pay the bills (such as the fee for the Bridgemates, insurance, and rent) when due.
- Maintain and update the club's financial spreadsheet and database.

WEEKLY DUTIES THAT NEED TO BE COMPLETED BY SOMEONE

Game Preparation (\$10.00 per week) - (Dawn currently takes care of this.)

- Set up the tables and chairs; put the bidding boxes, Bridgemates, pencils, table-number designations, and score sheets on the tables; make the coffee; and put out the food.

Board Preparation and Hand Records (\$10.00 per week) - (Dawn currently takes care of this.)

- Make up the boards each week.
- Copy the hand records to distribute each week.

FREE PLAYS

Weekly: Dawn, the director, and the partnership person (if that person actively recruits partners and players on a weekly basis)

Team Games: Jon Gustafson and Bill Stoltey