

SUBSTITUTE MANAGER DUTIES

- Set up the tables and chairs.
- Put the bidding boxes, pencils, Bridgemates, table-number designations, and score sheets on the tables.
- Make the coffee and put out the food.
- Collect the money and sign in the players.
- Count the money to ensure that it matches what the players should have paid, taking into account the number of free plays.
- Make sure the manager receives the money.
- Clean the room after the game by helping to stack and store the tables and chairs, rinsing the coffeepots, clearing the food table, packing up the bridge supplies, and locking the building.

SUBSTITUTE MANAGER COMPENSATION: \$15.00 + a free play (\$5.00)*

*If two or more people split up the duties, they will also split up the \$20.00.