



WEST AUSTRALIAN BRIDGE CLUB

SESSION DIRECTOR DUTIES & GUIDELINES

Ratified: 15 August 20223

Purpose

The purpose of this document is to provide an updated set of duties and guidelines to assist WABC Directors in the conduct of Club sessions.

Scope

The Duties and Supplementary Guidelines apply to all Directors contracted to conduct sessions at WABC and are to be distributed to all Directors new and existing. Each Director is to carry out the duties and follow the guidelines as described.

Role

The overriding role of the Director is to manage Club sessions in accordance with the Laws of Duplicate Bridge whilst fostering a welcoming atmosphere that encourages players to return.

The Club expects all Directors to have a high standard of personal presentation, a pleasant and friendly demeanour, and to remain calm, firm, decisive and objective at all times.

Directors must regularly walk the floor of the playing area in order to facilitate the smooth running of sessions, to monitor timely play, and to defuse any potential player issues.

Duties

1. Prepare premises by opening one hour before the start of play.
2. Turn on lights, air conditioning as appropriate. Raise blinds, open windows as necessary.
3. Turn on hallway projector screen to display notices.
4. Check that pre-dealt boards assigned to the session match the hand records. Perform a random check on each set of boards for dealing accuracy.
5. Ensure stationary seats are allocated.
6. Distribute table slips.
7. Check that all tables are clean, have Bridgemates, and sufficient bidding boxes.
8. Run an equitable movement, taking player preferences for three or four board movements into account where player numbers, best practice and available boards allow. Try to limit sit outs to two or three boards.
9. Set up table numbers and distribute boards.

10. A Director may partner a player whose partner has failed to arrive only when there is a single movement and the resulting partnership will not create a half table.
11. Should, during the course of a session, a player leave the table due to illness or an external emergency, then the Director where practicable may "fill in" for as long as required.
12. Prior to commencement of play, read Notices as required, remind players to turn off mobile phones, and present Player Awards. Provide an explanation of movements to be used for the session.
13. Once the session has started, lock front door.
14. If the Scoring System and Bridgemates are not running properly by the end of the first round then use travellers for scoring.
15. Collect table monies and table slips, count and reconcile, complete the session slip and place this in the WABC safe.
16. Ensure players are given an adequate refreshment break, except for approved sessions where the Director may elect to take coffee "on the run". No food or hot drinks are to be consumed in the playing area. The Directors are expected to set an example and follow the same rules applied to the players. However, food and hot drinks may be consumed in the Director's office.
17. Move boards during any breaks, including tea breaks and lunch.
18. Provide hand records at the completion of play.
19. Upload results and hand records to the website and Pianola upon completion of play. Pin a copy of results to the notice board. Note that running results are not to be displayed in the Playing Area while play is still underway.
20. Collect, sort, and store all boards and table numbers.
21. Before leaving, ensure that the premises have been completely secured or pass that responsibility to a Committee Member in possession of a key, the Executive Officer or the Cleaner. Security of the premises involves ensuring that:
 - (a) No money is left out.
 - (b) Computers are properly logged off.
 - (c) Bar area is locked.
 - (d) Windows are closed, blinds drawn, air conditioning and lights are off.
 - (e) Television and projector screens are turned off.
 - (f) After checking no one is still in the building, ensure all exterior doors are locked.
 - (g) Set the alarm on leaving and lock the front door.

APPENDIX A

WABC DIRECTOR - SUPPLEMENTARY GUIDELINES

FOUNDATIONS

WABC Directors agree and understand that:

1. Players attend the club to play bridge and socialise in a friendly environment facilitated by the club's Directors.
2. For the orderly running of the game, Directors require a knowledge of bridge movements; the technical competence to use the scoring software; the knowledge and ability to conduct a bridge session complying with the Laws of Duplicate Bridge; and will endeavour to start each game on time. The Director may also have to deal with any emergencies or issues arising during the session.
3. The Director's overriding goal is to ensure that players enjoy their experience by providing a friendly, welcoming, calm, and pleasant environment thereby promoting continued member and visitor participation.

MAKING ANNOUNCEMENTS

Announcements achieve maximum effect and compliance when couched in friendly, positive language that is neither critical nor harsh. Terms such as 'great opportunity', 'popular event', 'only held once a year' tend to encourage participation and cooperation. Terms with negative, judgemental, or critical connotations such as 'not good enough', 'inconsiderate', 'you'll be strictly on the clock' can be intimidating, create an unwelcoming, tense atmosphere, and tend to discourage cooperation and therefore should be avoided.

ANNOUNCEMENTS TO THE ROOM

1. Announcements are necessary to welcome players, explain movements, call round changes, promote coming events, recognise Masterpoint promotions, remind all players to turn off mobile phones etc.
2. Announcements should be of minimal duration and be of potential relevance and interest to the whole room. Total time per session should usually be 3-4 minutes at most.
3. The necessity and timing of any announcements should be considered in order not to impinge on or extend session times unnecessarily and to avoid unnecessary disruption to playing time and the players' concentration.

ANNOUNCEMENTS TO INDIVIDUALS

1. Matters concerning one or two players should be conveyed quietly to the appropriate players or tables in order to minimise disruption to those unaffected, rather than being announced across the room.

MANAGING SESSION TIME AND SLOW PLAY

A balance needs to be found between the desires of those who wish to play quickly and those who require more time. Slow play may be due to factors such as a lack of familiarity and fluency of inexperienced players; consideration of complex problems by more experienced players (the solving of which is a necessary part of becoming a better player); compromised vision or manual dexterity; or simply less than optimal use of time. The Director is expected to manage slow play in a club session with more leniency than in a championship or congress session.

Slow Play & the Director

Although the Directors can monitor progress on the scoring computer, they are expected to walk the playing area regularly and pro-actively monitor and assist tables. Directors may finish rounds early if all the players have finished or add some time to the clock to help slow tables if appropriate. With slow tables, it is often better to stand across from declarer as a signal that the table needs to hurry up rather than say anything and break a player's concentration.

Slow Play often provokes emotional reactions and must be managed sensitively, calmly, and even-handedly.

In general, the bidding of the final board should have been completed before the end of round warning and if this has not happened then the Director may decide that there is not time to complete the board. In this case the Director will either:

- (a) Let the bidding finish and the opening lead be made and then get the players to move. The Director will then see if a score can be assigned.
- (b) Take the board away.

Please note that if you allow a pair extra time to play a board with the expectation that they will hurry up but they make no attempt to play quickly then you may stop play and try to assign a score. There is no requirement for started boards to be completed and the director has the power under Law 8.B.2 to cancel the play of a board.

Any board where a score cannot be assigned or is taken away will normally be scored as AVG for both pairs or entered as No Play. If one pair is clearly at fault they receive AV- and their opponents AVG+. If both pairs are clearly at fault then both receive AVG-. Any pair who has a board curtailed automatically receives a warning whether the Director mentions this or not.

The Director must keep their opinion of slow play or the issues it has caused to themselves. The focus should be on keeping the movement going and helping as required.

If slow players make an effort and catch up then thank them.

If there is a player or pair who are consistently slow and often causing issues then the Director is expected to bring this issue to the attention of a Club Recorder or Committee Member.

Slow Play & the Players

Players are expected to maximise playing time by:

- (a) Lead first and then write in the score card or fill in the Bridgemate.
- (b) Move promptly when the change is called. Greet your opponents and get underway.
- (c) Enter Bridgemate details as soon as possible.
- (d) Catch up. If you are late arriving then you have an obligation to try and catch up.
- (e) Keep an eye on the clock; you should be aware of the problem when you are slow. In particular, North can see the timer and can prompt players when time is short.
- (f) Limit any post-mortems until the round has finished.
- (g) Claim when the end position is clear and your opponents are skilled enough to understand.
- (h) If your opponent is cashing a long suit then try to decide on your discards. You will get extra information from partner but it's hardly a surprise when winner after winner is played.

Players should note that everyone at a table is responsible for slow play unless someone takes responsibility or the director has been called earlier. Don't argue, it's too late, and arguing wastes more time.