

Tips for Directors at regular Club sessions

Welcoming and supportive

The Director's role is to host the bridge session.

You are the face of the Club. You set the tone and manage the room.

Please support the values of the Club – Bridge is a welcoming and supportive environment.

To do this:

- maintain a friendly, calm, professional and leaderlike presence
- expect quiet attention and make sure you can be heard by everyone in the room
- encourage all players to call the director early if there are any concerns at table
- remind everyone of their responsibility to keep to time before the session starts
- use the clock
- actively monitor play and players as the session proceeds, particularly slow tables.



Timeliness

Wednesday evenings – We want those new to the game to be enjoying the play and wanting to play next week! Wednesday night is a social evening - not feeling too pressured is far more important than playing every single board.

Learning about timeliness is one of the skills to master – but gentle encouragement only!

All other sessions – should proceed with the expectation of 6 minutes per board with a minimal move time to each new table. Sessions should be completed in 3 hours or a bit more if there is a supper/afternoon tea break.

Help keep the room moving by:

- gently reminding players of the need to be considerate to everyone else in the room and to keep an eye on the clock
- informing the room when they should be starting their second or third board
- paying attention to slow tables and remind them in a quiet manner they need to speed up, without standing over them
- not nagging. People have come for an enjoyable session of bridge
- sorting out hands for players coming late to the table – their lateness is often not their fault

- as a last resort, ask offending pairs to forfeit a board if they don't respond to repeated encouragement.

Please keep an eye on how far through the session the play is and calculate the approximate time the session will finish, reducing the number of boards if necessary.

Noise

- Seek everyone's attention. If need be, use the bell, and calmly settle the room down.
- If a player/group is making too much noise, speak to that player/group without disturbing the whole room.

Phantoms

- Please try to avoid any pair having more than one phantom. We appreciate this may occasionally mean fewer boards are played in total in the session but for ordinary club sessions, this is preferable.

Appeals of Director's Rulings

- If a player is not happy with your ruling, please do not argue with them. Calmly and quietly remind them that they can appeal your ruling, preferably earlier than 15 minutes before the end of the session play. If this is not possible, they can still lodge an appeal with the Manager the following day.
- If you receive an appeal early enough, as above, you should appoint an Appeals Committee from the members playing, and the appeal should be heard at the end of the session play. If the appeal is received later, the Manager or a Committee member will organise the appeal process.

Recent Learners joining Non-Wednesday Sessions

- Learners should not be encouraged to play at sessions other than Wednesday nights until they can keep up with the speed in the room.
- When learners do join another session, they have the right to ask the director for advice TWICE in any one session, and they can use their 'cheat sheets'. This applies for a year from when they started their lessons.
- If there is a recent learner in the room, ensure other players are aware of these rights.

Playing Directors

The Club generally uses paid directors for regular sessions and for tournaments.

When numbers are low, generally in the first few weeks of the Calendar year, the Committee may ask for volunteer directors to seek to act as an unpaid playing director for sessions where players are experienced, as happened in January this

year. Generally in these sessions another director would likely be playing and could be asked to help out during the session if need be.

The Director should not play:

- on any Wednesday evening
- to avoid a phantom in the session.

In other circumstances, a playing director may sometimes make the event run more smoothly. For example:

- to enable a teams or Swiss pairs event to proceed
- if someone is running late, or has to go home during a session, then the Director may play a few hands with the player who has no partner
- at an event where members are encouraged to come even if they don't have a partner.

In circumstances such as those listed above, we are happy to pay you as a playing director. Whether you play in such circumstances is up to you – there is no compulsion.

Leave the Director/Dealer Room Tidy

Please consider your fellow directors and our dealers and leave the room tidy.

Finally

The Committee thanks you for fulfilling this important role in our Club. Thank you for your commitment to the game and for being the glue that keeps our playing sessions functioning, competitive and enjoyable.

