

Tips for Directors

at regular Club sessions



Hutt
Bridge
Club

July 2025

Introduction

This document provides some guidance for Directors when they're managing a session at the Hutt Bridge Club.



Being a welcoming, inclusive and supportive host

We're a welcoming, inclusive and supportive Club. As a Director, you play a very important role. You're the face of the Club and the host for the session. You set the tone and manage the room.

To do this, you should:

- 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
- communicate the movement you have chosen for the session
- actively monitor play and players as the session proceeds, particularly slow tables.
- attend to any individual player's needs, for example seating rights, pre-sorted cards, bidding aids
- remind everyone of their responsibilities, including:
 - tossing for position unless there are seating rights
 - keeping to time (to help with this, please set the timer clock)
 - keep conversation quiet.

Timeliness

Wednesday evenings

We want those new to the game to enjoy the play and to want to play again the following week. Wednesday night is a social evening, so not feeling too pressured is far more important than playing every single board.

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

All other sessions

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 three hours or a bit more if there is a supper/afternoon tea break.

Help keep the room moving

- Gently remind players to be considerate to everyone else in the room and to keep an eye on the clock.
- Let the room know when they should be starting their second or third board.
- Pay attention to slow tables and remind them quietly if they need to speed up, without standing over them.
- Don't nag - people have come for an enjoyable session of bridge.
- Sort 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, calculate the approximate time the session will finish, and if necessary, reduce the number of boards to play.

Noise

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

Phantoms

- For all sessions (except Wednesday evening), at least 26 boards should be played. Within this constraint, please try to minimise the number of sit-outs and spread them around. If possible, avoid any pair having more than one sit-out.
- For evening sessions please avoid 3 board sit-outs. We appreciate this may occasionally mean fewer boards are played in total in the session, but for evening club sessions, this is preferable.

Appeals of Director's rulings

- If a player is not happy with your ruling, please don't argue with them. Calmly and quietly remind them 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 our Manager the following day.
- If you receive an appeal early enough, you should appoint an appeals committee from the members playing. 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 can:
- ask the director for advice TWICE in any one session
- use their 'cheat sheets'.
- This applies for a year from when they started their lessons. Unlike on Wednesday evenings, they may be doubled for penalties.
- If there is a recent learner in the room, ensure the learner and the other players at the session are aware of these rights.

Playing Director

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

The Director should not play on any Wednesday evening, or to avoid a phantom in the session.

When numbers are low (for example, 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. Generally, in these sessions another director would likely be playing and could be asked to help out during the session if need be.

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're 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.

Thank you

Thank you for your commitment to the game and for making sure our playing sessions run smoothly and are enjoyable. The Committee thanks you for fulfilling this important role in our Club.

