

## **Game Director**

Check voice mail and post messages appropriately. People inquiring about learning to play should be directed to the current Easy Bridge chairperson.

If a player is not in the database and is not a member of ACBL new member forms are available with instant numbers on the second shelf in the bookcase above the director's station. Give completed form with a check to the Club Manager. If player is already a member of ACBL add them to our database.

Empty the dishwasher.

Make the boards with Duplimate (instructions are in the notebook).

Print a few copies of the hand records to pass out after the game as needed.

Learn to use ACBL Score and the Bridgemates.

Complete the financial paper and put it in the lock box for the treasurer.

If there is a problem with your game notify the Club Manager before the end of the month.

Use the PCON command to print master point awards for non-members and file the information in the plastic container on the Director's table.

Post the results and hand records on the website. Instructions for this task are in the notebook. If you have difficulty notify the Club Manager.

Pick up table markers and put them away in order.

Pick up pencils and store appropriately.

Pick up trash left by players and any dirty dishes.

Load the dishwasher and cycle if half or more full.

Put chairs in proper places.

Make sure the coffee pot is off. Discard grounds that may still be in the coffee maker.

Close blinds.

Lock all three doors.

Other duties assigned by the Board of Directors.