

CONVENOR JOB DESCRIPTION

New Plymouth Bridge Club

January 2018

Position description

The Convenor's role is to ensure optimum bridge playing conditions and enjoyment for club members

Communication

- Announce notices to club members
- Draw table number for end of session clean up
- Liaise and assist the Director prior to commencement of play regarding eligibility of players
- Advise Secretary of any missing or damaged equipment
- Contact House Convenor if coffee, tea, sugar, Milo or milk has run out

List of duties

- Encourage members to notify availability and put them in touch with members wanting a partner
- Monitor player attendance and follow up non attendees in conjunction with T&D Officer
- Encourage members to play in their respective session of competition' play.
If you become aware a person wanting to play (or playing) in a session where they may not be eligible to play, check the "Competition Rules" folder, then advise the player accordingly.
- If playing IMPS Teams Instruction cards for beginners, 2 team score sheets per table
- Ensure entry lists for Championship nights, five night pairs, and IMP Teams nights, are on appropriate notice boards. (Keep a list of players without partners who are available to substitute for these events.) IMP Teams – it is the Captains responsibility to check that members are available for play and to obtain replacement players if necessary.
- Provide new members with membership application forms (available from the Director or Secretary)
- Notify the Secretary of new members and assist new members to integrate into the club, issue new members kit

Prior to each session

- Check table containers prior to session to ensure they contain the following:
 - 4 pens
 - Bidding pad (use sponsored pads)
 - 2 "STOP" cards
 - Table number holder
- Turn on urn and put out milk and supplies on trolley, opposite at end of session
- Place 3 (or as required) Seating Rights Slips along tables next to notice board – table 5 on.
- Unlock rear door and turn back light switch on. **Leave sensor light alone.**
- Close the curtains in the passage if cold
- If Director has not arrived by 7.10pm phone him/her. A list of Directors is posted in computer room
- Liaise and assist the Director prior to the commencement of play regarding the movement/table layout he/she wishes.
- Welcome visitors, advise Director of their names and acknowledge in announcements.
Visitors are welcome to play on any night. Championship nights are at the discretion of the Convenor / Director (visitors should be of the appropriate standard and pay table money)
- Make announcements as per clip board prior to commencement of session

End of session

- Ensure Urn is unplugged and trolley returned to the kitchen and milk in fridge