

New Plymouth Contract Bridge Club

Session Convenor – Role Description

Position description.

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

Communication.

- Provide a welcoming atmosphere and support for all players.
- Liaise and assist the Director prior to commencement of play regarding eligibility of players.
- Announce notices to club members
- Advise Secretary of any missing or damaged equipment
- Contact House Convener if coffee, tea, Milo, sugar or milk has run out

List of duties.

- Encourage members to notify availability and put them in touch with members wanting a partner. To do everything we can to help players who might have difficulty finding partners.
- Encourage members to play in their respective session of competitive 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, consult with the Director. The player is then advised accordingly
- If playing IMPS Teams, put out 2 team score sheets per table. These are in our big cupboard. If necessary, advise players to refer to our bridge website for rules.
- Ensure the Director has the Championship (Cup and Plate) IMP team and Swiss pairs entries available and that the entry sheets are on the noticeboard.
- 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.
- Operate eftpos machine.

Prior to each session.

- Check table containers prior to session to ensure they contain the following:
 - 4 pens
 - Bidding pad (use sponsored pads)
 - Table number holder
- Put out trolley, containing milk and supplies, and return at end of session.
Don't touch the urn!
- **Guaranteed partners.** When applicable, check the list, acknowledge arrival of guaranteed partner and inform the director.
- Place 3 (or as required) Seating Rights Slips along tables next to the notice board
- 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 up to 20 mins before session beginning, phone him/her. A list of Directors is posted in computer room
- Liaise and assist the Director prior to commencement of play regarding the movement/table layout he/she wishes
- **Visitors.** Welcome and acknowledge in announcements. Advise Director of their names before play begins, to enable a number to be set up if required AND give them an envelope for the session fees. Visitors are welcome to play on any night. Championship nights are at the discretion of the Convenor/Director. Their rating points need to be within the allowable limit. (Visitors should be of the appropriate standard and pay table money, forms are available to fill out)
- Make announcements as per clip board prior to commencement of session
- At the commencement lock all doors

End of Session.

- Return trolley to the kitchen. Put milk in the fridge, put away tea, coffee, sugar
- Wipe down benches and trolley if required
- Lock kitchen cupboard and replace key in the lock box
- Turn off any appliances that may have been turned on
- Ensure the Director is not left alone to lock up
- Lock up procedure
 - Check all windows are closed
 - Turn off fans
 - Pull all curtains
 - Check back door is locked
 - Turn off all lights
 - Lock front door and set alarm