

Lake County Duplicate Bridge Clubs, Inc.

510 W. Key Ave., Eustis, FL 32726 • 352.589.9589

Game Director Job Description

- Prepare building for game through lighting and temperature setting.
- Make coffee for players and set out snacks as appropriate.
- Select game movement based on number of tables.
- Arrange players in accordance with ACBL stratification rules.
- Encourage all players to practice active ethics and create a welcoming environment.
- Set up game utilizing Bridgemate software and ACBLscore.
- Monitor game for slow play and cell phone rules and respond appropriately.
- Make rulings as requested by players per ACBL Laws of Duplicate Bridge.
- Collect money from players assuring that guests pay the guest premium.
- Collect Annual Dues from members and offer membership to new players.
- Complete Game Financial Recap Form and prepare bank deposit.
- Utilizing the Player4 dealing machine, prepare game boards for future games.
- Prepare hand record handouts for players at conclusion of session.
- Announce winners at conclusion of game and print individual summaries as requested.
- Post hard copy of results on appropriate bulletin board
- Upload/copy results to DropBox.
- Make timely bank deposits.
- Attend training sessions as required by Club Manager.
- Maintain ACBL Club Director Certification.
- Police and secure building if there will be no further play for the day.