

Ventura Unit 547 Club Manager Job Description

September 26, 2009

The Unit 547 Club Manager is a board-appointed position. The Club Manager manages the day-to-day issues of the Unit 547 Club on behalf of the Unit 547 Board of Directors. The Club Manager handles all club-related matters which are not reserved to the Board of Directors for Unit 547.

The primary responsibilities of the Club Manager and delegates include, but are not limited to:

Reports to the Unit 547 Board of Directors

Primary liaison between the Unit and ACBL

- Produce monthly club report for ACBL
- Issue masterpoints to players through ACBL
- Obtain sanctions for standing games each year
- Obtain sanctions for special games as needed
- Keep club in compliance with ACBL rules, regulations and changes
- Other ACBL-related issues as needed

Primary liaison between Unit 547 and the Director-In-Charge for STaC games

Report 70% games to the Bridge Forum newspaper

Maintain game schedule

- Schedule as many special games as reasonable to give players access to gold, red and silver points at the club
- Keep track of schedules for tournaments and neighboring special events to avoid conflicts
- Prepare quarterly calendar, clearing events with other clubs and units as needed
- Coordinate inter-club/inter-unit schedules

Maintain supplies and inventory

- Bridge equipment for two sites
- Coffee and snack-related equipment for two sites
- Standing coffee and snack-related supplies for two sites

Prepare boards and hand records for all sessions

- Generate boards locally for club games
- Generate hand records for club games
- Obtain dealing files from ACBL and STaC coordinators for special events

Maintain director staff and standards for club games

- Ensure all games are staffed
- Responsible for director's training
- Hear appeals of directors' rulings involving matters of law. Matters of judgment are still the jurisdiction of an appeals committee
- Responsible for finding new directors as needed
- Communicate with all other directors on issues which may affect them—playing issues, players' behavior, special events
- Provide database updates to keep directors up to date

- Issue suspensions to directors, with the affected person having the right to appeal to the Board; suspension will then be held in abeyance until the Board discusses the issue. The Club Manager will notify the Board of any actions of probation or suspension of a director.
- Back up and delete game results before the web page becomes cluttered
- Provide other support as necessary
- Issue free plays
- Examine possibilities for new games, new types of games, educational opportunities and other ways to increase membership. Recommend these opportunities to the Board of Directors for consideration

This list may be modified as changing circumstances require.