



## Club night Tasks and Responsibilities

| Task  | Done by            |
|---|--------------------|
| <b>Open</b> the hall: can only be by keyholder  | Organiser          |
| <b>Unlock</b> cupboard: have to know number   | Organiser          |
| <b>Take out</b> of cupboard: drinks, notice board, box of bidding boxes, box of tablecloths, basket - with results etc, box of boards, director's box, suitcase of bridgemates, laptop holder | Anyone/Organiser   |
| <b>Feed</b> electricity meters and switch on if necessary   | Organiser          |
| <b>Switch</b> on urn  | Anyone/Organiser   |
| <b>Set up</b> tables and chairs   | Everyone/Organiser |
| <b>Collect</b> visitor's fees, EBU nos or post codes and enter in visitor's book and collect table money  | Mary/delegate      |
| <b>Decide</b> movement  | Director           |
| <b>Put out</b> table numbers  | Director           |
| <b>Put out</b> boards   | Director           |
| <b>Put out</b> bridgemates  | Scorer             |
| <b>Announcements:</b> teams, holidays, sims, parties etc  | Director           |
| <b>Announce</b> movement, start play, call the moves  | Director           |
| <b>Deal with</b> directing problems   | Director           |
| <b>Announce</b> refreshment break   | Director           |
| <b>Call</b> and check arrow switches, announce last round   | Director           |
| <b>Account</b> table money, visitor's fees, heating etc   | Mary/delegate      |
| <b>Tidy</b> kitchen   | Everyone/Organiser |
| <b>Put away</b> tables and chairs   | Everyone/Organiser |
| <b>Replace</b> everything – see above -back in cupboard   | Everyone/Organiser |
| <b>Close</b> windows, open curtains, check double doors   | Everyone/Organiser |
| <b>Lock</b> the cupboard  | Organiser          |
| <b>Turn</b> out lights, lock hall, only by keyholder  | Organiser          |

The Director is in overall charge but he/she may delegate anything he/she sees fit. The Organiser may delegate as he/she sees fit and is **ultimately** responsible for everything apart from the Director or Scorer tasks.

**It is the responsibility of every player to check items marked Everyone or Anyone are done.**