

3/30/2015

**Rossmoor Duplicate Bridge Club  
Job Description for Club Manager and Assistant Club Manager**

**General Duties:**

The primary duty is to operate the Rossmoor Bridge Club in conjunction with the Board of Directors of the Club. As a part of this duty, the manager will maintain a bridge club with a pleasant atmosphere and a zero tolerance policy regarding player behavior. The manager should determine and implement policies in consultation with the Board. The manager will raise issues to the Board as needed.

An Assistant Manager may be engaged with the approval of the Board. The Assistant Manager will be able to run the club in the absence of the club manager. Both individuals will know all facets of club operations. This will be part of developing a succession plan for club management.

**Detailed Job Functions:**

The following is a list of the major duties to be handled by the club manager and the assistant manager:

**Game operation**

Attend and report monthly at Board of Directors meetings and attend any special meetings of the board if requested.

Monthly schedule assignments for directors

Send directives to all directors on policy, conduct, etc.

Recruit, engage and train new directors as needed

Maintain an appropriate inventory of supplies for club operations

Purchase all supplies

Assist directors as needed

Propose classes and educational programs as appropriate for Board approval

Maintain Zero tolerance policy

Answer inquiries regarding our games by email or phone

Make score corrections if necessary as per Club policy

**ACBL**

Provide monthly report to ACBL (audit details to insure accurate)

Sanction all games and special events, i.e. STAC, Swiss teams

Handle issues with ACBL as needed

Keep updates current for ACBL score software

Help club members with any ACBL questions or issues

**Administrative**

Obtain completed W-9 forms from new directors or other independent contractors

Maintain all equipment; repair, replace as required

Assist with annual budget

Develop, in conjunction with the board, a succession plan and implement it

Keep player database updated and backed up

Contact Golden Rain regarding playing space

Monitor development and maintenance of a Rossmoor Bridge Club web site