

Guidance Notes for Directors

Arrive 15 minutes before starting time.

1. [Preparation.](#)

Arrange sufficient number of tables if not already done.

Sit as north at table 1. (This allows you to observe the whole room and look after any sharing which usually takes place between table 1 and the highest numbered table.)

Put out Bridgemate units trying to keep all the tables in one complete circle avoiding any kinking of the circle as this can cause errors in moving players and boards between rounds. If it is absolutely necessary to have tables out of line then inform the North players of the adjoining tables of the tables from which and the tables to which the boards have to move.

Select the movement (see standard [Pair](#) or [Team](#) movements) and distribute boards to each table. Before starting the play advise everyone clearly of how many tables there are, how many boards there are in play each round, any relay tables there are and where they are situated, any half tables in play and any sharing tables.

Announce that the names may be entered in the Bridgemate and that pair numbers should be taken from the Bridgemate display.

Collect table money (you will find others willing to do this for you). Make sure that visitors are asked to fill in the Visitors Book if they have not already done so. For special events where the table money is more than standard put the extra to one side. Give the balance to the person on duty in the office.

2. [Play.](#)

Allow 13 minutes per round for 2 boards, 18 minutes for 3 boards and 24 minutes for 4 boards.

Announce each move clearly and state whether it is standard move or skip move.

Keep an eye on any table which is falling behind. If necessary quietly let them know they should try to speed up. If delays continue at any table it should be warned that unless they improve any board not actually in play when a move is called may not be played (or they can elect to play it at the end of the session).

If there is an arrow switch make sure that all tables are aware of this.

3. [Other duties](#)

When called to a table to adjudicate only allow the person calling you to state why you were called. After their statement you should get confirmation from all the others as to the correctness of the statement. Always carry the rule book with you, find the appropriate rule and read out the penalty if necessary. If there are alternative actions ALL options should be stated before asking the person concerned which option they wish to use. If a player does not agree with your ruling they can ask for an appeal. Other directors playing on the night should be requested to review your decision and revise it if necessary.

In the event of complaints of inappropriate behaviour the committee should be informed.

Any Psychic bidding should be recorded and notified to the committee.

4. [Completion.](#)

When play is finished all boards need to be stripped (facing one card of each board) and placed in numerical order.

