Director Handbook

As Director your role is to decide on the movement, manage the play and make rulings when a table has a request for clarification. At MHBC we have separated the role of director from that of scorer to allow us to widen the scope of volunteers. Scorer's responsibility is to ensure the computer and BridgeMates are set up and operating correctly and assist with queries relating to scoring during the event.

Setting Up

Advance Preparation

For Monday/Thursday, check the web site to determine the number of tables and if a sit-out is required. For Friday this can only be done once everyone is presumed to have arrived as we do not book places.

At the Club Room

Note the director is not expected to be able to operate the scoring equipment, although it helps if you are able to undertake simple troubleshooting with the Bridgemates during the event. Please call scorer for assistance where needed.

Ensure you have either a rule book or the shorter rule book to hand to assist with player queries.

1. Check the folder with the scoring laptop to identify the most suitable movement. Whoever is scoring may be able to advise, but it is your choice. We recommend that for 8 tables and above, when using a Mitchell movement, the event runs with two winners to give a fairer and more representative result for each pair playing.

2. Check for visitors. Visitors can be entered as "guest" and given player numbers from 901 to 908. In this case they are not named on the results page. Alternatively (recommended), if scorer has not started an event session, the visitors' name can be added to Scorebridge as a visitor and a player number allocated. Make a note of the new numbers so visitors can sign in to Bridgemates correctly. Finally, please note that a visitor can apply to become a member once they have played 5 times. If have any reservations about a visitor's standard of play and suitability, you should inform secretary.

3. Confirm scorer is aware and ready to set up based on your recommendation.

4. Put out the Bridgemates and boards on the relevant tables.

5. Make any announcements that have been requested, then once scorer lets you know the system is active, start the session.

Starting the session.

Make any club announcements that have been requested. We recommend reminding players of our stance on bridge etiquette; if you have an example to give, please do that, it all helps us maintain standards and can be very helpful for newer player. Finally, inform players of the table layout, movement information and any additional detail such as sit-outs, relays, and board sharing; then invite them to log in and start playing.

During Play

Keep a watchful eye on the time. We generally play 3 boards per round so for Monday each round should be no more than 22 minutes, and 25 minutes on Thursday.

When director is called, at your earliest convenience visit the calling table to resolve problems and make rulings. If you are mid-game and another director is available, you may ask them to stand-in.

There may be calls that are scoring related, please use scorer for assistance if needed. When an adjusted score is required, we recommend awarding the offending pair 40% and the injured pair 60%

End of Event

Once the event ends, Director's work is done unless there are any outstanding issues to resolve. Scorer will post the scores and upload to EBU.

BridgeMate Troubleshooting

This section is to provide solutions to the most common scoring errors during play.

Player/Visitor with no number, or forgotten number

There is a printout in the box with player numbers, in case someone has forgotten. Alternatively, they simply press "OK" at the Bridgemate with no number at the start of the session. It leaves them nameless on the BridgeMates, but you can ask scorer to add their name to the results in ScoreBridge later.

"TABLE STARTED BY ANOTHER BRIDGEMATE" error

If a table gets this it means someone else started their Bridgemate with a wrong table number.

1. At the error table, enter the TD PIN (000) to allow this table to "grab" the correct table number.
2. Select "yes" to the "erase data" question (pair names and numbers)
3. The table who caused the problem will now be automatically logged off and will get a message to that effect. They can log in again with their correct table number

Extra Pair Arrives

Assuming you have not already started play, the best solution is to ask scorer to close and delete the event, then start a new event with the new movement and new database. This is true even if it is a pair filling in a half-table as the BridgeMates would not let them log in otherwise.

Wrong board scored

This often happens if boards are played out of order. Thus, the players enter a score against the wrong board number, or realise an accepted score is incorrect. Note the fault here lies equally with North and with East, who is supposed to check the entry before accepting it.

1. Select "scores" on the BM to view what has been entered for this round on that BridgeMate
2. Check with the table to identify which one(s) need changing/deleting, then select "correc".
3. Enter the board number that is wrong to delete that score and leave them to enter the correct score against the current board.

Note: The computer keeps a log of all scores submitted. If a wrong score/board is erased and players cannot remember what they entered, ask scorer can check computer.

If players realise their error at the end of the round and the BM has moved on, the TD menu still has the option to "delete a score". This will remove the score for that hand and take the BM back to a state where that round has not been finished so the players to enter it correctly.

Adjusted Score, Averages etc

1. Enter the board number and press OK to get the cursor on to the CONTR line
2. Now select "TD Menu" and choose option 1 for Adjusted Score (Note Option 1 will not work unless you are on the CONTR line)
3. Enter 4 (40%), 5 (50%), or 6 (60%) as an adjusted score for each pair

Board not played

This is rarely used but may be an option if players are skipping a board that they may play later; or if you are shortening the evening by skipping part of a round.

1. On the BM for that board, press the "10" key to get the message "NO PLAY' and enter "OK"
2. NOTE THIS WILL NOT LEAVE A SCORE IN THE SYSTEM AT ALL FOR THAT BOARD
3. A manual score may can be entered into the ScoreBridge System later if required