

# Sheffield Bridge Club – Guide for TDs

## Saturday Evenings

This version dated 12 April 2008 by Barrie Partridge, Senior TD.

This guide is intended to cover specifically the running of an ordinary Saturday evening session of Duplicate Pairs at Sheffield Bridge Club. This guide is based on an original composed by Rob Turner.

There is also a general guide for evening duplicates for all evenings of the week  
There is also a guide for running the bar on Saturday evenings.

### 1 Getting things

The Saturday evening duplicate is normally held in the downstairs playing area. This guide assumes that this is the case. Movement cards are found usually on the library shelf. (They will otherwise be found in the office at the right hand end of the long work-top by the windows, and towards the back. It is best to take downstairs several envelopes to ensure that you won't need to run upstairs at the crucial time when you are starting the movement.) On the window ledge are some Free Game certificates, including the blue ones for doing Stand-By duty. Duplimate boards are normally available from the library shelf and the associated hand records in the bar. Otherwise you will need to collect an ordinary set of boards.

### 2 Getting things from the bar

From the bar you need the table money float. This is £10 of change in a wooden box, which is kept in the left hand cupboard under the till. Please check that it is correct. It also contains the till key. Table money envelopes, with yellow labels, are held in a bulldog clip hanging on the red notice board on the wall to the right of the till. Hanging high up on the same wall are sign-up lists on card: the yellow ones are for Saturdays. On the counter to the right of the till is a tray containing, amongst other things, a red EBU diary for recording the name of the stand-by each day (if there is one and they turn up). The name of the Stand-By will be on the sign-up list.

### 3 Setting up the playing area

You should find the room more or less set up, with an extra table directly in front of the honours board where you can sit to collect the money. If there are many tables, this usually becomes Table 1, and the others will need renumbering. If there are not many tables, it is better to take down this table at the start of play. Table numbers (white on orange) are on the shelf in front of the library. You need to put out stationary: each table needs four score cards, four pencils, three travelling score sheets and one name slip. Keep some extra travellers in reserve for boards that start in a relay and are not played in Round 1.

### 4 Checking for phone messages

Check the answer-phone in the bar. If the red light is blinking, there are messages. Press the light to hear them. There may be messages from players on their way to the club.

### 5 Table money

Try to get all this sorted out before Opening Time, 6.30pm. Current table fees are shown in the Club Information pages. If the Stand-By does not get a game, fill in a Free Game voucher and hand it to them before they leave. Do not charge for tea or coffee (see below). It is helpful to record methods of payment on the sign-up list as you go. A possible scheme is √ = cash, TD = you, SB = Stand-By, FG = Free Game.

### 6 Prize nights

We no longer have “prize nights”.

**7 District events**

The 2nd and 4th Saturdays of each month are District Events, which increases the award of Master Points.

**8 Sitting seats**

As you collect the money, be aware of players that may need a sitting seat. Tables 1, 2 and 3 usually have a stationary pair, but not always. It depends on how many tables there are. If necessary, you can always move people before you start, or else renumber the tables. It’s a good idea to ask each new arrival who their partner is, so you can judge how the numbers are growing.

**9 Getting started**

By 7.10pm, you should have everyone present. Set out the Movement Cards and check again on sitting seats to see if anyone has a problem. With some movements, sitting pairs change direction every two or three rounds. With most, they change after five rounds, or about half-way. Check this and make a note to remind tables at the appropriate time. Set out the boards. Some tables share boards. Some boards do not go into play straight away. Check that you know how the boards circulate and where to “feed” new boards into the movement (from “relays”).

**10 During the evening**

Before you call the move for Round 2, collect the table name slips and make sure the Pair Numbers are on. This is much harder to do later. At the appropriate points in the evening, give a clear reminder about changes of direction for sitting pairs. If anyone does play a board in the wrong direction, please make a clear note on the traveller for the benefit of the scorer. The board can still be scored, but the scorer does need to know it’s been played the wrong way round.

**11 Tea and coffee**

Tea and coffee are provided on a self-help basis on Saturdays. All the equipment will be set out in the kitchen. There is an honesty container for people to leave their money, together with a note of the current prices. At the end of the evening, you will, with a bit of luck, get some volunteers to help clear all the crockery and glasses used and load up the dishwasher.

**12 Returning things upstairs**

Please leave duplimate boards by the front door and return the movement cards to where they were found. The sign-Up list is useful for checking your table money, but then please use it to wrap the travellers and name slips, with the details at the top of the Sign-Up list filled in, and leave these in the Scores In tray in the office.

**13 Depositing the table money**

Please fill in the table-money envelope as completely as possible, to assist accounting. For tea and coffee, just note the total collected in the honesty container. Leave the table money envelope in the till.

**14 Before you leave**

Before you set the alarm and leave the club, please check that all windows are secure and all lights switched off (the toilets and outside light over the front door are easy to overlook). Don’t worry about the exterior security lights. They are on automatic sensors.

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