

## Club Manager

The Club Manager is responsible for the smooth running of the regular Unit games. The duties of the Club manager are as follows.

1. Prepare a schedule of games for each year and have copies available for distribution to the Board and Unit members. The schedule may include, GNT games, NAOP games, charity games, Unit Championships and Club Championships.
2. Secure the site for the Unit games. These customarily take place on the second and fourth Sunday of each month and on the fifth Sunday of the month by arrangement with the San Diego Unit.
3. Submit Sanction Applications as required by the schedule.
4. Maintain a clear understanding with the Director of the regular Unit Games of what is expected of him or her and payment to be made.
5. Maintain a clear understanding with Soledad Club of what is expected of Unit 526 regarding rental of the premises and payments to be made.
6. Maintain a clear understanding with the Soledad Club custodial staff regarding what is expected of them and payment to be made.
7. Establish Flight A,B,C, and D categories and limits to ensure reasonable competition in the stratified games.
8. Maintain all necessary bridge supplies including table markers, boards, cards, pencils and pencil sharpener, entry forms, pickup slips, scoring slips, swiss entry forms, swiss pickup slips and convention cards.
9. Keep a record of Game results for the purpose of publication and calculating annual winners of the most points in Unit 526 games.
10. Supervise the following:
  - Issuance of Masterpoints
  - Preparation and filing of the Monthly Report Form
  - Correspondence with ACBL on club game matters