

Tournament Directors and Directing

The Tournament Director is one of the most important people at the club. The Director is often also the Scorer, and may or may not be a member of the Committee. The TD will help set the tone at the club, so it is crucial that he or she has a friendly and welcoming manner while being firm when necessary. A good knowledge of the movements, laws and basics of scoring is also required. A TD is not expected to know all the laws by heart, but should be able to find the relevant pages in the Law Book.

Players should be encouraged to always call the Director as soon as a problem arises at the table. The TD is there to help and ensure fair play. Problems tend to get worse if they are not dealt with by the TD immediately. Calling the TD should be routine and not seen as any kind of accusation, but simply as a way of making certain that the situation is resolved in the most equitable fashion.

Club TD Training Courses

Courses are available for those who wish to become qualified Club Directors. While it is not a requirement that a club TD has taken part in a recognised course run by the EBU/EBED, it is highly advisable. On behalf of the EBU, EBED organises courses at different venues around the country every year. These consist of four modules that need not be taken in quick succession, but are best attended in the order given:

[Club Directing - Essentials.](#)

This covers the role of the Club Director, the basics of movements and scoring and an introduction to the Law Book. There is now a greater emphasis on people- handling issues and the skills needed to ensure that a harmonious and happy atmosphere is maintained within the Club duplicate. Correspondingly, there is less emphasis on scoring, as even the smallest club usually now uses computer scoring. Players new to directing are strongly recommended to attend this course as the first in the series.

[Club Directing - Book Rulings.](#)

This workshop explains how to deal with all the everyday problems which arise at the table - revokes, leads out of turn, insufficient bids and so on, using lots of simulations and role-playing to give valuable practice in handling rulings.

[Club Directing - Judgement Rulings.](#)

This course deals with the trickier rulings, where you can't usually make an automatic decision but need to exercise judgement and/or to consult with others. Though arising less frequently in most clubs,

judgement rulings can cause much bigger problems than book rulings and the club director must know how to handle them correctly.

[Club Directing - Assessment.](#)

Though also giving lots of useful practice in rulings, this day is primarily to assess performance, successful participants being awarded a Club Director's Certificate of Competence. A 'Pass with Distinction' is available for those who do particularly well on the Assessment course, to recognise high levels of performance. To achieve a Distinction, participants will need to show a good attitude towards players and the right way of approaching the table, as well as a good knowledge of the Law book.

More detailed descriptions of each course can be found by following the hyperlinks above.

Each course normally begins at 10:30am, ending no later than 4:30pm. Book Rulings and Judgement Rulings courses **MUST** be attended before an Assessment can be taken.

Courses are held all over the country by rotation and arrangement. If no courses are available to suit you, or you believe there is demand in your area which has not been met, the EBU is happy to set up additional courses as needed. Please email richard@ebu.co.uk.

Other TD Training courses

In addition to the above EBED organises ½ and one day stand alone courses as “refreshers” for those who want to brush up their knowledge (eg for Law changes) as well as workshops about the use of EBUScore and the related technology (Bridgemates).

Concessions for affiliated clubs

Members of EBU affiliated clubs are entitled to a discount of 10% on the TD course fee. Please click on the links below for current course schedules and the booking form.

[Course Schedules](#)

[Booking Form](#)

Please book as far in advance as possible, either by completing and returning the booking form enclosing a cheque for the appropriate amount or your credit card details, or by emailing [Nick Doe](mailto:Nick.Doe) or by telephoning him on 01296 317203. Please **DO NOT** include credit card details in an email, as this is not secure. Please note that a booking is not confirmed until payment has been received.

The Laws of Duplicate Bridge

Every club should have a copy of the Law Book for use by the TD at Club Duplicates. It is good practice for the TD to read out the relevant section from the Law Book when making a ruling at the table. Club Directors will normally also wish to have their own personal copy. The Law Book can be purchased from the [EBU Bridge Shop](#) or [downloaded here](#).

Please note that the Laws of Bridge are updated by the World Bridge Federation every ten years, and a new version of the Laws will be published in summer 2017 effective from September.

Separate from the Laws of Bridge is the EBU Blue book (Handbook of Permitted Understandings) which is updated annually and contains the EBU's regulations (eg on alerting/announcing). This can also be purchased from the EBU shop or downloaded from the website.

Flow Charts for Club Directors

The EBU has developed a set of downloadable [flow charts](#) to help directors deal with common infractions at the club. It is recommended that they are laminated and kept with the club copy of the Laws of Duplicate Bridge.

EBU Movement Manual and How to run a Duplicate Event

TDs may find it useful to have a copy of the *EBU Movement Manual* on hand at the club. This contains valuable information on the different types of movement available, as well as a useful section on what to do if a movement goes wrong. The EBU booklet *How to run a Duplicate Event* includes summaries of these. Both can be purchased from the [EBU Bridge Shop](#).

Appeals

If a player is unhappy with a TD's ruling or there is some uncertainty, he may reserve his rights. All the relevant information should be noted and written down on the spot. A panel of three senior club members should be assembled at the end of the session to decide any appeal. If there are not sufficiently experienced club members present, a phone call can be made to a referee - perhaps another club TD not present or a senior TD in the county. Consult your county association's website or prospectus for phone numbers of available referees.

Disciplinary Procedures

For serious or repeated misdemeanours there should be a set of Club Disciplinary Procedures in place. It is to be hoped that these never have to be invoked, but without them, if something serious does occur, a situation

can easily get out of hand. It is highly advisable for a club to have a full written [Constitution and Schedule of Disciplinary Procedures](#).

Updated by Richard Banbury March 2017