

Job Description  
VUBC Unit 547 Club Manager

The Ventura Club Manager shall:

- Report to the Unit Board.
- Attend all Board meetings.
- Act as the primary liaison between the Unit and ACBL
- Keep club in reporting compliance with ACBL rules, regulations and changes.
- Ensure that club players are properly issued masterpoints via ACBL interface reporting through ACBL Live.
- Maintain club game / player statistics thru ACBLscore DBADDs. (Being handled by Josh Rosenbluth)
- Submit monthly game table attendance reports to the Board for Ventura Clubs by day, month and type of game showing year-over-year variation.
- Obtain sanctions for regular Ventura club games each year.
- In concert with the Tournament Coordinator, obtain sanctions for Unit tournaments.
- Obtain sanctions for special club games as needed to include club and Unit championships and STaCS. Provide sanction numbers and instructions where applicable to the director-in-charge of that game.
- Manage the Common Game drop box.
- Distribute Unit Championship games to various clubs in the Unit proportionate to the size of the club, i.e. # of games / week each club holds.
- Distribute Club Championship games throughout the Ventura club per guidance by the Board.
- Submit periodic reports to the Board on use / remaining allocation of special ACBL games such as Unit and Club Championships.
- Maintain VUBC bi-monthly game calendars by collaborating with other club managers of public games in the area.
- Maintain the Unit's game schedule information sheet.
- Coordinate club ACBL billing / fees with Unit. Treasurer.
- Manage and facilitate on-line BBO Virtual Games.

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations  
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. ACBL Club Director's Handbook  
<http://web2.acbl.org/documentlibrary/clubs/cdhandbook.pdf>
3. ACBL Club Manager's Handbook  
<https://web2.acbl.org/documentlibrary/clubs/ClubManagersHandbook.pdf>
4. VUBC articles, written by Bob Gruber on Club Management Procedures  
Files located on VUBC Website or VUBC drop box.