

CBC Manager Job Requirements

v3 - 3/30/17

The CBC Manager reports to the CBA Board and is the first point of contact for all issues related to the facility of the Cincinnati Bridge Center. The CBC Manager will work with others to find and resolve issues. These include, but are not limited to the below items.

- 1) Special game sanctions** - The Manager will work with Club Managers within the Unit to obtain sanctions for special ACBL games (e.g., special Club games, Special Fund games, Instant Matchpoint game, Charity games, Foundation games, etc.), and may obtain similar sanctions for CBA-sanctioned games. The Manager will ensure that tournament sanctions at the CBC are obtained on a timely basis.
- 2) Technology** - The Manager will work with CBC Club Managers to implement new equipment and technologies in all CBC games as well as maintaining licenses for our current software. The CBC Manager will also be responsible for monitoring the cincybridge124@gmail Inbox and answering/directing to the appropriate person. The Manager will provide technical assistance to the CBC Club Managers and Directors with technical issues and problems, including use of ACBL Score.
- 3) Communication** - The Manager will act as a liaison among the CBA Board, CBC Club Managers, CBC Directors, and the CBA Webmaster. Special attention will be paid to Unit member partnership needs and opportunities.
- 4) Policy Implementation** - The Manager will help to implement written CBA policies and procedures relating to CBC club games, including, but not limited to, table fee payments, free play reporting, recordkeeping, behavior issues, and building security and maintenance.
- 5) Unit Wide game coordination** - When possible and as time allows, the Manager will explore Unitwide game opportunities and coordinate these games among Club Managers within the Unit.
- 6) Cancellation of Games** - If a game needs to be cancelled for any reason (including weather), the CBC Manager will be contacted by the Club Manager/Director and the CBC Manager will handle getting it posted to the website and/or Facebook page, working with the CBA Webmaster.
- 7) Cleaning Committee** - The CBC Manager works with the Cleaning Committee to provide any needed feedback and scheduling to the CBC Cleaning provider.
- 8) Maintenance** – The CBC Manager is the single point of contact for any CBC maintenance issues.
- 9) Coded Door Entry to CBC.** The CBC Manager is responsible for managing and reporting on CBC access. CBC Manager is not responsible for deciding who is to be given door codes.

The CBC Manager role does not include

- Financial decisions relating to the CBC, the property, or supplies.

- Interfering or the appearance of interfering with the operation of the duly sanctioned ACBL game whose sanction is not owned by Unit 124
- Capital purchases or site improvements without Board authorization
- Apportioning the use of the CBC for bridge related events without Board or Board Committee Authorization
- Any Unit Role already defined by Unit Committees and role definitions.

Minimum of quarterly updates with the CBA Board. CBC Manager is invited to attend all regularly scheduled Board meetings.