



# **The ACBL Club Director's Handbook**





## Dear Prospective Club Director:

Thank you for your interest in becoming an ACBL club director.

The information in this manual will assist you in both passing the ACBL Club Director Test and running local club games.

If you want to take the Club Director Test for certification, you will need to contact a unit official to make the necessary arrangements. The unit will appoint a monitor for you and notify the ACBL of the person selected. Your monitor will receive the Club Director Test and instructions for administering it. You may also take the ACBL's Club Director Course offered at each North American Bridge Championships and some regional tournaments.

The test includes questions about Mitchell and Howell movements, the Laws, the most frequent rulings and ACBLscore commands. The average time to complete the test is three hours.

Please familiarize yourself with ACBL's website ([www.acbl.org](http://www.acbl.org)). The material in this manual is updated there, and it is your responsibility to have the latest information. Chapters 4 and 5 of the ACBL Handbook of Rules and Regulations are revised annually (<http://web5.acbl.org/about-acbl/administration/acbl-handbook/>).

Information on board regulations is sent to all club managers in the Club Managers Newsletter three times a year and posted here: [http://web5.acbl.org/clubs\\_page/club-administration/resources-and-forms/](http://web5.acbl.org/clubs_page/club-administration/resources-and-forms/).

We suggest that you obtain a hard copy of Duplicate Decisions or download it from the website (<http://www.acbl.org/assets/documents/clubs/Duplicate-Decisions-2008.pdf>). Duplicate Decisions presents the laws in everyday language and will help you make good rulings. Using ACBLscore will allow you to run the best possible games and offer outstanding service to your players.

If you have any questions or suggestions for improving the Club Director's Handbook, please direct them to [directorcourses@acbl.org](mailto:directorcourses@acbl.org).

Good luck! We hope you enjoy many pleasant years of directing a club.





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