

Caddy Duties

Denver Regional

Head Caddy

The duties of the Head Caddy include the following:

1. Assist in recruiting and scheduling caddies prior to the tournament based on the number of caddies needed per session as determined by the Director In Charge (DIC) and the Caddy Master.
2. Be available for all tournament sessions, preferably in person, or if not, nearby and reachable via phone.
3. Work with the DIC each day to determine the room assignments for each scheduled caddy.
4. If possible, introduce the caddy that will be working each event to the director in charge of the event.
5. Perform training as needed prior to the schedule session for a caddy without prior experience.
6. Ensure that each caddy signs in prior to their scheduled sessions.
7. Ensure that all cleanup tasks following each session are performed.
8. Perform caddy duties as required, either as assigned or to substitute when a scheduled caddy is not available.
9. Assist the Caddy Master in coordinating snacks for the caddy room.

All Caddies

The following is a list of general caddy responsibilities:

1. Caddies should wear identifying uniforms (aprons) and name tags with their first name.
2. Caddies should wear clean, neat and casual clothes with appropriate shoes.
3. Caddies should report to work at least 15 minutes before game time.
4. Caddies are not allowed to bring a friend who is not also working as a caddy.
5. Sign in on arrival and sign out daily after the last session assigned to you. Turn in your apron and name tag at the end of each day.
6. Report to the Head Caddy for your assignment.
7. At the start of each session, caddy duties may include the following:
 - Assist in setting up tables, chairs, stanchions, machines, bidding boxes, movement cards, etc., as needed.
 - Assist in distributing pickup slips, scoring devices, or other forms as needed.
 - After game starts, pick up entry forms, **BY SECTION, IN TABLE ORDER**, and give to director.
8. Caddies must stay close to their sections at all times.
9. When not performing caddy duties, sit quietly.
10. Caddies must ensure that their cell phone is on silent mode. Phone calls should not be made

or answered while in the playing area during the game. If an emergency occurs, the caddy should leave the playing area to handle the call.

11. Snacks must be confined to the caddy room. Do not go into the playing area with food, but water and soft drinks are allowed.
12. If there are any problems with bridge players, do NOT try to handle the situation by yourself. Go to the Caddy Master, a tournament director, or any ACBL staff member for assistance. Never get into an argument with a player.
13. Consumption of liquor or drugs will not be tolerated.
14. Caddies are not allowed to enter hospitality suites arranged for tournament players.
15. During team events caddies should be attentive and courteous, and should move boards to each table as quietly as possible. An astute caddy may notice which boards are ready to move before they are called. One suggestion for expediting movement of boards is to have the North player place the played boards against the left leg of the table. The caddy can then move those boards to the appropriate table, placing them against the North player's right table leg without any disturbance to the players.
16. Caddies should clean up any spills that occur as soon as possible, to prevent accidents.
17. Be alert for caddy calls to assist players in minor "emergencies," e.g., getting a pencil or some more scoring slips, or a spill, and assist as well as you can.
18. Empty trash cans and replace liners as necessary. The hotel staff is responsible for emptying trash cans at the end of the day, however.
19. Caddies may be asked by the tournament committee to distribute table gifts and other tasks.
20. Caddies may be asked by the Head Caddy or Caddy Master to do other chores, such as clean up or go get a tournament director if needed.
21. Caddies are paid extra for assisting with cleanup after the last session of the tournament. Cleanup duties include the following:
 - Assist in collecting pencils and unused forms, bidding boxes, movement cards, etc.
 - Put movement cards in order.
 - Assist in folding tables and getting them ready to return to storage.