



General

The Tournament Hands Coordinator manages Unit 431's Bridgesorter hardware, software, and inventory of boards and cards. The position may recruit and train volunteers to assist in the duplication of boards for all Unit 431 events as needed.

Specific Tasks

1. The Coordinator becomes knowledgeable regarding the use and maintenance of the Bridgesorter, computer and computer program required for hand duplication.
2. The position works closely with the Unit 431 Tournament Coordinator to ensure all unit venues are provided with duplicate boards and hand records.
3. The Coordinator may recruit and train up to three volunteer assistants from the Unit 431 Board of Directors or members, to work as a team to duplicate boards and ensure hand records are produced securely.
4. The position is responsible for the maintenance and replacement of duplicate board and supplies as required and reports to the Unit President.

Other tasks

As assigned by the Unit 431 President from time to time.