

Introduction

This Club Management Handbook has been created to bring together in one place all the available useful information and advice for those who are involved in the running of an EBU affiliated bridge club in England. We are assuming a typical bridge club administered by and for its members, although much of the material will also be of value to clubs run by an owner or a dedicated club manager.

Would you like to know why that bridge club down the road is so successful? Each club is unique in its own way, and there can be many different reasons for success. Nevertheless there is a core of 'best practice' which can help every club run more smoothly and effectively to the benefit of all of its members. Alongside this there are a number of ideas and techniques that can help in attracting and retaining members.

This Handbook should help you to introduce 'best practice' into the running of your club. Not all the ideas will be applicable to all clubs, but our aim in preparing this Handbook has been to help your club thrive and prosper, and we hope you will find it a valuable reference resource. This Handbook is not here to tell you how to run your bridge club, but is designed as something that you can 'dip into' whenever you need information or ideas about running your club.

In order to keep down costs and facilitate future updates the Handbook is being produced as an online publication only, which EBU club administrators may access on the EBU website.

The Internet is nowadays the source of much valuable information. Wherever we have found it appropriate, we have included clickable links (highlighted in blue and underlined) to such information. Please bear in mind that organisations often have to re-arrange their websites and move particular pages, so such hyperlinks can easily become out-of-date. If a hyperlink is not working, please inform us.

We welcome improvements and ideas for inclusion in this work. If you have a suggestion or contribution, please email the EBU Club Liaison Officer, on club@ebu.co.uk.

The Handbook is aimed primarily at established clubs. Anyone considering setting up a new bridge club should, in the first instance, contact the Club Liaison Officer on club@ebu.co.uk who will be able to provide advice and guidance including any relevant documentation.

Interesting articles and ideas for our clubs are also featured in the EBU online *Club Management Focus (CMF)* newsletter specially tailored for club administrators. If you would like to be added to the mailing list for *CMF* notifications, please email the EBU Communications Officer, on comms@ebu.co.uk.

The EBU extends its sincere thanks to Krysztof Kazmierczak for his sustained effort and commitment in producing this lengthy work.

The information herein has been obtained from many sources, and advice is based on the experience of many successful bridge administrators. We are grateful to all of them for sharing their expertise with us over the years. While much of the advice is no longer attributable to particular individuals, the following have made significant contributions, and without them this Handbook would be much the poorer:

Mike Amos, Max Bavin, Matt Betts, Sally Bugden, Kay Carter, Michael Clark, Karen Durrell, Margaret Eddleston, Tom Garrett, Suzanne Gill, Barbara Herold, Mike Hill, Sue Humphris, Graham Jepson, Peter Jordan, Eileen Maunder, Lesley Millet, Ian Mitchell, Gail Nancarrow, Sandra Nicholson, Gordon Rainsford, Satish Panchamia, Gill Pain, John Pain, Colin Porch, Christopher Sheppard, Erica Sheppard, Dennis Valtisari, Bridget Watson and Bob Whiting.