## Caddy Chair

**caddies@denverbridge.org**

* Determine number of caddies needed for each type of tournament
* 2 IN Tournaments, 4 Sectionals and 1 Regional each year
* Create a list of potential caddies
* Contact information
* Email, telephone number
* If minor, responsible adult contact information also
* Recruit caddies for the tournament
* Reach out to responsible person for caddies prior to the tournament
* Time to arrive and what time tournament will be over
* Tournament location
* Pay rate per session
* Identify number of sessions needed
* Arrange rides, if needed
* Get cash from Treasurer and pay at end of assignment
* Make sure minor caddies have a ride home and stay until the ride arrives

**Caddy duties**

* Pick up entries and arrange in numeric order by section
* Moving boards in team games
* Pick up trash
* Empty trash at the end of each day
* Arrange tables
* Clean up spills during tournament
* At end of tournament, help put away tables, bidding boxes and supplies

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| **Author/Revised by** | **Date** |
| Paul Perkowski | March 30, 2023 |
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