

# Regular & Bid Euchre Guidelines

Updated September 2024

The following are the basic guidelines for convening Regular Euchre and Bid Euchre.

## **Maintaining a List of Interested Members**

Maintain a list of active members that are interested in your activity. This list is used when requesting hostesses. It can also be used if a hostess must bow out or is short players.

## **Obtaining Hostesses**

See above. A sign-up sheet can be brought to the activities for the attendees to sign up for empty hostess slots.

## **Newsletter Submission**

The newsletter coordinator sends an email to the convenors on the 1<sup>st</sup> of the month requesting their activity information by the 10<sup>th</sup>. This is for the following months activity, i.e. on Sept 10<sup>th</sup> you send in information for your October activity dates.

## **Submission example:**

BID EUCHRE – 2<sup>nd</sup> Monday at 1pm

Date:

Hostess# 1: <name & address>

# of people:

Hostess# 2: <name & address>

# of people:

RSVP: <convenor name, email & phone#>

Let the convenor know in which home you would like to play. When the hostess's location is full you will be put on a wait list in case of cancellations.

EURCHE – 4<sup>th</sup> Friday at 1pm

Date:

Hostess# 1: <name & address>

# of people:

Hostess# 2: <name & address>

# of people:

RSVP: <convenor name, email & phone#>

Let the convenor know in which home you would like to play. When the hostess's location is full you will be put on a wait list in case of cancellations.

## **Member Requests**

The requests are 'first come first serve'. Upon receipt of the members' request send a response advising if they are confirmed to attend or on a wait list. If there is space with the other hostess offer them that choice.

## **Re-Confirming Attendance**

7-10 days before the activity send an email to the players reconfirming their attendance. If there are cancellations, you can fill them from your wait list. If you do not have a wait list, you can email your active members group to see if someone is available to play.

**Hostess Communication**

5 days before the activity email the hostesses with the confirmed and final names of the members that will be coming to their home.

**Tracking Attendance for Submission to Convenor Coordinator**

Maintain a monthly attendance tracking document. It is to include the number of people attending and the number of people on the waitlist. The attendee names are not required. This will be requested by the Convenor Coordinator every few months. It allows her to track activities that may need a boost due to low attendance. It also shows you if there is an opportunity to add additional hostesses.