



Reminders for QBA Directors and Clubs

Please be aware of the following advice to all club secretaries and congress, state and national directors:

- Clubs are responsible for paying their table levies to the QBA. Printing an invoice from *Compscore 2* will make this easier for them.
- Entry forms for QBA events should not be posted on the website without being sighted by the director. Clubs are required by regulation to send entry forms to the director first.
- The congress convenor should have a stand-by pair/team available to accommodate late arrivals, unexpected arrivals and no-shows.
- Hand records should be printed prior to the start of the event.
- Directors should be able to rely on a club's internet connection however a few recent episodes suggest that directors do well to have their own device. A *dongle* - USB or Wi-fi – should work well or you can use your mobile phone hotspot.
- Relying on other club equipment eg computers and printers can also be problematic. Consider using your own if at all practicable.
- *Windows 10* updates (in particular) have earned a reputation for shutting down events. It's not just a matter of waiting for the updating process to end. Sometimes settings get inexplicably changed without the director's knowledge. These hidden changes can occasionally stop events from re-starting. It was recommended at the recent Australian Bridge Directors' Association [ABDA] seminar that clubs and directors seriously consider turning off all automatic updates on scoring computers.
- It is preferable for scores to be posted to the QBA website match by match if the director has the time, but certainly prior to 11pm at the end of the event and also each night prior to 11pm in the case of 2-day or longer events. The results of the morning session should be posted by 2pm on the same day. Putting the *Compscore 2* preliminary text file with the link to *Bridge Australia* [www.qld.bridgeasutralia.org] onto the QBA website prior to the event works well.
- Membership of the ABDA is strongly recommended.



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