



# QUEENSLAND BRIDGE ASSOCIATION INC

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20 June 2023

## WELCOME NOTE AND HELPFUL HINTS FOR INCOMING SECRETARIES

Welcome to the team.

What I have tried to do is set up a package which may be helpful to new secretaries. I put all useful information on the secretaries page.

<https://qldbriidge.com.au/club-secretaries>

## CORRESPONDENCE

All correspondence to the QBA is to be directed via the Manager at the above addresses. The only exception is that club masterpoint secretaries can deal directly with the State Masterpoint Secretary on masterpoint matters.

## COMMUNICATION

### Oral

I can be contacted most days from 8.00 am to 8.00 pm 7 days a week. Normally the phone is switched to my mobile if I am not in the office. Please leave a message and I will get back to you when I can. Emails are always answered promptly so send an email if message is urgent. If I do not respond to an email with some sort of acknowledgement I did not receive it.

### Written

Most clubs will receive some form of written communication from me via email once a month. Please do not hesitate to contact me for any reason.

### Communication directly with the ABF

Unless directed by the QBA no correspondence is to go directly to the ABF. The ABF expects the QBA to make some notation or covering note with all correspondence to them. The ABF will send all correspondence not going via the State body directly back to the writer.

## STATIONERY

We sell a few bridge items. We are not in the business of making a profit. We sell the stationery and organise printing so that costs can be kept to a minimum to you, the bridge club. Price Lists are available at all times on the secretary's page. Any quantities can be purchased. Country Clubs should try to order stationery when the goods can be picked up personally to save postage and courier costs. I will organise stationery to be picked up at the Gold Coast Congress and Brisbane events if you have members attending. If you or a member is holidaying down in Brisbane, arrangements can be made to avoid the horrendous postage and courier costs. We use the cheapest way of getting parcels to you.

### INTERNET/EMAIL

Our Email address is [manager@qldbridge.com.au](mailto:manager@qldbridge.com.au). Our web site is <https://qldbridge.com.au/>. We have a dedicated Club Secretaries page, if you wish anything to be added to this page, make contact with me.

### INVOICES MONTHLY

Clubs are now invoiced by the QBA monthly for subscription levies.

### CONGRESS LEVIES

It is the clubs' responsibility to ensure that these levies are paid. At present the charge is \$1.50 (GST inclusive) per table per session. The QBA does not bill for these levies. Congress Levies must be direct deposited or forwarded to the QBA. If levies are not paid masterpoints will not be awarded to the event. The Director should provide you with an invoice to be paid.

### ZONES

The State is divided into Zones and clubs will be allocated to Zones where practical. Each Zone is guided by a Zonal Committee which is made up of delegates from each club in the Zone. The number of Zonal delegates each club is entitled to is dependent on the number of home club members in that club, using the following formula:

No of home Club Members	No of Zonal delegates
1-150	1
151-300	2
301-450	3
451+	4

The zonal delegate should be ratified at the AGM of the club, and a Zone Secretary (who acts as Chairman of the Zonal Committee) appointed at a zone meeting. Notification of the Zonal delegates and Zonal Secretary must be sent to the QBA after every Annual General Meeting.

The Zonal Committees are responsible for running the Zonal trials for travel subsidies to the Qld Pairs and Teams Championship, and setting up the format of the running of the Knock-Out Teams (GNOT) within the Zone. Zones may also conduct Zone Championships and inter-club events.

Zonal Subsidies to zones are paid by per member of the zone as at June 30 each year. The subsidies vary with travel distances.

### CHANGES TO CONSTITUTION

No changes to your constitution can be made without prior approval from the QBA.

## CHANGES TO COMMITTEE/MANAGEMENT ETC

All changes to committee must be advised as soon as possible after the Annual General Meeting or Special Meeting.

It is the club secretary's duty to advise the following updated information; venue; times of play and type of session e.g. duplicate, supervised etc; secretary's home contact number and address; treasurer's home contact number and address; and president's home contact number and address as they change.

## MEETINGS

There are 2 council meetings a year and these are listed on the Calendar. The meetings are held via zoom. A delegate from each club is encouraged.

## BULLETINS

We publish 4 electronic bulletins a year. Information from clubs to our bulletin editor is published free however advertisements have to be paid for. If your club produces a newsletter it would be nice to receive a copy. Clubs are encouraged to contribute to our bulletins.

## CALENDAR

In March/April of each year we ask all clubs to apply for their congress dates. All red masterpoint congresses must be applied for - no exceptions. No changes except cancellations will be approved after the Final Version has been accepted.

## CLUB MEMBERSHIP BOOKS

It would be appreciated if clubs would send their membership booklets when printed.

## YOUTH

We are always interested in our youth. Please provide me with names, ages and addresses of any youth in your club and I will advise our Youth Officer – Michael Gearing.

## NOVICE CO-ORDINATOR

Stephen Bennett is our Novice Co-ordinator – his details are on the website under contacts.

## QBA POLICIES

All QBA policies are published on the Website.

<https://qldbridge.com.au/wp-content/uploads/2023/04/2023-04-07-policies.pdf>

## CONGRESS ENTRY FORMS and LIST OF ENTRIES

A copy of all congress entry forms must be sent to our Webmaster for approval prior to distribution internally or externally to other clubs. State event entry forms must also have

the approval of the Tournament Committee Chair. All entry forms and list of entries MUST be published on our website and the webmaster will see that approved entry forms will be uploaded to website. Congress entry forms MUST be sent to the Director prior to the event.

### DIRECTORS FOR CONGRESSES

Directors should be appointed for your Congresses on an annual basis – as a courtesy. Please do not assume that it will always be the same director with the same fee.

### GENERAL

An important rule to remember is that the QBA and ABF require all members of your club to pay affiliation/capitation fees.

A handwritten signature in black ink that reads "K Ellaway". The signature is written in a cursive style with a large, stylized 'K'.

Kim Ellaway  
Manager