



QUEENSLAND BRIDGE ASSOCIATION INC

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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 secretary's page.

<https://qldbridge.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 and National 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. Please leave a message if phone not answered 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 fortnight. 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 can provide boards (dealt or undealt) and hand records and the dealing of such. Ample notice must be given if required and of course at a cost.

INTERNET/EMAIL

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

INVOICES MONTHLY

Clubs are 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 Director of the event should provide you with an invoice to be paid. The QBA does not bill for these levies. Congress Levies must be direct deposited or forwarded to the QBA.

CHANGES TO CONSTITUTION

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

CHANGES TO COMMITTEE/MANAGEMENT SESSIONS ETC

All changes to committee and session times must be advised as soon as possible after they are made.

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 mobile number; treasurer's mobile number; and president's mobile number as they change.

MEETINGS

There are 2 council meetings a year and these are listed on the Calendar. The meetings are held via zoom. At least one delegate from each club is encouraged. There should be no reason these days that your club is not represented by a member of your current committee.

BULLETINS

We publish 4 electronic bulletins a year. Information from clubs to our bulletin editor is published free however advertisements must 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

Eve Sirigos is our Novice Co-ordinator – her details are on the website under contacts.

QBA POLICIES

All QBA policies are published on the Website on the Secretaries page.

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 or publishing on myABF sites. 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 initial "K".

Kim Ellaway
Manager