



# QUEENSLAND BRIDGE ASSOCIATION INC

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MEMORANDUM TO SECRETARIES – red indicates updated since last months memo or I am trying to reiterate important details

1. To enable you to easily locate the Secretaries page on the website, we have placed a link in the menu on the left hand side of the home page. Just click on Club Secretaries. Please note all the forms required from the Office of Fair Trading can be located on this page. If there is anything you would like to see added to these pages, please write me an email.
2. To enable you to easily locate the Zonal rules, we have placed a link in the menu on the left hand side of the home page. Just click on Zones and then click on the appropriate zone. **2010 zonal dates should be on the website, please ensure you have given details to your zonal secretary**
3. As you all know, we have changed the club pages so that those clubs with web pages do not have to update our pages – we have linked the clubs web page to the QBAs directory and this seems to be working well. For those clubs without their own website, please ensure and keep ensuring that the details are kept update.
4. Please advise me when any Committee positions change within your club. For those clubs who are incorporated and that is 90% of you, please do not forget to advise the Office of Fair Trading about the changes, there are big fines for those who forget. This does not apply to those clubs who are companies – also update your details on the website.
5. **Please don't forget to send me a courtesy copy of your membership booklet when reprinted for the New Year.**
6. Please note that no leniency will be given to clubs who make mistakes with club membership with the ABF unless it is an ABF or QBA error **please also note that no leniency will be given by the ABF from 1<sup>st</sup> January 2010.**
7. Newspaper Articles – please send all bridge articles from your local paper.
8. Youth – please advise if you have any players under the age of 30 playing at your club –
9. Please don't forget to write articles for our QBA Bulletin. I can only write the Clubs Information bit in the QBA Bulletin by clubs supplying me information so if you want Sponsors thanked in the bulletin or something special mentioned, send me the clubs newsletter or a special email stating what it is.
10. Phil **the Bulletin Editor** appreciates all articles especially those reporting on a recent congress – don't forget to include a hand.
11. Please do not contact the ABF direct without approval, please go via the correct channels which are via me. The ABF will not answer direct enquiries this also means **GNP and GNOT** enquiries.
12. Entry forms for congresses appear on the website. Please ensure approved entry forms are sent to the webmasters. Please ensure that list of entries also appear on the QBA website. Please also ensure that the director appointed for your congress puts results of your congress up on the website in a timely manner. If your entry form is ready 6 months prior to the event, feel free to send it to the Masterpoint Secretary for approval – The Masterpoint Secretary organises for the approved entry form to be uploaded. I regularly check and advise clubs who are negligent with putting entry forms up or List of Entrants. A list of Entries on your clubs home page is not sufficient.
13. QBA Events – please market these on behalf of the QBA – **Senior Teams and Selection Trials and of course the Gold Coast Congress** are upcoming events – **entry forms are available on website as soon as they are approved.**
14. If you write requesting stationery, labels or advice by email and I do not acknowledge your email, it will certainly mean that I did not receive the email as I acknowledge all emails. **We now stock the 2007 Law books**
15. **QBA Membership fees for 2010 will remain at \$11.00 and the ABF levy will remain at \$12.00.**

16. Obituaries – all clubs are welcome to use this page. If you believe a member's obituary should appear on our web page, please send it to me and I will organise its placement. We have criteria for members to appear on QBA profiles but clubs can request that a prominent member be placed on the Obituary page.
17. Next Management Meeting February 18 – Next Council Meeting is also AGM – March 25
18. The ABF Marketing and Teaching subsidy has been approved so if your club is marketing bridge, please advise and I will see what subsidy we can give you.
19. QBA are now selling wallets and I have restocked the white plastic card holders for disabled players.
20. The updated Calendar can always be found on the front page of the website.
21. We no longer sell traveling score sheets however I have found a supplier and will advise those clubs who wish to purchase them.
22. Youth Fundraiser – please market on the QBA's and Andy Hungs behalf – any donations directly to me.
23. Bridge for Brains – those clubs participating are published on QBA Website with dates and time of session – over \$20,000 raised last year.
24. Certificate of Currency 2010 available on ABF Website



**Kim Ellaway**  
Manager