



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. If your zone is missing data, please advise your zonal secretary to update the page. Clubs – there seems to be a lot missing from these pages – please give all data 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. **This time of year sees the committee changing personnel due to AGM's etc – a random check of websites from me noted that some clubs were being tardy with updates – also I sent a visitor to a club with a Sunday session only to find the club did not and has not run a Sunday session for months however on the website, it clearly states that they do – please check all information on your website or the website we have for you under affiliated clubs. If you have a website which is not linked, please advise.**
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 our 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.
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 appreciates all articles especially those reporting on a recent congress with a hand included.
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 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. **The month of November/December had all entry forms available to download.** A list of Entries on your home page is not sufficient.
13. QBA Events – please market these on behalf of the QBA – **Senior Pairs hosted by QBA at QCBC, and the Individual hosted by QBA** are upcoming events –entry forms if not already available .

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.
15. QBA Membership fees for 2010 will remain at \$11.00.
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 Council Meeting December 3rd. Next Management Meeting January 7
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. 2010 Calendar approved at last meeting and is available in pdf format on our home page or via the online site.
21. We no longer sell travelling score sheets however I have found a supplier and will advise those clubs who wish to purchase them.
22. Gold Coast Entry form is available to download. Hard copies forwarded to all Queensland Clubs – if you wish more, please ask.
23. Queensland Wide Pairs material will be forwarded this weekend.
24. Teachers Seminar will be held in Brisbane on February 6. We will assist clubs send their teacher to this day to be conducted by Joan Butts – information below

The course is free, and QBA sponsored. It will upgrade your Bridge Teaching skills. The programme is designed for people who are interested in becoming bridge teachers as well as those already involved in teaching or supervising. It is essential for people to have such a qualification before undertaking the bridge teaching.

Learn to use the latest technology (this includes online lessons), and the methodology of teaching at all levels, from beginner to advanced.

The course will be conducted by Joan Butts and subsidised by the QBA for players in all registered Queensland clubs **IF YOUR CLUB TEACHER IS INTERESTED IN ATTENDING AND YOU ARE A CLUB THAT NEEDS TO FLY TO BRISBANE TO ATTEND, PLEASE ADVISE ASAP SO THAT WE CAN OBTAIN SOME OF THE CHEAP AIRFARES THAT ARE AROUND. IT WOULD MEAN A COMMITMENT BY THE TEACHER TO ATTEND THE SEMINAR. I WILL NEED NAMES AND DESIRED TRAVEL TIMES.**



Kim Ellaway
Manager