



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. Please check the website secretaries page www.qldbriidge.com – click on affiliated clubs, then at the top on the left hand side are options – secretaries page will have all my memos and information sheets.

CORRESPONDENCE

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

COMMUNICATION

Oral

I can be contacted most days from 8.00 am to 8.00 pm 7 days a week. If I am not home, the answering service is switched on. Please leave a message as the phone call is paid by you once you hear my voice so leave a message and I will get back to you as soon as possible. On urgent matters I can be contacted by Mobile on 0412 064903. If I am away for more than 10 hours from the office I usually divert all telephone calls to my mobile which has voice mail. The cost of the diversion will be charged to the QBA not the caller. The QBA has a dedicated fax machine and faxes can be sent 24 hours a day on the number indicated above.

Written

Most clubs will receive some form of written communication from me once a month.

Please do not hesitate to contact me for any reason.

STATIONERY

We sell a few bridge items. We are not in the business to make a profit. We sell the stationery and organise printing so that costs can be kept to a minimum to you the bridge club. I send out a price list at the beginning of the year and throughout the year advise of any new stocks or prices. Any quantities can be purchased. Country Clubs should try to order stationery when the goods can be picked up personally to save postage costs. I will organise stationery to be picked up at the Gold Coast Congress and the Queensland Teams and Pairs if you have members attending. If you or a member are holidaying down in Brisbane arrangements will be made to avoid the horrendous postage costs.

COMMUNICATING DIRECTLY WITH THE ABF

Unless directed by the QBA no correspondence is to go directly to the ABF. The ABF expect the QBA to make some notation or covering note with all correspondence to the ABF.

QUEENSLAND WIDE PAIRS

This is the only event we directly organise. In November I send to all secretaries sufficient hand records for all participants and a hand record for the hand setter. Upon request, we can send the hand records via email or on disc to suit dealing machines. Results are sent out as soon as possible. To those clubs who receive hand records and subsequently do not play in the event will be charged \$22.00.

INTERNET/EMAIL

Our Email address is manager@qldbridge.com. Please advise if you have an Email address. Our web site www.qldbridge.com is improving every day and is worth a look.

QUARTERLY RETURNS

Clubs are now invoiced by the QBA for subscription levies in the first week of April, July, October and January.

CONGRESS LEVIES

It is the clubs responsibility to ensure that these levies are paid. At present the charge is \$1.10 (GST inclusive) per table per session. The QBA does not bill for these levies. Congress Levies must be forwarded with the results to the State Masterpoint Secretary. If levies are not paid masterpoints will not be awarded to the event.

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 must be voted 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 should 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 within the Zone. Zones may also conduct Zone Championships

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.

Club Data – this now appears on the web site – it is the clubs responsibility to ensure its correctness. All changes must go through me or the relevant section on the website..

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 6 council meetings a year and these are stated on the Calendar. Club secretary's receive the minutes within 2 weeks after the meeting. Two weeks prior to the next meeting the clubs receive handouts and agendas. Delegates receive the one package of minutes and agendas. This does not apply if you are on email. Delegates and clubs receive information as it comes.

If your club has something to bring up at the meeting, it would be polite to advise your delegate. All change of delegate details must be advised immediately.

BULLETINS

We publish 6 bulletins a year. I send bulletins to clubs within 2 weeks of the QBA meetings and in some cases have local bridge players deliver the bulletins to congresses. 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 for our files. Clubs are encouraged to contribute to newsletters.

CALENDAR

In May of each year we ask all clubs to apply for their congresses. All red masterpoint congresses must be applied for - no exceptions. Any changes to the final version of the calendar will have to be approved by the QBA Council and approval is not automatic. It would be appreciated if clubs would send their annual calendar of events (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 Coordinator.

CONGRESS ENTRY FORMS

A copy of all congress entry forms must be sent to our State Masterpoint Secretary for approval prior to distribution internally or externally to other clubs. I only need to receive State Events Entry forms e.g. Women's Pairs, State Teams etc. State event entry forms must also have the approval of the Chairman, Tournament Committee.

LABELS FOR BRIDGE CLUBS IN QLD

As I am the only person who has the current information on clubs addresses, the QBA offer a service to clubs of free address labels however I need 48 hours notice of your requirement.



Kim Ellaway
Manager