

INFORMATION FOR NEW CLUBS, RE-ELECTED CLUB SECRETARIES, PROPRIETORS AND CLUB MANAGERS 2023

This document contains a summary of useful information, policies and procedures which will assist you in your role. Bridge Victoria updates and issues this document annually. All webpages and email contacts are hotlinks for your convenience.

Information updates for club secretaries, including this document, can be found on the Bridge Victoria website "club notices" page: <https://bridgevictoria.au/documents/club-notice/>

The Bridge Victoria website "Document Library" section (<https://bridgevictoria.au/documents/>) also contains other useful material that you may require as a club secretary, and other Bridge Victoria policy documents which you may need to refer to from time to time.

COMMUNICATION WITH BRIDGE VICTORIA

Most correspondence to Bridge Victoria should be directed via the State Manager, manager@bridgevictoria.au or the Chair, chair@bridgevictoria.au.

Other relevant contacts are:

- Bridge Victoria – Chair: Colin Jasper, chair@bridgevictoria.au.
- Masterpoint matters: State Masterpoint Secretary: David Beckett, mpsecretary@bridgevictoria.au
- Directing matters: State Director Laurie Kelso director@bridgevictoria.au
- Match & Tournament: MTC Chair Jenny Thompson, mtc@bridgevictoria.au
- Bridge Victoria Bulletin: Chris Hughes, editor@bridgevictoria.au
- Accounts: Neil Ewart; email: accounts@vba.asn.au
- Treasurer: Kim Hoff, email; treasurer@vba.asn.au

The Bridge Victoria web site is www.bridgevictoria.au

COMMUNICATING DIRECTLY WITH THE AUSTRALIAN BRIDGE FEDERATION (ABF)

Unless directed by Bridge Victoria, no correspondence should be sent directly to the ABF. The ABF expect Bridge Victoria to provide a covering note with all correspondence to the ABF. The ABF will typically return any correspondence not directed via the state body directly back to the writer. An exception is correspondence with the Masterpoint Secretary.

Key ABF contacts:

ABF Masterpoint Centre: David Weston; masterpoints@abf.com.au; 02 9683 4321

ABF Secretariat: Jane Rasmussen; secretariat@abf.com.au; 02 6239 2265

CAPITATION FEES

Bridge Victoria and the ABF require all members to pay annual capitation fees through their home club. Clubs will be invoiced their capitation fee, based on ABF Census data at March 31st, 2023, in early April 2023. The capitation fee for 2023 is payable by May 31st, 2023. Please refer to Capitation Fees Document for current fee structures.

Bridge Victoria has adopted the ABF Masterpoint Centre late payment policy and will charge a fee of 10% per quarter on all invoices overdue by more than 90 days.

CONGRESSES

Clubs are invited to provide submissions for congress dates on a rolling quarterly basis. Bridge Victoria's aim is to help clubs lock in their dates as early as possible. Dates which your club were allocated last year for congresses will typically be available in future years. If your requested date is unavailable, you will be contacted to discuss alternative options.

The congress allocation policy is available on Bridge Victoria's website in the "[Match & Tournament](#)" section of the Bridge Victoria document library.

Congresses are included in the State calendar which is published annually in December and copies are sent to all clubs. Congresses are also shown on the Bridge Victoria website, along with any promotional information your club may wish to have included. **It is the club's responsibility to provide the material** to Bridge Victoria for inclusion on the website.

A copy of all congress entry forms must be sent to the State Director, Laurie Kelso, for approval prior to distribution internally or externally to other clubs. Once approved, a copy of the entry form should be sent to the Bridge Victoria info@bridgevictoria.au for uploading to promote your event.

BRIDGE VICTORIA

A congress organiser's guide has been developed and this is available in the Bridge Victoria Document Library under [Match & Tournament](#)". This details some minimum requirements which must be met in running a congress, as well as many handy hints and tips to consider when running your club's congress.

There are a small number of mandatory requirements that every club running a congress in Victoria must meet which are detailed below for convenience:

- 1 Your congress date must be approved by Bridge Victoria.
- 2 Your congress flyer/entry form must be approved by Bridge Victoria to ensure the proposed format and any specific rules you wish to impose on players comply with state/national guidelines.
- 3 You must use an approved Congress-level director on the day. A list of approved congress directors is available on the Bridge Victoria website, "[Directors](#)".
- 4 You must submit a report at the conclusion of the congress to Bridge Victoria that includes a separate Director's report on the congress. The report forms for Tournament Organiser and Tournament Director are included as Appendix 3 & 4. They are also available under "[Match and Tournament](#)" page of the Bridge Victoria website. Please note that the Tournament Organisers report is optional.
- 5 Masterpoints must be submitted within 30 days of the conclusion of the congress. The ABF will impose a financial penalty on clubs which do not submit points within the specified time limit.

Finally, we would like clubs to send us an article at the conclusion of the congress, with photos, for publication on our website and/or in the monthly Bridge Victoria bulletin.

CHANGES TO CLUB COMMITTEE/MANAGEMENT, ETC

All changes to your club's committee must be advised to Bridge Victoria as soon as possible after your club's Annual General Meeting or Special General Meeting. We prefer this information be communicated by email to the Bridge Victoria (info@bridgevictoria.au).

CLUB DATA

The Bridge Victoria website is a popular source of information for new and existing players. It helps players to locate a club that is convenient for them to play at. Keeping your data accurate is important in ensuring new and visiting players can find you. Your assistance in keeping the website data for your club up to date is essential and appreciated. Please advise Bridge Victoria when changes occur.

The club should also update their club details on the ABF Masterpoint Centre website at abfmasterpoints.com.au.

We will make every effort to ensure updates sent to us are actioned in a timely manner, but we will appreciate a reminder if you find your club's details have not been updated.

BRIDGE VICTORIA BULLETIN

Bridge Victoria publishes 11 bulletins a year (each month except January) on the 1st of each month. The bulletin Editor is Chris Hughes. The bulletin is available in electronic form on the Bridge Victoria website in the document library. Any individual may subscribe to receive the bulletin via the website.

Your club will receive one free half-page ad for its primary congress in the bulletin annually. It is the club's responsibility to provide the copy for this ad to Bridge Victoria by the bulletin copy deadline which is the 25th of each month. Additional advertisements may be purchased if required.

Stories from Affiliated Clubs to the bulletin editor, along with photos, are welcome and if your club produces a newsletter, we would appreciate a copy for the Bridge Victoria files.

YOUTH BRIDGE

Youth bridge players receive free membership of the ABF as part of the Youth Players Club. Development of youth players is an important part of the future of bridge. Please provide names, ages and addresses of any youth players in your club directly to the ABF via David Weston at masterpoints.abf.com.au and copy to, info@bridgevictoria.au at Bridge Victoria.

DIRECTORS

Director accreditation is managed by the State Director, Laurie Kelso. Information regarding becoming an accredited director is available on the Bridge Victoria website. Should you require further information regarding accreditation of directing staff for your club, please contact Laurie director@bridgevictoria.au for more details.

Support for clubs on directing matters, rulings and other issues is also available from Laurie Kelso.

SCORING SOFTWARE/WEBSITES

Bridge Victoria has developed special website offers for affiliated clubs with two leading bridge software providers. These providers are Bridgewebs and Altosoft. Check out our website [News](#) for more information on these offers.

BRIDGE VICTORIA

FUNDING GRANTS

Bridge Victoria has some funding available to support club development, marketing, teaching and other projects. The policy on applying for grants can be found on Bridge Victoria website on the Resources for Clubs [Club Notices](#) page, or contact our manager at manager@bridgevictoria.au for more information.

Bridge Victoria also provides each of the three regions with a \$250 grant annually to support regional players with participation in state/regional playoffs. Contact our manager at manager@bridgevictoria.au for more information.

Some useful information on Marketing for your club can also be found on Bridge Victoria's website Resources for Clubs Marketing " page. <https://bridgevictoria.au/marketing/>

Bridge Victoria has developed a guide to making Grant submissions from your local council.

INSURANCE

The ABF purchases an annual insurance policy to protect all the volunteer workers at affiliated bridge clubs, and Directors & Officers Insurance. The ABF also has a general policy which covers bridge clubs for public liability and product liability.

Details of these policies and Certificates of Currency are available on the ABF website www.abf.com.au/about-abf/insurances/

TBIB, the national sponsor, also offer competitive insurance for clubs for buildings and items not covered by the generic policies.

TEACHING/DIRECTING/FURTHER EDUCATION

Bridge Victoria will be developing a plan to understand club priorities and develop programs throughout the year to assist clubs in furthering their skills. Information on these programs is available on the Bridge Victoria website and in the bulletin, as well as in circulars sent to your club. Should you have a specific request, please send your request to info@bridgevictoria.au at Bridge Victoria.

NEW CLUB AFFILIATION INFORMATION

Bridge Victoria's affiliation policy is available on Bridge Victoria Website under the [Policies and Regulations](#). New clubs wishing to affiliate with Bridge Victoria should initially contact chair@bridgevictoria.au for information and support with the affiliation process as well as some start up materials to assist new clubs with getting started. The application for affiliation will go to the Bridge Victoria Operating Committee for approval.