



Victorian Bridge Association Limited

ABN 51 004 595 993

INFORMATION FOR NEW AND RE-ELECTED CLUB SECRETARIES, PROPRIETORS AND CLUB MANAGERS 2020

Welcome to new and returning Secretaries, Proprietors and Club Managers. This document contains a summary of useful information, policies and procedures which will assist you in your role. The VBA updates and issues this document annually. All webpages and email contacts are hotlinks for your convenience.

2020 will be a challenging year for all affiliated clubs and the VBA and we have indicated in italics changes that have been made in response to COVID19.

Information updates for club secretaries, including this document, are included on the VBA website "club notices" page: <http://vba.asn.au/documents/club-notices/>

The VBA website "Document Library" section which can be found under the tab "About Us" also contains other useful material that you may require as a club secretary, and other VBA policy documents which you may need to refer to from time to time.

COMMUNICATION WITH THE VBA

Correspondence to the VBA should be directed via the Manager, Andrew Macready-Bryan, at the address below. Our preferred method of communication is email.

Matters will be dealt with by the most relevant person. For example:

- General matters: VBA Manager, Andrew Macready-Bryan; email: info@vba.asn.au
- Masterpoint matters: State Masterpoint Secretary, David Beckett; email: mpsecretary@vba.asn.au.
- Directing matters: State Director Laurie Kelso, email: director@vba.asn.au
- Match & Tournament: MTC Chair Jenny Thompson: mtc@vba.asn.au
- VBA Website: webmaster@vba.asn.au
- VBA Bulletin: Dee Harley; email: dee_harley@hotmail.com
- VBA Accounts: Neil Ewart; email: accounts@vba.asn.au
- VBA Treasurer. Kim Hoff, email; treasurer@vba.asn.au

The VBA phone number is (03) 9530-9006 and FAX is: (03) 9530-9212. Our postal address is: 131 Poath Road, Murrumbeena, Vic 3163

The VBA office is attended Monday, Wednesday and Thursday, 9.00am – 4.30pm. Please leave a message if the phone is unanswered and we will return your call.

The VBA web site is www.vba.asn.au.

Club Secretary Information Sheet; Updated Monday, 1 June 2020

131 Poath Rd, Murrumbeena, Vic 3163

Tel: 03 9530 9006 Fax: 03 9530 9212

Email: info@vba.asn.au

Web: www.vba.asn.au

The VBA is also on Facebook.

COMMUNICATING DIRECTLY WITH THE ABF

Unless directed by the VBA, no correspondence should be sent directly to the ABF. The ABF expect the VBA 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 Master-point Secretary, and from time to time there may be other exceptions.

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

The VBA and ABF require all members to pay annual capitation fees through their home club. For 2020, the VBA capitation fee for each of your home club members is \$11.43 inclusive of GST after application of a 1.9% CPI increase. Clubs will be invoiced their capitation fee, based on ABF Census data at March 31st, 2020, in early April 2020. The capitation fee for 2020 is payable by May 31st, 2020.

In consideration of the disruption that the COVID19 pandemic has caused for both the VBA and member clubs, the VBA offered two timing/discount options for clubs to pay either 80% or 90% of the 2020 VBA Affiliation Fee.

Clubs will be facing cash flow and operational issues as a result of COVID19. Any club, which is not able to commit to either of the two discount options offered, has been asked to contact the Kim Hoff, VBA Treasurer to discuss its situation.

For 2020 the ABF capitation fee is \$16.10 inclusive of GST after application of a 1.9% CPI increase. Affiliated clubs will receive an invoice for your club's ABF capitation fees from the ABF. The ABF Masterpoint Centre will advise you of any ABF fee changes annually.

For clubs that did not collect capitation fees before the COVID19 lockdown, the ABF has offered to delay the Due Date for payment until 90 days after the recommencement of play. The ABF has decided not to apply indexation in 2021.

The VBA 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.

As per the VBA policy for capitation fees, for 2021 a CPI increase will also apply to the VBA capitation fee. In 2021, this increase is expected to be similar to the increase in 2020.

What does the VBA Capitation Fee Fund: Your fee is used to support costs associated with running state bridge. These costs include amongst others:

- Company Officer's Insurance.
- The State Masterpoint Secretary Honorarium.
- The State Director's fees relating to Club Director support.
- The VBA Manager's Salary for the proportion of time spent on State Matters.
- The VBA Bulletin Editor's Honorarium and costs associated with production and distribution of the bulletin.
- Purchasing on behalf of clubs (e.g. both the ABF & VBA purchase important insurances at steep discounts)
- Providing free teacher and director training.
- The proportion of VBA website costs attributable to State Bridge; and
- State bridge marketing and development.
- **Guidance to all affiliated clubs in relation to the COVID19 lockdown.**
- **Offering 14 sessions per week of online bridge on BBO during the COVID19 lockdown period that are available to all members of affiliated clubs in Victoria at no fee. These are run by both volunteer and paid staff.**
- **Guidance to affiliated clubs on safe recommencement of play when permitted under government rules.**
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What does the ABF Capitation Fee Fund?

- Producing the bi-monthly ABF Newsletter (available on-line and in hard copy to clubs).
- Running the ABF Master-point scheme.
- Providing a subscription to the Australian Bridge magazine for every affiliated club.
- Running the Summer Festival of Bridge and GNOC finals.
- Providing teaching and promotion grants to State and Territory Associations.
- Conducting free teacher training and continuing professional development workshops for bridge teachers around Australia.
- Providing bridge teachers with information and support via the ABF website and a monthly bridge teacher's newsletter.
- Conducting the ABF Summer School for newer players.
- Providing marketing advice, assistance and promotional material to interested clubs.
- Issuing a monthly Marketing Update to Club Administrators.
- Conducting marketing workshops for interested regions.
- Administering the James O'Sullivan trust fund.
- Selecting and coaching National teams.
- Arranging nationwide public and management liability insurance cover for all clubs (*cost is passed to the States*).
- Arranging nationwide protection of **all** the voluntary workers who provide services to their State bodies, clubs and tournaments.
- Issuing all new members with an '*Information Kit for New Members*' upon sign-up.
- **Guidance on cessation during the COVID19 crisis and on recommencement of bridge when permitted by government.**
- **Facilitated access to paid on-line bridge through negotiation directly with BBO.**

CONGRESSES

Clubs are invited to provide submissions for congress dates on a rolling quarterly basis. The VBA's aim is to help clubs lock in their dates as early as possible. Dates which your club was 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 the VBA website in the "[Match & Tournament](#)" section of the VBA 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 VBA website, along with any promotional information your club may wish to have included. **It is the club's responsibility to provide the material** to the VBA for inclusion on the website.

There has clearly been a need to cancel congresses during the COVID19 crisis.

The calendar may also be downloaded to your smartphone or Gmail calendar. Instructions on how to do this are available [here](#).

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 VBA webmaster@vba.asn.au for uploading to promote your event.

A congress organiser's guide has been developed and this is available in the VBA Document Library under 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 the VBA.
- 2 Your congress flyer/entry form must be approved by the VBA 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 VBA website on the Victorian Clubs page.
- 4 You must submit a report at the conclusion of the congress to the VBA 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 "[The VBA/Document Library/Match and Tournament](#)" page of the VBA website. Please note that the Tournament Organisers report is optional.
- 5 Master-points 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 VBA bulletin.

CHANGES TO CLUB COMMITTEE/MANAGEMENT, ETC

All changes to your club's committee must be advised to the VBA 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 VBA Secretary.

Club Data:

The VBA 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 the VBA when changes occur to contact details or session times. Updates to the website typically occur within 2 weeks of the changes being received at the VBA office.

It is the club's responsibility to advise updated information such as venue, times of play and type of session e.g. duplicate, supervised etc., secretary's contact number and address, treasurer's contact number and address and president's contact number and address as they change.

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.

VBA COUNCIL MEETINGS

The VBA council usually meets monthly, and the President will send every club a document summarising the key decisions made at council meetings. Typically, meetings occur every 4 – 6 weeks. Any items that clubs wish to have considered at a council meeting must be submitted to the VBA secretary by the last day of the preceding month.

VBA BULLETIN

The VBA publishes 11 bulletins a year (each month except January) on the 1st of each month. The bulletin Editor is Dee Harley. The bulletin is available in electronic form on the VBA website in the document library. Your club is sent a quantity of bulletins and to minimise postage costs where possible, local bridge players deliver the bulletins to your club. Additional copies of the bulletin may be requested from the VBA office.

Your club will receive one free half-page ad for its primary congress in the VBA bulletin annually. It is the club's responsibility to provide the copy for this ad to the VBA by the bulletin copy deadline which is the 25th of each month. Other advertisements are charged for at the rates advertised on the VBA website.

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 VBA 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 [Andrew Macready-Bryan](mailto:Andrew.Macready-Bryan@vba.asn.au) at the VBA.

DIRECTORS

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

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

SCORING SOFTWARE/WEBSITES

The VBA has developed special web site 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.

FUNDING GRANTS

The VBA has some funding available to support club development, marketing, teaching and other projects. The policy on applying for grants can be found on VBA website on the [Club Notices](#) page, or contact Andrew at the VBA for more information.

The VBA also provides each of the three regions with a \$250 grant annually to support regional players with participation in state/regional playoffs.

Grants will be withheld for 2020, pending rescheduling of state/regional playoffs.

The ABF produces marketing tips on a regular basis. Secretaries can subscribe to these by visiting the Marketing page on the ABF website [ABF Marketing](#). The ABF also has some posters and other marketing material which can be obtained directly from the ABF.

Some useful information on Marketing for your club can also be found on the VBA website on the "[Marketing Resources](#)" page.

The VBA has developed a guide to making Grant submissions from your local council. This document is also available on the [Club Notices](#).

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

The VBA co-ordinates programs throughout the year to assist clubs in furthering their skills. Information on these programs will be available on the VBA website and in the VBA bulletin, as well as in circulars sent to your club. Should you have a specific request, please send your request to [Andrew Macready-Bryan](#) at the VBA.

NEW CLUB AFFILIATION INFORMATION

The VBA's affiliation policy is available on the VBA Website under the VBA/Document Library. New clubs wishing to affiliate with the VBA should initially contact [Andrew Macready-Bryan](#) at the VBA office (or 0417 543 076) 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 VBA Council for approval and then The President will send a welcome note via the Secretary.

Andrew Macready-Bryan
VBA Manager

Jan van Riel
VBA Secretary