

NSWBA APPLICATION FOR AFFILIATION CHECKLIST

Club Structure

Does the club meet one of the following criteria?

- a company limited by guarantee (if the club is a 'not-for-profit' club)
- a company with a guarantor (if the club is a private or other type of club)
- an incorporated association
- a natural person

▪Has the club provided a copy of the documentation supporting the structure?

Club Premises

Does the club provide facilities that comprise a comfortable and safe environment for bridge club members?

Club Obligations

Does the club agree to and are they able to comply with the following?

- to comply with the Laws of Bridge
- to support the objects of the ABF and NSWBA in fostering bridge
- to pay the ABF's annual capitation fee and any State fees for each of the club's 'home' members by the due date
- to pay any fees invoiced for Masterpoints by the due date
- to actively encourage people who play at the club to become members¹
- to issue Masterpoints in accordance with the ABF Masterpoint Scheme at all club sessions including supervised play sessions
- to notify the ABF Masterpoint Centre of new members, and new member details as set out on the ABF Masterpoint Centre, and to pay a capitation fee as set by the ABF for each new member or reactivated member;
- to submit to the ABF Masterpoint Centre in a timely manner the details of Masterpoints issued, in accord with the timings required by ABF Tournament Regulations, NSWBA requirements, and/or the ABF Masterpoint Centre;
- to keep up to date and to notify promptly changes to the following information to the ABF Masterpoint Centre and the NSWBA:
 - name of the Club
 - club address, e-mail address, telephone number
 - name, address, e-mail address and telephone number of the President, the Secretary and the Masterpoint Secretary
 - Postal address of the club Masterpoint Secretary
 - website details (if applicable)
 - club manager (in the case of a limited liability company)

¹People enrolled for beginner's lessons are excluded from the application of this proposition. Unregistered players may play as visitors to the club for a limited number of sessions. This applies equally to citizens of Australia and elsewhere.

Does the club agree to and are they able to pay the following fees and levies to the NSWBA?:

- an affiliation fee invoiced in respect of each calendar year;²
- an annual capitation fee levied by the ABF for each active home club member listed on the ABF Masterpoint Centre database as at 31 March (invoiced in April each year)
- a capitation fee which will be invoiced by the ABF Masterpoint Centre for new members:³
 - In the case of a new member joining between April 1 and September 30 inclusive, the full annual capitation fee
 - In the case of a new member joining between October 1 and December 31 inclusive, 50% of the capitation fee
 - In the case of a new member joining after December 31, no fee for the balance of the year ending 31 March next.

The rates applicable and details of how changes occur may be found for the ABF changes at <http://www.abfmasterpoints.com.au/pricelist.asp> and for the NSWBA affiliation fee at https://www.nswba.com.au/handbook.asp?F=affiliation_fees. B

² *No fee is payable to the NSWBA upon affiliation; clubs will be invoiced after the first occurrence of 31 October*

³ *For any new club that affiliates with their State Association for the first time, the ABF will waive the annual capitation fee for home club members for the first ABF registration year (12 months from 1st April, or part thereof). This exemption will only apply to newly registered home club members that have never previously been a member of the ABF Masterpoint scheme.*

Benefits of Affiliation

Is the club aware of and understand the following benefits?

Affiliation enables clubs to be part of the state and national bridge family. In particular it enables clubs to:

- issue masterpoints
- run congresses
- participate in State and National events (grants may be payable to people attending State finals)
- access a variety of funding assistance schemes
- be covered by insurance policies which cover affiliated clubs for Directors and Officers insurance, Voluntary Workers Insurance, and Public Liability Insurance;
- access offers from National Sponsors;
- access the ABF Teacher Training Programs and national marketing support programs;
- receive a number of state and national publications such as the NSWBA calendar and the free ABF Newsletter.

Disaffiliation

Is the club aware of and understand the following rules?

Disaffiliation of an affiliated club will be automatic on the occurrence of any of the following events:

- A company or incorporated association becomes insolvent or goes into liquidation (voluntary or otherwise) or enters into a scheme of arrangement with its creditors
- The natural person who is the owner of an affiliated club, or the guarantor of a company which is an affiliated club becomes bankrupt or enters into a scheme of arrangement with his or her creditors or is convicted of a felony
- The manager nominated by a limited liability company becomes bankrupt or enters into a scheme of arrangement with his or her creditors or is convicted of a felony and the company fails to nominate a replacement within 14 days of that event.

Disaffiliation may otherwise be instigated by the State Association for cause. Such causes will include but are not necessarily limited to:

- Persistent failure to comply with the obligations of affiliation as listed,
- Indebtedness to the State Association or the ABF or the ABF Masterpoint Scheme more than 3 months past due, and no agreed payment plan in place.
- Conduct on the part of the Affiliate or its nominated manager which has the tendency or potential to bring into disrepute the game of bridge or the State Association or the ABF

If the NSWBA is considering disaffiliating a club for cause it will not do so until and unless a senior officeholder has visited the club, explained the concerns and listened to the explanations of the club. Clubs in any case are provided under this policy the right of appeal to the NSWBA which will constitute a committee to hear and decide the matter. Clubs will have the right to give evidence at the appeal hearing but the decision of the NSWBA Council following consideration of the committee's report will be final.