

NSWBA Subsidy Policy

Date last modified: 7 October 2016 (next review scheduled for October 2018)

Background

The general philosophy of the NSWBA subsidy policy is that the NSWBA will support activities which help to improve the running of bridge and promotion of the game. It therefore supports clubs running such activities. It also supports individuals seeking to improve skills that can help with these matters (e.g. teacher training, director training, marketing, etc). Note this does not extend to individuals seeking to improve their own bridge playing skills (therefore while support may be available to a club organising lesson programs, it is not available for players attending those lessons).

The NSWBA also supports players that have qualified to attend State finals and to State teams that represent NSW in the Australian National Championships (ANC).

The following funding sources are typically used to provide subsidies:

Source	Purpose
Annual grant from ABF	Promotion and teaching
FABC trust fund*	Regional travel subsidies
NSWBA	Regional councillors travel for NSWBA Council meetings
NSWBA	Other subsidies

* Up to a maximum of 10% of \$balance in trust fund

The following categories of support are available:

Category	Examples	Paid to
General bridge promotion	Advertising, Community fairs	Club
General bridge training	Lessons, Teaching tours, Workshops for Teacher training, Directing or Marketing	Club
ABF sponsored training	ABF teaching program - TTP and CPD days	Club
Travel/accommodation – players	State teams finals State pairs finals (representing a club) Other State finals (e.g. ITS) State team representatives attending the ANC	Team Captain Club Individual Team Captain
Travel/accommodation – workshop attendees	Teacher training, Directing or Marketing workshops *ABF teaching program - TTP and CPD days	Individual Individual
Travel/accommodation – NSWBA representatives	Councillors / Regional Reps attending NSWBA meetings	Individual

*ABF teaching program is currently run by Joan Butts

Club Reimbursements for General Bridge Promotion and General Bridge Training events

Preference is given to clubs that collaborate within their region.
Multiple claims from within one region in any one year may be subject to an overall cap. A letter and application forms are mailed to clubs annually.

Loss will ¹usually be covered up to \$300 per event
Additional 50% to a maximum payment of \$500
Amounts over \$500 to be taken to council

¹*NSWBA reserves the right to refuse any subsidy if it considers that expenses are demonstrably excessive relative to the size of the event held. Clubs are expected to charge a nominal sum (min \$10) to attendees.*

ABF sponsored Training Programmes in NSW

These events are jointly sponsored by the ABF and the State body. They currently consist of one or two day teaching programs run by Joan Butts:

- TTP (Teacher training program)
- CPD (Continuing professional development)

The ABF pays for Joan Butts and her expenses.

The NSWBA contributes to clubs:

- Reimbursement of catering costs up to a max of \$13 a head per day (ie an overall max of \$26 a head if over 2 days). Receipts should be provided.
- Venue hire costs (*subject to prior approval)
- Reimbursement of photocopying costs for materials (Max 500 sheets @ 10cents per copy)

The NSWBA contributes to individuals:

- \$60 travel/accommodation grant for participants travelling at least 100km (as per our normal subsidy policy – see below)

*Clubs wishing to host a training program should liaise with the NSW teaching convenor if they have any queries about what and/or how much the NSWBA will reimburse.

Travel/Accommodation for Participants of Bridge Events and Workshops

1. State finals (including ITS) over *2 days

- Teams

Single fixed subsidy paid to a team attending the SOT finals.

Outer Metro: \$480 (based on 4 man team @ \$60 per person for 2 nights)

Other zones: \$560 (as above plus \$80 travel)

All team subsidies are paid to team captain to distribute as appropriate

- Pairs (players representing a club – e.g. State Open and State Mixed Pairs)

On application by club

Outer Metro: \$120 *per club*

Other zones: \$200 *per club*

- Pairs (players not representing a club – e.g. ITS finals)

Outer Metro: \$60 *per player*

Other non-metro zones: \$100 *per player*

** Where the state final is a two stage event the above amounts will be halved unless the pair/team plays together in either the second stage or parallel consolation event.*

2. State team representatives attending the ANC

Amount is determined annually depending on location of the ANC.

Broad basis is a reasonable return airfare and one night's accommodation.

A bonus is given for representatives who captain at the NSWBA Teams of Three congress.

Team members complete online form which is checked and authorised by TC chairman for payment disbursement by office.

3. Workshops – Teaching, Directing, Marketing

Attendees travelling > 100km \$60 per person

Requests for travel subsidies for attendees should be collated by host club and sent to teaching convenor for authorisation. Convenor will send full list to NSWBA for disbursement. Claims must be made within one month of event.

Travel/Accommodation for NSWBA Representatives

These include:

- NSWBA Zonal Councillors attending Council meetings
- NSWBA Regional Representatives attending the annual Regional Reps Meeting

The items below are claimable. However, the NSWBA encourages representatives to minimise their expenses wherever possible so that more money can be devoted to promotional bridge activities.

Claimable Items

1. Uber (or reasonable taxi) fares for local travel only or costs of public transport. Attendees are encouraged to share travel costs where possible.
2. Reasonable hotel accommodation costs based on the ABF-negotiated Toga rate at the local Travelodge. Representatives will be invited to book through NSWBA office. The NSWBA reserves the right to make a block booking of rooms in a hotel of its choice. Those seeking alternative accommodation do so at their own cost.
3. Private motor vehicle expenses at the flat rate of 40 cents per kilometre provided this is a cheaper alternative to flying or public transport. Car-pooling is encouraged by persons travelling from the same location to a common meeting point. The request must be notified in writing to the NSWBA stating origin, destination and mileage.
4. Return economy class airfare (generally the lowest quoted by a major airline). This must be authorised prior to booking.

Items other than reimbursed motor vehicle expenses must be accompanied by a valid receipt/tax invoice. Claims must be made within one month of the event.

Guidelines for Bridge Promotion Subsidy

The NSW Bridge Association promotes bridge through financial assistance to clubs interested in general promotion of bridge in their area..

Clubs are encouraged to collaborate in their geographic region

Please describe the events, activities and tactics used and send this completed application form to:
NSW Bridge Association.

Post: Level 1/162 Goulburn Street
EAST SYDNEY NSW 2010

E-mail:office@nswba.com.au

Guidelines for Bridge Training Subsidy

The NSW Bridge Association promotes bridge through financial assistance to clubs interested in general development of bridge in their area – e.g. teacher tours, teacher training or directors training.

Teaching tours are organised either directly by offer from teachers, through request from clubs or regularly by state associations for director training.

Clubs are encouraged to collaborate in their geographic region

The general policy of the NSW Bridge Association is that the Association will not subsidise a teacher but will consider the situation of a *group of clubs* that wishes to organise a seminar in a location central to them. This consideration takes the form of underwriting the possible loss sustained by the clubs, with the proviso that the members attending classes be charged a minimum fee of \$10 for the sessions.

Please send this completed form to NSW Bridge Association.

Post: Level 1/162 Goulburn Street
EAST SYDNEY NSW 2010

E-mail:office@nswba.com.au

Guidelines for Travel Subsidy

A subsidy is available to clubs outside the Sydney metropolitan area sending participants to State Final events.

Please send this completed form to NSW Bridge Association.

Post: Level 1/162 Goulburn Street
EAST SYDNEY NSW 2010

E-mail:office@nswba.com.au

♠ ♥ NSW BRIDGE ASSOCIATION ♦ ♣
First Floor, 162 Goulburn Street, East Sydney 2010.
Telephone: 9264 8111 E-mail: office@nswba.com.au
www.nswba.com.au
ABN 61 000 438 648

Submission for Bridge Promotion Subsidy

If your club wishes to apply for assistance with promoting bridge in your area please submit the completed promotions plan listing expenses incurred such as printing promotional material, information kits, advertising etc.

Date(s)

Club Objective

Target Market

Budget

Promotional Elements

Evaluation

Preferred method of Payment

Cheque

EFT BSB Account

Submitted by

Email

Phone

Submission for Bridge Training Subsidy

If your club wishes to apply for assistance with a bridge training event in your area, please complete the following form.

Club Submitting Request _____

	Tick those that apply	Proposed date(s)
Nature of the Event:		
• Bridge lessons		
• Director workshop		
• Teacher training workshop		
• Other		

All Sessions in one Club? _____

Number of Sessions _____ Number of Participants (estimate) _____

Name and contact of Trainer _____

Structure of Trainer's Charges:	Fee per attendee per session	\$
	Flat fee	\$
	Travel expenses	\$
	Accommodation	\$

Budget

	\$ Income		\$ Expenses
Entry Fees		Trainer's Charges	
Other		Venue hire	
		Catering	
		Other	
Total income	\$	Total expenses	\$

Estimated Profit or Loss \$ _____

Preferred method of Payment

Cheque

EFT BSB _____ Account _____

Submitted by _____ Email _____ Phone _____

Submission for Teaching Grant

Teacher Training Programmes in NSW run by

ABF (currently Joan Butts)

If your club wishes to apply for assistance with conducting a Teacher Training Programme (TTP) and/or a Continuing Professional Development (CPD) day(s) please submit this completed form. The authorised expenses that the NSWBA will reimburse are listed below. Receipts should be provided where possible.

HOST CLUB:

Organiser (*Name & contact details*):

Date(s):

Venue:

Number of Participants attending:

(Total number, list of names and club to be attached)

1. Reimbursement of catering costs (up to a max of \$13 a head per day):
2. Venue hire costs (*as per pre-approval by teaching convenor*):
3. Reimbursement of photocopying costs for materials: (*max \$50 @ 10cents per sheet*)

Completed form to be sent to teaching convenor for payment approval.

Accommodation and travel expenses should be submitted by individual teachers attending.

Preferred Method of Payment

Cheque

EFT BSB Account

Submitted by

Email

Phone

♠ ♥ NSW BRIDGE ASSOCIATION ♦ ♣
First Floor, 162 Goulburn Street, East Sydney 2010.
Telephone: 9264 8111 E-mail: office@nswba.com.au
www.nswba.com.au
ABN 61 000 438 648

Request for Travel Subsidy

Event Date

Club

Names of Applicants (Team or Pair):

Address of applicant if payment by cheque

Preferred method of Payment

Cheque
EFT BSB Account

Submitted by Email Phone

♠ ♥ NSW BRIDGE ASSOCIATION ♦ ♣
First Floor, 162 Goulburn Street, East Sydney 2010.
Telephone: 9264 8111 E-mail: office@nswba.com.au
www.nswba.com.au
ABN 61 000 438 648

Request for Travel Subsidy

Event Date

Club

Names of Applicants (Team or Pair):

Address of applicant if payment by cheque

Preferred method of Payment

Cheque
EFT BSB Account

Submitted by Email Phone