



### Affiliation Fee 2

What are the differences between the State Affiliation Fee and the National Capitation Fee?

### News 3

There are a few NSWBA changes recently on Director's Exam and Congress License Fee.

### Meeting 7

We're going to reinstate the Regional Representatives Meeting.

## Chairman's Corner

### Who is Who in the Zoo

At the recent Annual General Meeting two former Chairman, Julian Foster & Richard Douglas, did not nominate for Council. In addition, both John McIlrath & Bruce Tier stood down. This was a large loss of corporate knowledge. Consequently, there is new blood on the Council.

The [2019 NSWBA Councillors](#) and their portfolios are:

John Scudder (Chairman), Richard Lock (Treasurer), Agnes Levine (Secretary)

Catherine Chaffey (Strategy & Rules and Ethics), Phil Halloran (Premises), Warren Lazer (Tournaments), Mick McAuliffe (Club Operations) & Rob Ward (ABF Tournaments)

Zonal Councillors: Alan Bustany (Tournament Directors), Kaye Hart, Neil Badger & Carol Sheldrake (Teaching & Masterpoints).

The important Councillors for you to know and talk to are your [Zonal Representatives](#). They are there to give your club a voice at the six-weekly Council meeting. Do you know who your Zonal Representative is? Working with each Zonal Representative are [Regional Representatives](#). Again, do you know who

your Regional Representative is? Both Zonal & Regional Representatives are listed under your club's details on the NSWBA's website, under the [Find a Club](#) link. The pyramidal structure is the way that information can flow both up to the State body and down to your club. Use it.

The NSWBA is fortunate to have a number of dedicated people who keep the wheels turning.

Our Office Manager, Wing Roberts, is at the centre of the operation, communicating with the clubs on day-to-day matters. Pauline Gumby does the thankless task of Congress & State Events Co-Ordinator, the bridge calendar is so crowded, with WBF, ABF & State events competing with the clubs for weekends during the year. Tony Howes is the Head of State Director Accreditation. Our Recorder is Bob Sebesfi. Our Honorary Solicitor is Warren Robinson, who is happy to help the clubs. David Weston is the State Masterpoint Secretary (as well as being the National Masterpoints Secretary). Warren Lazer organises the State-Wide Pairs, the Under 100 Masterpoints Championships and the Metropolitan section of the State Teams.

Michael Wilkinson organises the GNOT qualifying tournaments. [Contacts for all of these people](#) can be found on the NSWBA's website. They offer their time to help the clubs, use this service.

I am not a frequenter of the Congress scene so most of you will not have met me. As I told Council at the January meeting, I am quite poor at networking, being more interested in detail than chatting. So, you will need to use your regional representatives, zonal representatives and those Councillors who do frequent the Congress scene to lobby the Council regarding your pet projects. If you do not reach out to communicate with the Council, then you cannot complain that nothing happened.

Communication in the bridge world is poor, particularly from the Council to the clubs. I hope that that will improve over the year but, without your making sure that the Council has your correct contact details then communication will fail. There is [a listing of the 161 clubs](#) in NSW on the NSWBA website. Please take the next 5 minutes to check the entry for your club and update it if it is wrong.

*John Scudder*

Chairman NSWBA



## Reminder of State Affiliation and ABF National Capitation Fees

There appears to have been some confusion amongst some clubs about these; particularly about the need to maintain the club's membership list.

### NSWBA State affiliation fees

The NSWBA affiliation operates for a calendar year. Invoices were issued to all NSW clubs in December for the 2019 calendar year. These were payable by 31 January 2019. If your club has not yet paid or believes it has not received this invoice – please contact the NSWBA office. We will be chasing up all clubs who have not paid shortly.

Please note these fees are simply based on \$10 per home club member as at 31 October 2018 – that is the ONLY date that is relevant. The ABF masterpoint centre provides the NSWBA with a list of its club records at 31 October each year. The number of members on that list is what determines how many members we invoice you for. If your membership changes during the year that does not matter.

### ABF National capitation fees

The ABF system is different. Its fees operate to a year from 1 April to 31 March. In April it will issue an invoice to each club based on the number of home club members as at 31 March. In 2019 that will be \$15.80 per home club member (effective from 1 April 2019).

Unlike the NSWBA which just uses a single fixed date in the year, the ABF does charge clubs for additional members registered during the year – these are invoiced each quarter.

### Maintaining membership records

A couple of clubs have contacted us recently stating that their membership list is out of date and asking us (NSWBA) to update the records. This is not something we are able to do – we do not have records of each club's individual members.

Membership lists for each club are maintained within the ABF

masterpoint centre. **EVERY CLUB IS RESPONSIBLE FOR MAINTAINING ITS OWN MEMBERSHIP RECORDS IN THE ABF MASTERPOINTS CENTRE SYSTEM.**

Every club has an administrative log in to the ABF Masterpoints Centre – with a user name and a password. Usually your masterpoint secretary will have these details. If not the ABF Masterpoints Centre can retrieve them for you. This is [the page](#) you log in from:



Once you have logged in, you will have access to the Clubs Only section on the left hand side.

You add a player via the Add New Player menu item.

You remove members via the Player Cancellations menu item. This brings up a list of all the current listed home club members for your club. In this list you can click "Request Cancellation" against the player. These cancellations take effect on 31 March each year – just before the annual capitation fee invoice is issued.

Therefore it is **vital that all clubs update their membership records before 31 March.**

If you do not remove people that are no longer home club members of your club before 31 March, the ABF will invoice you \$15.80 for each of them in April. If they are still listed as members of your club on 31 October, the NSWBA will invoice you \$10 for each of them in December. This cancellation exercise is therefore something you should do at least twice each year.

## The difference in the two fees

A lot of clubs get confused with the NSWBA State Affiliation Fees and the ABF National Capitation Fees. Both are calculated from the number of home club members you have registered, but they are two completely different charges.

The [following page](#) on the ABF site also explains these issues



There are also help notes and audio-visual presentations on the ABF Masterpoints Centre website to explain all these matters:



## DID YOU KNOW?



The [Masterpoint Manual](#) is updated by the ABF from time to time. There is a link to the latest version of the manual from the ABF Masterpoints Centre website.

Latest change: Any club wishing to run a Supercongress now needs to seek permission from the State MP secretary (David Weston) rather than the head of the ABF Masterpoint Unit (David Anderson). See section 5.1.3 of the MP Manual.



## Recent NSWBA Changes

### Club Level Directing Exams

Until recently directors wishing to become accredited at club level (grade D) obtained an open-book exam from the NSWBA and paid a \$35 fee for the marking. Recently this CLUB level exam was replaced by a National level exam – the ABF Proficiency Assessment Paper. This exam is still obtained from the NSWBA and is still open-book, but **the \$35 marking fee has now been abolished** and is being absorbed into the costs of a national director accreditation scheme.

Procedures for directors wishing to upgrade to Club Championship Director (grade C2) and Congress Director (grade C1) are currently unchanged. The grade C exam remains and the \$35 fee for marking it still applies. All the relevant information may be found [here](#).

### Congress License Fees

Please note the procedure for Congress Licence fees changed from 1 February 2019. These fees are based on the number of masterpoints issued at a congress. There have been a number of cases where clubs have paid the wrong licence fee (usually because the number of masterpoints has been miscalculated initially and this is only discovered after the awards have been checked by the State Masterpoint Secretary). This has sometimes involved chasing up, or refunding, extremely small amounts of money.

The existing policy has also been that masterpoint awards are not authorised to be released until the licence fee has been paid. In cases where a licence fee has not been paid by the congress organiser this has delayed players receiving their points through no fault of their own.

To address these issues the following changes have taken effect from 1 February 2019:

**The NSWBA will now issue invoices to clubs for their congress licence fees** after the masterpoint awards have been checked, issued, and the correct fee is known.

Congress organisers should still complete and submit the [congress report form](#) so that the NSWBA can maintain standards for congresses across the State. **However, don't submit any payment of congress licence fees with the form - wait until you receive the invoice.** Clubs should note that **non-payment of congress licence fees will mean a club will not be authorised to run a congress in the subsequent calendar year.**

## Membership Matters

Membership is a type of loyalty programme. It should be a structure to help you retain regular players and give players a sense of belonging.

Your club membership structure should show how much you value your customers.

## Membership Types

**W**hat is a Club Member? What is a Home Club Member? What is an Alternate Member?

These are simple questions with simple answers, but it seems that there is a lot of confusion in some of the affiliated clubs.

**A Home Club Member (HCM) is an artificial construct by the ABF.** By mandating that each player nominates one club as a Home Club, the ABF can ensure that every player member in its Masterpoint Scheme pays the annual capitation fee once, and once only. This is necessary as the ABF does not collect this capitation fee directly from each player, but gets the clubs to collect it on the ABF's behalf. The NSWBA uses Home Club Membership too – to calculate its annual affiliation fees.

**An Alternate Member is a related construct of the ABF's Masterpoint Scheme.** A club member who has specified some other club as their Home Club is termed an Alternate Member. Alternate Members are listed in your club reports from the Masterpoint Centre, but you are not charged any ABF capitation or NSWBA affiliation fee for them.

Is there any advantage to having a large number of Home Club Members?

Not really – it just means you're paying higher fees to the ABF and the NSWBA. Many years ago, the number of red B4c sessions each club could run was partially determined by its number of Home Club Members, but this is no longer the case. The only advantage to a large number of HCMs is when it comes to voting in NSWBA elections for Zonal Councillors and the Congress Disciplinary and Ethics Committee – small clubs get one vote, very large clubs get four. Elections for these positions are rarely required, and when they are held, most clubs don't vote anyway!

**A club member is someone who has paid the club's prescribed membership fee and been accepted as a member.** Club members are subject to the club's constitution and must conform to its rules and regulations. (Your Club does have a Constitution doesn't it?) Members are afforded advantages and protections that visitors (non-members) don't enjoy:

- ◆ Visitors usually pay more table-money than members and may be

barred from playing some events.

- ◆ Under the principle of natural justice, a club's Committee cannot just cancel nor suspend someone's membership without first affording that member the right to be heard.

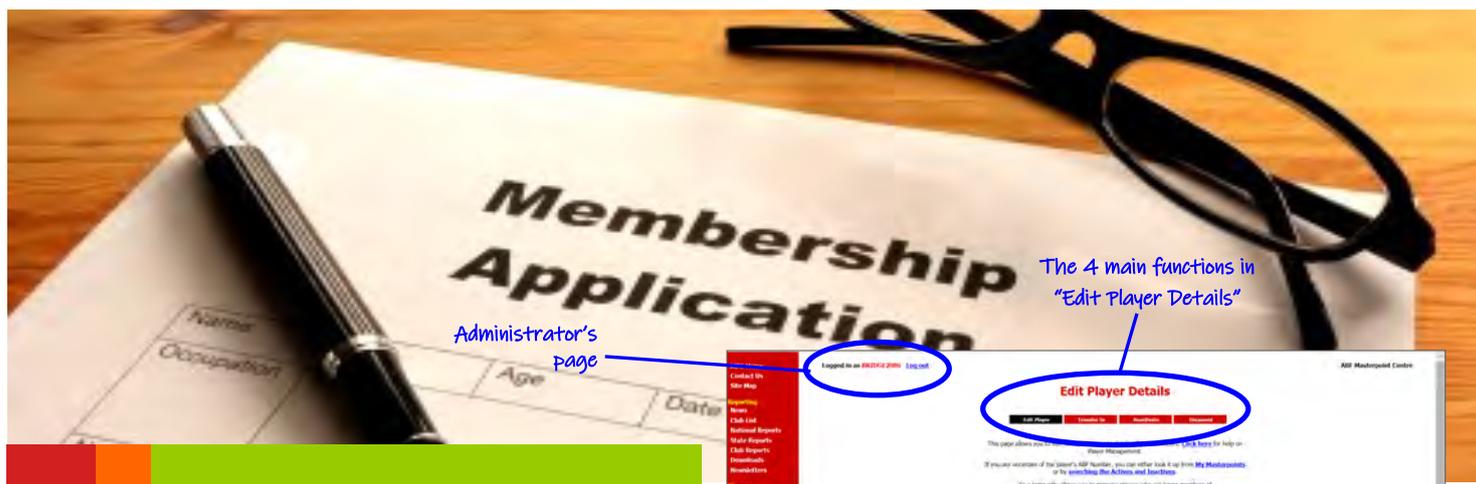
Do not fall into the *Animal Farm* trap of believing that "Home Club Members are more equal than Alternate Club Members" – all club members have equal rights. A club's constitution often provides for different classes of membership, with the most common classes being Ordinary Member and Life Member. Life Membership, in which the annual subscription fee is waived, is usually conferred on members who have given many years of voluntary service and been instrumental in the club's success. Some clubs also have Associate Membership. Associate members usually pay a reduced membership rate, but they have reduced rights under the constitution; for example, they may not be able to stand for the committee nor vote in elections. In these days of equal rights, Associate Membership tends to be a relic of the past. Different membership fees (e.g. discounts for students or seniors) do not lessen a member's rights, unless the Constitution specifically states it.

Should Home Club Members be charged higher memberships fees than Alternate Members? No! They are valued customers. If you carefully design your membership form to itemise club membership fee, the ABF Capitation Fee and the NSWBA Affiliation Fee you could probably do it, but is it worth the effort? Do you know the GST implications for that approach? Think about the amount of money a typical Home Club Member pays in table fees each year – membership fees and the \$25 in ABF and NSWBA levies are small in comparison.

In summary, **do not confuse a club member with a Home Club Member** – they are completely different and unrelated concepts. 🇺🇸

### Values

**Bridge is a people business. Creating value is the key to retaining membership. The greater the value of the services you provide the greater the emotional and social investment of your members and their reluctance to leave and end the relationship.**



# Processing Membership Application

As a club administrator, you will need to ensure that your members are correctly registered with the Masterpoint Scheme. Once registered with the MP Centre, a player’s membership details do not change, so you can just “set and forget”. The following explains how to process new and ex-members. See page 2 for information on logging into the Masterpoint Centre website.

## How to process membership on the Masterpoints Centre?

### NEW MEMBERS

Firstly, do a detailed search for the new member via the Players Masterpoint Lookup facility. Check spelling carefully and resolve any possible identity issues (e.g. Is the John Smith who has just joined the same John Smith already in the system? Is Betty Brown the Elizabeth Brown already registered?) Once certain of your new member’s current status within the MP system, process them in one of the following ways:

- ◆ A player who has never had an ABF number is added via the “Add New Player” link. The system will assign them a new, unique ABF player number and they will be added with you as their Home Club.
- ◆ A player has an ABF number, but is listed as inactive, i.e. they don’t belong to any club in the current ABF financial year. Go to “Edit Player Details” link, then click on the “Reactivate” button. They will be reactivated with you as their Home Club.
- ◆ A player with an active ABF number joins your club and wants your club to become their Home Club. This usually happens when a player changes address and moves to a new region. Go to “Edit Player Details” then click on the “Transfer In” button.
- ◆ A player with an active ABF number joins your club, but wants to retain their current Home Club. They need to be added via the “Alternates” link.

### EX-MEMBERS

Players who do not renew their membership also need to be processed in the MP scheme. The procedure depends on why they did not renew.

- ◆ Death. Go to “Edit Player Details” and click on “Deceased” button.
- ◆ The player has nominated another club to become their Home Club. You will receive an email from the MP Centre advising you of this when their new Home Club does the “Transfer in” - see above. The player will be deleted automatically from your list of Home Club Members - you don’t need to do anything. If you wish to retain the player on your club reports, you will need to add them as an Alternate Member.
- ◆ A Home Club Member does not renew their membership for some other reason. Use the “Player Cancellations” link. Unless the player joins another club and nominates it as their Home Club, they will become inactive in the Masterpoint Scheme. You should make the player aware of this consequence of failing to renew their membership.
- ◆ An Alternate Member does not renew their membership for any reason. They should be deleted via the “Alternates” link. 

## Tournament Information

Information about clubs' participation in the 2019 State events was sent out earlier this year. This information can also be found on the NSWBA website, under Tournaments/State Events.

## Be part of the State Events

### State Mixed Pairs and Country Mixed Pairs Championships

The Finals of these Championships will be held at the NSWBA on 25 – 26 May. The Saturday sessions qualify 14 pairs to the State Mixed Pairs Final and another 14 non-metropolitan pairs to the Country Mixed Pairs Final; non-qualifiers get free entry to the Autumn Swiss Pairs Congress. But these championships actually begin much earlier, with ALL affiliated clubs invited to run qualifying sessions that award red masterpoints at State Championship level (weighting of 3.75). There is no requirement to send club representatives to the Finals in Sydney. Non-mixed pairs are allowed to play club sessions and win masterpoints, so there's no reason for your club not to participate. If too late this year, make sure you schedule sessions in 2020. It's a chance to run red masterpoint sessions in your club without using your B4c allocation.

The regulations [http://www.nswba.com.au/tourn/state/2019/docs/StateMixedPairs\\_Regs\\_2019.pdf](http://www.nswba.com.au/tourn/state/2019/docs/StateMixedPairs_Regs_2019.pdf) include a detailed description, including screen shots, of how to set your scoring program to calculate the red masterpoint awards properly. Please make sure your Director is aware of this resource and sets the masterpoints weighting factor correctly for your qualifying sessions. Full details at <http://www.nswba.com.au/tourn/state/se.asp?Y=2019&E=smp>.

### The State Wide Pairs

The State Wide Pairs is a one-session matchpoint pairs event that runs in your club during the first week of August (July 29 – Aug 4, 2019). Red masterpoints at level B4s are awarded. Dealing files and hands records are provided and there's a booklet providing a brief commentary on each deal. The event is scored across all participating clubs to determine the overall winners. There are many prizes (cash, Bridge Shop gift vouchers, certificates) and special prizes for players in Under-25, Under-50 and Under-100 masterpoint categories. Entry fee is only \$8 per pair. See <http://www.nswba.com.au/tourn/state/se.asp?Y=2019&E=swp> for further details. If your club wants to participate, you need to register by submitting the Online Entry form at <http://www.nswba.com.au/forms/statewidepairs.asp> 

## Upcoming Change

### Interclub Events

Each of the affiliated clubs can take part in a maximum of 5 interclub events in each calendar year, while subject to the permission of the State Masterpoint Secretary, a further 3 are available for clubs in remote areas. An interclub event can run up to a maximum of 4 sessions.

While the NSWBA Council would like to encourage clubs to organise and participate in more interclub events, we realise that the procedure is not entirely clear to our clubs. For example, some clubs take these events as part of their traditions so the events are not necessarily listed on the NSWBA tournament calendar. Also the record of what a club has and/or has used up is not displayed online. At the moment, you can only check with the Masterpoint Secretary.

To increase transparency, we are planning to post this information on our website, so clubs who are interested in running or taking part in interclub events can check for themselves. We will announce the details in the next issue.

In the meantime, if you are interested in interclub events, please view Section 2.7 of the [Masterpoint Manual](#). 



## Reinstatement of Regional Representatives' Meeting

Last year Council initiated a plan to reach out to clubs across the state through local meetings with the regional representatives instead of holding the annual Sydney based meeting with them. While we gained increased understanding of local issues we found that the benefits of regional representatives coming together from clubs in different regions may have been lost. We have therefore decided to reinstate the Regional Representatives' Meeting this year, date to be confirmed. The Regional Representatives Meeting is a whole day meeting, concluding with a get-together dinner.

We would also like to invite our Regional Representatives to contribute their thoughts and put together an agenda for the meeting.

A proper invitation will be sent to our Regional Representatives soon. 🇩🇪

## Managing Risk by Clubs When Dealing With Disciplinary Matters

A recent matter which has come to the attention of the NSWBA has emphasised the importance of this subject.

Clubs are reminded of the EXTREME IMPORTANCE of following correct procedures when dealing with Disciplinary matters.

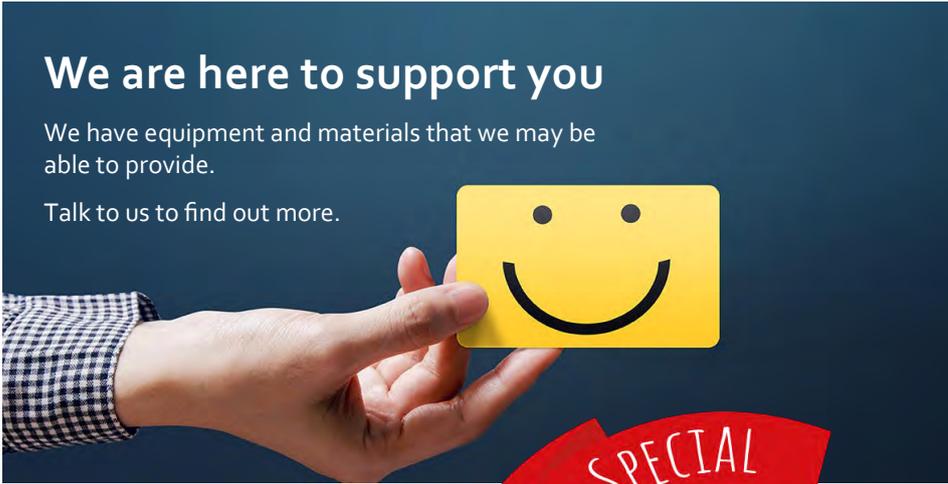
Past experience has shown that Clubs which have encountered serious problems in this area had done so because they had not followed correct procedures, more so than they had not dealt with the substantive issues, well enough.

Most Clubs will have proper procedures for handling Disciplinary matters set out in their Constitutions and / or By-Laws. Here It is emphasised that these procedures MUST be followed, strictly "to the letter".

Clubs without detailed procedures (mainly, small Unincorporated Associations) should ensure that the well settled principles of "Natural Justice" / "Procedural fairness" are afforded to the accused member. The basic principles are:

1. That full details of the Charge(s) and supporting facts are communicated to the accused member in a timely fashion and
2. That the accused member is given a reasonable amount of time to respond to the charge(s) and, preferably,
3. That the accused be given the opportunity to question the complainant(s) and to address the Disciplinary committee at a specially convened meeting.

HELPFUL MATERIAL is listed on the NSWBA web site – Go to the "Clubs" on Home Page to "Affiliated Clubs Handbook" then "General Resources" to "Guidelines On Handling Behavioural Issues". 🇩🇪



## Free Playing Cards

**W**e are now offering about 300 decks of second hand playing cards to affiliated clubs. They are Jannersten bar code, equal numbers of yellow and green colour on the back design. They are FREE to affiliated clubs. Priority will go to not-for-profit non metropolitan clubs and we will pay for the freight.

Please contact office on +61 9264 8111 or email [office@nswba.com.au](mailto:office@nswba.com.au), with club name, contact person, postal address and the number of decks you would like to have. 🇺🇸

## Possible Service

The NSWBA belongs to the clubs. Just ask, we will try to see if we can help. For example, Bridge-mates & server, dealt hands & hand records, boards, projector, countdown timer, urn, white-boards, limited photocopying services, or even hire the venue of the premises at 162 Goulburn Street. 🇺🇸



## Be affiliated, Be insured

**W**ith affiliation and capitation fees becoming due, the question is often asked what benefits clubs receive for affiliating and where your affiliation fees go. Besides access to the masterpoint scheme and the ability to participate in, and run, State tournaments, one of the most tangible benefits is cover from three TBIB insurance policies organised by the ABF for:

- ◆ Management liability insurance
- ◆ Voluntary Workers Personal Accident insurance
- ◆ Public liability insurance

All affiliated clubs are automatically covered by these policies – the costs are shared between the ABF and the State bodies on behalf of all affiliated clubs in Australia. Blanket policies like this are of course far more cost-effective than if each club had to separately arrange its own insurances.

Details of these policies are available here:

<http://www.abf.com.au/about-abf/insurances/>

TBIB also provides a full broking service to the ABF, State Associations, Affiliated Clubs and members. Other insurance products available to individual members can be found here:

<http://www.abf.com.au/member-services/membership-benefits/insurance-products/> 🇺🇸

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