

SA BRIDGE FEDERATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held 7th May, 2006

At SABA, Young St, Unley

Meeting opened at 11.00am

1. Present:

President: Ms Dianne Marler
Secretary: Ms Alison Fallon
Treasurer: Mr John Foreman
Committee: Mr Peter Chan
Ms Sue Phillips
Ms Barbara Travis
Mr Wayne Holder
Mr Obbie Reiziger,
Mr David Anderson

2. Apologies: Ms Jill Allanson, Mr Phil Gue, Mr Gordon Henderson (invited to speak to his proposal for Directors' accreditation)

3. Minutes of previous meeting:

It was moved that the minutes of the previous Management Committee Meeting held 2nd April, 2006 be accepted

Moved: Barbara Travis

Seconded: Wayne Holder

Motion carried

4. Matters Arising:

- 1) The Directors' forum was held 23rd April, 2006 with approx 22 attendees. It was run by David Lusk and Gordon Henderson. All attendees agreed it had been invaluable. It was noted that there were attendees from both SABF affiliated and non-affiliated clubs. It is intended to hold this forum twice a year and to put it into the SABF calendar.
- 2) Gordon Henderson is still working on the Director's Newsletter
- 3) Organisation for the inaugural SABF Swiss Competition is progressing. It is intended to hold this on Sunday 20th August, 2006 from 9.00am to 5.00pm at the Fullarton Community Centre. The format will be 5 x 10 board matches in Open, Non-life and Restricted categories. Lunch to be BYO with tea & coffee freely available. Entry cost \$12.00 per player. It was noted that as the SABF is affiliated to the ABF, the SABF must offer master points in its events otherwise it would be deemed to be working outside its affiliation. Accordingly, Master points will be offered to affiliated players with both affiliated and non-affiliated players able to enter. Director Barbara Travis. Entries & money to Sue. Alison to speak to Prudy Wagener re inviting players from the Queen Adelaide Club to enter and Barbara to speak to Robe Bridge Club re the same. Letters to be sent to all clubs inviting entries as pairs or teams.
- 4) Follow up of incident in Open Consolation 23rd March, 2006. Alison Fallon left the room during discussion of this item. Di reported that the ABF management committee felt that players should not be allowed to leave during an event. It was

noted that David Anderson, as Director, had allowed this to happen in order for the event to progress smoothly. As there are no regulations in place regarding this specific issue, it was agreed that no action could be taken at this time. It was also agreed that the SABF would look at an appropriate rule to cover this type of situation to be included in the tournament regulations. Barbara has agreed to look at other States' tournament regulations to see if/how this type of situation is covered.

- 5) Barbara to include items re bridge etiquette in the SABF newsletters. There was discussion about the possibility of the SABF using bridge 'mentors'. These experienced players would be available to those new to Thursday night bridge to help with bridge issues/problems/etiquette in order to make their experience more enjoyable.
- 6) Wayne to follow up on St Vincent's bank statements re the missing cheques.
- 7) ANC 2006. Di presented the ANC 2006 entry form for proof reading. The final version will be printed in A5 size. John to check payment details on the back. SABA, Glenelg & Bridge in the City have offered to host side events. Several organisations/companies have offered sponsorship. Di has been quoted \$55/12hrs for broadband by the Holiday Inn. Di to look for a cheaper option.

5. Reports:

The Treasurer's Report was tabled for information, comment and discussion. It is attached to these minutes. John noted that a second cheque account, a National Community Group Account, has been opened for ANC use. This will revert for general SABF use after the ANC and the current SABF account will be closed.

It was moved that all reports be accepted

Moved: Wayne Holder

Seconded: Obbie Reiziger

Motion carried

6. Correspondence

Outwards:

- 1) Request to SABA for flyer on tables re bridge etiquette
- 2) Request to SABA re use of SABA club rooms for SABF meetings
- 3) Response to John Scudder re role & formation of SABF
- 4) Response to Glenelg Bridge Club re Director's Course etc
- 5) Letter to all clubs re SABA/SABF team play for novice & restricted players
Pleasant Saturday 3rd June, 2006

Inwards:

- 1) From Broken Hill bridge Club re request for information for Professional Indemnity Insurance
- 2) From John Scudder requesting information re role of our State organisation
- 3) Queensland Bridge Assoc re Qld policy re coinciding events in Metropolitan area & neighbouring zones
- 4) St Vincent's declining involvement in ANC
- 5) Response from SABA re use of SABA club rooms for SABF MC meetings
- 6) (agreed)
- 7) Response from SABA re request for flyer on tables re bridge etiquette (denied)
- 8) St Vincent's' re complaint re request for information for Professional Indemnity Insurance (Di to respond)
- 9) ABF re details of ABF Professional Indemnity Insurance & 30days grace period after disaffiliation
- 10) Glenelg Bridge club requesting information re available Directors, Director's Course & new email address

7. Other Business

- 1) All SA 2006 ANC Teams have been confirmed:

Open: David Middleton – George Smolanko
Guy Markey – Phil Markey (*Captain*)
Jesse Chan – John Zollo

Womens: Carmel Kain – Barbara Travis
Wendy Andrews – Sue Phillips
Heather Motteram – Prudie Wagner

Seniors: Roger Januske – David Lusk
Peter Chan (*Captain*) – John Puskas
Bob Clarke – Peter Colmer

Youth: Andrew Brady – Freya Wilson
Joel Gue – Alex Lockwood
William Jenner – O’Shea – Andrew Morcombe

The Womens & Youth Teams’ Captains are yet to be decided

- 2) A sample team jacket has been tried & found to be too heavy. A sample of a lighter weight jacket is to be organised by Di.
- 3) *It was moved that all SA 2006 ANC team members be invited to the ANC dinner at the SABF’s expense. Partners to pay for themselves and tickets to be non-transferable.*

Moved: Diane Marler

Seconded: Alison Fallon

Motion carried

- 4) There was discussion about Gordon Henderson’s ‘Procedure for the Training and Accreditation of Directors’. It was agreed that in addition those duties already listed, Directors need to be familiar with the process of issuing Masterpoints. Di to liaise with Gordon and amend the document to include this for presentation at the next MC meeting. David Anderson will attend the next Directors’ seminar on August 6th, 2006 to cover this issue. There was discussion about the need for State Directors to direct at least one State level event once a year to maintain their accreditation. It was suggested that there may come a time where there were too many State Directors for that to happen. It was agreed that there would be no limit on the number of Directors allowed to train at State level and that that this was adequately covered in Para 8 of the document (unforeseen circumstances).
- 5) Di presented a new Licensing Agreement for ratification between the ABF and the SABF. This was accepted with note that the wording on page 3 ‘*Autumn National Teams*’ be changed to read ‘*Autumn National Championships*’. This will allow the inclusion of the recent additions to the event, the ANWSP and the ANSSP. The wording *SAB Association to be changed to SAB Federation*.
- 6) David confirmed that insurances were in place for the ANOT
- 7) The Committee looked at a request from the ABF secretariat to change the wording of Item 2.5 Grade 4c –Red in the Masterpoint Manual re the advertising of events at other clubs from ‘*may only be advertised within the club*’ to ‘*is not allowed to be advertised by the club without permission from the State body*’.

It was moved that the wording remain unchanged

Moved: John Foreman

Seconded: Barbara Travis

Motion carried

Di to convey this to the secretariat.

Meeting closed at 1.00pm

**Next meeting: Sunday 9th July, 2006
10.00am
SABA, Young St, Unley**

South Australian Bridge Federation

PO Box 1033
UNLEY SA 5061

Profit & Loss Statement

October 2005 through May 2006

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Income		
GNOT Qualifying	\$989.08	
New Account	\$54.55	
Licensing Income	\$20,909.09	
Capitation Fees	\$7,555.00	
Subsidies	\$2,500.00	
Total Income		<u>\$32,007.72</u>
Cost of Sales		
Gross Profit		<u>\$32,007.72</u>
Expenses		
Entry Fees	\$854.55	
Masterpoints	\$58.04	
Entry Fee Refund	\$40.00	
Event Expenses		
Directing Fees	\$260.00	
Prizes	\$78.75	
Gifts	\$233.59	
Catering	\$46.50	
Total Event Expenses		<u>\$618.84</u>
Postage & Shipping	\$30.00	
Printing	\$600.00	
ANC Expenses		
ANC General Expenses	\$842.50	
ANC Promotion Expenses	\$75.59	
Total ANC Expenses		<u>\$918.09</u>
Total Expenses		<u>\$3,119.52</u>
Operating Profit		<u>\$28,888.20</u>
Other Income		
Interest Income	\$170.18	
Total Other Income		<u>\$170.18</u>
Other Expenses		
Net Surplus I (Deficit)		<u>\$29,058.38</u>

South Australian Bridge Federation

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UNLEY SA 5061

Balance Sheet

As of May 2006

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$6,419.83	
Cheque Account No.2	\$20,000.00	
Petty Cash - President	\$1,068.83	
Petty Cash - Secretary	\$523.77	
Total Cash On Hand	<u>\$28,012.43</u>	
Pledges Receivable	<u>\$30,876.00</u>	
Total Current Assets		\$58,888.43
Property & Equipment		
Dealing Machine at Cost	\$7,087.27	
Dealing Machine Accum Dep	<u>-\$1,063.09</u>	
Total Property & Equipment		<u>\$6,024.18</u>
Total Assets		<u>\$64,912.61</u>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$2,950.78	
GST Paid	<u>-\$161.30</u>	
Total GST Liabilities		<u>\$2,789.48</u>
ANC Loan from ABF	<u>\$20,000.00</u>	
Total Current Liabilities		<u>\$22,789.48</u>
Total Liabilities		<u>\$22,789.48</u>
Net Assets		<u>\$42,123.13</u>
Equity		
Prior Year's Surplus/Deficit		-\$686.73
Retained Earnings		\$13,751.48
Current Year Surplus/Deficit		<u>\$29,058.38</u>
Total Equity		<u>\$42,123.13</u>

SA BRIDGE FEDERATION INC

PROCEDURE FOR THE TRAINING AND ACCREDITATION OF DIRECTORS

There are several levels of accreditation for Directors, with several being the under the purview of the SABF. They are:

- Club Director
- Congress Director
- State Director

Accreditation to these levels is dependent upon knowledge gained and experience in performing at the requisite level. The level of knowledge is tested by an open book exam, whilst performance is assessed by the members of the Education and Training Sub-committee together with the home club of the Director.

It is usual for there to be an orderly progression between the levels and for sufficient experience being gained at each level prior to attempting to demonstrate knowledge by successfully completing the appropriate test.

Typical progress would be for a prospective Director to attend a training session and at the conclusion be afforded the opportunity to attempt the written test to achieve Club Director status. The SABF are committed to running Directorial seminars twice per year. More specific training sessions will also be conducted from time to time.

After attaining sufficient experience in directing club sessions the test for Congress Director can be undertaken. Aside from successfully completing the written assessment, a prospective Congress Director must understudy with a qualified Congress Director who will assess the prospective director's ability to carry out those tasks associated with the running of a Congress. The qualified Director will then report to the Education and Training Sub-committee on the suitability, or not, of the prospective director being granted accreditation as a Congress Director.

Maintenance of these first two levels of accreditation is subject to satisfactory performance of duties in the appropriate roles.

When a Director is nominated as a prospective State Director, several items are examined. They are:

- Support of their home club
- Demonstrated need for additional Directors at this level
- Successfully performing as an assistant at a State event
- Successfully completing the State Director written test, and
- Availability to indicate their continuing competence, such as directing one such event per calendar year.

Any director who attains a level of accreditation beyond the Club level and who wishes to continue directing congress or state events, must direct one such event in

each calendar year. An inability to meet this requirement, except owing to unforeseen circumstances beyond the control of the said director, will mean that the level of accreditation gained by the director will lapse. Application will then need to be made to the Chair of the Education and Training Sub-committee of the SABF to process reinstatement of said accreditation.

The SABF and any club or body tasked with the administration of State Events will make every effort to provide all State accredited directors with an opportunity to maintain their accreditation.

The need for any director to direct one state event per calendar year, in order to maintain his/her accreditation is waived if said director is accredited to National level and above.

The Education and Training Sub-committee of the SABF will maintain an up-to-date register of all accredited directors in South Australia and offer this information to any club making an approach for advice concerning the use of a director for their club and congress events.

Any director who wishes to pursue accreditation to National Level and who can demonstrate an ability to direct State events competently, may be promoted to the ABF for further training in order to become accredited to National Level. It is not uncommon that a director will need to make themselves available at a suitable national event on more than one occasion in order to gain such experience. The SABF desires to assist Directors in achieving such recognition and need to be approached for sponsorship both financial and personal.