



Duty Statement – Club & State Masterpoint Secretary

The State Masterpoint Secretary is expected to provide advice, support and guidance to the TBA Committee, Directors and Club Masterpoint Secretaries on all matters encompassed by the ABF's Masterpoint Scheme.

Duties include but are not limited to:

1. *Club Masterpoint Secretary.*

- Submit to the Masterpoint Centre the green points earned at TBA club sessions.
The MP Secretary is required to do this at the end of every quarter but may do this at the end of each month, as late as is practical.
This task is performed using the Director's computer on which the scoring software is installed.
The MP Secretary relies on the data generated by Directors at club sessions.
The current practice is to submit the points monthly.
- Edit player details (name change, contact details), add new members, reactivate members and membership non-renewals on the ABF MPC website.
Home Membership Cancellations must be submitted to the MPC close to, but no later than, 31st March in any year.
This task requires accurate record keeping and communication by anyone receiving annual subscriptions from members.
- The club MP Secretary updates the membership database (currently Pianola) with changes made to ABFMPC database and is expected to act as the go-between for club member interactions with the ABF Masterpoint Centre. [This process, like new memberships, is poorly defined and error prone.]
- Submit to the Masterpoint Centre the red points earned at TBA club sessions.
The number of B4c sessions available is calculated by the MPC on 1st October each year and this is communicated to the club MP Secretary in early October, allowing the club time to plan the sessions for the following year.
The B4c allocation is calculated from the number green masterpoints awarded in the twelve months period between 1 October and 30 September in the following year.
- Print out the list of club members and masterpoints from the masterpoint website (No password needed). This should be done at the start of each quarter.
Post monthly MPC documents detailing Promotions and Congress Awards
Post quarterly Rank and Intra Club Masterpoint Awards.
- Receive, check and forward invoices from ABF MPC to the Treasurer.
Submit Tax Invoice for MPC Quarterly Commissions received by TBA. The practice of issuing commissions will cease in ABF's 2025 financial year.



2. State Masterpoint Secretary

- The State MP Secretary is responsible for administering the Scheme within the State. The responsibilities of the State MP Secretary include supervising the allocation of masterpoint awards for all Red and Gold events within the State.
- Upload to the MPC all GNOT, B, B4 awards resulting from Congress, State Championship (including monthly On-line State Pairs sessions) and other designated B4 events.
- Check B4c, B4s and B5i awards made by clubs and provide club MP Secretaries with an Authorisation Code to allow them to upload their session results. Where difficulties arise, work with Directors and Club MP Secretaries to ensuring the correct data are forwarded to the ABF MPC. Keep a count and records for B4c sessions played by clubs and advise club MP Secretaries where they stand in relation to their ABF MPC allocation. Monthly, the Manager of the MPC circulates a list the red points submitted by clubs in the previous month for verification by the State MP Secretary.
- Recommending to the State Association the authorisation of Congresses dates within the State. This task is part & parcel of developing the calendar of State & Club Congress events and is usually confirmed at the State Clubs Meeting in October.
- GNOT qualifying sessions & regional final events (gold points): the State MP Secretary is responsible for sending these to the MP Centre. State MP Secretary must provide GNOT State Coordinator with details of all GNOT qualifying and regional final table numbers to allow invoices to be issued to participating clubs.
- Masterpoints from Australian National Championships: (ANC, held every 7 years) and Tasmanian Festival of Bridge (TFoB) are the responsibility of the Chief Tournament Director and sent directly to ABF Gold Point Co-ordinator for ratification.

Desirable qualities:

- Willingness to acquire an excellent understanding of the Masterpoint System.
- Good organisational and communication skills.
- Arithmetic skills highly desirable.

Document information

Date originally approved	February 2025
Next review date	January 2027
Responsible person	President