

## **SHNA RESPONSIBILITIES OF AFFILIATED CLUBS POLICY**

This policy, and with regard to the SHNA Constitution, outlines the responsibilities of Affiliated Clubs. Where a conflict arises between this Policy and the Constitution, the Constitution shall prevail.

1. At least one, and no more than two, members from each Affiliated Club will be appointed as their Club Delegate and must be in attendance at all Council meetings, Special meetings and the Annual General Meeting.
2. A Delegate cannot represent more than one Club.
3. A Delegate cannot also be a member of the Executive Committee.
4. Each Club Delegate is entitled to one Vote at Council Meeting and other Special, Extraordinary or Annual General Meetings where Club Delegates have a voting entitlement, provided they have attended at least 3 Council Meetings (where at least 3 Council Meetings have been held) since the previous AGM.
5. Club Delegates undertake to pass on all relevant information to all teams in their club in a timely manner.
6. Non-playing members may be the Club Delegate at Council meeting providing they are registered.
7. Clubs should ensure their teams are aware of the Competition Policies particularly concerning registered players, borrowed players, and forfeits.
8. Clubs must make all reasonable efforts to advise the Competition Coordinator of any expected forfeits in a timely manner.
9. Each club should supply their teams with first aid kits, however, there will be basic first aid available at the club house if required.
10. Each club shall supply a minimum of one (1) umpire and one (1) scorer per team.
11. Each club shall supply 2 responsible and capable members for the canteen when required for duty.
12. A roster will be created for Opening and Closing Duties for each competition day in the Winter season. For Opening Duty there needs to be two adults at the clubhouse by 8.30am. For Closing at least one adult is required to be there at the completion of the last game.
13. Clubs failing to complete a duty may be fined \$100 plus incurred costs (such as payment made to a substitute umpire) for each instance of non-compliance.
14. Any disputes, complaints or appeals shall be directed to SHNA, in writing.
15. The SHNA Annual General Meeting will be held in accordance with the Constitution.