

R.S.L. BILLIARDS & SNOOKER ASSOCIATION (VIC.)

CLUB DELEGATE – RESPONSIBILITIES

- ✓ Know and understand your players' attitudes and capabilities – be alert to identify any problems with the team/s (e.g. personality clashes).
- ✓ Understand and promote the Association's Rules, including how respective competitions are scheduled and designed.
- ✓ Ensure that team captains understand and fulfil their responsibilities under the Association's Rules.
- ✓ Encourage and support team captains in the management of teams.
- ✓ Understand and represent team members' views and concerns; act as the conduit for exchange of relevant information between team members and the Zone Delegate and/or Executive Committee.
- ✓ Report relevant concerns directly to the Zone Delegate.
- ✓ Attend scheduled meetings called by Zone Delegate as well as the Annual General Meeting.
- ✓ Assist the Statistician with selection of Finals venues.

ZONE DELEGATE – RESPONSIBILITIES

- ✓ Establish and maintain a close working relationship with respective Club delegates; includes maintaining an up-to-date record of relevant contact details of delegates and clubs.
- ✓ Adjudicate in matters of dispute within the Zone. If unable to resolve, present and explain the situation to the Executive for determination.
- ✓ Understand and promote the Association's Rules, including how respective competitions are scheduled and designed.
- ✓ Ensure that Club delegates understand and fulfil their responsibilities under the Association's Rules.
- ✓ Understand and represent Club delegates' views and concerns; act as the conduit for exchange of relevant information between Club delegates and Executive Committee.
- ✓ Convene, conduct, and maintain minutes of scheduled meetings of Zone Delegates; such meetings must be conducted during the four weeks immediately preceding each scheduled Executive meeting.
- ✓ Ensure pertinent matters are properly recorded in minutes which must be presented and discussed at Executive meetings. Any pertinent matters must be represented to the Executive.
- ✓ Attend scheduled meetings called by the Executive Committee as well as the Annual General Meeting.
- ✓ Assist the Statistician with selection of Finals venues.