

# **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.**