

## N . Z . F . R . S

### *AREA ORGANISING COMMITTEES*

#### **PURPOSE:**

To ensure a clear process is in place for conducting Area Championships.

Area Championships will be conducted by the appropriate organizing committee established for that purpose within each area as a qualification process for NZ Championships.

#### **PROCEDURES:**

1. The responsibilities of the Area Committees is to organise events required to qualify for New Zealand championship events.
2. Each authorised area shall form a workable committee to administer and conduct Area Championships as outlined by the NZFRS and the respective Sports Committees. This should include a Secretary and Treasurer (or Secretary/Treasurer).
3. The Secretary shall be responsible for keeping records of meetings and reporting minutes to the NZFRS member clubs and organisations in their Area and to the Board no later than 28 days after each meeting.
4. The Treasurer should be responsible for receiving, banking and accounting for money received and making payments for the conduct of the championships.
5. The Area Committee will organise suitable facilities for holding Area Championships and assist in sponsoring, preparing for, conducting and financing all such Area Events.
6. It is the Area Committees responsibility (in conjunction with Regional Committees) to ensure the correct NZ Championship Entries are forwarded to the National Office by the required date.
7. The Committee shall consist of no more than two representatives from each NZFRS member club in the Area.

Approved	July 1999
Last Amended	February 2020
Next review	February 2022