

OPERATIONAL DATES

Association Manual 1.4

Description	By	To Whom	Date	
Constitution				
1.1	Notice of AGM or GM	sec	assn	14 days prior
	AGM			by end of March
	Notice of SGM	sec	assn	3 days prior
	Nomination of Officers	clubs	sec	21 days prior to GM
		sec	assn	14 days prior to AGM
	Minutes of Board Meetings	sec	assn	within 14 days
	Registration Fees			determined by 31 Dec of
				the previous year
	Proxies	assn	sec	prior to meeting
1.6	Nominations for Life Membership, Meritorious Service Awards	clubs	board	30 June
		board	assn	prior to Presentation Dinner
-	Budget	board	assn	by 30 November
Members				
2.1	Reduced Fees	assn		after 1 July
	Next Year Fee	assn		after 1 October
-	Non-renewals Survey	club	sec	1 June
Clubs				
3.2	Responsibility of Clubs	Map	club	one every 3 years
		Event	club	one every year
3.3	see 2.1			
3.6	Buddy Clubs	clubs	board	1 March of year
-	Financial Report	club	sec	before 30 June
Events				
4.1 (NSW Champs)	Allocation	board	club	2 years prior
	Report on Map, Area and Controller	club	assn	AGM 1 year prior
	Controller Report	contr	board	3 months prior
	Invitation	org	members	2 months prior
	Program	org	entrants	1 week prior
	Results	org	entrants	within 4 weeks
4.2, 4.3 (NSW Night, Relay)	Allocation	board	club	2 years prior
	Invitation	org	members	2 months prior
	Program	org	entrants	1 week prior
	Results	org	nletter	within 2 weeks
4.4, 4.8 (NSW Schools, Other Major)	Allocation	board	club	June of year prior
	Invitation	org	members	2 months prior
	Program	org	entrants	1 week prior
	Results	org	nletter	within 2 weeks
4.6 (QBIII)	Allocation	board	club	2 years prior
	Invitation	org	members	2 months prior
	Program	org	entrants	1 week prior
	Results	org	entrants	within 4 weeks

4.9 (Minor Events)					
	Determination of "A" Events	board	assn		when fixing program
	Allocation	board	club		October of year prior
	Invitation	org	nletter		see 6.1 (nletter dates)
Results		org	nletter		within 2 weeks
Controllers and Jury					
4.7	Nominations for Level 1 year		club	board	June of previous
4.12	Approved Controller List	board	assn		30 September
	Events Requiring Level 2	board	assn		June of year prior
	Other Events Requiring		board	assn	August of year prior
	Controllers Report	contr	board		within 14 days
4.14	NSW Champs Jury	org	entrants		in programme
Program					
5.1	Dates of NFL Events	board	oa		June 2 years prior
	Dates of Major Events	board	assn		June 1 year prior
	Full Fixture List	board	assn		31 October prior
	Organiser, Setter, Controller	club	sec		15 November prior
5.2	Event Fees	club	sec		Within 4 weeks
5.8	Variation to Max Event Fees	club	board		before invitation
Newsletter					
6.1	Dates for Copy	all	nletter		10 February 10 May 10 August 10 September 10 November 20 December
Maps					
7.1	Numbers of Maps, Usage	club	sec		31 January
Selectors					
8.1	Select Honour Team	sel			after AUS Champs
-	Select NSW Schools Team	sel			before AUS Schools
-	Select NSW Relay Teams	sel			before AUS Relays

Adopted
May 2003