



ADMINISTRATION

DIARY PREPARATION POLICY

Version 1

Agreed by ManComJuly 9th 2013

Note 1 - It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom)

Note 2 - Any references to he/him etc. can equally apply to she/her etc.

This policy relates to the annual preparation of the integrated NYSMBA diary of events that appears on both the NYSMBA website and in the NYSMBA Handbook. This task is not associated with any particular Officer but at the time of writing it is being handled by the Captain of the 'B' team hereinafter referred to as the Diary Manager.

Purpose & Objectives

The Diary is a key reference documents for all NYSMBA members providing in a single document, all significant dates for the current season. The Diary Manager must try to ensure by negotiation with the various competition organisers, that clashes are avoided so that members are not placed in a position of having to choose between one competition over another. Once complete, the Diary should be passed to the PWA Secretary for publication on the Website and in the Handbook.

Content - The Diary must show the dates of the following events.

- **National Championship Finals (x6)**: Dates are set by the ESMBA, and appear on their website.
- **Northern England Championships (x4)**: Dates to be used are set by the NESMBA committee.
- **ESMBA ICC fixtures and knockout rounds**: (**see below**)
- **NESMBA IC league fixtures**: (**see below**)
- **NYSMBA County Championships (x6) and Little Cup**: As agreed with the Comp. Secretary.
- **NYSMBA General committee meetings**: As agreed by ManCom.
- **Yorkshire (North) league (YNL) fixtures (x10)**: As agreed with the YNL Fixture Secretary.
- **League competition days**: As agreed by relevant league Secretaries.
- **Open competitions organised by member clubs**: As set by relevant clubs
- **County team** – practice day

Inter-County fixtures

The dates for ESMBA ICC games are set by the ESMBA to fit in with the National Diary and are usually non-negotiable. The dates for games in the NESMBA IC league are agreed by negotiation with the representatives of the other counties. The objectives during these negotiations shall be

- To avoid clashes with other events in the Diary
- To avoid County teams having to play at Home on the same date

Venues - For County team home games and other NYSMBA organised events bookings must be made at the agreed venues defined in the VENUES POLICY.