



ADMINISTRATION

HANDBOOK POLICY

Version 2

Agreed by ManComMay 2017

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.

Note 3 - Editing of the Handbook is the responsibility of the Secretary hereinafter referred to as the Editor.

Purpose

The primary purpose the Handbook is to provide all NYSMBA members with reference information, reports and features related to local, regional and national short mat bowling activities.

Content

Currently (2017) the Handbook contains information under the following general topics.

- Profiles - of the NYSMBA, ESMBA and NESMBA
- Reports - from each Officer on the work for which they are responsible
- Results - of all the previous seasons open competitions
- Contacts - names are provided of key personnel in the Association its leagues and clubs with their addresses, telephone numbers and email addresses where appropriate
- History - of the NYSMBA, its past Officers and club membership
- Diary - of all planned events for current season
- Features – any bowls related articles supplied by any member or created by the Editor

Photos and other graphics are used as appropriate to break up continuous text and to provide additional interest.

The above content has evolved gradually over the life of the Association and it is recognised that topics may change. Any such changes should be in accordance with the wishes of NYSMBA members and/or as directed by the ManCom. However it is essential that all content conforms to a standard that shows the NYSMBA in a good light.

Format & layout

The format and layout of each issue varies according to the creativity of the Editor who should be sensitive to any requests made by NYSMBA members and/or ManCom. The objective should be a “neat looking” book with articles filling exact pages if possible. Total pages must be divisible by 4.

Preparation and Cost

The Handbook is to be prepared annually during the summer months for issue to all clubs at the start of each season in September. The total cost is to be offset by making a charge per copy and also by seeking to include suitable adverts.