

3. Guidelines on Sports Activities

These guidelines are developed as per Clause 36 (3) of the Constitution of the Jaffna Hindu College Old Boys Association of Australia, NSW Branch Incorporated.

The aim of these guidelines is to ensure that the Sport and other related activities are streamlined and to uphold the Jaffna Hindu College spirit and Community Spirit in Australia. Process and limitation enshrined in these guidelines will provide a clear guidance to the Management Committee and the Membership on selection of players for various sporting events and the conduct of such events.

1. General

- 1.1. Sports Secretary shall be responsible for all sports and other related activities including any events such as Sports Night.
- 1.2. A sub-committee may be appointed by the Management committee under the chairmanship of the Sports Secretary for any sports activity undertaken by the Association.
- 1.3. Sports Secretary shall submit a Plan of Events (details of Type of Sport activities, Form of Conducting such activities such as Inter-School Tournaments, Other sort of Tournaments etc., and Type of Funding) for the year to the Management Committee for Approval. Without such approval No Sporting activity shall be organized by the members.
- 1.4. Sports Secretary shall seek expression of interest from all members and a list of interested players shall be prepared before taking part in Sports activities.
- 1.5. All players taking part in any sports activity on behalf of the Association shall be the current financial members of Association.
- 1.6. All Sports activities including Inter-School tournaments and any other sporting events such as Sports Night, other tournaments etc need prior approval from the Management Committee before any member or members committing or taking part in such activities on behalf of the Association.
- 1.7. Sports Secretary shall propose the names of the respective teams Captain and Vice-Captain for each Sport after consulting with the respective team players to the Management Committee for approval.
- 1.8. Sports Secretary shall select the Players in consultation with the Captain and Vice-Captain of the respective Sport and announce the Team prior to the event taken place. An Open and honest process shall be adopted to ensure a fair and reliable process of selecting players for each sport activity.
- 1.9. A rotation policy shall be applied to give opportunities to all interested players to participate. A schedule of players shall be prepared and consented by the players for all games.
- 1.10. If a player selected to play a game is not available for the game, shall be in the waiting list before taking part in the following game.
- 1.11. Sports Secretary or Captains of the respective teams has been authorized to contact players and helpers from the Membership for any sporting activities.
- 1.12. Sufficient notice shall be given to all members on the upcoming sports activities.
- 1.13. Sports Secretary shall be the responsible person for any activities organized before or during or after any games including presentation.
- 1.14. Sports Secretary shall inform the committee on each activity organized by the Association or participated on behalf of the Association.

2. Funds Management

- 2.1.** Sports Secretary shall be the overall responsible person for Income and Expenditure related to all sporting and other related activities.
- 2.2.** Sports Secretary shall prepare a Budget either for the entire year activities or event by event and seek approval from the Management Committee before he commits to any expense related to any Sports Activity.
- 2.3.** In the event that the funds allocated by the Management Committee to carry out Sports activities fell short of the budgeted expenses, Sports secretary may seek funding from the wider community.
- 2.4.** When seeking funds from the community, Sports Secretary shall first get the approval and an authorising letter from the Management Committee before approaching those organisations.
- 2.5.** All funds received and spent shall be channeled through the Treasurer of the Association.
- 2.6.** Sports secretary shall provide all relevant details to the Treasurer for preparing income and expenses statement for each activity within two weeks of the completion of such activity.
- 2.7.** The Treasurer shall entrust the financial responsibility to the Assistant Treasurer or a nominated person from the Sports Sub-Committee (If such a Sub-Committee has already been approved by the Management Committee) with the Approval of the Management Committee
- 2.8.** Sports Secretary may seek approval from the Management Committee to entrust his responsibilities of funds management to any member participating in Sporting Activities. On approval only the Sports secretary shall entrust his responsibilities to that person.