

## **ADNL Divisional Representatives**

Each division shall have an appointed person that can be contacted by a player within their division.

The representative will need to be :

contactable on email and by phone  
attend the open meeting  
attend the AGM  
by invitation attend the occasional committee meeting  
have an understanding of the rules  
have an understanding of the guidelines set down by ADNL  
be prepared to help and support all teams within your division.

Your role will be to :

provide a regular link between your division and the committee  
receive and pass on any information to the committee via [adnl@live.co.uk](mailto:adnl@live.co.uk)  
check the folder in the rota bag to ensure that it is correctly maintained and complete  
when at the venue check that the signatures on the team registration form match those on the scorecard  
when requested photocopy the team registration forms and post to the affiliation secretary  
order replacement stationary as and when necessary  
report any issues regarding the safety/hygiene/running of your venue  
towards the end of the season collect in the trophies  
at the end of the season collect in the rota bag and bring to the AGM

Your name and contact details will be found in the folder in the rota bag.

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