

**REMIT FORM**

October 2017 – Version 1

**Title of Remit**

Submitted by: Name of Indian Sports Club

Contact person: Name and NZISA and/or ISC Position (e.g. ISC President, NZISA Delegate)

Contact details: Email address, phone number

**Proposal/ Remit**

1. Set out the proposal or remit to be considered.

**Executive Summary [if required]**

1. Use this section if the paper runs to more than 4 pages.

**Background**

1. Use this section to cover such things such as why the remit or proposal was developed, and references to previous Committee decisions about the same matter.

**Comment/ Discussion**

1. This is the main body of the paper. Use it to set out the detail of the remit or proposal.
2. Break this section up with headings if required.

**Consultation [if required]**

1. Use this section if you have talked to other Clubs, sports bodies (for example Hockey Associations, Umpires) and the feedback they might have given.

**Financial Implications [if required]**

1. Use this section to set out the budget/expenses associated with remit and where the money will come from. You could also check the budget with the NZISA Treasurer.

**Implications for NZISA Constitution and Rules [if required]**

1. If the Rules or Constitution need to be amended, set out the existing relevant clauses of the Constitution and/or Rules and the proposed new clauses of the Constitution and/or Rules. Also provide a timetable (for example in time for QBT) if the remit was passed.

**Publicity/ Promotion/ Communication [if required]**

1. Set out how the decision should be promoted/communicated (newsletter, via clubs, etc).

**Motion**

1. This section should set out the remit motion or all the decisions required to implement the proposal discussed in the paper. These would be the starting point for recording the decision in the minutes.

**Remit Form and Peer Review Process**

**August 2017**

The following outlines the process for submitting remits to NZISA:

1. Prepare the draft remit by filling in the NZISA Remit Form.

Note: The template is designed to get all the information needed to make a decision out on paper. The headings provide a guide to what others around the table might want to know.

2. Submit the draft remit to the Remit Sub-Committee your club is a member of (A or B) for them to peer review (or if an NZISA Officer, chose one of the two Remit Sub-Committees).

**Remit Sub-Committee A**: Bay of Plenty, Christchurch, North Harbour and Wellington.

**Remit Sub-Committee B**: Auckland, Central Districts, Pukekohe and Waikato.

Note: The two Remit sub-committees would not have a role in approving the remit. The sub-committees would be advisory only and would not have decision-making powers. Their job is to make sure all the information needed to make a good decision is provided to the Executive Committee, and help the proposing Club to refine their proposal so that it has the greatest chance of being approved.

3. The Remit Sub-Committee discusses the draft remit for two 1-hour meetings per annum aligned with the two NZISA meetings, conducted via Skype (or similar). Each review meeting should be held at least one week prior to the deadline set by the Secretary for final remits to be received, thus allowing the remit proposing club one week after the review meeting to make any changes to their proposed remit should they wish to. Each club would arrange for at least one member to attend Remit Sub-Committee Skype meetings.

4. Finalise remit and submit to the NZISA Secretary a minimum of 6 weeks prior to an Executive Meeting or Annual General Meeting.

5. Remit is discussed and voted on at the next NZISA Executive Meeting or Annual General Meeting.