



Softball New Zealand

Sports House, 93 Hutt Park Road, Seaview PO Box 30 322, Lower Hutt 5040

Phone: 64 4 560 0388, Fax: 64 4 560 0400, Email: snz@softball.org.nz, Website: www.softball.org.nz

FORMAL NOTICE REGARDING 2018 ANNUAL GENERAL MEETING

Formal notice is hereby given that the **2018 Annual General Meeting of the New Zealand Softball Association** will be held in the Hobson Room at Alexandra Park, Auckland, on **Saturday September 1st 2018** starting at 6:00pm.

Important Dates

Information and forms for completion were sent to Associations, Life Members and Board Members via email on **Monday 25th June 2018**. If you did not receive this information please contact the office on 04-560-0390 or email snz@softball.org.nz Information is due back to Softball New Zealand by the Following Dates:

Tuesday 10th July:	Travel Booking Form
Tuesday 31st July:	Fixtures List
Friday 27th July:	Remits
Saturday 4th August:	Board Nomination Form

Remits

Remits can be received from all members entitled to vote at the AGM and are to arrive at the Softball NZ Office no later than **Friday 27th July 2018**. Items for the AGM are to be headed under one of the following three categories:

- 1. Constitutional Changes**
- 2. Remits to be voted on; or**
- 3. Remits for Discussion.**

Election of Board

Please refer to the enclosed memo: **SNZ Board Members-Process for 2018** for details of the process for the election/appointment of SNZ Board Members.

Nominations for election of Board Members with CV's must arrive at the Softball New Zealand office no later than **Saturday August 4th 2018**. Nomination forms are enclosed with this note and an outline of Board Responsibilities can be requested from SNZ (snz@softball.org.nz).

The Constitution allows for **Two** Elected Board Member and **One** Appointed Board members in 2018.

Annual Conference

The Annual Conference will begin at 12:00pm.

The subject matter of any presentation or discussion during the Annual Conference will be of interest and significance to all member associations. Further information about the topics to be covered will be included in the AGM and Conference timetable circulated at a later date.

Travel

SNZ will book air travel **if advised of individual travel requirements by July 10th 2018**.

Please complete the travel form that was sent with the memo on the 25th June 2018, to include desired travel time, date, departure airport etc for flights and ensure it is back to the office (snz@softball.org.nz) by **July 10th 2018** at the latest. If SNZ is not advised of the





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requirement for such bookings, it will be assumed that you will be making your own travel bookings/arrangements.

For those making their own travel arrangements, a refund equivalent to the lowest fare available as at **July 10th 2018** will be paid.

Please note that if a request is not received by July 10th 2018 you will be required to make your own travel arrangements-which includes booking your own airfares.

SNZ will pay for 'voting' delegates from Associations to a maximum of two per association. Travel requested for any others will be invoiced back to the association, i.e. three attending, invoice to association for one airfare.

Any extra charges on subsequent changes or cancellations to any flights booked at your request will be invoiced to you for payment.

SNZ will pay for life member's airfares, and again, the travel form needs to be completed to include desired travel details and back to the office by the **10th July 2018**. If SNZ is not advised of the requirement for such bookings, it will be assumed that you will be making your own travel bookings/arrangements.

Accommodation

If you have any accommodation requirements please complete the Accommodation section of the Travel Booking Form, attached to the Memo sent out on the 25th June 2018. When complete, please forward to the office (snz@softball.org.nz) by **July 10th 2018**.

All accommodation charges must be paid by you, on departure.

Names of Delegates

Any association making their own arrangements, whether flying or not, is requested to let the office (snz@softball.org.nz) know the names of all delegates attending, the association involved and the travel arrangements no later than **August 25th 2018**.

Fixtures List

Please see the Fixtures List attached to the memo sent on the 25th June 2018, for the 2018/2019 season. For inclusions in the official fixtures list please complete the information as outlined on the form. Information is required by **July 31st 2018**.

Please note that only Financial Associations fixtures will be included in the Official Fixtures List.

If you have any questions or concerns regarding any of the above information, please contact the office via email snz@softball.org.nz or telephone 04-5600-390.

Kind Regards,

Tony Giles
Chief Executive
Softball New Zealand

