

**REGIONAL MANAGEMENT BOARD - 15 FEBRUARY 2007
ITEM FOR DECISION*****Regional Handbook*****PURPOSE OF REPORT**

To seek the agreement of the Board to the suggestions by the Communication Group with regard to the publication of a Regional Handbook.

PROPOSED ACTION

That the Board approves recommendations made by the Communication Group.

SUPPORTING INFORMATION

1. The Board has minuted that a Regional Handbook should be produced and that the Communication Group should make recommendations with regard to its production.
2. The logical time to produce the Handbook is within about two months of the Regional Annual Council Meeting. This would enable the composition of the RMB and the confirmed names of the Discipline Managers to be up to date.
3. This timing will, however, not sit happily with the Club Re-affiliation cycle, making it difficult to include accurate details of Club Secretaries or Registered Officials.
4. A handbook ought to be produced to cover the period between now and the next ACM.
5. As the Handbook is to be a working document, there is no need for a glossy cover, although some other Regions do make their Handbooks glossy documents.

FINANCIAL IMPLICATIONS

6. Until the RMB has agreed the content, no estimate of the likely cost can be made, but it will be produced as economically as possible.

RECOMMENDATIONS

7. The Communication Group recommends that the Region should produce a Handbook with the contents listed in Appendix 1.
8. A Pilot Handbook should be produced to cover the period from now until the next ACM.
9. A Handbook should be issued in November each year.

RECOMMENDED CONTENT FOR REGIONAL HANDBOOK

Front Cover

Inside Front Cover – Adverts for Regional Dinner/Dance & ACM

Regional Vision

Officers – to include RMB, employed staff & Discipline Managers

Past & Present Officers (Presidents & Chairmen)

Holders of President's Plate

Sub-Regions – to include details of Secretaries, Chairmen & Presidents for both current and subsequent year

Disciplines – details of managers & competition secretaries

Discipline Managers to be consulted as to whether they want lists of Officials (Swimming probably not)

Conditions for major Trophies

Constitution

Minutes of last ACM

Alphabetical lists (with Sub-Regional allocation) of

1. Affiliated Clubs
2. Other Affiliated Bodies

Calendar of known dates

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More transient data will be available on the web-site