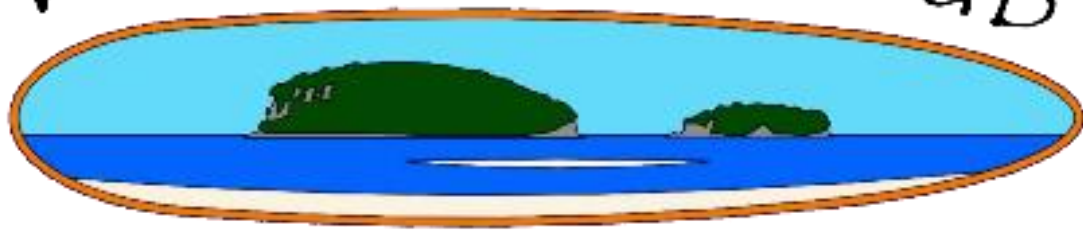


# Whangamata Club



## ADJUNCT RULES

FEBRUARY 2023

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## PURPOSE & DEFINITION

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Definition= Adjuncts are like clubs within a club. They are groups centred around a particular sport or pastime who meet regularly, with a committee to organise events and provide structure and funding. The club committee is required to approve the formation of a new adjunct.

Purpose= To enable club members to participate in activities and events within the club or associated with the club that are organised by adjunct committees.

\*Provide competition, in house, local, interclub, Clubs NZ, National

\*Encourage members participation

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## COMBINED CLUB ADJUNCT MEETINGS

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All adjuncts are to be represented at regular (e.g. monthly) meetings. These meetings will be attended by the Club Executive Committee liaison representative. Minutes of these meetings are presented at the next Executive Committee meeting.

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## AGM

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Each adjunct shall have an annual AGM. All members attending must be financial members of the Whangamata Club and be prepared to show their current club card. The adjunct committee members shall be elected and consist of a President, Vice President, Secretary, Treasurer (secretary and treasurer can combine) and committee members. Minimum full committee 4 in total. If the president resigns or is unable to fulfil the role, then the vice president or another person agreed at a meeting of the adjunct members shall take office until next AGM.

Elected Club Executive Committee Members may not stand for Committee Roles on Adjuncts to avoid an actual or potential conflict of interest.

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## FINANCIAL

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All individual adjuncts shall present a forecast by 10th March annually to Club management outlining their current account balances and term deposits, (including any monies held within the club) and proposed income and expenditure for the coming year. Failure to produce the forecast may result in the adjunct not being included in any club financial benefits (raffles, funding etc).

The Whangamata Club Executive Committee may limit account balances dependant on forecasts and relevant to adjunct member numbers or benefits to the wider Whangamata Club membership.

Adjuncts must operate financial transactions from Club Authorised Accounts only. Those accounts and account balances remain the Property of the Whangamata Club Membership.

All financial transactions must be agreed by the Adjunct Committee and signed by two Adjunct Executive Members. All financial transactions must be recorded in the adjunct meeting minutes with deposits, payments and balances since the last meeting confirmed by the adjunct committee.

Upon the adjunct failing to operate or ceasing to have a duly authorised committee the Whangamata Club Executive Committee may wind up the adjunct and all account balances will be retained by the Whangamata Club.

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## INDIVIDUAL ADJUNCT MEETINGS

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Regular meetings shall be held, and minutes sent to [operations@whangamataclub.co.nz](mailto:operations@whangamataclub.co.nz). A meeting Quorum is 50% total of the committee members plus one.

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## CALENDAR ENTRIES

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The club has an on-line web-based calendar system. Any upcoming adjunct events and activities including normal weekly events, club tournaments, Clubs NZ events etc are required to be entered. Email all entries to [admin@whangamataclub.co.nz](mailto:admin@whangamataclub.co.nz). The Club administration team will confirm the event entry.

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## RAFFLES

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Raffles will be allocated to adjuncts depending on their financial position and requirements. A roster will be sent to all adjuncts from club administration & Raffle co-ordinator.

Ordering of meat raffles are each adjuncts responsibility.

For the purpose of consistency, club member night raffles, gross returns, ticket prices and operating procedures will be determined by the Club Executive Committee via the Club Raffle Co-ordinator.

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## ADJUNCT LIFE MEMBERSHIP

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The adjunct at their AGM, upon recommendation by the Adjunct committee and with the approval of the Whangamata Club Executive Committee may grant life membership to any full and financial member for meritorious service rendered to or on behalf of the Adjunct.

The appointment of a life member must be one of the highest achievements an adjunct member can receive. Therefore, the adjunct committee may accept a written nomination and if after gaining the necessary approvals be confidential until announced by the Adjunct AGM chairperson at the Adjunct AGM

An appropriate plaque with photo can be proudly displayed in the adjunct area.

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## VISITORS

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Where adjuncts have visiting teams to participate in their chosen activity, the hosting adjunct committee are to advise visitors of the club rules around etiquette, dress code, signing in etc.

Where an adjunct is hosting outside of Club opening hours (prior to 11am), the adjunct is responsible to 'man reception' to ensure only relevant persons are entering the Club. At no time is it acceptable to have the door unlocked and no one at reception.

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## DISCIPLINARY

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In the event that an adjunct member has displayed inappropriate behaviour, the adjunct committee will have a "extra special meeting" and report any findings directly to the club manager. The club manager will determine how the complaint is to be dealt with.

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## CLUBS NZ SPORTING FINANCIAL SUPPORT

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In order for club members to participate in Clubs NZ North Island and national sporting events the following subsidies will be considered on request:

100% of entry fee      50% of travel cost      50% of accommodation cost

Quotes or proof of purchases will be required to support each claim.

Maximum of 8 players per adjunct per year will be subsidised.

Requests will only be considered on the “application for funding” form available from Club admin.

The request is given to club management and presented for final approval by the executive at the next monthly executive committee meeting.

Each application is judged on a ‘case by case’ basis to ensure it aligns with club policy.

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## **SPORTING PROPERTY**

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All sporting equipment is the property of the club (asset). New equipment will be considered for replacement by the club as required, following the necessary request from the adjunct and budgeting / procurement by the club (the club may request assistance from the adjunct to ensure correct procurement).

Maintenance of sporting equipment will be scheduled and undertaken by the club. Please advise Club Management should any gear break or require repairing outside of scheduled checks.

Under no circumstances may the adjunct change, modify or renew any equipment or furnishings in the club without written authorization from the club manager or executive committee.

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## **FOOD AND BEVERAGE**

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Any ordering of food for adjunct activities must be as pre-planned as much as possible. Orders from the platter menu must be made a minimum of 3 days in advance, in order for the kitchen to place orders and prepare. Bulk orders from our standard menu still require advance notice, at a minimum prior to service beginning for the day with the Chef on Duty.

Requests for the bar to open earlier for tournaments is at management discretion. Request to be made two weeks minimum in advance in writing to Operations for rostering purposes.

Outsourced food is not permitted in the club unless prior approval is given in writing by Club management. Outsourced food that is permitted in the club must not be for sale. If food or meal costs are being included in any entry fee, these meals are treated as being sold and be approved by Club management.

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## **ADJUNCT OPERATING DATES**

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All adjunct yearly activities are to be completed by December 25th and restart on Feb 1st this is due to peak times with club social usage rates. If any adjunct is wanting to use the club facilities during the summer peak time (December 25 – January 31) the adjunct may seek approval in writing from Club management.

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## **SPECIAL EVENTS**

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The club hosts special events such as Beach Hop, large sporting tournaments etc. These can at times interfere with adjunct activities. The club management will enter events on the club calendar system and notify any adjuncts involved.

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## **JUNIOR MEMBERS**

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Junior members can join adjuncts under the club “junior members policy”.

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## **NON-MEMBERS TRIALLING ADJUNCT ACTIVITIES**

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If a non-member wishes to trial the adjunct, they can participate in one event or activity (on one day), after which they will need to become a member of the Club.

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## **HONOURS BOARDS AND TROPHIES**

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These are the adjuncts responsibility to keep up to date and in presentable condition.

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## **ADJUNCT TOURNAMENTS**

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All Adjunct Tournaments are advertised as either open or adjunct members only.

Open – Any Whangamata Financial Club Member can attend

Adjunct only – Adjunct financial members only (club members will need to join adjunct first)