

SCOPE AND DELEGATION OF AUTHORITY OF YOUTH ADVOCATE

The Youth Advocate (YA) is a voluntary position with his/her role, responsibilities and delegations detailed as follows:

1. General

The YA will:

- 1.1 be appointed by the Board of NZ Bridge
- 1.2 report to the Chair of the International Committee. Periodically provide reports to the International Committee and the Board of NZ Bridge.
- 1.3 identify youth who are potential New Zealand representatives by liaising with the Bridge Development Officer (BDO);
- 1.4 keep a register of those youths identified in 1.4 above;
- 1.5 maintain a spreadsheet of all details of expenditure;
- 1.6 maintain details of funds raised.

2. NZ Bridge Youth International Programme

As part of his/her role the YA will:

- 2.1 monitor international youth events over the 4-year cycle;
- 2.2 suggest international events suitable for the New Zealand Youth Team at the planning stage of each 4-year cycle;
- 2.3 maintain a schedule of planned international competition;
- 2.4 call for general expressions of interest from youth partnerships desiring to have international representation, with a view to fostering and supporting those partnerships;
- 2.5 suggest possible preparation events for those partnerships identified in 2.4 above before applying for selection;
- 2.6 liaise with the New Zealand Youth Team Captain to organise practices subsequent to selection;
- 2.7 have input into the selection process – via the International committee meetings – of representative Youth Teams;
- 2.8 identify potential sponsorship that may be available for international Youth Teams.

3. Australian Youth Relationship

- 3.1 The YA will arrange “test matches” between New Zealand and Australian Youth Teams (at Congress or Canberra etc.) by liaising with the YA from Australia and the appropriate event organising committees.
- 3.2 The YA will invite/organise youth partnerships to play in events, as in 3.1 above.

4. Financial

The YA is authorised to initiate expenditure for items/activities within his/her Scope of Authority and within the annual budgetary allocation determined annually by the Board of NZ Bridge . The Chef de Mission will have the second and final sign-off on all youth expenditure. The allocation must be used, for New Zealand players aged under 25 years on 01 January of that calendar year, for:

- 4.1 the cost of bridge-related activities or events, including coaching weekends, youth weekends etc.;
- 4.2 subsidies for travel/accommodation to international bridge events;
- 4.3 subsidies for travel/accommodation to major New Zealand or Australian congresses.

The YA may impose conditions on the granting of such monies. If that is the case, those conditions must be agreed by the player(s) in writing prior to any payments being made.

5. Communication

The YA is a conduit between the youth bridge community and the Board. The YA will:

- 5.1 communicate with youth players in an appropriate and respectful manner;
- 5.2 articulate youth concerns to NZ Bridge.
- 5.3 liaise with the Chef de Mission to organise youth preparation for international events;
- 5.4 liaise with the BDO with respect to potential international representative youth partnerships;
- 5.5 liaise with the Chef de Mission and the Secretary of the Board to organise payments to youth players;
- 5.6 keep all Board business and matters pertaining to youth confidential.

6. Reimbursement

Subject to compliance with any policies or procedures determined from time to time by the Board, the YA shall be entitled to reimbursement of costs and expenses lawfully or properly incurred in the fulfilment of his/her obligations to the role. No reimbursement of expenses is permitted except for those properly incurred and approved. These expenses should be supported by receipts for audit purposes.

7. Conditions Attached to this Delegation of Authority

For the avoidance of doubt, the YA does not have the power to:

- borrow money;
- initiate any levy;
- sub-delegate.

This Scope and Delegation of Authority document is a “working document” that will be reviewed by the International Committee (including the YA) at least annually.

Revised: Nov2018 Released: Nov 2018