



**REGULATION - COMMITTEE AGENDA
(Recommended for approval 14 February 2010)**

The Committee Agenda will be organized under the following headings:

1. Apologies
2. Confirmation of Minutes
3. Business Arising from the Minutes
4. Declaration of Pecuniary Interest
5. Reports and Recommendations for Consideration
6. Development Manager's Report
7. Correspondence
8. Treasurer's Report
9. Minutes and Reports of Sub-Committees
10. Items of General Interest

Any Committee Member or Officer wishing to seek approval for any action or activity to be undertaken by Squash Tasmania shall prepare a report that includes comments under the following headings:

- Title
- Person Reporting
- Background
- Discussion
- Recommendation

The recommendation is to be framed so that it can be copied into the minutes if approved without amendment.

The report is to be received via email by the Secretary by 5.00 pm 10 days prior to the meeting.

The Agenda including reports received will be distributed via email at least 5 clear days before the committee meeting.