 Pétanque Australia Ltd Affiliated With the F.I.P.J.P	Federation		Policy No:		Communication Policy		
	Approved:	15 Sep 2009	Version:	2.2	Review Due:	15 Sep 2010	

The purpose of this policy is to provide guidance for Members and Officials when communicating Petanque Business at Club, League and Federation levels. Petanque Federation Australia (PFA) is committed that the flow of information occurs from the PFA to the Registered Player through the appropriate channels. This Policy is a guide and should be read in conjunction with the PFA Constitution and By-laws. The Petanque Federation Australia Constitution and By-laws take precedence over this document.

1.0 Registered Players and Clubs

1.1 Registered Players first point of contact is their Club. Communication will be with the Club Committee who will address the issue at that level. If the Club Committee is unable to satisfactorily deal with an issue then they may deem that the issue should be forwarded on to the appropriate authority for decision. First point of contact is the State League. If the League is unable to resolve an issue then the League should approach the PFA for advice and or resolution.

1.2 All Clubs should disseminate all information received from their State League and Petanque Federation Australia, to its members, at the earliest opportunity after receipt of that information. Club business should be dealt with by the Club.

2.0 State Leagues

2.1 The State League will take receipt of and deal with League business. Correspondence should be dealt with and replied to at the earliest possible convenience. If the League is unable to resolve an issue then the issue should be forwarded to the PFA for advice and or resolution. The State League should disseminate all relevant and appropriate information to their Clubs at the earliest opportunity. State League business should be dealt with by the State League concerned.

3.0 Petanque Federation Australia


3.1 Petanque Federation Australia will take receipt of and deal with PFA business. Correspondence will be dealt with and replied to at the earliest possible convenience. If issues are deemed not to be PFA business the correspondence will be returned to the writer with appropriate advice attached. PFA will disseminate all relevant and appropriate information to the State Leagues and Member Clubs at the earliest opportunity.

3.2 The Secretary PFA will disseminate information and copy correspondence to all members of the PFA Executive.

4.0 International Bodies

4.1 Official Communication with International Petanque bodies such as FIPJP and other National Federations, Leagues and National Commissions is the responsibility of the President and Secretary PFA. Individuals, Clubs and Leagues should Channel communication with Petanque organisations internationally through Petanque Federation Australia.

5.0 Umpires

 Pétanque Australia Ltd Affiliated With the F.I.P.J.P	Federation	Policy No:	Communication Policy			
		Approved:	15 Sep 2009	Version:	2.2	Review Due:

- 5.1 Umpiring issues should be directed through the State Director of Umpiring. The National Director of Umpires will correspond and consult with the PFA Executive on Umpiring and Rules issues. The President PFA will communicate Rule changes, introduction and variations to the National Director of Umpiring for implementation. The National Director of Umpiring will disseminate all relevant information to Umpires via the State Director of Umpiring.
- 6.0 Coaches
- 6.1 Coaching issues should be communicated through the Club and State Coaches to the National Director of Coaching. The National Director of Coaching will correspond and consult with the PA Executive on coaching and selection issues.
- 7.0 Financial and Licences
- 7.1 Financial issues are the responsibility of the Treasurer PFA. Individuals should address license issues through their Leagues. Financial issues should be addressed through the League representative to the Treasurer PFA.
- 8.0 **Electronic Medium (E-mail)**
- 8.1 The use of the electronic medium (e-mail) is encouraged, this streamlines communication and therefore speeds up the decision making process. The practice of flooding individuals or groups with unsolicited and unwanted e-mails is not permitted.
- 8.2 The Spam Act 2003 prohibits the sending of spam, which is identified as a commercial electronic message sent without the consent of the addressee via email, short message service (SMS), multimedia message service (MMS) or instant messaging. The requirements under the Spam Act apply to all commercial electronic messages, including both bulk and individual messages.
- 9.0 Equity and Diversity
- 9.1 The unsolicited use of material of an inflammatory, defamatory, offensive, racist, sexually explicit, suggestive or discriminating in any way in communications within the Petanque Community is forbidden.
- 10.0 Secretaries
- 10.1 Official Communication between parties should be by via the Secretary of the Club or League concerned. PFA will only receive correspondence through the Secretary unless advised otherwise. Any correspondence that does not comply with this policy will be returned unanswered to the sender by PFA.
- 11.0 Inappropriate Communications
- 11.1 Individuals or groups found to be acting contrary to this policy will be deemed to have brought the sport into disrepute and may be referred to Disciplinary Committee for appropriate action.