



Hills Football Incorporated Communication Policy

Version:	1.1
Date:	26 th Sept 2018
Page 1 of 1	

REVISION	DATE	Notes
1.0	22 Mar 2018	New document.
1.1	26 th Sep 2018	Inclusion of revision table and formatting.

Hills Football administers over 13,000 players, coaches, referees and volunteers from 22 clubs. It is essential that there is a communication procedure to accommodate the requirements of the members and the resources of the Association.

1. HFI requires all requests and queries to be lodged in writing (mail or email). The Club Secretary or President must endorse them.
2. Only such correspondence will be answered as a priority.
3. Any correspondence to clubs will be copied to the Club Secretary.
4. All HFI correspondence will be sent to the official club mailing address unless written authority is supplied by the club to HFI, to redirect.
5. With current technology email is the preferred method of communication.
6. The method of communication will be the method determined on the affiliation form until such time as a change is requested by the club.

Breach of Policy

HFI reserves the right to take any measure(s) it sees fit with respect to such breach, including the right to:

- Issue, or require the relevant Member or Club to issue, a corrective or other statement relating to the particular matter.
- Refer the matter to HFI's Judicial Committee.
- Issue GPT notice.