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NSWPL Policies

Summary:

This document describes the policies introduced by the New South Wales Petanque League (NSWPL) to provide guidance and governance to the organisation of petanque in NSW. (**Important: The policies currently in this document has been approved at NSWPL Committee Meetings but the document has a whole has yet to be approved.**)

Version Label: Draft

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About this Document

Document Control

Author	Owner	Approved By
Gary Hosie and Grant Threadgate	NSWPL	

Reviewers

Version Reviewed	Name	Position Title	Team/Business Unit

Version History

Version Number	Date	Revision Description	Author
0.1Draft	dd/mm/yyyy	Compile document and add policies as approved	Gary Hosie and Grant Threadgate

1. Overview

1.1. Purpose

This document describes the policies introduced by the New South Wales Petanque League to provide guidance and governance to the organisation of petanque in NSW. Scope.

Policies are typically adopted and/or proposed via the NSWPL Committee meetings and recorded in the minutes. Prior to 2019 this was the only source of documentary evidence of policies being passed, meaning that players of the time and in the future did not have access to the details. A system relying on the knowledge by a small group of people that these policies exist but does not provide easy access to rank and file members is clearly flawed and likely to create arguments and confusion. It is open to abuse. It is poor governance.

It is highly unlikely that a new member of the Executive will trawl through 14 years of minutes to extract a few policies that may or may not be documented and/or considered relevant or correct in the present.

The purpose of this document is to provide a repository for all approved policies so that members of the NSWPL can have access to them.

1.2. Audience

This document is for the club members, committee members and players of the NSWPL

1.3. Related Documents

Table 1 lists documents related to this <policy, training manual, etc >.

Table 1 – Related Documents

Document Title	Location
NSWPL Constitution	
NSWPL Competition Regulations	

2. Policies

2.1. Documentation Policies

All documents identified as 'necessary' by the NSWPL must be maintained and subject to document control. These are as follows:

- NSWPL Calendar
- NSWPL Competition Regulations
- NSWPL Constitution
- NSWPL Policies.

These necessary documents are maintained by the NSWPL Secretary and the latest version is uploaded to the NSWPL website within 5 days of being approved by the NSWPL Committee.

Other than minor changes for spelling, grammar or formatting, changes must be approved by the NSWPL Committee before a new version is published.

2.1.1. Review and Approval

At a minimum, necessary documents should be reviewed annually, prior to the new petanque season.

- If no changes are made to the document, this should be noted in the Version History table and the version updated to the next minor increment, i.e. V 2.0 moves to V 2.1.
- If changes **are** made, these should be described briefly in the Version History table and the version updated to the next major increment, i.e. V 2.0 moves to V 3.0.

The NSWPL Committee is the approver of all necessary documents.

2.2. Documenting Policies

All policies approved for implementation by the NSWPL Committee and documented in meeting minutes must then be developed to cover the intent and application of the policy and included in this *NSW Policies* document for final approval.

2.3. Financial Policies

2.3.1. Cash Payments

Cash prizes are awarded at NSWPL Championships based on the scale documented in the NSWPL Competition Regulations.

The Host Club must complete the *NSWPL Championship Summary Form* which details the following:

- total number of participants
- total amount received in subscriptions
- names of the prize recipients and the amount being awarded to each
- details of the non-playing umpire (if applicable)
- amount of cash to be deposited into the NSWPL Bank Account.

The Host Club deposits the cash into the NSWPL bank account and sends the completed NSWPL Championship Summary Form to the following within 5 days:

- NSWPL President – grantthreadgate@hotmail.com.au
- NSWPL Secretary - nswplsecretary@yahoo.com

The Treasurer checks the figures and if there are discrepancies, contacts the Host Club to resolve. If there are no discrepancies, the summary is accepted and the figures included in the NSWPL accounts.

2.3.1.1. NSWPL Bank Account Details

The details of the NSWPL Bank Account are as follows:

Account Name: NSW Petanque League

Bank: Westpac

Branch: Bateau Bay

Account No: 152315

BSB: 032 629

2.3.2. Treasurers Spend Limit

Any incidental expenses to be incurred up to a limit of \$100 must be counter approved (by email) by another Executive member prior to a commitment. All other expenses over \$100 must be authorised at a League Meeting prior to any commitment.

2.3.3. Signatory Policy

All payments from NSW Bank Accounts are to be processed electronically via the Westpac on-line banking system. Prior to processing the transaction must be supported by authorised tax invoices or suitably authorised memorandum or meeting minutes.

All transactions in that system required the payments to be approved by one other authorised league executive member. The authorised executive members are President, Secretary and Treasurer

2.4. Umpire Policies

The League will attempt to ensure a minimum of one non-playing umpire at all State championships. When this is not possible a playing umpire/s will be sought before a non-accredited umpire is used.

The responsibility for co-ordinating umpires and rostering them to NSWPL Championships is the State Umpire.

2.4.1. Non-playing Umpires

Non-playing umpires adjudicating in competitions included in the Ranking Table and also the NSWPL Shooting Championship are paid as follows:

- \$100 for a full day and \$150 for a two-day competition.
- \$100 for a shooting competition
- \$100 for a pointing competition.

After the competition is over the umpire must submit the official 'Umpire Report' to the NSWPL Treasurer within 5 days. The NSWPL Treasurer will then transfer the payment to the umpire's nominated bank account.

2.4.2. Playing Umpires

Playing umpires adjudicating in competitions included in the Ranking Table and also the NSWPL Shooting Championship do not receive payment but the Host Club for the event must provide a lunch and two non-alcoholic drinks.

2.5. Support for Representative Players

Support for Rep Players – every effort will be made to financially support players when representing NSW and /or Australia. The limit of support will have regard to the location of the tournament, any subsidy from PFA and any sponsorship or external fund-raising effort. Direct financial support will be nett of the cost of any uniform provided by the NSWPL.

Consideration of funding support will have regard to the above and precedents by the NSWPL. Funding support will also need to recognise if assistance is sought from teams or individuals.

2.5.1. NSW Competition Shirt

Players representing NSW for the first time will receive a State shirt paid for by the NSWPL.

2.5.2. For events interstate

The NSWPL will provide \$50 each NSW Player representing NSW or Australia *within* Australia.

2.5.3. For events overseas

The NSWPL will provide \$100 each NSW Player representing Australia *outside of* Australia.

2.6. Coaching Policies

Coaching and Selection – the appointment of accredited coaches and selectors is with the sanction of PFA subject to the approval of the NSWPL. Similarly coaches and selectors are appointed subject to their performance and may be removed by PFA upon a receipt of a recommendation from the NSWPL. Coaches are expected to undertake coaching for new and experienced players to compliment the promotion of the game in NSW.

2.7. Assistance for New Clubs

New petanque clubs that meet the minimum requirements of a club as defined by PFA may accepted into the NSWPL as per the relevant sections of the Constitution. If 50% of the new club's members have not held a PFA licence in the previous two years, the League will waive the Affiliation Fee as well as the Umpire Levy in the first year it is accepted.

3. Terms and Acronyms

Table 2 lists the terms and acronyms used in this document.

Table 2 - Terms and Acronyms

Term/Acronym	Definition
Delete if unused	

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