



## **KU-RING-GAI AND DISTRICT SOCCER ASSOCIATION INC.**

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### **KDSA Communication Policy**

The KDSA administers the code for the 13,000+ players registered to clubs affiliated to KDSA.

It is essential that there is a communication procedure to accommodate the requirements of the members and the resources of the Association.

- KDSA requires all requests and queries to be lodged in writing (fax, mail or email). The club secretary or president must endorse them.
- Only such correspondence will be answered as a priority.
- Any correspondence to clubs will be copied to the club secretary.
- All KDSA correspondence will be sent to the official club mailing address unless written authority is supplied by the club to KDSA, to redirect.
- With current technology email is the preferred method of communication.
- The method of communication will be the method determined on the affiliation form until such time as a change is requested by the club.
- Operational matters (to do with the competition) should be directed to the appropriate Committee Chair by the Club Secretary (via email) and copied to the KDSA Office.