

Communication Datasheet

Xxxxxxxx Football Association

External Contact:

The external contact will be published and shared to any externals asking for a contact to your team. You guarantee to read and reply to requests arriving within 30 days.

Name of the Contact:

Position: Secretary

E-Mail Address:

Phone Number: (tbd)

Postal Address: (tbd)

Internal Contact:

The internal contact will be used for communication within CONIFA. It will only be shared with our members. You guarantee to read and reply to requests arriving within 7 days.

Name of the Contact:

Position:

E-Mail Address:

Phone Number: (tbd)

Mobile Number:

Postal Address: (tbd)

Both contacts, the internal and external one, must be English-speaking and must reply to requests arriving. You are exclusively responsible for the contact datasheet and must inform the general secretary of CONIFA on your own, in case any of your contacts change.

E-Mails or letters sent to your external contact are considered read and handled after 30 days. E-Mails and letters sent to your internal contact are considered read and handled after 7 days.

Should any internal request to your internal contact remain unanswered after 7 days, CONIFA will consider your answer to be negative.

Should any external request to your external contact remain unanswered after 30 days, CONIFA will delete your external contact and will inform the external requester that you are not available for any communication anymore and we have to consider you being defunct.

Once a year, at least 30 days before the AGM, the general secretary will contact both your contacts to check if they are still valid. He will also inquire both given contacts about the current status of your Football Associations. In case, the general secretariat does not receive any reply, he will consider your FA to be defunct and will propose the expulsion of your Football Association to the AGM.