**BUSINESS PLAN**

**2016 to 2018**  
  
  
**Petanque Federation Australia**

1 Marsden Street.

Sandy Bay. Tasmania 7005

31st January 2016

**Executive Summary**

**The Company**  
Petanque Federation Australia was formed in the 1980's as an incorporated association in Victoria it became a limited Company in 2002. It started with 3 affiliated clubs all in Victoria and now has 49 affiliated clubs in all 6 states and ACT with over 1500 licensed players.

**The Ownership**  
The Company is structured as a corporation.

**The Management**  
Petanque Federation Australia is managed by a board of Directors, there are currently 6 directors however the constitution allows for 9 directors and it is intended appoint these additional directors in 2016.  
Board meeting are held monthly and the day to day running of the company of handled by the various directors.

**The Goals and Objectives**  
To represent all established petanque clubs and to encourage the development of new clubs in Australia, having a current membership of 49 Clubs. Our next goal will be 60 clubs and 2000 licensed players, by 2019

**Our services**  
To provide a wide variety of services to affiliated Petanque clubs.

**Petanque Federation Australia**

**Business Plan 2016 to 2018**

**The Company**

**Business Sector**  
The Company currently operates in the following industry:   
**National Sporting Association**.

**Company History**  
Petanque Federation Australia was formed in the 1980's as an Incorporated Association in Victoria it became a limited Company in 2002. It started with 3 affiliated clubs all in Victoria and now has 49 affiliated clubs in all 6 states and ACT with over 1500 licensed players.

**Company Goals and Objectives**  
To represent all established petanque clubs in Australia and to encourage the development of new clubs in all States, with a current membership of 49 clubs our next goal will be 60 clubs and 2000 licensed players, by the end of January 2019

**Company Ownership Structure**  
The Company is structured as a corporation.

**Ownership Background**  
The Company is owned by its shareholders who are the member clubs, each of which has one vote at Annual and Extraordinary General Meetings

**Company Management Structure**  
Petanque Federation Australia is managed by a board of Directors. There are currently 6 directors however the constitution allows for 9 directors and it is planned to fill these director’s positions during 2016.  
Board meetings are held monthly and the day to day running of the company of handled by the directors, who each have responsibility for defined sections of the business.

**The current roles are:**

President, Secretary, Director of Sports and International Relations, National Director of umpiring and an appointed director who whose role is to Assist the Secretary.

The role of Treasurer is currently vacant and financial transactions are recorded by a contracted bookkeeper

**Organisational Goals and Objectives**

Our Principal goal will be to have a more representative board. In order to achieve this we will be aiming to change the current gender in-balance with the objective of seeing at least two women directors elected at the 2016 AGM, with a further aim to achieve a board with equal gender representation by the 2019 AGM.

We also aim to develop a board with a more diverse range of management skills, with particular emphasis on financial management, marketing and strategic planning. If necessary these skills will be acquired by the appointment of up to two directors who have specific skills not available from the current board members, this is planned to happen in 2016.

**Company Assets**

|  |  |  |
| --- | --- | --- |
| **Petanque Federation Australia** | | |
|  | | |
| **Balance Sheet** | | |
| **As of January 2016** | | |
|  |  |  |
|  |  |  |
|  | Assets |  |
|  | Current Assets |  |
|  | Bank Accounts |  |
|  | Transaction Account | $3,169.38 |
|  | Online Saver | $19,976.92 |
|  | Total Bank Accounts | $23,146.30 |
|  | Total Current Assets | $23,146.30 |
|  | Total Assets | $23,146.30 |
|  |  |  |
|  | Liabilities |  |
|  |  |  |
|  | Net Assets | $23,146.30 |
|  |  |  |
|  | Equity |  |
|  | Retained Earnings | $10,634.34 |
|  | Current Year Surplus/Deficit | $12,511.96 |
|  | Total Equity | $23,146.30 |
|  |  |  |

**Our Services**

Petanque Federation Australia is recognised by the FIPJP and The Australian Sports Commission as the sole representative of the Sport of Petanque in Australia.

**The PFA aim is to provide a wide variety of services to the affiliated Petanque clubs and State Leagues**

**Currently these consist of:**

**Insurances:** The provision of Insurance cover for members and management.

**Tournament Management**: Provision of management services for National Tournaments, through availability of “Sports Software” and user training for Clubs and Leagues in the use of the software

**Support for Australian Representative Teams:** in the form of team management, appointment of team coach, supply of uniforms and financial assistance where appropriate.

**Provide Advice and assistance to clubs and leagues.** To assist in obtaining sponsorship, to provide supporting documentation for grant applications, to provide technical advice on equipment and terrains.

**Umpiring services** :( Through the Umpiring commission) the provision of umpires for PFA sanctioned events, umpire training and examinations, access to the rules of the game and advices on rule changes, to all players.

**Coaching services:** (Through the Coaching Commission) provision of the coaches’ selection panel, provision of coaches at National. State and Club level. Training of new coaches and ongoing training and development of existing coaches, specialised coaching clinics for players and visits by International Coaches when available.

**International Relations and Representation:** To Liaise with the FIPJP, CIEP, Oceania and Asian Confederations and the representatives of any other Countries we have contact with. To provide a delegate where required at meeting of the FIPJP, the Oceania and Asian confederations and any other international forums.

**Future Services**

**Administrative:** To provide an on line system for the annual renewal of player licenses, licensing of new members and club affiliations, this to be completed and available to clubs and licensed players prior to the time for renewal of licenses in June 2016

**Tournament Management:** To develop training courses for potential tournament directors and tournament administrators. At both national and state levels, these to be developed and introduced during 2016/17.

To develop a new Carnival of Petanque to replace the current International triples, doubles, singles and shooters competitions with one single event, to be held the week before or after Easter, this event commence in 2017.

**Marketing Plan**

**Overall:** to expand our membership to 60 clubs and 2000 licensed players by 2019

**At a club level:** to encourage clubs to promote the sport through open days and by ensuring local media coverage where possible. To interact regularly with their local Authorities and where possible develop relationships with local politicians, business owners and potential sponsors

**At a state league level:** To encourage State Leagues to participate in any activities that will promote the sport, particularly events where demonstrations and public involvement in our sport can be encouraged, to seek all types of media coverage at a Local and State level wherever possible. To interact with State Government departments and politician when possible and to be an active member of State Sporting Federations and other sports lobby groups.

**At a National level:** Co-ordination of promotional events at a National level. To endeavour to obtain national media coverage for all our National and International events and for our sport in general at every opportunity. To liaise with the ASC and other Federal Government Departments and Politicians whenever possible and to be an active member of National Sporting Federations and other sports lobby groups.

**Operations**

**Staffing**1 Contract Bookkeeper to record the company’s financial transactions.  
1 Contract web master to keep the company’s web site up to date.

**Capital Requirements Plan**   
We plan to finance growth mainly through cash flow, supplemented through sponsorship and any available grants

**Capital Repayment Plan**The board has no plans for the company to incur any long term debt.

**Petanque Federation Australia**

**Actuals for 2015/2016 & Budget Forecast for 2016/2017 and 2017/2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Petanque Federation Australia** | | | | | |
| **Profit & Loss [Cash]** | | | | | |
|  |  |  | **Actuals** | **Budget Forecast** | |
|  |  |  | **2015/2016** | **2016/2017** | **2017/2018** |
| **Income** | |  |  |  |  |
|  |  | Licence Fees | $44,685 | $51,800 | $54,760 |
|  |  | Affiliation Fees | $4,700 | $5,000 | $5,500 |
|  |  | Competition Entry Fees | $8,705 | $9,500 | $10,000 |
|  |  | Uniforms | $1,502 | $2,000 | $2,000 |
|  |  | Shooting mats | $1,000 | $0 | $0 |
|  |  | Training | $900 | $0 | $0 |
|  |  | Other Income | $175 |  |  |
| **Total Income** | | | **$61,667** | **$68,300** | **$72,260** |
|  |  |  |  |  |  |
| **Cost of Sales** | | |  |  |  |
|  |  | Cash Prizes & Trophies | $10,448 | $11,000 | $12,000 |
|  |  | Umpires | $1,335 | $1,548 | $1,636 |
|  |  | Catering | $1,845 | $2,139 | $2,261 |
|  |  | Shooting Mats | $400 | $0 | $0 |
|  |  | Other Cost of Sales | $445 | $516 | $545 |
| **Total Cost of Sales** | | | **$14,474** | **$15,203** | **$16,443** |
|  |  |  |  |  |  |
| **Gross Surplus** | | | **$47,193** | **$53,097** | **$55,817** |
|  |  |  |  |  |  |
| **Expenses** | | |  |  |  |
|  |  | Accounting/Bookkeeping Fees | $2,374 | $2,374 | $2,000 |
|  |  | ASIC | $45 | $45 | $45 |
|  |  | Bank Fees | $99 | $99 | $99 |
|  |  | Coaching Clinics | $0 | $0 | $5,000 |
|  |  | Events | $892 | $892 | $892 |
|  |  | Grants | $1,800 | $2,000 | $2,200 |
|  |  | Legal Fees | $5,577 | $2,500 | $2,500 |
|  |  | Printing | $239 | $239 | $239 |
|  |  | Internet | $879 | $879 | $879 |
|  |  | Bond repayment | ($150) |  |  |
|  |  | Website Development & Training | $2,815 | $3,000 | $2,000 |
|  |  | Stationary | $62 | $62 | $62 |
|  |  | Subscriptions | $749 | $1,600 | $1,000 |
|  |  | Telephone Expenses | $80 | $80 | $80 |
|  |  | Training Umpires & Coaches | $0 | $2,000 | $3,000 |
|  |  | Uniforms | $3,576 | $5,500 | $4,500 |
|  |  | Postage | $273 | $273 | $273 |
|  | Travel Expenses | |  |  |  |
|  |  | Domestic Travel | $6,865 | $6,865 | $2,500 |
|  |  | International Travel | $5,485 | $9,000 | $10,000 |
|  |  | Vehicle kms/fuel | $354 | $354 | $354 |
|  | Total Travel Expenses | | $12,704 | $16,218 | $12,854 |
|  |  | Insurance Expenses | $2,874 | $16,950 | $18,000 |
| **Total Expenses** | | | **$34,889** | **$54,712** | **$55,623** |
|  |  |  |  |  |  |
| **Operating Surplus** | | | **$12,304** | **-$1,615** | **$194** |
|  |  |  |  |  |  |
| **Other Income** | | | **$208** | **$208** | **$208** |
|  |  |  |  |  |  |
| **Net Surplus (Deficit)** | | | **$12,512** | **-$1,407** | **$403** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Revenue Assumptions**   1. Dues revenues assume 49 Member clubs paying $100 per annum and 1500 licensed players paying $30 per annum in 2016. Increasing to 55 clubs and 1800 licensed players by 2018. |  |