



**PANATHLON INTERNATIONAL**  
*Ludis lungit*

**HANDBOOK**

**for**

**CLUB PRESIDENT**

## *The Club and the Members*

### **THE CLUB**

The club is the main element of the association, the landmark of the members and their service activities developed according to the rules inside a statute and a regulation drawn up in accordance with those of Panathlon international and approved by the Presidential Committee of the P.I.

The Club is managed by members who, after electives general assemblies, every two years, elect a president, a Managing Committee and the arbitration board and an auditors' committee.

### **THE MEMBERS**

The definition written in the statute of P.I. describes perfectly the panathlete figure. In fact, every person of age who has dedicated or are dedicating themselves to competitive or non-competitive sport, managerial, promotional or cultural activities, distinguishing themselves for a significant career and a good behavior in accordance with the panathletic aims, could be a member.

The members were nominated as representatives of the categories in the list attached to the P.I. rules.

With the admission the member dedicates on its honor to:

- Pursue the statutory aims of P.I.
- Conform his behavior, anywhere he works, to the ethics principles enunciated inside the Panathlete Charter.
- Take part to the meetings and social gatherings.
- Cooperate actively, in first person to every initiative promoted by the club, or organized in implementation of resolution of P.I. or the district also through recruiting specific role in "services".
- Fulfil the obligations of economic nature according the rules of their club;
- Submit every dispute regarding the behaviors in the panathletic activity only to the bodies of internal justice of the association
- Accept all the determinations of the governing bodies and all the decisions given by the competent bodies of internal justice, once they become definitive.

### **Members Qualifications**

In compliance with the article 5. Of the P.I. statute the members are divided into:

Ordinary Members: they are those that in accordance with the art. 4.3 of the statute, accepted the principles, the finalities, and the engagement of the P.I. The new members were admitted in the club solemnly during monthly meetings.

They have to pay all the fees. Among the ordinary members there are the exempted, as from art. 8 of the rules of P.I. a member can asks to the president an exemption period up to 1 year. It is renewable up to a maximum of 2 years. The exemption have not to be communicated to the P.I.

### **Honorary Members**

They could be chosen between club members or some prestigious local personalities. They were nominated by indication of the Managing Committee and approved by the Members' Assembly in recognition of excellent merits acquired in promoting the Panathlon's values. Their subscriptions are paid by the club.

The club can nominee also an honorary president, which was chosen among the past president of the club. In this case the annual fee is paid by the club too.

In the form "Monthly Report", the General Secretary have to forward to the General Secretariat, the members' amount is set up by two elements, about ordinary members and honorary members.

### **The members Presence**

Managing the members means also develop firstly the annual plan of activities, indicate how to participate (dates, hours, venues) and at last, control their active and collaborative applications, enhancing, where possible, the commitment shown.

A member which is too absent might be unmotivated or mentally away from the purpose of the Panathlon, that is generally not satisfied of his participation in the Club. The motivations could be various, for example he may not have been well integrated in the club, or have a poor knowledge of the association or not have being involved in any activity and maybe all in all disappointed.

A member in this situation risks to be lost, so it is necessary to study how rehabilitate him.

Normally the Clubs use registers or sheets in which they affix the signature of the present members and of guest too.

But, these solutions permit to have information only about the number of participants without their names especially about the absents.

It is necessary to have an instrument that quickly counts by name the presences and the absences. It might be a printed register showing the alphabetical list of members with many columns as many are the planned activities dates during the year. There will be a mark (cross) for every name, to indicate their presence.

A printed register might be also enriched with other columns with more details, for example if the members are followed by some guests or their partners.

It is worth to consider that if the member participates with his partner, this is an evident sign of a strong involvement inside the club.

Therefore it is appropriate to press for the presence of the partners of the members because, such environment could be useful to make or renewing friendships.

The registration task is due to the Secretary of the Club.

During the meeting of the Managing Committees the presences could be a topic of discussion and, when it is necessary, studied in depth to arrive at disciplinary actions.

These disciplinary actions are the measures to succeed in having more participation form those members who are too absent in order that they became more active.

To do this, the club should designate a person, better if it's a member of the Committee, with the task of recovering the "absent" members. In such case, the first thing to do is try to understand if the person is recoverable.

You can ask the members that introduced him in the club or who know him for a long time to talk to him, better over a coffee than by phone call.

### **Involvement of Members**

The President has to deal with the management of the Club members, involving them in the various activities and creating a "sense of belonging" to the Club and the Association.

The involvement should begin immediately with the entry of the members in Club. It is necessary that the ceremony of admission to the Club is organized with care and attention.

The new members must be accepted with such sympathy and refinement to show him the appreciation for his entrance, and place him at the table with his presenter and with motivated members to help him discover the spirit of friendship, service and devotion to Club.

However, the involvement and the consequent motivation are closely related to the knowledge of the Panathletic movement, the regular participation in the activities of the Association and the

availability. Therefore, as soon as possible, it is necessary to form the new member by providing detailed information about the Association and Club (manuals, newspaper articles, newsletter, etc.) and about the purposes of founding, or the initiatives developed and in the various sectors, asking the collaboration of the District Coordinator (or Area). It is important to facilitate the new member in the participation in the Assemblies, Conferences. An effective means of involving is the assignment as soon as possible of a function in which the member express his best, entrusting the coordination to a Member expert, as the Past President or has been a member of the Managing Committee.

The application of simple suggestions such as those described above, could induce the members to change their attitude as "spectators" to "actors" in those areas where they feel more inclined to operate and more motivated.

The motivation of a Member is recognized by:

- The knowledge that he has about the Panathletic movement and by the availability to work and to spread the goals;
- The ability to aggregate both with members and with those who could become new members;
- Active participation in various social activities of the Club.

The ideal would be to provide all the members with a task, but usually "institutional" tasks of a Club are assigned to members of the MC, for example, the Secretary and the Treasurer.

But many other tasks can and should be attributed also to:

- The Master of Ceremonies;
- The Press Officer;
- The Officer's Club News;
- The Coordinator of Fair Play;
- The Coordinator for the Disabled;
- The Coordinator for Women and Sport:
- The Coordinator for Youth;
- The Coordinator for the Junior Club;
- The Coordinator "Panathlon Declaration on Ethics in Youth Sport";
- The Coordinator of Formation;
- The Coordinator for expansion.

## **ORGANIZATION CHART**

### **The President**

He is the responsible of the Club, he plans social activities, he manages the members and the maintenance of contacts with the local authorities and with the organs of communication.

Besides being a good administrator he has to take care of contacts with the President of the District and the Governor (in the case of areas) and ensure that his Club follows the duties to Panathlon International and the respect of the norms contained in the Statute and Regulations of the P.I.

In particular the President must:

- Set goals, plan them and carry out them;
- Carry out the meetings planned by the Statute;
- Organize meetings between the Managing Committee of the club, relying the Secretary;

- Nominate committees and referents in the various sectors and ensure that they make their work involving the members of the Managing Committee;
- Organize the General Assemblies;
- Observe correctly and promptly the obligations towards the Panathlon International, the District and the areas (where they exist);
- Participate at meetings, at Congress and at Seminars of P.I, District and Area.

### **The Managing Committee (MC)**

The members (maximum 11, with the Past President which is member by right) are elected every two years during the Elective Assembly. During the first Assembly of the new MC, the President decides to who give the tasks of Vice – President, Secretary and Treasurer. In addition he also defines the functions for the members outside the MC, for the coordination of special activities such as Master of ceremonies, Press Officer etc. ..

The MC is called by the President as required, at least once a month, in a date agreed by the Directors, to organize, coordinate, analyze the various social activities.

To optimize the meetings and make them productive he must:

- Be punctual and expect punctuality;
- Follow the order of the day;
- Giving the floor in the order in which it was required;
- Avoid that the participants can get distracted;
- Avoid to waste time;
- Ensure that the meetings of the MC are organized in detail and not creative, avoid mixing both analysis and solution of the problem; .
- Pass the topics to the various Commissions or Referrals to ensure that, when analyzed in depth, it provides appropriate solutions to the MC. This will have the positive effect to involve more members;
- Always analyze everything very carefully. Sometimes a lot of effort collapses to a small detail that was not taken into account;
- Empower and involve all those who clearly must play a role, by following the procedures where possible. It often happens that an activity is not carried out as expected because it has not been established exactly who have to deal with.

The president of a Club must with the Secretary in the organization of a meeting of the MC:

- Decide the Agenda and send it in time to the Directors, including the topics which were not discussed in the last meeting;
- Check in the next meeting the minutes for reading and approval by the Council. Never leave a meeting without an act resolving. The acts are the history of the Club and the Secretary must identify what is important to document it. Each point should contain a summary of the deliberations and decisions;
- Ensure that the documents are stored and put in files divided by periods. Acts acquire more importance year after year, because they are the Club's history. When there is a change of management, it is necessary to pass to the successor the archive of the Club;
- Establish a register of resolutions and inform on their implementation at the next meeting, remembering that the executives are volunteers and, for the most part, people with a job. This means that, many times, after the meeting, they are likely to be absorbed by personal problems;

- Include in the agenda the date of execution of each major activity, banquet or service in the territory, which are short-term.

### **The Arbitration Board**

It identifies in the Organ of the Club which monitors the implementation of the rules contained in the Statutes and Regulations of the Club.

It is composed by three member who are elected in a single specific election every two year. At the end of the assembly they elect the President of the Committee. In case of vacancy, it took over the first of the added Members;

Members who see non-fulfilment in the conduct of the Club or in the behavior of members apply to it. If the facts do not fall within their remit, the examination of the is submitted to the Arbitration Boards of the Area or District.

### **Auditor's Committee**

- It must control that the rules of the Statue and the Regulation of the Club are followed. It has three members and two added members who are elected during an Elective Assembly every two year. At the end of the assembly they elect the President of the Committee.
- The members are elected among Panathletes members who are included in the Auditors Committee Bulletin Board or someone who has specific competences.
- In case of vacancy, it took over the first of the added Members;
- The review of the Committee is particularly relevant during the Ordinary annual Assembly to confirm the validity of the final budget presented by the President of the Club. The Committee can be consulted whenever necessary.

## **1. SPECIAL TASKS**

### **The Past President**

Ho is member by right of the MC in compliance with TITLE II, Art. 3.2. and TITLE IC Art. 11.1 of the Statue and at TITLE I, Art. 3.1. of the P.I Regulation. He is the memory and the continuity of the Club, he cooperates to many activities and events, and after entrustment by the President he managed some particular activities.

He has right to vote in the resolutions.

### **The Vice – President**

He is elected form the Members of the Managing Committee in compliance with TITLE II, Art. 3.2 and TITLE IV art 11.2 .a) of the Statute and TITLE I, Art. 3.1. of the P.I Regulation.

He is the substitute of the President in case he is unable to work and take part in the Club activities. If necessary, by entrustment of the President he can coordinate the Commissions and Referents.

### **The Secretary**

He must prepare and send out the instructions of the President of the Club and the decisions of the Managing Committee.

Thanks to his sense of responsibility the administrative actions and contacts with the Panathlon International, the District, the area and with members will take place on time.

The Secretary, as delegated by the President dl Club, is responsible for:

- Send official communications to the General Secretariat, the President of the District and the Governor of Area;
- Prepare the agenda and store the documents of the meetings of the Managing Committee, the

banquets and the Assemblies;

- Protocol, reply, send and archive the communications to and from the Club;
- Keep informed the Members about the various activities and initiatives, by sending invitations in time to the members and updating the archive of the Club;
- Working with the President of the Club in the organization of meetings and various social activities.

### **The treasurer**

The financial administration of the Club is at the base for a proper functioning. It is essential to prepare a good budget and ensuring an orderly management. In this context it is essential the role of Treasurer.

The Treasurer have to be interested in the fees amount and the regulations laid down annually by the Managing Committee. He must also:

- Provide for the payment of the expenses approved by the Managing Committee;
- Keep updated the President about the accounting situation of the Club;
- Submit periodically the report to the Managing Committee and annually to the Auditors Committee of the Club, before the presentation of the balance at the annual ordinary members assembly.

The balance is formed by the expenses of six sectors:

1. **Entry fee to the Panathlon International:** currently, by decision of the General Assembly, the cost of the annual fee is € 52.00 per member, it is paid semi-annually with two installments of € 26.00, with due date on 28 February and 31 July of each year, unless any other decision for some other countries during the General Assembly. For the **fee for the club**, it will be defined in the annual Ordinary General Assembly of the Club. The functioning of the Club requires payment of Members fees without exception, within the time limits set by the Members Assembly.
2. **Administrative Expenses:** they are communication costs (mail, telephone, fax, e-mail, stationery, forms, etc.). representation (gifts, signs, flags), visits, participation in panathletic events national and international visits from other clubs, etc.).
3. **Service activities:** They are subordinate to the plans provided by the Club for initiatives and "services" of the year.
4. **Meetings and events:** the cost is expensive. The hypothetical cost of a meeting, as a precaution, in preparing the budget should be multiplied by 12 (it does not matter if the Club realizes only 10).
5. **Contribution to the District:** the amount depends on the decisions taken by the Presidents of the Club (or the Governors Area) within the Assembly of the District.
6. **Contribution to the Area:** the amount depends on the decisions taken by the club presidents during the Assembly Area.

### **The Master of Ceremonies**

The figure of the Master of ceremonies is not specifically provided in the legislation of the P.I. Nevertheless many clubs have planned it and every Club should have it for the valuable help they give to the President in the organization of various activities and in particular for meetings and external manifestations.

The Master of Ceremonies:

- Deals with and he is responsible for all the objects owned by the club, flags, banners, bell and hammer, any amplification systems and projectors etc., some of which must provide adequate exposure before any social event, to their recovery and their conservation;
- Must ensure that special guests and members sit in their assigned seats;
- Should pay attention to that new members may sit at any meeting in different groups to facilitate the harmony;
- Must provide when necessary also to the distribution of newsletters and printed matter;
- At events of particular importance or with the presence of institutional authorities he ensures the execution of the national anthem and other hymns.
- Before the event, he clarified his job, he addresses a few words of greeting to the members and the guests, he presents a summary of the topic to the speakers and, after having read out the Panathlete Charter, he calls on the President to give a shot of bell and open the evening;
- After the event, he works with the President to the delivery of any free gifts.

### **The Press Officer**

Also the figure of the Press Officer is not specifically provided in the legislation of the P.I. However, many clubs have adopted it, but not always the function of Press Officer is attributed to people with an adequate experience. However among the club membership you can find people who can take this responsibility and to report the steps and the mode of operation of the Club. This means spread information that is also a way of working for the Expansion for the Panathletic Movement. It is Also necessary not only to report the activities carried out or planned, but also disclose the purposes of the Association.

The key issue is the need to get hospitality of the mass media, seeking contact with the heads of newspapers and magazines (that are common and local) informing them of documents of the Association and some issues more "strong" like the "Declaration about Ethics in Youth Sport ", the Fair Play Charter, the engagement to the disabled people and the fight against doping.

In the occasion of presentation of press articles, it should also bring short sentences where possible containing information or concepts for the P.I.

Important it will be also refer to the press officers of the District and the Area.

In short, the figure of the Press Officer has importance in the context of the social activities of the Club and he is an important sounding board in the territory.

### **Meetings and events**

They represent an opportunity to bring together members monthly and make sure that everyone is informed, motivated and actively participating. It is important to remind to everyone that the feasts are not "gourmet" meetings but meetings of discussion and planning.

The secret to achieve this is the organization and the care in all details.

The demonstrations and the events of the Club are the perfect occasions to transmit the information to the members of what has been done, the initiatives under way, the decisions of the Managing Committee, the development plans, etc. The advantage is that the information is personal. If a member does not participate at the meeting, he loses all the information. For this, it is a good practice, to include in the meeting a summary of the previous meeting.

There must be a convergence in the MC about the themes to be proposed during the meetings. It is not appropriate to choose controversial issues, because the meeting become a source of conflict. The meeting is to inform and not to discuss internal problems. If a Member wishes to



discuss a subject relating to the Club has two possibilities: the Assemblies and meetings of the Managing Committee.

It occurs

- Convene all the members in written form, with the agenda and the issue that will be discussed by the lecturer. An interesting program is one more reason to be present;
- Try to solicit the majority of members to intervene briefly. There is nothing more motivating than feels as a starring ;
- Choose topics of interest and possibly charismatic lecturers. Not always, however, "champions" or "celebrities" are examples of panathletic virtue. Better presenter little known but also able to enrich the knowledge of Members;
- Treat the details of the presentation and of the room, also with sports references. A nice atmosphere is not created only by people but also by the environment;
- Start meetings at time and finish in time for all. In this way it respects what is very important for the man: his time;
- Follow the diagram of the meeting and the protocol set by Panathlon International, downloaded from the website. This will demonstrate seriousness and it will impress the guests;
- Invite to the meetings also personalities of the city of the Club, even if they have no relationship with the Sport. This will positively affect these people who memorize the ideas of the Panathletic movement, its objectives, its approach and that of the Members;
- Ensure that during a meeting there is balance between information, participation, motivation and camaraderie and that there are no permanent "central figures", by measuring the time of care with those of distraction;
- Avoid during the introduction of guests and any authority, to use rhetorical phrases. We remember that we belong to a movement of sport that respects the form but does not indulge in affectation and ostentation.

Finally, in meetings that regard the entry of a new member, you must make a significant welcoming ceremony and explain its curriculum by a Member presenter and deliver the distinctive, and possibly the banner and the Statute of the Club. It 'also worth to read the new member the Charter of panathlete. The new members must, therefore, feel important and this ceremony is to be the central point of the meeting.

### **Participation in meetings of other Panathlon Club**

It is right to all members of the P.I. to participate in any other meetings of Panathlon Club, assuming of course the costs. However it is recommended, to avoid the risk that the request for participation can be rejected, to warn in time the club president chosen.

### **The "News"**

Many clubs have long adopted the drafting of a monthly, bimonthly or quarterly "News". This is not necessary, but it takes the view of the summary of the main activities of the Social Club, and this is not just a social event to remember, but it is possible for the absent members to be informed about what has happened in their absence and ensure to the Club a kind of memory, of historical moments in which find lost or gone moments.

There is no need to write long reports; just a short summaries of the facts with some pictures. It should be remembered that a well-structured Newsletter may allow the participation in the Prize "Communication" organized annually by Panathlon International.

Of course we need a head for the "News", a Member with continuity and initiative and that he may not have a specific preparation, at least a good knowledge of computer and emails.

## **1. THE PANATHLETIC AUTHORITIES VISITS – THE OPERATIVE PROTOCOL**

### **The Panathletic Authorities Visits**

The international president may visit at any time a club. The club may also require the presence of the President in certain important circumstances, upon written request to the General Secretariat and to the President of the District and / or the Governor of Area.

The P.I. Regulation also provides that the President of the District and the governors Area orient and assist the club through periodic visits and meetings with the Managing Committees. They must prepare a program of dates for the visits that should include:

- Meeting with the MC to learn about the situation and administrative management, the main activities and plans, and initiatives of the Commissions and Referrals sectors of PI and any "Service";
- Meeting with members to disseminate news on major actions by the PI, the District and the Area.

### **The Protocol**

It is the guide that each club must follow for the organization of each event.

In particular, the highest Panathlon authority have to sit at the right hand of the President of the Club, organizer of the meeting.

The no-panathletic authority of highest rank, will sit to the left of the President.

Any speaker of the evening will sit at the right hand of the President (in this circumstance the Panathletic Authority will slip of a place).

The civil, military and religious authorities may be present and they will alternate with panathletic authorities in the order of priority established by the Protocol of the nations of the Club membership (**in ANNEX 2** it is shows as an example the Italian Protocol).

#### Prioritize Order

The priorities to respect as regards to the Panathletic Authorities in any activity organized by the Club are:

1. President of Panathlon International or its delegated representative.
2. Vice President of Panathlon International.
3. Members of Honor of Panathlon International.
4. Past-Presidents of Panathlon International, according to their seniority in office.
5. Components of the International Council and International Presidents of the Colleges of the P.I.
6. General Secretariat of Panathlon International.
7. district president.
8. Presidents of other Districts.
9. Governor of the Area.
10. Governors of other Areas
11. Components of the International College of PI and the Presidents of the Commissions of P.I

### **COMMUNICATIONS BETWEEN THE CLUB AND THE HIGHER LEVELS**

The Club, in compliance with the PI Statue, Title II, Art.3. paragraph 4. must send:

- Promptly to the General Secretary, to the President of the District and the Governor of the Area, all the information related to members change, the composition of its organs and social activities;

- Annually to the same addressees, within 31 March, a copy of the moral and financial activity carried out with the Minutes of the Members Annual General Meeting.

The Panathlon International promoted the use of the internet with the web site [www.panathlon.net](http://www.panathlon.net) and pressing for the use of electronic mail (e-mail) for all the communications because it is a fast, economical, practical and simple system.

The communications to Panathlon International, the District President or the Governor of the Area, are done by mail and fax, but, once again, preferably by e-mail.

Each Club has the email box and also a page on the Web site of the P.I, in which it can manage information about your Club, report its activities, events and history. (see in the procedures in the following paragraphs).

### Official Communications

It is important that all the communications are carried regularly to maintain a constant contact and with international bodies.

Remember to always use the letterhead, envelopes and everything approved in the official corporate.

Remember to send to the General Secretariat, the President of the District and the Governor of Area the following documents:

- The monthly Report
- The payment of the "per head fee" to Panathlon International, and where required, to the District and to the Area (these last following the rules decided during the Annual District Assembly).

The mails are addressed to:

- International President
- International Bodies of Panathlon International
- General Secretary
- General Secretariat

and it must be addressed at the offices of:

#### **Panathlon International**

**Villa Queirolo, Via Aurelia Ponente, 1**

**16035 RAPALLO (GE) Italia**

**Telefono: +39/ 0185/65295**

**Fax: +39 /0185/230513**

The mail addresses are the following:

- International President: [presidentesantini@panathlon.net](mailto:presidentesantini@panathlon.net)
- General Secretary: [segretariogenerale@panathlon.net](mailto:segretariogenerale@panathlon.net)
- General Secretariat: [info@panathlon.net](mailto:info@panathlon.net)

Here below, the addresses of the General Secretary collaborators with their specific tasks:

[simona.giannoni@panathlon.net](mailto:simona.giannoni@panathlon.net)

Members – Exchange - Statute and Regulations.

[simona.callo@panathlon.net](mailto:simona.callo@panathlon.net)

President Secretariat – International Organization - CSC CGS – Twinning.

[nicoletta@panathlon.net](mailto:nicoletta@panathlon.net)

organizations of committee e council - travel manager – events organization - sponsor.

[monica@panathlon.net](mailto:monica@panathlon.net)

administration - Staff management - Fondazione Chiesa - Newlife - Panathlon Facility.

[emanuela@panathlon.net](mailto:emanuela@panathlon.net)

Secretariat and editing (magazine and publishing) - press office - web site - newsletter - Expansion and Formation Commission, graphic arts contest - Communication Price.

[barbara@panathlon.net](mailto:barbara@panathlon.net)

library - translations.

[ambra@panathlon.net](mailto:ambra@panathlon.net)

Observatory - activities - corporate identity - social network – events layout – General Secretary assistant.

### **1. INTITUTIONAL ACTIVITIES**

The Panathlon is an institution of sport service with a cultural and non-technical objective. Its main purpose is to preserve and spread the ethical and moral value in Sport and consider it as a carrier of harmony.

The activities of the Club can be divided into two main areas: cultural and action.

. Cultural Area: it is aimed to analyze, discuss, investigate and disclose to the members actual problems about sports. The implementation may take place:

1. during the meetings;
2. As part of the planned services;
3. with conferences, seminars and round-tables in which can take part not only panathletes but also personalities from the sports and civil world.

Due to their independence, the Clubs of Panathlon can analyze sport problem without any connection to the institutions, highlighting the help of their moral freedom and objectivity. The results of these actions will allow the club to act as ethical landmark for sport in its own territory.

. Area of action: each club must spread the main problems about Sport in their territory, it must establish priorities, and suggest solutions.

Usually the projects implementation is slow, so you have to start as soon as possible the process of initiation.

In this context, the actions of the service may be directed to:

- One SPORTSMAN: you could recognize him for a scholarship for training, and reward him for good behavior or for its success, etc. .;
- A SOCIETY: stimulating the practice of a specific sport, offering race equipment, giving awards for sportsmanship and awards for the ethical aspects for their action in the area, etc.
- A SPORT: promoting the practice in their free time, by spreading the health benefits, welfare, spreading the spirit of Fair Play; etc. .;
- The world of DISABLED PEOPLE: encouraging the practice of sports;
- The YOUNG: promoting sport education, ethics and the fight against doping;
- WOMEN AND SPORT: promoting the spread of sport in the world of women and promoting the inclusion of women in technical and management sectors;
- The GAND DECLARATION ABOUT ETHICS IN YOUTH SPORT: raising awareness of the world of school, families and sports clubs to engage to provide a respectful environment of the boy needs and the guarantor of fairness in competition.

During the selection of the "services" it should favor

1. the involvement of more people;
2. the importance of sport-education compared to sports-show;
3. the value of pure sport than professional;

It 'important to remember to never confuse the service with the charity.

*Identity and image care –*

## *Site's publications*

In each Club the President and the Master of Ceremonies during the organization of a meeting or a regional event must always keep in mind the following indications in order to ensure the maximum recognition outside the Panathletic movement:

- Each member must wear the badge of Panathlon International;
- Treat the preparation of the room where the meeting takes place (banner and pennant of the Club);
- On the table of the presidency it must put the bell with the hammer and the national flags of Panathlon;
- At events aimed outside the occasion it must be advertised with posters and brochures. Remember to always send a copy of the material to the Office of Communications and to publish on its web area all the information and details of events.

Any advertising material (minibook informative "brochure, bookmark) also customized, can be requested to the General Secretariat. For a high quantity the Secretary will provide a cost estimate that will be submitted to the Club.

As for the objects, the request must be made directly on the site [www.panathlon.net](http://www.panathlon.net) in the Panathlon Shop Area.

For customized products, the Communications Office is always available to assist the club in every need.

Contact: [ambra@panathlon.net](mailto:ambra@panathlon.net).

### **USES OF THE PANATHLON INTERNATIONAL SYMBOL**

Like any other international organization, the Panathlon has to deal with the good use of its symbols.

Its emblem and its logo should be the same all over the world. The first step to define his identity are external symbols.

The International Council approved on 1st November 1998, the project submitted by the Commission Communication and Image, and decided that from the 1st July 2001, its use was compulsory in all the Club.

Therefore when you order the identification material (paper and envelopes, business cards, signs, brochures, etc.) or when you need other material for any event (congresses, meetings, reunions, etc.), it must follow the regulations.

The Communication Office of the P.I. It is available to send DOC files to any Club that requests them.

In addition, each Club can order the official printed material by contacting the Secretariat.

Contact: [ambra@panathlon.net](mailto:ambra@panathlon.net)

### **PUBLICATION OF MEMBERS INFORMATION THROUGH THE P.I. WEB SITE**

The president is the person who can access the mask to manage information about his club. It will be his responsibility, if necessary, to delegate and deliver his password to others to operate on the site.

### **PUBLICATION OF PERSONAL DATA OF MEMBERS THROUGH THE P.I WEB SITE**

To enter or change their personal data or those of all members of the club (the latter function managed ONLY by the President of the Club) each Member will have an Username and password. You can request them to the General Secretariat by e-mail to [simona.giannoni@panathlon.net](mailto:simona.giannoni@panathlon.net) or by telephone at. +39/0185/65295/6

## **PROCEDURES TO FOLLOW FOR THE INSERTION OF CLUB INFORMATION THROUGH THE P.I. WEB SITE**

The charge of the Club with Username and password, to request the General Secretariat by e-mail addressed to [simona.giannoni@panathlon.net](mailto:simona.giannoni@panathlon.net) or by telephone at. +39/0185/65295/6, Can access at <http://www.panathlon.net/club/> and a screen will appear where you must enter the required data: username and password (to be requested in advance to the General Secretariat).

After clicking on "Login" you will be in your page.

In the left drop-down it will appear the blue screen showing the various sections within which you can work.

For each article, there will be some short descriptions on how to operate, in Italian, English, French.

For example:

After clicking on the section ACTIVITY it will appear a written "INSERT NEW ARTICLE".

Note: Section ORGANIZATION is already published by the General Secretariat with the received data and connected to the data of members: any changes about the list (about members and sports category) can be performed ONLY and ONLY by the Secretariat.

The President or the person authorized by him, may modify the information about address, phone, etc.

Clicking on it will open the page opposite.

To insert the article you have to fill the title and the wider box (text in Italian or in the language of your choice).

Note: title, text and date of the article are fields to fill compulsorily.

Sometimes there is no text, but only attachments or photos. In that case use simple phrases like: "see photo," or "open ..." - and so on. otherwise the news WILL NOT APPEAR-

For the title it is always a good thing to put the "keywords" in the sentence, like: culture, ethics, fair play, solidarity, education, schools, etc.

This will facilitate the discovery of the news by using the "search" (always in [www.panathlon.net](http://www.panathlon.net)).

Many examples of titles are in the activity section.

You have to think about that stranger who does not go in your club to find the news but he manage to get there, so, for "topic". Instead always put in the subtitle (give an example) Club Bergamo - Area 2 - Italy District or, for those who have areas, Club San Paolo - District of Brazil. It seems not very important for the club that enters the article, but it is for who use the "search".

This practice makes possible to identify the news that interests them quickly because they appear listed by title.

Note: If you want the news appears in other languages too, it should be inserted into its specific space, otherwise it appears only in the language of its own country.

To insert an image simply click on the "Click here to ..." and it will open a window that allow you to place an image in the same way as you insert an attachment to an email.

Note that the indication "**Visible Yes**" indicates that the article will be present in the public part of the site, while the indication "**Visible No**" indicates that you can work on it but it does not appear to the public.

This is an indication that can be changed at any time.

*Images and files*

To insert an image click "Browse" and search for it.

Click enter and wait for confirmation of a proper insertion. (You can enter up to a maximum of 9 pictures).

To insert a file using the same process.

(IMPORTANT: DO NOT USE IN THE NAME OF FILES: APHOSTOFES, ACCENTS, QUOTES, etc.).

TO PUBLISH THE NEWS CONCLUDE THE OPERATION of images and files insert by CLICKING THE "BUTTON" INSERT.

If you work on a news story already 'published, "INSERT" is REPLACED BY "EDIT".

## **PROCEDURES TO FOLLOW FOR THE PUBLICATION OF PERSONAL DATA OF MEMBERS THROUGH THE P.I WEB SITE**

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After entering on the site [www.panathlon.net/club](http://www.panathlon.net/club) with the procedures set out in Annex 4:

1. Go to enter into the mask the username and the personal password;
2. Enter, clicking on MODIFY PERSONAL DATA, the curriculum and the personal news that you want to make public. It will be necessary to re-enter their username in order to not make mistakes in the display of personal data;
3. Confirm by clicking on "edit".

(Note: it is possible that if you want to work in areas that you cannot change, this can only be done by the Secretary. In that case you will have to ask for it).

At this point, any member who has entered their personal information and made them visible will see his name highlighted in blue and underlined.

By clicking on the underlined name it will appear the usual screen asking you to enter the username and password and, once done, you can read the data published by the member.

Personal data can be seen exclusively by members of Panathlon who have a username and a password.

By clicking on CHANGE PASSWORD you can customize the password provided by the Secretariat.

For those interested in it [you can change your password personally.](#)