

# Club Communication Policy

Policy Number	1	Version Number	2
Drafted by	Trish Oliver	Approved Date	28/04/16
Responsibility	Port Melbourne Netball Club	Review Date	28/04/17

These policies have been designed to:

- help members understand what the processes and procedures are in various circumstances;
- ensure that our Club operates in an open and transparent fashion;
- create equal opportunity to all members;

These set of policies also help the volunteers on the committee to ensure the club runs in a consistent and predictable manner over the years and as the committee members change.

## **CORRESPONDENCE**

All official correspondence from the Club must be in writing or e-mail from the Club Secretary or authorised person, as authorised by the Committee.

All correspondence to the Club should be addressed to the Club Secretary or appropriate authorised person.

## **INFORMATION TO MEMBERS**

The Club shall provide the following information in writing, by email or via the club website to all members prior to the start of the season (pending availability):

1. Fixtures
2. Team training details – date/time/venue
3. Contact details for Team Officials
4. Contact details for Club Official/s

The Club shall update the club website with items of news at least monthly with appropriate items of information.

It is the Clubs policy to use e-mail as the first means of written communication.