

# ST REGULUS LADIES GOLF CLUB



## Service Statement for Information Dissemination to Club Members

### General Statement of Policy

1. St Regulus Ladies Golf Club will, so far as is reasonably practicable, disseminate information of interest to all members, by electronic and non-electronic methods.
2. The information of interest is as listed in Appendix I.

### Statement of Responsibilities

3. The overall responsibility for information dissemination lies with the Captain.
4. The day-to-day responsibility for disseminating information to club members is delegated to the Club Administrator.
5. All club members must take responsibility for accessing information in a timely manner through one or more of the dissemination methods outlined in 6 and for keeping the club informed of any changes in their contact details.

## **Information Dissemination**

6. Information of interest to club members may be obtained through the following:
  - a. Electronic mail (email) and club website
  - b. Club noticeboards
  - c. Club Administrator during office hours
7. The primary medium for dissemination of most club information is electronic mail, which may contain links to the club's website. Members should obtain a password from the Club Administrator in order to access information in the Members Only section of the website.
8. All information sent or notified by electronic mail will also be posted on appropriate noticeboards in the club. Members without access to electronic mail or the internet will be able to visit the club or telephone during office hours to obtain such information.
9. While the club will make all reasonable effort to disseminate accurate and timely information to all members as outlined in Appendix I, no guarantees are provided on these counts since the club relies on the services of volunteer members and technologies outwith the club's control to produce and deliver this information.
10. Following from 9, if members do not receive any item of information by the expected dissemination medium within the time frame outlined in Appendix I, they are advised to try to obtain the information via an alternative means listed in 6.

## **Policy Review**

11. The club will review and revise this policy as necessary at regular intervals and at least every three years.

**Captain**  
**St Regulus Ladies' Golf Club**

*Approved: August 2011*  
*Review due: August 2014*

## Appendix I: Information Dissemination Details

Information	Frequency / timing	Dissemination format	Primary dissemination medium
Drawsheets	Tuesday before competition	pdf document	Password protected section of club website + reminder by email
		Hard copy	Club noticeboard
Club Newsletters, Junior Newsletters & Captain's Logs	Monthly (on average)	pdf document	Password protected section of club website + email notification
		Hard copy	Club noticeboard
Announcements	As required	Plain text message (+ optional pdf documents)	Email (+ password protected section of club website for documents)
		Hard copy	Club noticeboard
Subscription notices	Annually (December after AGM)	Paper documents	Post
Fixture list	Annually (January)	Hard copy	Post / club (local members)
		Web	Club website
Contact list	Annually (April)	pdf document	Email
		Hard copy	Club for display/collection

Competition results	Individual strokeplay	ASAP after competition	Web	<a href="http://www.howdidido.co.uk">www.howdidido.co.uk</a>
			Hardcopy	Club noticeboard
	Others		Web & pdf document	Club website & subsequent newsletter
			Hardcopy	Club noticeboard
AGM Papers		Annually (November)	pdf document	Password protected section of club website + email notification
			Hardcopy	Club for collection
Club Rules and Policies		As required	pdf document	Password protected section of club website + email notification
			Hardcopy	Club for collection
Executive and AGM Minutes		Monthly and annually	Hardcopy	Club File accessible to members