



NOMAD KAYAK CLUB – COMMUNICATIONS POLICY

Nomad Kayak Club communicates with members, related governing bodies and the general public via a number of different channels. This policy explains how each channel should be used in order for effective communication to take place.

Our Commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to Club business.

What we will do

We will use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A Webmaster will be appointed to provide accountability and control over material published on the Club website and any related discussion groups or social media websites.

Website

- Our website will include current information on paddling sessions, trips, competitions, social events, committees, policies, constitution and rules.
- The website will be the primary source of information.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from their parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.
- Committee members will be able to update their relevant sections of the website.

Email

Committee members may use email to provide information about paddling sessions, competitions, training, social events and other club business.

Where emails are being sent to the whole club, or large subsections (such as polo team members), MailChimp shall be used to improve communication consistency.

Communication involving children will be directed through their parents.

Social media

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- Any important information about the club, trips, paddling sessions etc. shall be posted to the website before the various social media websites to ensure accessibility to all.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our Club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.
- Updates to the Clubs Twitter feed will be made by the Webmaster and those approved by the committee.



Website and Social media URL's

Website: www.nomadkayakclub.co.uk

Twitter - @NomadKayakClub: www.twitter.com/NomadKayakClub

Facebook Page: www.facebook.com/Nomad-Kayak-Club-245710819114222

Facebook Group (Recreational): www.facebook.com/groups/125524944155219

Facebook Group (Polo): www.facebook.com/groups/2652386250

Responsibility for communications

Committee members are charged with communicating with members concerning their own area of responsibility within the Club. This communication may be delegated to another committee member, such as when a mailchimp email newsletter is being produced. Committee members will not communicate with members regarding another committee member's area of responsibility, except to pass on information that has already been made already been made publicly available on the website or via a Club email.