

## **Hole in the Wall Paddling club communications guidelines**

The goal of these guidelines is to allow all members a variety of forms of communication that are convenient and friendly, while respecting the privacy and time concerns of our members.

There are currently five main forms of communication:

### **1. The club roster**

This is emailed out to paid up club members as a courtesy. It includes names and email addresses of all club members. Its purpose is for you to use to contact specific people. It is NOT to be shared with anyone, and it is not to be used by members to generally broadcast out their own intentions or interests to every member of the club.

### **2. The website**

This is a great place to get what you want, when you want it. We hope it is easy to use, and to the point. Even hopefully visually appealing and fun to look at and browse around.

### **3. Newsflashes**

These are sent to every club member via their e-mail. These are strictly for club specific information that needs to go out to all members to keep them informed about club trips, meetings and events. Or information that the board feels all members need to be aware of. These are usually time sensitive items and therefore a **newsflash** to get the message out quickly. Newsflashes are the only time that club wide e-mails are used.

### **4. List serve**

This is a voluntary web group that you have to actively sign up with to get on. There are "how to" instructions on the club website. This is a new thing and we are all learning the rules, and our list serve monitor will help us keep on track. Anything paddling related is appropriate here, such as a last minute invitation to go on a casual paddle (non club sponsored), information or questions about gear, paddling locations, weather, etc. This is the appropriate avenue for casual communication for list serve wide distribution.

### **5. Friends of Hole in the Wall on Facebook**

You know what this is, yet another casual way to get reminders, information, and contact people. Again this is voluntary, and you have to sign up yourself to get on.

Thank you for respecting the boundaries around this, and if you have questions, comments, or are unsure, feel free to contact any board member