

# Athlone Sub Aqua Club



*Tigh-na-Mara  
Brick Island  
Coosan Road, Athlone*



## **Communications Policy**

### **1 Introduction**

- 1.1 The objective of this policy is to promote effective internal and external communication processes within Athlone Sub Aqua Club.

### **2. Internal Communications**

- 2.1 The Directors of Athlone Sub Aqua Club aim to achieve effective communication with its own members through use of the following mechanisms:

- Text Messaging
- E-mails
- Web Site Postings ([www.athlonesubaqua.com](http://www.athlonesubaqua.com))
- Club Notice Board Postings
- Club Newsletter
- Club Meetings
- Circulation of Minutes of Club and decisions taken at Directors Meetings

The club's text messaging service, e-mail, web site, notice board postings and club newsletter will be used by the Directors and other key personnel within the club to keep members up to date with the latest club developments and inform them of upcoming club events. Club meetings, which are held on a regular basis, allow for a useful two-way exchange of information, views and opinions between the clubs Board of Directors and its members. Minutes of these club meetings and meetings of the Board of Directors shall be circulated to all club members.

- 2.2 Members may contact Directors and other key personnel within the club by:

- Ringing their personal numbers
- Ringing the club phone
- Using the e-mail addresses contained in the appendix to this policy

- 2.3 The Members Forum located on the club's website is available for access by members to facilitate contact with each other regarding diving, snorkelling and other club activities.

### 3. External Communications

#### 3.1 Press Releases.

- Periodic press releases shall be issued by the PRO featuring club news that is of interest to members of the general public.

#### 3.2 Requests for Club Statements/Information

- The following members are permitted to respond to requests from individuals and organisations, including the media, for statements or information concerning club activities. These members, in their response, may only comment on the subject matters outlined below:

<b>Member</b>	<b>Subject Matter</b>
Chairman	Any matter relating to Athlone Sub Aqua Club
PRO	Any matter relating to Athlone Sub Aqua Club
SAR Co-ordinator	Any matter relating to Athlone Sub Aqua Club's involvement in search and recovery, rescue and water safety cover services
Club Director	Any matter relating to the specific area of responsibility of the Director

- Responses to such requests should be confined to matters of fact concerning:
  - Policies, procedures and practices of Athlone Sub Aqua Club
  - Decisions taken by the Directors of Athlone Sub Aqua Club
  - Activities carried out by Athlone Sub Aqua Club
- Responses should not speculate on any matter concerning Athlone Sub Aqua Club.
- No response should be made on any issue not directly related to matters concerning Athlone Sub Aqua Club.
- No other members apart from those outlined above are permitted to respond to requests from individuals and organisations including the media for statements or information concerning club activities unless the Board of Directors otherwise approve.

#### 3.3 Representation on External Bodies/Organisations

- The Directors may approve a member(s) to represent the club at meetings or on a committee structure of an external body/organisation. No member may represent the club at meetings or on a committee structure of an external body/organisation without the Board of Directors approval.

#### 3.4 Directors and other key personnel within the club may be contacted by:

- Ringing their personal numbers
- Ringing the club phone
- Using the e-mail addresses contained in the appendix to this policy

#### **4. Implementation, Monitoring and Review**

- 4.1 Overall responsibility for the implementation of this policy rests with the Board of Directors of Athlone Sub Aqua Club.
- 4.2 The Directors of Athlone Sub Aqua Club shall make all of its members and other relevant parties aware of the provisions of this policy.
- 4.3 The Directors of Athlone Sub Aqua Club shall subject provisions contained in this policy to on-going monitoring and review to ensure that they contribute, as far as possible, to effective internal and external communications within the club.
- 4.4 Any queries concerning the operation of this policy should be directed to the club Chairman, Secretary or PRO.

*This policy was approved at a Board of Directors Meeting held in Tign Na Mara on 14/09/2011 and will take immediate effect from this date.*

**Signed:**

\_\_\_\_\_ (Chairman)                      **Date:** \_\_\_\_\_  
**William Nott**

\_\_\_\_\_ (Secretary)                      **Date:** \_\_\_\_\_  
**Deborah Riley**

## Appendix: Club E-mail Addresses

<b>Contact</b>	<b>E-mail Address</b>
General	<a href="mailto:info@athlonesubaqua.com"><u>info@athlonesubaqua.com</u></a>
Chairman	<a href="mailto:chairman@athlonesubaqua.com"><u>chairman@athlonesubaqua.com</u></a>
Vice Chairman	<a href="mailto:vicechairman@athlonesubaqua.com"><u>vicechairman@athlonesubaqua.com</u></a>
Secretary	<a href="mailto:secretary@athlonesubaqua.com"><u>secretary@athlonesubaqua.com</u></a>
Treasurer	<a href="mailto:treasurer@athlonesubaqua.com"><u>treasurer@athlonesubaqua.com</u></a>
Diving Officer	<a href="mailto:divingofficer@athlonesubaqua.com"><u>divingofficer@athlonesubaqua.com</u></a>
Training Officer	<a href="mailto:trainingofficer@athlonesubaqua.com"><u>trainingofficer@athlonesubaqua.com</u></a>
Equipment Officer	<a href="mailto:equipmentofficer@athlonesubaqua.com"><u>equipmentofficer@athlonesubaqua.com</u></a>
Public Relations Officer	<a href="mailto:pro@athlonesubaqua.com"><u>pro@athlonesubaqua.com</u></a>
Fund Raising Officer	<a href="mailto:fundraisingofficer@athlonesubaqua.com"><u>fundraisingofficer@athlonesubaqua.com</u></a>
Search and Recovery Co-ordinator	<a href="mailto:sarcoordinator@athlonesubaqua.com"><u>sarcoordinator@athlonesubaqua.com</u></a>