



2005

## COMMUNICATION PROTOCOL

### **Board of Directors to Staff/Staff to Board of Directors**

#### **1. Membership Concerns regarding staff**

Any member of Rugby Alberta (including Board Members) wishing to discuss staffing issues should direct their concern to the President of Rugby Alberta. If that is not possible or is not desirable than the Treasurer shall be the designated authority to handle staffing issues. Those issues will be taken to the Board of Directors for further discussion and a follow up letter outlining any decisions will be sent to the individual as well as a copy being kept on file in the Edmonton office. In the case of the Board of Directors having to take disciplinary action towards staff and or volunteers, two members of the Board of Directors will speak to the individual face to face with a follow up letter being sent to the individual and a copy being kept on file in the Edmonton office. This directive will be given by a majority of the Board of Directors.

Matters regarding discipline outside of the above shall be covered in the "Staff" Policy & Procedure and at all time the laws of the Province will be adhered to.

Staff having issues with Board Members or other Members Staff will follow the above protocol whereas they will report their concern in writing to the President/Secretary. The Board of Directors will, at its next Board meeting, discuss and plan a course of action (if that is necessary) and report back to the staff person in writing with the outcome.

### **Rugby Alberta Committees**

A committee shall be formed under a directive of the Board of Directors. One member of the Board of Directors will be appointed as chair for that committee. In addition, the President will be an ex officio of all committees.

Communication from Committee meetings whether the meeting is by conference call, email, or in person shall be recorded and distributed through the next Board meeting by the official Chairman of that committee. In the absence of the Chairman of the committee the President will be brought up to date and will report to the Board of Directors.

– Staff members are not Chairman of any committees and therefore do not call meetings, or initiate conference calls but are deemed an important resource tool for that committee. Staff can, if asked to do so, record the minutes of the committee meeting for distribution to the Chairman of the committee.

– The Board of Directors will discuss and make a motion to accept or deny the report and/or suggestions from the committee.



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– Standing committees should be formed each year with a minimum of the following or as outlined in the Rugby Alberta Bylaws:

- ⌘ Finance
- ⌘ Rules and Regulations

### Media Communication

Media relations are an important marketing and communication tool.

- Press Releases will be issued within 7 days of Long lists being finalized for Rep Teams
- A second press release will be sent when Short lists are finalized for Rep Teams
- A press release will be issued indicating the outcomes of all Championship Tournaments including: Senior Women, Rep Team, Alberta Cup etc.
- These press releases will include individual names and their club affiliation.
- These press releases will be prepared by the Rugby Development officer and issued within 7 days of the information being finalized. Press releases will also be sent to the Edmonton office for inclusion in the newsletter and/or website.
- Media from the hometowns of the participants should be included in the distribution list.
- All other media releases pertaining to Rugby Alberta events will be prepared by the individual (or their delegate) and sent to all relevant media. A copy of these releases should also appear on the Rugby Alberta website