



# Dunoon United Football Club Communications Policy

## Communications Policy

This procedure has been developed to ensure that communication undertaken by the Dunoon United Football Club (DUFC) and its members occurs in a clear and consistent manner.

Accordingly, the following policy shall apply to all communications undertaken by the DUFC and will apply to all members, officials, players and club visitors.

### **Internal Procedure**

#### **Website**

The DUFC will maintain a website to be used to communicate official information about the DUFC. The site shall contain copies of all DUFC policies and procedures for reference by members and the public.

General information about the club will also be placed on the website with contact details of the relevant committee members for enquires.

### **Non-compliance**

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the club facilities or function.

### **Policy Promotion**

The club will promote the smoking policy regularly by:

- Putting a copy of the policy in club newsletters, notice boards, website and printed member/player information
- Displaying a copy of the policy in the club rooms
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoking policy and will endeavour to provide information to assist this process.



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## **Policy Review**

This policy will be reviewed regularly to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.