



Communication Policy

Purpose:

To provide appropriate management of all inward or outward correspondence in the name of Hamilton Inline Hockey Club.

All Inward correspondence to the Committee must be addressed in the first instance to the Secretary:

Club Secretary
Hamilton Inline Hockey Club
PO Box 274
Waikato Mail Centre
3200

All correspondence addressed to the committee will be responded to within two weeks of receipt acknowledging the action that will be taken. This response will normally advise the date of the next committee meeting where the correspondence will be dealt with.

The committee reserves the right to apply a confidential status to any matter of complaint or matter where the committee deems the action is appropriate. Where this status is applied a response of confirmation that the matter has been dealt with will be made to the author.

The committee also reserves the right to ask for the attendance of the author of any correspondence, to the next committee meeting, to speak to the correspondence.