



## Communication Plan

The purpose of the Communication Plan is to comply with Swim21 to ensure that any communication made by Melton Mowbray Swimming Club must be accurate, appropriate and timely.

- Articles written by Committee Members should be passed to a Committee Officer who will check the content for grammatical errors, spelling and decide on the appropriateness of the contents.
- If a Committee Officer is unsure, they will seek advice from a second Committee Officer, prior to being uploaded to the Website, or published in any other format such as a local newspaper.
- Articles written by non Committee Members will need to be submitted to a Committee Member who will check the content for grammatical errors and spelling.
- The article will then be passed to a Committee Officer who will decide on the appropriateness of the contents and for final approval prior to be uploaded to the Website.
- If a Committee Officer is unsure, they will seek advice from a second Committee Officer.
- Swim Times will continue to be uploaded as per current practice.
- Gala reports written by Team Managers will continue to be created as per current practice.
- Any articles that do not follow the process may be removed from the Website.
- The Notice Boards at the Swimming Club will be kept up to date, and information removed when necessary. Notices should be approved by a Committee Officer.