



North-Eastern District Golf Association

## COMMUNICATION POLICY

Our Mission statement is *“To facilitate and promote a club driven, inclusive and sustainable approach to developing the game of golf in the North Eastern District.”*

To help promote the game of golf for all our clubs in the North Eastern District the NEDGA will assist by helping promote club golf events in the following way:

### NEDGA and Golf Vic Calendar of Events

All NEDGA and Golf Vic Calendar of Events will be promoted via:

<b>Team App</b>	Under Events Tab which includes event information and flyer with reminder set two weeks prior to the event.
<b>Facebook</b>	Link from Team App on Facebook
<b>Email</b>	Sent from <a href="mailto:nedgavic@gmail.com">nedgavic@gmail.com</a> to distribution list.
<b>Website</b>	Under Events which includes a link to Team App.

To ensure all events get enough promotional time we ask that flyers are ready at least 6 weeks prior to the event and sent in a PDF format to [nedgavic@gmail.com](mailto:nedgavic@gmail.com) for uploading on Team App, Facebook and emailing to members.

### Non NEDGA Club Events

All non NEDGA Club events will be promoted via email only.

Those Clubs that have a Facebook page are encourage to tag us in their post using **@nedgavic**. Their post will then come up on our page.

### Outside of NEDGA Club Events

Due to the amount of time spent on promoting NEDGA golf events, the NEDGA does not promote events that are outside of our district however, if they have a Facebook page they can tag us using **@nedgavic**.



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### Social Media

NEDGA has a number of ways that we can communicate with our members. To ensure that we deliver a streamlined communication policy our platforms are used for the following purposes:

#### Team App

- NEDGA Calendar of Events
- NEWS
- Documents
- Rules and Policies
- Fixtures
- Ladders
- Results
- Gallery

#### Website – [www.nedga.org.au](http://www.nedga.org.au)

- Calendar of Events
- NEWS
- Resources
- Honour Rolls
- Life Members
- Club information
- Contacts – NEDGA Executive Committee

#### Facebook

Facebook is used to promote NEDGA golf events, Golf Australia events, timesheets, results, photos and player news.

Facebook is used in conjunction with a link from Team App and or our website (where possible) to help promote these two sites.



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### Email

Email is used for NEDGA Communication, NEDGA Event Flyers, NEDGA Club Event Flyers, GolfAust Communication and any other information they made need to be distributed to members for their information.

Contacts have been broken down into the following groups:

- NEDGA Clubs
- Associate Members
- Club Captains
- Men's Captains
- Ladies Captains
- Club Secretaries
- Club Presidents
- Men's Club Presidents
- Ladies Club Presidents
- Everyone
- Ladies Pennant
- Life Members
- NEDGA Exec

Contacts are updated as required. A copy of all Club contacts are also kept in an Excel spreadsheet.

All emails are sent using the bcc.

Our main email address is [nedgavic@gmail.com](mailto:nedgavic@gmail.com) and is monitored by the Secretary.

All members of the Executive also have a generic email address as follows:

President	<a href="mailto:nedgapresident@gmail.com">nedgapresident@gmail.com</a>
Vice President	<a href="mailto:nedgavp@gmail.com">nedgavp@gmail.com</a>
Female Golf Operations	<a href="mailto:nedgawomen@gmail.com">nedgawomen@gmail.com</a>
Male Golf Operations	<a href="mailto:nedgamen@gmail.com">nedgamen@gmail.com</a>
Treasurer	<a href="mailto:nedgatreasurer@gmail.com">nedgatreasurer@gmail.com</a>