



Derbyshire Schools' Sports Association



Derbyshire Junior County Badminton

E-Mail Protocol

Guidelines

Author: DSBA Executive Committee

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This document details guidelines for correspondence by e-mail within Derbyshire Junior County Badminton.

1 Change Control

Issue No.	Author	Date	Comments
1.0	DSBA Executive Committee	27/07/2011	Initial Issue.

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3 Introduction

Derbyshire Junior Badminton¹ under the umbrella of the Derbyshire Schools Sports Association requires all communication by e-mail to follow a pre-defined protocol in order to:

- Adopt a professional approach
- Obtain consistency in the way e-mails are used and sent
- Organise the circulation lists in a controlled manner
- Define responsibilities for each distribution list
- Avoid confidential information being sent to 3rd parties
- Reduce the number of e-mails an individual gets that are not applicable to them
- Protect individuals from complaints

4 E-Mail Protocol

The following sections are a guide to E-Mail protocol; however some functionality may not be available in some e-mail applications.

4.1 Circulation Lists

Any correspondence by e-mail should know the required audience and therefore the appropriate E-Mail Circulation List can be used to ensure that the information is precisely targeted. The use of a pre-defined E-Mail Circulation List will work in the majority of cases where information is regularly distributed; however there will be instances like ad-hoc E-mails where this won't be the case and it is the individual's responsibility to define the circulation.

The E-Mail Circulation Lists will be contained within a separate document. This will be version controlled and access to the document will be given to the appropriate club representatives who will be informed of every change so that the circulation lists that are used are always accurate. It is up to the club representatives to have good house keeping ensuring they are using the latest list. Due to security concerns, E-mails and circulation lists will **never** be made available on the Derbyshire Junior Badminton web site.

Club representatives sending out E-Mails where a Circulation List can be used should use copy and paste functionality for transferring to their E-mail application.

To keep control of the circulation lists, they will be managed, updated and controlled by only a nominated individual within an organisation. This individual will have the following responsibilities:

- To keep the Circulations List document updated.
- To distribute any update to the circulation list to all club representatives.

It is up to each Club representative to inform this individual when an update is required to the entries within a Circulation List. This will apply to additions, removals and changes.

¹ Derbyshire Junior Badminton is another name for the Derbyshire Schools Badminton Association (DSBA).

4.2 E-mail Visibility

When sending e-mails, in some cases, it will be advantageous (where your e-mail application allows) to remove the visibility of the circulation within the e-mail. Bear in mind that this method can cause problems and the recipient may not always see the e-mail because of security settings in their e-mail application.

4.3 E-mail Signatures

All e-mails sent should have the following signature applied (where your e-mail application allows):

Name

Derbyshire Junior Badminton - Role

 Onnnn nnnnnn

 Onnnn nnn nnn

 another@xxx.com

www.derbyshirejuniorbadminton.co.uk

e.g.

A.N.Other

Derbyshire Junior Badminton – U15 Team Manager

 01234 567890

 09876 543 210

 an.other@hotmail.co.uk

www.derbyshirejuniorbadminton.co.uk

or (if pictures don't work)

A.N.Other

Derbyshire Junior Badminton – U15 Team Manager

Tel: 01234 567890

Mob: 09876 543 210

E-Mail: an.other@hotmail.co.uk

Web Site: www.derbyshirejuniorbadminton.co.uk

It is a personal choice whether an individual includes their contact telephone numbers in their E-mail signature.

4.4 E-Mail Disclaimers

Now we have a formalised E-mail protocol, it is essential that all E-Mails contain the following disclaimer which should appear below the e-mail signature. It will be wise to add it as part of your E-Mail signature.

Disclaimer:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Derbyshire Junior Badminton.

4.5 E-Mail Forwarding

Never forward an E-mail without completely checking the contents of the **full** E-mail chain. It is the responsibility of the individual to ensure that this is done to ensure no-one else's views or correspondence

is compromised. When unsure, please check with the individuals who have sent responses in the E-mail chain.