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Policy 2020-04

Club Email Accounts

for GTBVC Staff Members, Pros, and Board Members

1. Email Account Policy

EAP1

All Garneau Tennis and Beach Volleyball Club (“GTBVC”) staff, tennis professional(s), volleyball professional(s), and board members will be issued an official GTBVC email account (“the account”).

EAP2

The account shall be used when conducting any club related business with members, contractors, any external stakeholders. Personal email accounts shall not be used when conducting club business.

EAP3

The account is to be treated as property of the GTBVC and therefore shall not be used as a personal account or dealing with personal matters.

EAP4

The account is property of the GTBVC and therefore all control of the email account will be transferred over to a staff member, board member, or pro where appropriate when your governing or employment relationship with the club has ended.

EAP5

The Garneau Club president is in charge of managing the club email accounts, where he/she may assign a board director or other club member as an email administrator, at his/her sole discretion. When a new president is elected, this responsibility is transferred to the newly elected president.