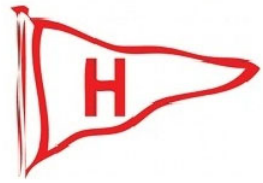


Henley and Grange Swimming Club Inc.

Online Newsletter/Blog Submission Guidelines



Frequency of Submissions

- As this blog is the online Newsletter of the Henley and Grange Swimming Club a monthly posting cycle will be established so that readers/members may have a reasonable expectation of when new content will be available
- All posts that form this core Newsletter will be submitted by the end of the first week of every month directly online by the author
- A reminder email will be distributed to the membership at this time to invite them to view the Newsletter
- Where necessary extra posts can be submitted between times but not at the expense of the core publication
- The PR Officer reserves the right to edit or remove any posts that do not meet the guidelines as set out

General Guidelines

- All posts must be useful to this blog's audience and be of a newsworthy nature.
- All posts must be grammatically correct and free of spelling errors.
- All blog posts must include the author's name and role within the Club
- All posts must be original and not breach copyright laws
- Do not post material that is unlawful, abusive, defamatory, invasive of another's privacy, or obscene to a reasonable person.
- Do not post information of a private nature about yourself or others.
- No posts may be self-promotional or include marketing links, except where approved by the PR Officer for the purpose of supporting our sponsors
- Posts should be equitable in their reportage and should not unduly favour the results of one swimmer over another

Photographs

- All authors are encouraged to illustrate their posts with relevant photographs.
- Photographs should be in focus and cropped to show just the relevant persons/event
- All photographs should be of sufficient resolution to be viewed at larger scale without undue pixilation.
- Photographs should be accompanied by an acknowledgement of the photographer, ie: photographed by...
- The author must ensure they have the permission of the photographer to post their image online in our blog
- Photographs must not breach copyright laws
- All children who can be identified in an image (ie facing the camera) must have guardian consent to appear online (see club photographing of children policy)

Who Can Post

A monthly report from

The Coaching Team : to give an overview of the month's events, including

- competition results
- team performance
- any training or coaching issues
- coaching/team direction

ARKS representative: to give an overview of their monthly doings as with the coaching team

Masters Representative : to give an overview of their monthly doings as with the coaching team

Henley and Grange Committee Members: to promote information relating to their portfolio where relevant

TAC Representative: To promote activities and inform the membership about relevant news pertaining to the Thebarton Aquatic Centre

Occasional posts from

The Head Coach: to promote relevant information outside the monthly newsletter cycle

ARKS representative: to promote relevant information outside the monthly newsletter cycle

Masters Representative: to promote relevant information outside the monthly newsletter cycle

Henley and Grange Committee Members: to promote information relating to their portfolio when necessary outside the monthly newsletter cycle

TAC Representative: To promote activities and inform the membership about relevant news pertaining to the Thebarton Aquatic Centre outside the monthly newsletter cycle